



Management Committee Meeting

Tuesday 25 January 2022.

Present: Nicole Cadogan, Nick Osborne, Dwight Graham, Jackie Jukes, Janine Curtis, Jane Stoodley, Sarah Walker

Apologies: Lauren Jukes, Veronica Lange, Donna Watts-Endresz, Ellie Stanley, Amy Kahler, David Cadogan, Bec Farquharson, Erin Cullen, Isobel Stoodley, Liz Gold, Lauren Jukes, Amber Collits

Meeting Opened: 6.21pm

- 1. Previous Minutes:** The Secretary moved that the previous minutes on 10 November 2021 be accepted as a true and accurate record.
Seconded: Nicole **Carried**
- 2. Outstanding Business:** Nil
- 3. Out of session Business:** Nil
- 4. Treasurer's Report:** Attachment 1. There was no additional business as the Treasurer's report and budget had been presented and carried at the Extraordinary AGM immediately before the Management Meeting.
- 5. Registration Status:** The Registrar advised that as of 6.00pm, 42 members had registered online. The Registrar noted that the PlayHQ online process seems relatively straight forward, and the reports available on PlayHQ are very useful. The Registrar will work with the Selection Committee to form teams and grades for submission to NNA on 28 February.
- 6. Selection Panel:** The Committee confirmed that the selectors were Dwight (Nick backup), Jane and Jackie. Selection Panel to put players on court. The Registrar confirmed the Selection email account, and that there were already two selection requests. The Registrar advised that he had created a "Team Lists" file in OneDrive at *OneDrive/2022/Registrar/2022 Team Composition*. Additionally, the Registrar recommended that the Selection Committee review the Selection Policy documents on the website.
Action: Selection Committee
- 7. Selection Date:** Selections to be Tue 15 Feb - venue Charlestown
Action: Coaching Convenor to confirm venue.
- 8. Coaches and Managers.** Although Non-Playing Members (NPM) (eg coaches/managers) have not been registered on PlayHQ (in accordance with NNA direction), five coaches have been registered on the Club MyClubMate (MCM) database. These details will be passed to NNA in due course, and then the Club will receive a separate invoice for the NPM. The Registrar noted that Managers are required to be registered in accordance with the NNSW Registration Policy. It was agreed that Club Managers **do** need to be registered with NNA, however the Manager subsidy is still to be determined (see item 13 below).
- 9. Payment Plans:** The Registrar and Secretary attended the Netball NSW Zoom meeting re PlayHQ on Thursday 20th January. They both agreed that the PlayHQ system for Vouchers/Payment Plans was convoluted and complicated. The Registrar advised that the NNA Registrar recommended that we use a Club credit or debit card, which keeps the 'contract' between the Club and the member, without NNA or NNSW involved. The Club will therefore need to get an appropriate card, with appropriate management, before registration day. The Registrar also noted that the risk of a member seeking to withdraw and leaving the Club is slightly increased, although we can mitigate by 'de-registering' the member before the cutoff date of 31st March if payment is not forthcoming. The Committee agreed that the voucher system was unworkable and the plan to use a Club card was preferred.

Action: Treasurer to create credit/debit card control policy.

Action: President to apply for credit/debit card with Greater Bank.

10. **Registration Day:** The Committee agreed that the Rego Day would remain as Saturday 5th Feb. The Registrar will request support in form of members who can walk players through the system (anyone who has registered online should have sufficient experience to help) along with additional computers. He will seek this support through the coaches chat. The Committee confirmed that the Club will continue to train primarily on a Tuesday (particularly relevant for Junior Players). Second hand uniforms to be cash only if second account has not been set up yet.

Action: Secretary to check room availability for rego day – 10am-2pm, Sat 5 Feb

Action: Jackie to get Petty Cash for rego day.

11. **NNA Registration Documentation:** The Registrar requested confirmation of the following for the NNA Registration documentation:

Canteen Duties – Lauren & Jackie confirmed

MPIO Officer – Jackie confirmed

Covid Officer – Lauren confirmed

12. **Training venues:** The Registrar requested that the Coaching Convenor contact NNA (Helen Wilson – Facilities Manager) with training court requests asap, noting that team numbers and composition are still to be determined. Fees are \$100 per hour per court. Nick has advised that he will only be able to train on Thursday nights due to work commitments.

