



# WENDOUREE ATHLETIC CLUB Inc

Inc No A 2824 ABN 49 928 547 941  
P.O Box 160N, Ballarat North, 3350

Meeting held on 31<sup>st</sup> October 2018. Meeting opened at 7.37pm

**Present:** Stephen McLennan, Michelle Hawkes, Phillip McLennan, Alison Fidler, Brendan Hawkes, Tyler Davis

**Apologies:** Caitlin Christie, Bill McLennan, Mal Johnstone, Peter Luke, Kris Davis

## **Matters Arising:**

- Approve September minutes
- Club captains for track & field season

**Moved: Alison Fidler**

**Seconded: Michelle Hawkes**

## **Outwards Correspondence:**

Email to Lakers Footy club re: honour board and cabinet for trophies.

Email resent for teachers' games invoice

## **Inwards Correspondence:**

## **Emails Received:**

Ash Rodger – Brac minutes

Nick Clifton (Lakers Footy club) reply to the above email

Pieter Van Pinxteren – Reply to resent email

Catherine King – Grant opportunities

Jenny Micallef – McCain's taste testing

## **Accounts for Payment:**

<u>Name</u>	<u>Item</u>	<u>Amount</u>
	<b><u>Total:</u></b>	<b><u>\$</u></b>

**Moved:**

**Seconded:**

## **Treasurers Report:**

**Moved: Alison Fidler**

**Seconded: Nev Down**

## **Reports:**

### **Financial Report** - (Alison Fidler)

Term Deposit due in May 2019.

Still have a couple of people that haven't yet paid their Cross Country \$20 fee to the club.

### **Social Report** - (Michelle Hawkes)

After track on the 15<sup>th</sup> December there will a BBQ held by BRAC.

Need to start thinking about the track and field presentation.

### **Fundraising Report** - (Steve McLennan)

Hopefully we will receive the payment for the teacher's games very soon.

We have completed 3 weeks of McCain's taste testing, which we will have raised \$360.

Plenty of sausages being sold on a Friday night at the Wendouree Juniors.

### **Woody Yaloak Report** - (Peter Luke)

Nil

### **BRAC Report** - (Steve McLennan)

Brac meeting was held on the 29<sup>th</sup> October.

See attached.

### **AV Report-** (Steve McLennan)

Nil

### **Junior Report** – T & F – (Michelle Hawkes)

#### Track & Field

We are well under way into the track and field season for the juniors on a Friday night and we have 315 kids on the boards up to date.

It has been very busy, and we have had a few of our senior junior athletes come along and help, which has been great.

**Moved: Tyler Davis**

**Seconded: Brendan Hawkes**

## **General Business:**

Steve McLennan	Need to think about who we can appoint as club captains for track season. It has been suggested we have rolling captains each week. The club captains will be asked to co-ordinate the day e.g. organising relay, lap scorers and encouraging all our athletes.
Michelle Hawkes	We had a meeting with the football club to discuss honour boards etc which was very positive. We will now look into pricing, design etc.
Phil McLennan	Cross Country review. Look at increasing number of other users at certain races, courses where people get lost, sponsored runs, clash races (AV & Ballarat) combined races with Ballarat, aggregate scoring systems etc. Things we need to discuss at length.
Alison Fidler	Nil
Brendan Hawkes	Nil
Nev Down	Nil
Tyler Davis	Apparel has been ordered and should not be too far away.

Meeting Closed at 9.13pm

Next meeting 28<sup>th</sup> November 2018 @7.30pm

**BALLARAT REGIONAL ATHLETIC CENTRE**  
**Board Meeting Minutes**  
**Monday 29th October 2018 @ 7.30pm**

**Meeting Commence:**

**Present:** Steve McLennan (chair), Ashley Rogers (note taker), John Weeks, Nev Downs, Rod Griffin, Paul Burge, Marita Rieniets, Julie Bicknell, Michelle Hawkes

**Apologies:** Helen Rieniets, Shane Bicknell, Josh Attwood

**John Weeks declared a conflict of interest at the start of the meeting.**

**Minutes of Previous Meeting:**

Matters arising from minutes or correspondence:

- Hole in the fence is still unfixed
  - Still needs to be repaired. Waiting for council to organise a time to get it repaired.
- Have the signs been organised for the throwers using Llanberris for training
  - Steve has found one of the BRAC signs. He will endeavor to organise more.
- John Weeks sponsorship
  - John needs more time to develop the sponsorship proposal. He asked for it to be rolled over to next meeting
    - Ash to send the old sponsorship plan to John
- Hammer cage
  - The hammer cage issue has been fixed. Since then it has developed a new issue. Needs to be fixed by Friday for a school hiring or Saturday morning Little Athletics

