



# WENDOUREE ATHLETIC CLUB Inc



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

Meeting held on 28<sup>th</sup> October 2020. Meeting opened at 7.30pm via Skype

**Present:** Brendan Hawkes, Michelle Hawkes, Alison Fidler, Phil McLennan, Caitlin Christie, Kris Davis

**Apologies:** Peter Luke

## **Matters Arising:**

- Approve September 30<sup>th</sup> minutes
- Need to follow up with Troy Drever Signs to put sign up in the junior area
- Getting back to Jeremy Brassington about setting up a trust fund (Phil to follow up for Nov meeting)
- Framing of memorabilia (Alison had a better idea for this)

**Moved: Alison Fidler**

**Seconded: Caitlin Christie**

## **Outwards Correspondence:**


## **Inwards Correspondence:**

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## **Emails Received:**

Ballarat Little A's – Return to Play
Av/Brac – Various road map out of COVID sessions
Caitlin Honey – Community Sport Infrastructure loans
Glenn Turnor – Return to competition
Nev Down – AVSL program for Ballarat
Andrea Haslett – Q&A sheet
BRAC – Meeting information and minutes
Caitlin Christie – Face masks
BRAC – Country Champ proposed dates
Andrea Haslett – Officials Return to Competition and COVID safe guide
Michael Hynes – 3 <sup>rd</sup> discus ring
Maddy Sheedy – Change of fees update
Glenn Turnor – Metro Melbourne coaching update.
Ross Cunningham – Athletics Victoria – Return to Competition Roadmap

## **Accounts for Payment:**

Lemonade and Trophy Shoppe	Medals engraved for CC season	\$22.00
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## **Treasurers Report:**

Available on request

**Moved: Alison Fidler**

**Seconded: Phil McLennan**

## **Reports:**

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

Account is looking very healthy and at this stage we do not have any big expenses coming up.

Term deposit is due on 17<sup>th</sup> February 2021.

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

We had our Virtual Cross Country break up and it went really well.

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

Steve cashed in some cast iron \$101.50

We did our first Triathlon Club marshalling for the season. We have another 4 to go. Next one is 15<sup>th</sup> November.

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

Woody Yaloak commences their Track and Field Season this coming Friday night.

### **BRAC Report** - (Nev Down)

BRAC Meeting was held on the 26<sup>th</sup> October.

Brac is scheduling a trial run of return to competition on the 7<sup>th</sup> Nov and then the AVSL will commence with a come and try day on the 21<sup>st</sup> Nov and the actual AVSL with start on the 28<sup>th</sup> Nov with very limited events. BRAC will look at putting on extra events at the end of the program to cater for events that have been omitted by AV.

The program is attached.

### **AV Report-**

We received an email from Ross Cunningham re: AV return to competition. Attached at end of minutes.

### **Cross Country Report** – (Phil McLennan)

Our Virtual Cross Country Break up was held on Saturday 10<sup>th</sup> October at 7.30pm via Zoom. We had a few little hiccups, but all went pretty well. Winners were:

Open Men- Stephen McLennan

Open Women – Christine Christie

U/16 Men – Dayne Schnyder

U/16 Women – Rosie Hunt

U/12 – Tom Goodson

Thank you once again to everyone that supported the Virtual Cross Country.

### **Track Report** – (Nev Down)

Brac is scheduling a trial run of return to competition on the 7<sup>th</sup> Nov and then the AVSL will commence with a come and try day on the 21<sup>st</sup> Nov and the actual AVSL with start on the 28<sup>th</sup> Nov with very limited events.

BRAC will look at putting on extra events at the end of the program to cater for events that have been omitted by AV like Hammer, High Jump, Javelin and Pole Vault, 3km,5km.

The proposed program is attached. Still waiting for AV to sign off on the program.

### **Junior Report** – Cross Country & Track – (Michelle Hawkes)

We have started our junior Cross Country again. The first couple of weeks have been good, however last Friday we didn't have many due to the public holiday.

Junior Athletics we will look at starting on the 20<sup>th</sup> November with some very strict guidelines and procedures.

