

# Wembley Downs Junior Football Club



## March 2023 Committee Meeting

When 14-03-2023 at 19:15

Location: Luketina Reserve, Buntine Rd, Wembley Downs WA 6019, Australia

Chairperson Glenn Winton

Minute taker Andrew Carrington

Present Stephanie Barnard (Events Coordinator, Sponsorship) , Andrew Carrington (Secretary), Max Coyne , Terri Dahlberg (Property Manager), Rodney Dawkins , Kasey Green , Kate Hebiton (First Aid Coordinator), Evan Hewitt (General Committee), Phil Hoskins , Lauren Massey (Registrar), Brodie McDougall (President), Chris Steicke (Female Football Coordinator) , Boyd Winton (Major Works and Maintenance Coordinator), Glenn Winton (Vice President), Luke Wundke (Trophies Coordinator, Football Operations Manager Year 3 - 6)

Apologies Jamie Reeves (Auskick Coordinator)

## Minutes

### 1. REVIEW AND ACCEPTANCE OF PREVIOUS MINUTES

Minutes accepted by GW and seconded by RD

### 2. REVIEW OF PREVIOUS ACTIONS

Actions from the previous meeting reviewed.

Substantially all actions had been completed. Any incomplete actions have been rolled forward with a date assigned.

Completed actions discussed briefly or held for discussion in relevant section of the agenda.

### 3. PRESIDENT'S REPORT

#### 3.1. WDJFC calendar of activities - review of next 6 weeks

Key activities to occur in the next 6 weeks were discussed with status notes and task assigned to relevant committee member.

- Post office renewal - AC to confirm completed and remove Jules from notifications.
- COS club health check – done.
- Communicating merchandise plan to members – TW
  - Fortnightly pick up.
  - 2 days to be set up mid-April next month.
  - Need to communicate to managers.
- Annual review of OH&S statements KH / GW.
- Annual spring clean of Empire sheds KG – 15-3 March.
- Nominations in for teams by 22nd March (including grading) KG to ask for input & incredibly important to get that feedback in to district. Target to complete by 19th March
- Coaches evening – to cover later in agenda (proposed 29th March).
- Year season carnival date nominations for the 22nd March
- Request for special or alternate club fixtures.
  - Opening night requested.
  - 7-10s for last round of Jun / first game in July for derbies.
- Date for managers kits to be confirmed.
- Canteen dates / staff to be agreed – long term roster to be issued.
- Auskick actions to follow up – coordinator kick off night.
- Bounce down courses ready to go.
- Vouchers and voting slips to be organised (~19th April). Bada Bing (yr.6 down) / Terry White / GP.
- Auskick shirts – Feedback to be provided to Jamie – new cat – Luke to feedback.
- Team first aid kits – available around 4th April – minor items to add.
- Ground first aid kits – audited .
- Review of managers manual – to have ready by 1st April.
- Managers and first aiders by 10th April. Managers group to be created on tidyclub.
- Ability for first aiders to get training is included in video for 8th April.
- Fixtures 20th April.
- Grounds marked for games – Weds prior to games.
- Managers info session and briefing. LM can help. Aim to make streamlined. Pre school holidays. 1 training session before Easter with session for year 3-6. Whats App group to be established group again. Yr: 3-6 Weds 5th April. Yr: 7-12 Weds 26th April.

#### Tasks

- ✓ Post office renewal  
Assignee: Andrew Carrington

Due date: 04-04-2023

- ✓ Annual spring clean of Empire sheds  
Assignee: Kasey Green  
Due date: 04-04-2023
- ✓ Team nominations due 22nd March  
Assignee: Lauren Massey  
Due date: 22-03-2023
- ✓ Canteen dates / staff to be agreed  
Assignee: Phil Hoskins  
Due date: 04-04-2023
- ✓ Vouchers and voting slips to be organised  
Assignee: Luke Wundke  
Due date: 04-04-2023

#### **4. TREASURER'S REPORT**

Treasurer provided an overview of progress with specific items as noted below.

- Updated on intent to deposit funds with Beyond.
- To consider whether to move operating account – to consider in the offseason.
- Update on fundraising from Bunnings sausage sizzle
- Date for training to be agreed / menu items to be uploaded / PH to arrange.

##### **Tasks**

- ✓ Deposit funds with Beyond  
Assignee: Rod Dawkins  
Due date: 04-04-2023
- ✓ Menu items to be loaded on POS (PH to arrange)  
Assignee: Phil Hoskins  
Due date: 04-04-2023

##### **4.1. Cashflow report for February**

- Cash flow sent round prior to meeting and questions invited.

##### **4.2. Budget process update**

This planned as next key activity.

##### **4.3. EFTPOS system and hardware update**

- Discussion around what is needed and process.

#### **5. CLUB SECRETARY REPORT**

No significant matters to note outside

##### **5.1. Mouth guards (fittings 7th & 22nd March)**

First session occurred and was well attended with second session to follow.

## 6. PROPERTY MANAGER'S REPORT

- Vouchers – ready to distribute and to be provided to coach / managers.
- Small boards completed for merchandise.
- The shop now has tubs for ease of distribution.
- New shelving approved to reuse shelving from canteen and replace.
- Design proof for shorts have come through to be reviewed. 6-8 week lead time after design approval.
- Training jumpers – Yr.3 will receive mid-season. New players in Yr 5/6 plenty of excess stock.
- Blue hoodies – likely to run short as awaiting design proof.
- Coaches bags – need to get some idea of inventory. Stock reports to be produced.
- Managers coordinators information approach agreed. Seeking to condense for ease of review.
- Managers bags are nearly ready TBC by end of week.
- Bounce down for managers needs to be completed. To be sent out.
- Floors steam cleaned and windows cleaned. Sponsor board to be reviewed.
- Season opener– catering is being organised for year 6 groups.