Motion: That the minutes are a true and accurate record of the last meeting:

Moved: Julie

Seconded: John

Vote: **Moved**

**Correspondence:**

In:

- Email from Mark Patterson confirming meeting with council
- Email from Chris Gardner with the minutes from the meeting held at Llanberris (attached)
- Email from John Weeks regarding BRAC employees and financial payments (attached)
- Invoice from Oxley Nets
- Invoice from Magnetic Automation for turnstile gate cards
- Letter from Debt Collector.
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Out:

- Email out to Mark Patterson thanking him for confirming the meeting
- Invoices out to schools
- Payments of BRAC accounts

**Reports**

**Treasure's Report:**

**Available on request.**

Julie noted that the BRAC PayPal account still has approximately \$4500 sitting in it. This is a significant amount of money that BRAC currently isn't able to access. Nobody seems to know how to access or created this PayPal account in the first place.

- It was suggested that we talk to the 2 previous Facility Managers of Llanberris (Aaron Green & Josh Attwood) to see if either of them were the original creators.
  - Ash said he can contact both of them.

**Council Report**

Several meetings were organised with council this month.

Steve, Ash and Helen had meeting with Chris Gardner. Steve read through the minutes supplied by Chris (attached). The biggest things were:

- The external toilet block will not be replaced by council; they have no intentions of replacing them. The only council option would be to demolish them completely leaving the centre with even less toilets than we currently have.
- The Sturt Hunter pavilion is not to specification for people with disabilities. This was Chris Gardner's major focus
- Anything aesthetic to the centre would be a long term goal (car park issues)

Steve had a meeting with Greg Spratling

- He noted that pine bark added to the gardens outside the external toilet block making it the place look more presentable. Steve was also informed that the council has mountains of pine bark that can be used to further freshen up the facilities.
- Water bills to be forwarded to Greg Spratling during the summer and spring seasons. All other water bills to payed by BRAC

Steve and Rod met with Mark Patterson & Darren Saddler. (No minutes taken at meeting)

- Walked them around the track looking at all the spot fixing issues that need to be addressed
- Discussion about the lifecycle of the track. More than likely will need replacing in the next 5-6 years
- A discussion about the Optus tower and where the funds for its use on the centre lands are going.
- Track gates and if they should be reintroduced to save the wear on lane 1.
- Moving photo finish into manager's office.
- Stuart Hunter pavilion and how it is unfit for disabled people.
- Council saying that toilets are adequate at the venue.
  - This goes against the regulations that John said made the centre non-compliant.
- Potentials for upgrade of the centre security
- BRACS roll in costing for the track replacement.
  - It was made clear to council that the track relay can't happen when Ballarat has the rotation of the Victorian Countries Championships at the venue.

### **Track Report**

It was brought to attention that are BRAC records being process properly for the Shield Rounds? The running records are fine as we have the photo finish but the throws events were very still ambiguous.

- No implements have been weighed this season thus deeming any records moot
  - Records would also need to be measured with a metal tape.
  - No jump without a wind gauge can be claimed as a record.
- It was agreed that the onus needs to go on the athlete to declare a record or declare they are throwing for a potential record so special considerations can be arranged.
  - Officials already have enough to do without having to comb through results to find potential record throws
    - It was suggested that copies of the records go out to each event.
  - Clubs were encouraged to display the records for their athletes so we don't run into the above problems.

Julie queried if the region used "elite throwing" (if an athlete throws beyond a certain "standard" they can gain additional throws in the competition) rules during competition. She noted a few metro athletes preferred throwing in the Geelong region because they offer this ruling.

- Helen noted that they have implemented this ruling in the past. The athlete would be added into the second round of competition. It was also dependent on athlete numbers and time constraints whether it was successfully granted.
- Rod found the AV ruling on the matter which only provided more of a grey area
  - "In the top heat of throws and horizontal jumps those athletes who have reached the minimum standard in the first three attempts will be eligible for three additional attempts"
- Nev said he would investigate what these standards might be for each age group.

Nev jumped back to the records again regarding runners breaking current track records. He suggested that handheld records should have an additional +0.25 put against them compared to a photo finish time moving into future competitions. This system is being used in higher level competition

- Everybody agreed that it's a logical interpretation regarding handheld v photo finish.

### **Cross Country**

Nil

### **Canteen**

The canteen has a school this Friday 2<sup>nd</sup> November and next Thursday 8<sup>th</sup> November.