**Moved: Alison Fidler**

**Seconded: Phil McLennan**

### **General Business:**

Brendan Hawkes	Troy Drever has email through the sign to put in the Junior Aths area and it looks good. We contacted Michael Hines about 3 <sup>rd</sup> discus ring, and he got back to us and Brendan had a meeting with him today and he said it should be fine, but he just has to follow up with a few details. We need to chase up trophies from last year.
Michelle Hawkes	Hard drive to store all club information. Michelle will purchase. I little while ago we spoke on having detailed descriptions on the club executive positions. I have done that and will attached to the minutes for everyone to have a look at. It will give everybody a clear idea of what each position involves and also we will be able to see that those in the positions are suited and fulfilling their role.
Alison Fidler	Nil
Phil McLennan	Has written a letter to the cricket and football club to be passed on re: naming of meeting room. Will send to Michelle to forward on to The Cricket and Football clubs.
Caitlin Christie	Masks we got quote from the Project company and we have accepted it, so just waiting for the invoice now.
Kris Davis	It is disappointing that one of our BRAC delegates is not showing much interest in the club and reporting back to club with relevant information from BRAC or AV and vice versa.

Meeting Closed at 8.45pm

Next meeting proposed for the 25<sup>th</sup> November 2020 @7.30pm

AVSL						Additional Session		
Date	Rnd	Run	Run/Walk	Jump	Throw	Run/Walk	Jump	Throw
28/11/2020	1	60	600	LJ	DT	3000	PV	HT
5/12/2020	2	100	400	TJ	SP	1500	HJ	JT
12/12/2020	3	200	Walk	LJ	DT	3000	PV	HT
19/12/2020	4	100	800	TJ	SP	5000	HJ	JT
16/01/2020	5	100	400	LJ	DT	3000	PV	HT
6/02/2020	6	200	1500	TJ	SP	400	HJ	JT

Ross Cunningham <Ross@athsvic.org.au>  
Wed 28/10/2020 5:14 AM

Dear Club Contact,

After what seems like a lifetime, we are excited to begin welcoming our athletics family back to participating in the sport.

We hope you have taken good care of yourself, family and friends and are raring to go for what looks like a packed season of athletics.

### **UPDATE**

On Monday 26<sup>th</sup> October 2020, the Victorian Government announced further easing of restrictions for metropolitan Melbourne and Regional Victoria from 11.59pm Tuesday 27<sup>th</sup> November 2020. <https://sport.vic.gov.au/news/articles/Victorias-roadmap-for-sport-and-recreation-the-next-step>

Athletics falls under non-contact sport provided guidelines are met therefore under the guidelines

- Non-contact sport outdoors can resume for adults. Non-contact means you must be able to keep 1.5 metres between everyone. Participation is permitted for all adult ages so long as groups are limited to 10 until advised otherwise and maintain 1.5m social distancing as well as applying COVIDsafe principles.
- For people aged 18 and under contact and non-contact sport outdoors can resume. Sport is limited to the minimum number of people needed to play. Participation is permitted for all junior ages so long as COVIDsafe principles are applied.
- You can train outdoors in a group of up to 10 people. A trainer is allowed in addition to this limit.
- Restrictions on spectators to be provided at a later date.

*More detail on guidelines/restrictions will be included in the return to competition and safety measures documentation which will be sent out in due course.*

The Sport Delivery Team, as well as Athletics Victoria as a whole, understand the pressures to return to our sport as soon as possible and as such are working hard to provide opportunities for individuals and clubs to engage in Athletics in Metropolitan Melbourne as soon as possible.

Regional Victoria has a specific reopening roadmap, relating to active coronavirus (COVID-19) cases in the community and as such, Athletics Victoria are working with regional clubs and committees in providing information to support their return.

We are working closely with Sport and Recreation Victoria as well as Vic Sport on attaining specific information relating to community sport and in particular definitions around participating in athletics events. Once we obtain this information, we will provide further updates to support you.

In the coming days, a follow up email will be sent presenting the AV Return to Competition Policy. This document will be an extension to the Return to Play/Training document that is currently up on the AV website.

### **RETURNING TO OPPORTUNITIES**

Looking ahead, we will require the understanding and assistance of all stakeholders to be able to operate the schedule of opportunities outlined in the table below. Our stakeholders should be aware that the events, processes and requirements will be very different to any year previous due to the COVID-19 pandemic and restrictions and strict procedures will be in place to comply with Victorian Government health regulations until advised.

The 2020/21 calendar including the events offered will continue to evolve and change as restrictions ease; however, stakeholders also should be aware that restrictions may vary across the state as Regional and Metropolitan Melbourne areas progress through the steps at different rates. Due to uncertainty around timings and scheduling of Little Athletics events, we have moved AVSL rounds 1 – 4 to the Sunday morning time slot with a view to returning to the original Saturday 1pm time slot in 2021. This will give management and the zone committees more time to set up and prepare the additional measures aligned with COVIDsafe procedures.