Action: Coaching Convenor

13. **Coaches and Managers Subsidy Policy:** The Registrar noted that he believed that the Club should offer a full subsidy to our assistant coaches vice the current 50% subsidy per Club Policy *Coaching and Managing Subsidies*. The Registrar presented a draft policy and after discussion it was agreed that the policy be reviewed next meeting, due to the Committee agreeing that managers should be fully subsidised too. However this will impose a significant additional cost on the Club, therefore the Treasurer and the Registrar will do an estimation of that additional cost. The Committee also suggested that rather than a 'free shirt' for managers, a better option may be to provide a subsidised hoodie.

Action: Treasurer & Registrar to develop spreadsheet to estimate associated costs

Action: Registrar to draft amended policy

14. **Duty Statement Review.** The Registrar noted that the President, Vice President, Secretary, Registrar and Comms Officer Duty Statements had been checked and are current. Other members should now check their Duty Statements to ensure they are contemporary.

Action: Committee Members

15. **Umpiring Convenor's Report** – Attachment 2. Committee suggested that identification of potential umpires should come via coaches and teams at training or gala day, perhaps with a personal introduction to Ellie. It was also suggested that coaches canvas any senior umpires who may be willing to mentor younger players on a Saturday morning.

Correspondence: See attachment 3.

Other / New Business:

16. **Nettyheads.** The President contacted Nettyheads re availability for pre-season sessions. Tuesdays unavailable. It was agreed on an upcoming Sunday in February at Charlestown courts for juniors only. President to confirm details and communicate to juniors.

Action: President

17. **Pre-season** Jackie and Jane to run pre-season fitness sessions Tuesday 1st and 8th Feb 6-7.30pm at off-court venue Nobbys Beach. Jackie to finalise details and communicate to Donna to put on coaches chat and send to teams.

18. **Sponsorship status.** Letters have been sent to Molycop (\$5,000 over 2yrs) and Bowling Club re sponsorships.

Action: President to update on outcome once received.

Action: President to contact Molycop re signage in Maud Street

19. **Uniforms.** Uniforms now available online via Waratah Netball Club website. Individual orders to be made online and players pay for own delivery. Three-week turnaround. Uniform payments to go to separate bank account that is being created.

Action: President to order sample of long sleeve shirt and tights.

20. **Date for BBQ** New date for Mayfield West Bowling Club disco Sat 26 Feb 3pm-8pm. WNC to facilitate BBQ. If WNC can't support, then have to hand date to another club

Action: Vice President to seek support via coaches chat to check availability.

21. **Date for Gala Day:** Saturday 19 March

Action: President to contact Kotara, Shortland, & Nova to invite them

Action: Secretary to book 5 courts from 9am-3pm on Sat 19 March via NNA Facilities Form

22. **Next Meeting Date:** Wednesday 2 March 6pm

Action: Secretary to approach Bowling Club for room availability.

Dates to note:

Rego day Sat 5 February, 10am-2pm, Mayfield West Bowling Club

Attachment 5 – NNA dates and fixtures schedule

Meeting Closed: 8.02pm

Janine Curtis

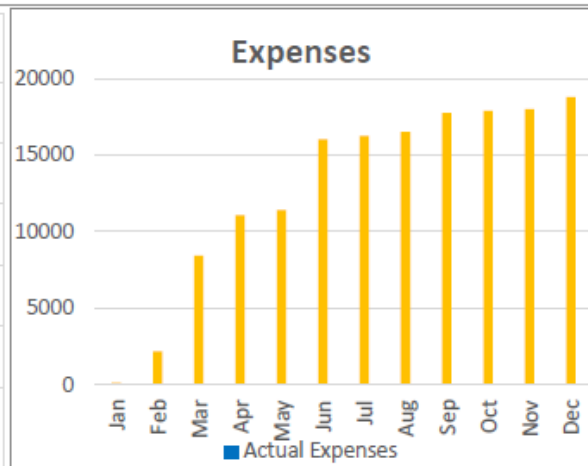
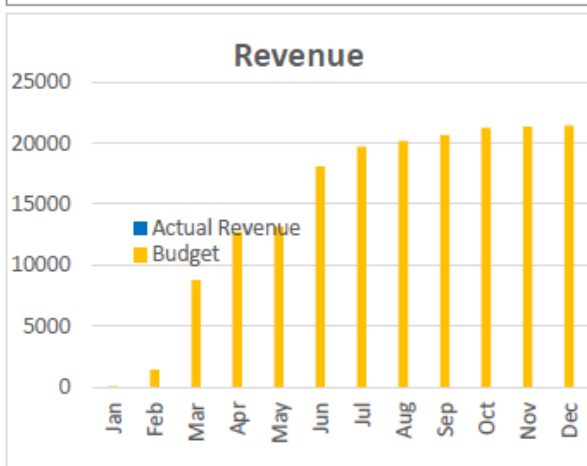
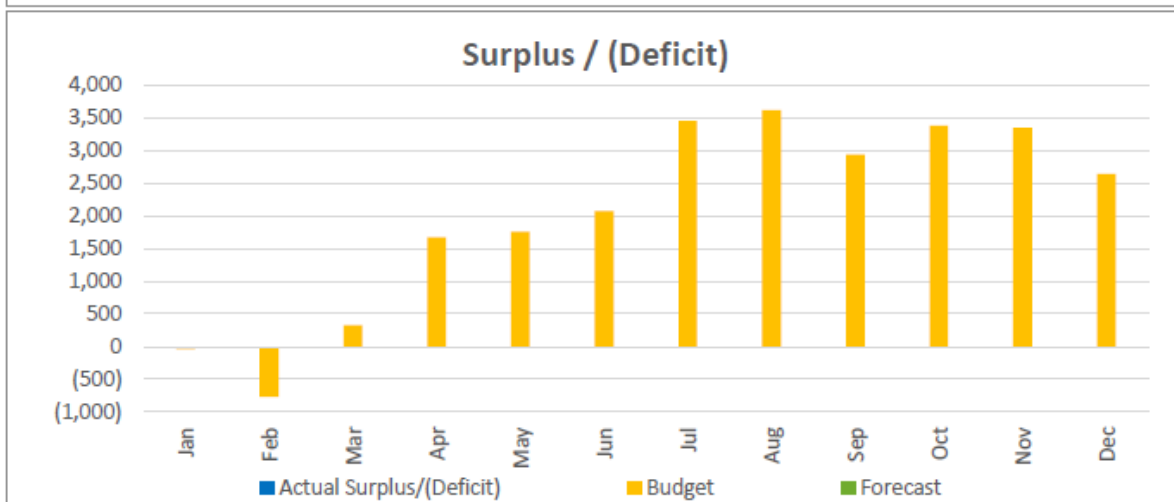
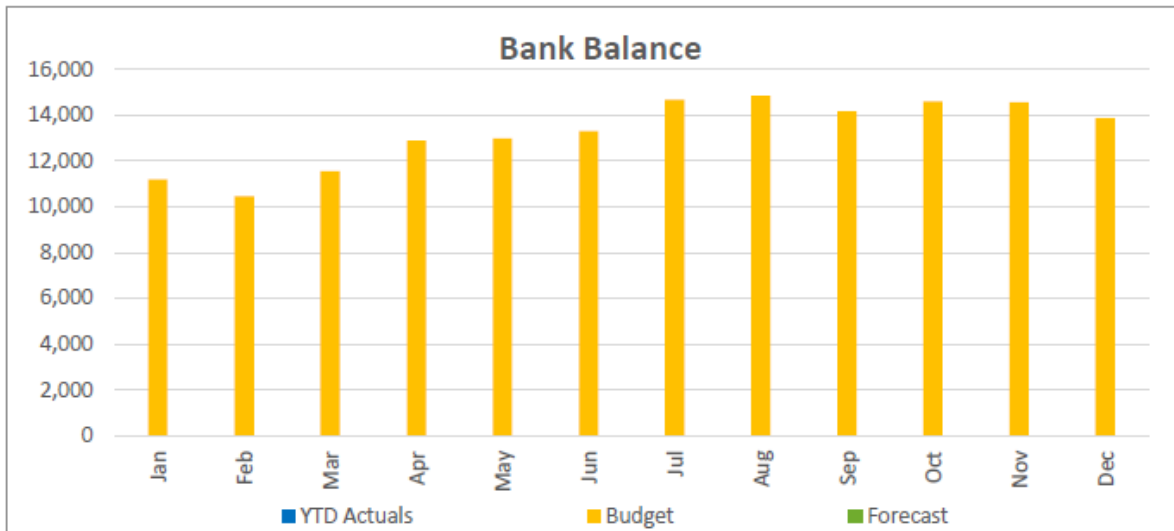
Janine Curtis
Secretary



Attachment 1: Treasurer's Report



2022 Budget



Assumptions

General

The last two years have been unusual, which make the setting of a budget a bit challenge and therefore the actual result is at risk of varying from the budget. The last two years have included both years not having a presentation. In 2021 we did buy trophies and gifts, and provided \$20 gift vouchers. Further we received additional grants above what has been previously experienced, including a kick start \$1,000 grant from the NSW Govt. In 2020 we refunded more than \$2,300 in rego fees.