So far though the 4 rounds of AV Shield each club has had somebody manning the canteen. It is now back to the start of the rotation with YCW for Round 5 on Saturday 10<sup>th</sup> November.

### **Officials**

The official's roster continues to be working very successfully. As always we are still short on helpers week by week so if you have additional club members who could be assisting can you encourage them to get out in the field and lend a hand. Steve noted that during the next AV Shield program containing shotput that both sectors would be used to speed up the time taken during each sheet of competition.

- The sheet of the competition would be split in half for each sector.

### **Facilities**

Ash noted that second high jump cover has been fixed and is ready for school and BRAC competition when needed.

Motion: That the reports be received:

Moved: Rod

Seconded: Marita

Vote: **Carried**

## **General Business**

### Steve

Steve is trying to lock down all the times that the clubs use the Stuart Hunter pavilion for meetings

- Little Athletics – 2<sup>nd</sup> Monday of the Month
- YCW – moved meetings back into their clubrooms

If anybody knows where the missing alarm log book has gone can it please be returned?

- A new one has been implemented in its place.

### John

With John returning to coaching in the Ballarat he has questioned why he can't gain access to the Llanberris equipment to train his BRAC registered athletes (starting blocks in this case). Ash also noted that he had requests from a Ballarat Harriers athlete regarding loaning a pole vault pole for training purposes.

- The idea of having a lock box with equipment that coaches could sign out and return to the box was suggested. Box would have a combination lock with only certain people receiving the combination lock.
  - It was agreed that this would be a simple solution but in the end of the day this equipment would eventually go missing and would fall back on BRAC to replace it.
- Julie noted that 3 of the local coaches (Nev Downs, Paul Cleary & Lindsay Burgoyne) have an agreement with Little Athletics to store equipment in their sheds which they can access during the training days
  - She stated that if BRAC wrote a letter to Little Athletics asking to do the same it would be considered.
    - Ash to write the letter. At this stage it would just be starting blocks.

John wrote a letter to the board (attached) about the current BRAC governance, more specifically the area regarding financial payments to employees. This caused some friction with the wording that he used during his discussion of the letter.

- It was noted that all these payments have been cleared by the board at previous BRAC meetings.
  - Ash will organise a response to John and his request with more detail.
- John also requested a copy of the BRAC constitution to look over.
  - Finding a copy turned out to be more difficult than thought. Ash to receive a hard copy of the file and convert to electronic copy so that it can be easily distributed when required.

During the above discussion it was noted by Rod that John Weeks isn't a current registered member of Athletics Victoria and therefore doesn't meet the criteria to be a club delegate on the BRAC board.

- He apologised and stated that he thought his current AA coaching accreditation covered him for this. John will get his AV registration amended ASAP.
  - It was the decision of the board that any general business or discussion he wanted to discuss would no longer be permitted as part of the meeting agenda
  - **Let it be known at this time John Weeks is an invited observer for the meeting and until he has a current Athletics Victoria registration. All of his agenda items to be struck from the meeting.**

### Julie

Julie passed on that Little Athletics are still unhappy with the situation with the astro turf outside the photo finish pavilions

- Nev noted that he had his training group try to fix the situation but turf is just too heavy to move with all the sand throughout it.
- We need to get all hands on deck during the Shield competition to fix it. Next scheduled AV Shield round is Saturday 10<sup>th</sup> of November.

### Michelle

Michelle is still concerned about runners crossing the middle of the infield while the throwers are practicing.

- Steve confirmed earlier that he had found 1 but it was deemed insufficient to properly cover the space.
  - John Weeks noted that he knows a good sign writer and would look to get a quote for 4 additional signs. He requires the sign from Steve so replica can be produced
- It was noted that somebody needs to speak to Paul Cleary about Cody McDonald throwing in the shotput rink and how dangerous it can potentially be.
  - Ash can have a chat with him.

Paul

Paul enquired should life members get free entry into Llanberris?

- It was unanimously voted yes they should get that privilege.
  - It was noted that most living life members have keys to the facilities currently and Rod said he didn't mind paying to enter.
- The discussion evolved into if committee members should get the same privilege for all the volunteer service they provided.
  - This was deemed unnecessary and the board didn't want to set a bad example.

Paul asked the question that are our visiting walkers taking too long during our rounds of AV Shield?

- Unfortunately, nothing we can do about it. All we can do is run events around them to create as little disturbance to the competition scheduling as possible.
- This evolved into a discussion about Alanna Peart not counting for points during Shield competition as she is walking the wrong distance. If she wants to walk the longer distance, she needs to let AV know of this change otherwise she will be regarded as an invitation athlete in the event.
  - Julie said she needed to talk to Kerry, so she will let her know.