### **ASSISTANCE FROM THE AV CLUBS**

At the Athletics Victoria 2020 AGM, a question was posed around what can clubs do to assist and support Athletics Victoria. We are now calling on that support. Moving forward, Athletics Victoria with the assistance of clubs will look to operate the schedule of opportunities listed in the table below for November 2020. The table highlights two sections in blue, those sections are dates in which we are offering the clubs opportunity to stage a small club event. There are still restrictions in place for metropolitan Melbourne including travel limitations and COVIDsafe measures therefore we are asking that if any club wishes to hold an opportunity on any of the dates below they submit a detailed operational plan to Athletics Victoria in advance of those dates outlining concept; entry and exit plan and COVIDsafe principles. The only prerequisite is that you keep it small, resource within the club, follow the steps outlined in the Return to Competition Policy and enjoy being back participating! AV will be here to guide and assist you where and when possible.

Please note at this stage the following events have not yet been approved to operate due to safety concerns and ask clubs not to stage these events until advised by AV;

- Pole Vault
- High Jump
- Hammer Throw
- Hurdles
- Steeple Chase
- Javelin

We will monitor the health and safety information provided by the State Government as it is released – and will look to add these events into our calendars as soon as it is safe and practical to do so.

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<b>November 2020</b>	<b>Event</b>	<b>Age Groups</b>	<b>Venue(s)</b>
Sat 31 Oct	Welcome Back Open Day Athletics	18 and Under	Bendigo
<b>Sun 1 Nov</b>	<b>Vic Gov Review</b>		
Sat 7	Specialist Group – VRWC 1 (Walks)	All Ages	See <a href="http://www.a">www.a</a>
Sat 7/Sun 8	EVENT OPPORTUNITY - T&F – CLUB WELCOME BACK EVENTS (Clubs to organise with COVID safe principles in place)	Clubs to agree	Club Venue
<b>Sun 8 Nov</b>	<b>Vic Gov Review - Metro and Regional borders uplifted</b>		
Fri 13	EVENT OPPORTUNITY - T&F – FRIDAY NIGHT ATHLETICS (Sprint, Run, Jump, Throw) (Format/Events to be reviewed)	All Ages (Standards may apply)	Lakeside St
Sat 14/Sun15	EVENT OPPORTUNITY - T&F – CLUB WELCOME BACK EVENTS (Clubs to organise with COVID safe principles in place)	Clubs to agree	Club Venue
Sat 14	EVENT OPPORTUNITY - OOS - WELCOME BACK OOS	All Ages	Cruden Far
Sun 15	EVENT OPPORTUNITY - OOS - WELCOME BACK OOS	All Ages	Cruden Far
Sun 15	Specialist Group – VRWC 2 (Walks)	All Ages	See <a href="http://www.a">www.a</a>
Sun 22 (date selected to replicate AVSL Rd 1)	EVENT OPPORTUNITY - T&F - COMMUNITY WELCOME BACK	All Ages	Open Day a AVSL to pre be a Non-so

Sun 22	Specialist Group – VRWC 3 (Walks)	All Ages	See <a href="http://www.athsvic.org.au">www.athsvic.org.au</a>
Sun 29	<b>AVSL Round 1</b>	All Ages	4 metro/3 c
Sun 29	Specialist Group – VRWC 4 (Walks)	All Ages	See <a href="http://www.athsvic.org.au">www.athsvic.org.au</a>

*\*Please Note if clubs wish to operate midweek opportunities, they can do so but must advise Athletics Victoria in advance.*

This is a great opportunity for clubs to engage with new and existing members and encourage participation in the community. Please note in order to comply with Victorian Government regulations, we ask that those clubs organising opportunities apply a 25km membership restriction to those participating.

Please be advised that all plans are subject to change and dependant on advice received from the Victorian Government. Further detail on other events will be provided in due course. Membership and entry fees can be found at [www.athsvic.org.au/returntoaths/](http://www.athsvic.org.au/returntoaths/)

If you require further advice and or assistance, please do not hesitate to contact the sport delivery team at [sportdelivery@athsvic.org.au](mailto:sportdelivery@athsvic.org.au)

We look forward to seeing you soon.