To offset the impacts of numbers being different from what is budgeted, I have run scenarios with 10% less and 10% more rego revenue. The difference is \$660 down and up respectively. Further, I have budgeted for a \$2,640 profit. So, if rego revenue is lower, if any of the grants do not come to fruition or we spend more than we budgeted, there is a buffer. Finally, we start the year with \$11,221 in the bank, which is a little over 50% of our annual expenses, and therefore provides a large buffer

Revenue (significant items):

- Fees remain the same as 2021 (except NNA portion is \$5 higher) per person:

- Seniors \$80
- Juniors \$45
- Coaches fully subsidised
- 6 junior teams
- 6 senior teams (includes a 21s team)

This will raise \$6,590

- Grants

- \$3,000 from the Bowling club
- \$1,500 from Port Waratah or similar (note I have linked an additional \$1,500 of uniform purchases to this grant)

- Other revenue

- Uniform sales \$2,000 – we are using a new supplier and sales will go through our bank account. So, the amount is a bit of a guess. Matched by \$2,000 of uniform purchases – no profit on uniform sales.
- Trivia night \$1,200
- Other fundraising \$1,000
- Pie drive income \$4,500 (note \$4,000 expenses below, so \$500 profit)
- Other income \$1,000
- These amounts have some risk of being achieved while COVID still impacts us. Hence, budgeting for profit.

Expenses (significant items):

- End of season function:
 - Costs \$4,700 – in line with previous years but note we have not held a physical function for two years
 - presentation vouchers \$800 (note this is more than the revenue and is based on previous years where coaches get vouchers without paying)
- Pie drive costs of \$4,000 (note \$4,500 revenue above, producing a \$500 profit)
- Preseason \$1,500 – This is based on last year where we used a grant to pay for some preseason specialist training. Also includes Gala Day costs and opening day costs.
- Court hire:
 - NNA training courts \$750
 - Alt indoor training venue \$250
- Uniform purchases:
 - Member purchases \$2,000
 - Grant related purchases \$1,500 (expenditure if a Port Waratah or similar \$1,500 grant received)

Budget

Budget					
Income	2018-19 Actuals	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals 1st 6 Mths only	2022 Budget
Registration	18,140	20,202	26,471	190	6,590
Sponsorship	3,500	5,500	8,500	0	4,500
Fundraising - Trivia	1,188	0	1,550	0	1,200
Fundraising - Other	6,247	905	628	387	1,000
Pie Drive Income	2,974	0	5,474	0	4,500
Uniform Sale	478	0	2,057	143	2,000
Other Income	1,126	358	1,311	1,843	1,000
Presentation Fees	630	620	0	0	650
Total Income	34,284	27,585	45,990	2,563	21,440
Expenditure:					
Coaches Courses	621	300	150	0	500
Equipment	1,983	56	143	0	500
Coaching Equip & Balls	767	428	960	50	750
Pie Drive Costs	5,024	0	4,751	0	4,000
Trivia Night	23	0	342	0	
MyClubMate Fees	433	0	464	0	470
Preseason	536	186	1,412	0	1,500
Presentation	3,726	4,545	1,174	4,320	4,700
Presentation Vouchers	810	0	0	380	800
Court hire	14,859	16,020	19,861	180	1,000
Rego & Other Refunds	630	0	2,337	0	
Social Memberships	230	230	0	270	280
Uniform Purchases	2,667	4,875	6,269	3,052	3,500
Fundraising Costs	4,094	0	0	180	
Miscellaneous Costs		693	688	1,633	800
Total Expenditure	36,499	27,333	38,552	10,065	18,800
Surplus/(Deficit)	(2,216)	252	7,437	(7,502)	2,640



Attachment 2: Umpiring Convenor's Report

I think in the past few years we have not been great as a club to develop umpires into the NNA ranks. We are very good at supporting junior umpires but getting them into NNA has not been great and that could have been my doing but for the next season I am making up a google form for all players to respond to, they do not need to, but this form will be asking if they want to develop their umpiring skills so that I can pass on their names for NNA to help develop these umpires. I will be in contact with people who can help develop this form (potentially via the website, Facebook page or an email after everyone is registered, none of this confirmed yet and I would love feedback on which sounds best) and I will ask managers to follow this up so that these umpires can develop and get the support they want and need to improve.