BRAC needs to focus on building a pathway between Little Athletics to get older age athletes transitioning into senior athletics. It was noted that you would find that a large majority of our under 14/16 athletes do indeed compete at Little Athletics. In the end BRAC could be doing more to create a partnership with Little Athletics to strengthen the numbers during the senior season.

- Julie noted that Little Athletics would have no problem with the clubs coming to the Saturday morning competition and spruiking their clubs.
- Julie was thinking about running a combined event between the 2 different competitions to give the Little Athletics athletes a taste of the what the senior competition looks like
  - Steve suggested the idea of pushing the Little Athletics program back and then overlapping into the senior competition. They would get the 2 track events (1500/800, 100/200) and 2 field events straight off the start.
  - The best scenario would be to hold this before Christmas (1<sup>st</sup> of December would be ideal).
    - Julie to bring back to the next meeting with thoughts from Little Athletics.

Marita

Nil

Rod

Nil

Ash

Nil

Nev

Nil

**Next Meeting:** 26/11/2018

**Agenda Items Due:** 25/11/2018

**Meeting Closed:** 9:24pm

**Letter from John Weeks**

Hi Steve

As a current Ballarat Regional Athletics Board member, I have a number of questions around contract / agreements between BRAC and any employees (financial) that may undertake work / duties that lead to a financial payment for BRAC at Ballarat Regional Athletic Centre or other venues. These are important questions that require transparent processes under our constitution

As you would be aware it is critical for transparency as well as ethical practice that all financial transaction for Ballarat Regional Athletic Centre are documented and lawful under BRAC constitution.

I am requesting information on the following contractual arrangements for: cleaning, facility manager for school carnivals & canteen duty supervisory roles.

1/ Please explain any documented payment arrangement for canteen supervisors at Llanberris during venue hire for School carnivals

eg Does BRAC have a document that has been endorsed by Board of management to make payments to canteen supervisors. if so, what is the rate of pay per hour / day / carnival

2/ What arrangements does BRAC have in terms of weekly hours for payment of the Venue Manager role for school carnivals. Has this payment rate and number of hours been ratified at a previous Board meeting ?. Who signs off on hours worked at carnival?

3/ What happens with payments for cleaning duties at Llanberris (Stuart Hunter Pavilion) and old toilet block on site. Has there been a documented process to award a contract to clean? for a certain number of hours per week through a tender process?

If there are issues with formalizing job descriptions and process I can be of assistance but ultimately the key piece for transparency is having the BRAC board endorse the particular agreements (if not already done)

Thank you for your assistance in this matter to ensure our sport follows its constitution and remains transparent to all its athletic club members

Regards

John Weeks - BRAC Board Member

### **Meeting Minutes From Chris Gardner**

Good Afternoon Ash,

Please see below my minutes from our meeting earlier in the week. Let me know if there is anything you think I have missed.

Wednesday 3 October – 11.30am

New lease agreement for Llanberis Reserve

- CG to follow up on status of current Lease and provide feedback to BRAC

The situation with our external toilet block

- Toilet Block is not listed on the Asset Register for COB and as previously communicated by COB will not be providing funding for any improvements on the facility.

- COB preferred outcome is to demolish the old infrastructure.

- Any future works would be required to be undertaken by BRAC

York Street car park (needs asphaltting and lighting)

- CG notified that this was not a current priority for SAL but keep on the list for future funding. Current focus for capital funding was to promote participation opportunities and provide Female Friendly facilities.

- New access point requested to minimise the entry exist congestion. CG confirmed this should form part of future scope when considering car park improvements

Possibility of getting disabled access to the centre

- This is a compliance issue that CG will follow up from councils end.

- Entry access point

- Internal dimensions of toilets and access to appropriate facilities for athletes

Photo Finishes

- Possibly look at BRAC to fund this and Council concentrate on compliance issues

- SM meeting with Greg Spratling next week
- Looking at grounds, surrounds and plantings.

#### CCTV and security

- CG to chat to other Council officers about what future funding might be available for BRAC?

#### Development of the BBQ area we proposed 12 months ago

- BRAC to provide copies of plans and designs for the space to CG.
- CG to chat to Planning department once plans received to see how Council can support
- Maybe look at Community Impact Grants to help fund this project if required

#### Long Jump pits back straight

- a. Concrete ledge between run up and pit non-compliant
- b. CG to follow up with Polytan remediation works and also have then look at the current state of the 100m start line where there recent repairs were undertaken