Regards  
Ross Cunningham  
General Manager Sport Delivery and Government

## Wendouree Athletic Club - President

The role of the President is to provide the principle leadership and responsibility for the Wendouree Athletic Club and the Committee.

### **Desirable Attributes:**

**The President should:**

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings)
- be a competent public speaker

**Specific duties include but are not limited to:**

- Chair Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Club in all legal purposes and financial purposes
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationship to any paid employees
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- Work with the Committee to ensure:
- The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
- Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
- Serve as a spokesperson for the Club when required
- Communicate regularly and systematically with the Presidents of the other Clubs, the league, association and or parent body
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.



## Wendouree Athletic Club – Secretary

- The role of the secretary is to support the President in ensuring the smooth functioning of the Management Committee. In organisations without paid staff, the secretary may take a greater role in the day-to-day administration of the organisation. The Secretary's tasks include:

### **Desirable Attributes:**

#### **The Secretary should:**

- prepare agendas in consultation with the President.
- circulate agendas and any supporting papers in good time.
- receive agenda items from other committee members.
- check that quorum is present.
- minute meetings and circulate the draft minutes to all committee members.
- check that committee members and staff have carried out action(s) agreed.
- circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
- ensure up-to-date records are kept of committee membership.
- If a company limited by guarantee, act as company secretary and ensure statutory requirements are met.
- ensure that the club complies with the requirements of the State government in terms of registration, reporting, changes to governing documents etc.

#### **Qualities and Skills Required:**

- be organized
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential.
- Organisational ability.
- Experience of committee work and procedures.
- Minute-taking experience (if this is not being delegated to staff).
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the President.
- Good time-keeping.
- Notify Consumer Affairs of the Secretary appointment or a change of the Secretary's details
- Notify Consumer Affairs of a change of the association's registered address by lodging a Change of Association Details form. No fee is required.
- Within 1 month after the annual general meeting, lodge an Annual Statement and other required financial documents with the prescribed fee.
- Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement
- Apply to Consumer Affairs for approval to alter your rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.
- More unusual duties that can arise:
  - Apply to the Registrar for approval of a name change within 1 month after passing a special resolution. An Application for Change of Association Name must be lodged with the prescribed fee.
  - Notify the Consumer Affairs of a special resolution in relation to wind up and distribution of the assets of the association.
  - [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) for forms and details of fees etc.
- Administrative roles include:
  - Maintain committee and club records
  - Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so
  - Develop meeting agendas in consultation with other Committee members and distribute prior to the meeting
  - Be familiar with all current Club documents
  - Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
  - Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
  - Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records



- o Committee members, Committee meeting minutes, financial reports, and other official records
- o Ensure that official records are maintained of members of the Club and Committee. He/she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- o Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- o Ensure that proper notification is given of Committee and Club meetings as specified in the rules
- o Manage the general correspondence of the Committee except for such correspondence assigned to others
- o Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
- o Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards
- o The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

#### **Make Arrangements for Meetings**

- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).

## Wendouree Athletic Club – Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible for regularly reporting on the Club's financial status to both the Committee and the Club members.

### **Desirable Attributes:**

#### **The Treasurer should have:**

- Good organisational Skills
- Some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer literate
- Good communication skills

#### **Specific duties include but are not limited to:**

- Provide advice to the Committee in their management of the Club finances
- Administer all financial affairs of the Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly committee meetings
- Arrange and dispatch invoices for periodical payment
- Issue yearly or ½ yearly membership fee
- Keep accurate record of all membership payments
- Be a signatory on club account

#### **Needed:**

- Receipt Books
- Invoice Book
- Cheque books
- Bank deposit book
- Receipt details slips
- Computer
- Calculator

## Wendouree Athletic Club – AV Delegate

The role of the AV Delegate is to act for and on behalf of the Wendouree Athletic Club and represent the club at general meetings or otherwise.

### **Desirable Attributes:**

**The AV Delegate should:**

- Have good communication skills
- Be a dedicated club person and represent the Wendouree Athletic Club.
- Have the clubs (and the sports) best interests at heart

## Wendouree Athletic Club – BRAC Delegate

The role of the AV Delegate is to act for and on behalf of the Wendouree Athletic Club and represent the club at monthly meetings or as otherwise required.

### **Desirable Attributes:**

**The BRAC Delegate should:**

- Have good communication skills.
- Be a dedicated club person and represent the Wendouree Athletic Club.
- Have the clubs (and the sports) best interests at heart.