Ellie Stanley
Umpiring Convenor



Attachment 3: Correspondence

IN	OUT	RESPONSE	ACTION
	11/11 Forms submitted to Fair Trading for update to constitution, change of Secretary and financials	Accepted and Secretary saved forms and letters to OneDrive	
9/12 NNA – delay to PlayHQ, resulting in registrations not open til 7 Jan		Communicated to members	
21/12 NNA – voucher/payment system for non-players			Apply for vouchers as necessary to NNA
	29/12 & 7/01 – Registration/PlayHQ info, fees and changes for 2022		
11/01 NNA – zoom invite about PlayHQ update for 20 Jan 6.30pm for two members		Nick & Janine attending zoom	Nick to report back relevant info
17/01 Evan Jewell PlayHQ – NSW active kids voucher payments		Treasurer responded with bank account details	
19/01 - NNA invitation to join “come and try social twilight netball”		President sent to coaches & managers for distribution to teams	
23/01 - NNA info for male players 13yrs+, correction – date for viewing of grades Sun 6 March, NetSetGo Skills 5&6yrs			For noting as required

Attachment 5: Fixtures for 2022

	Dates for the 2022 Season
Saturday 4th January, 2022	Online Registrations Open – New System PlayHQ
Friday 11th February, 2022	Greater Bank Series - Teams to be entered and Players registered by Friday 11th February, 2022
Friday 11th February, 2022	Independent Teams – Information Packs to be picked up – 4.00 p.m. till 7.00 p.m. –
Monday 28th February, 2022	Registrations – Newcastle Netball Clubhouse – 5.00 p.m. – 8.00 p.m.
Thursday 3rd March, 2022	10 Years Grading – 5.30 p.m. Newcastle Netball Courts
Saturday 5th March, 2022	Paper Grading
Saturday 5th March, 2022	Grading for teams that may require court grading
Sunday 6th March, 2022	Clubs and Teams to view grading – 9.00 a.m.- 1.00 p.m. All appeals to be dealt with on this day.
Monday 14th March, 2022	Newcastle Netball Association AGM – 7.30 p.m. – Newcastle Clubhouse
Tuesday 29th March, 2022	Late Registrations – 6.00 p.m. – 8.00 p.m. - Newcastle Clubhouse
Friday 1st April, 2022	First Playing Night for 7 Years and 8 Years - Time to be advised
Saturday 2nd April, 2022	First Playing Day
Friday 8th April, 2022	Second Playing Night for 7 Years and 8 Years
Saturday 9th April, 2022	Second Playing Day
Saturday 9th April, 2022	Skills Day for the PWD Players
Friday 29th April, 2022	Third Playing Night for 7 Yrs & 8 Yrs – First Night for NetSetGo Skills Sessions Time TBA
Saturday 30th April, 2022	Third Playing Day
Saturday 30th April, 2022	First Playing Day for PWD Players
Sunday 15th May, 2022	Newcastle Rep Carnival
Monday 23rd May, 2022	Council Meeting
Monday 25th July, 2022	Council Meeting
Monday 22nd August, 2022	Club Forum

Fixtures Schedule 2022

<u>Date</u>		<u>Further activities</u>	<u>Friday Night Games</u>		
2nd April	1		1st April	1	
9th April	2		8th April	2	
30th April	3		29th April	3	
7th May	4		6th May	4	
14th May	5		13th May	5	
21st May	6		20th May	6	
28th May	7		27th May	7	
4th June	8		3rd June	8	
11,12,13		Senior state Titles			
18th June	9		17th June	9	
25th June	10		24th June	10	
2,3,4		Junior State Titles			
16th July	11		15th July	11	
23rd July	12		22nd July	12	last night NSG skills
30th July	13		29th July	13	
6th Aug	14		5th Aug	14	
13th Aug	15 + minor	Minor R14	12th Aug	15	
20th Aug	semis	Major R14, minor & major R15	19th Aug	16	
27th Aug	Finals				
3rd Sept	Grand Finals				

GAMES AFFECTED DUE TO WEATHER CONDITIONS

· Games not played due to weather conditions in the first round will NOT be replayed. No points will be awarded for these games.

· Games not played due to weather conditions in the second round will NOT be replayed providing the **CORRESPONDING GAME** in the first round was played. No points will be awarded for these games.

· If the corresponding game in the second round is also not played due to weather conditions, then it will be played on a Sunday as soon as practicable and that date will be posted on our Social Media.

· All teams should play every team in their grade unless weather conditions affects the last game of the season ie if the corresponding game in the first round had not been played, in which case the game will only be played if necessary to determine semifinal positions

· Should semifinals, finals or grand finals not be played due to weather conditions then those games will be played on the following days the next week - 8.00am, 9.18am & 10.36am timeslots Monday, 11.54am & 1.12pm timeslots Tuesday, 2.30pm & 3.48pm timeslots Wednesday.

NB. Games are considered abandoned due to weather conditions if play ceases prior to halftime. Games abandoned due to weather conditions after halftime are deemed played and scores will stand