### Tasks

- ☑ To confirm manager bag distribution  
Assignee: Terri Dahlberg  
Due date: 04-04-2023

## 7. FOOTBALL MANAGER'S REPORT YEAR 3-6

Overview discussion covering points below:

- Great progress confirming coaches and managers for year groups
- Coaches bags need to be collected.
- Discussion around registration numbers and impact on team nominations.

Boys

- Year 6 = 31 (2 teams)
- Year 5 = 23 - If they get to 24 (2 teams)
- Year 4 = 27
- Year 3 = 25

Girls

- 1 team Year 5/6
- 1 team Year 7
- 1 team Year 8
- 0 teams Year 9/10

## 7.1. Coaches night

- 29th March – coaches' night – Adam Selwood as speaker.
- Invitees include Year coordinators | Youth coaches | Assistant coaches can attend | Committee can attend.
- Venue - Perth's best neighbourhood pizza restaurant.

## 8. FOOTBALL MANAGER'S REPORT YEAR 7 - 12

- Year 7 Pre-Season Carnival - The Year 7 carnival will be held on Sunday 2 April.
- 2023 WDJFC Coaches Final Draft presented with great progress made filling roles across all years.
- Coaching AFL – to be completed by all coaches
  - <https://afl.androgogic.com.au/login/index.php>
- WAFC footy rules & regs have been shared with Coaching Coordinators
  - Recommend that our coaches, youth coaches and managers save the rules to a very easy to find location.
  - Managers should be able to access the soft copy on game day as it is the best way to sort out any uncertainties.
  - E.g. check on things like ball size, finals eligibility, even up rules, bench sizes allowed etc.
  - Also, need to be aware of any North Metro rule exemptions (separately circulated). Main one for us is that year 11-12s can have 7 on bench (not limited to 5).
- Claremont Coaches evening
  - Date: Monday March 20
  - Time: 6pm-8.30pm
  - Location: Revo Fitness Stadium, Claremont
  - REGISTER HERE: <https://afl.androgogic.com.au/mod/facetoface/view.php?id=6733>
- Grounds summary provided – thanks to Kasey for your assistance in organising

## 9. GIRLS FOOTBALL COORDINATOR REPORT

Chris provided updates on the following items / activities. Key point will be agreeing grounds.

- Numbers
- Exemption needed for certain teams – to consider approach based on numbers (noting need to manage bench rotations really well).
- Lighting towers – Chris to source for season. (action)
- Shorts will be available close to the start of the season.

### Tasks

- ☑ Lighting towers to be sourced  
Assignee: Chris Steicke  
Due date: 07-04-2023

## 10. AUSKICK COORDINATOR'S REPORT

- No significant matters dissected. Key activity is continuing to drive player numbers and volunteers.

### 10.1. WDJFC Auskick shirt design

Design presented for discussion with feedback provided.

## 11. EVENTS

Main discussion was in relation to season opener:

- Special request submitted for season opener – 5.45pm and 7pm game.
- Fixtures – reserves enquiry booked in and lights approved until 10pm.
- Liquor licence submitted and paid.
- Need new flyer – Season launch – Fundraise for year 6 & 7 trip – Promote food - #s needed to be firmed up – promote to opposition team
- When needed it by – pre-school holidays 5th April.
- Sponsors to be invited.
- Socials / Emails to member / Opposition teams / Managers & Coaches to teams group.

## **12. GROUNDS MANAGER**

Grounds

- Approval back from COS for all requests including additional 15 mins extra at Woodlands. Sent out to coaches.
- Line marking quotes being obtained.
- Empire storage to be cleaned tomorrow.
- Do we have storage at Teakwood (Sandra / Marty).

## **13. REGISTRAR'S REPORT**

Registrations were covered earlier in agenda in relation to team registrations and numbers. Couple of additional points noted included:

- The need for player to register with playHQ (chaser to occur).
- Activities in relation to Kidsport vouchers (including registrations and then cancellation).
- Update on development squad players process.

## **14. FIRST AID COORDINATOR'S REPORT**

- Key activities are tracking along to schedule.
- All first aid boxes now identical and small amounts of additional items are being order.
- Luke to provide contact details to Kate.

## **15. SPONSORSHIP MANAGER'S REPORT**

Discussion on sponsors with all key partners in place. Follow on actions include:

- Window stickers
- Certificates and plaques

**Trophy boards and life member boards discussed and to be updated.**

## 16. GENERAL BUSINESS

### Canteen

- Accounts set up with Coles and Campbells.
- Menu to be hung out the front.
- Advertising flag to be put out.
- Rosters being established.
- Set up process for cash management and banking. Float to be established.
- Stocking session a couple of weeks before.

### Major projects

Discussion around key developments for lighting project.

- Budget reduced to \$290k.
- State govt funding obtained - \$95k
- Club committed 1/3rd of budget - \$95k
- Other sources of funding uncertain.
  - Bunnings / Synergy declined.
  - AFL to provide funding. Need to be received by mid August.
  - Beyond bank to reviewed.
  - Toyota raffle – approved.
  - ASF to be looked in Luke to investigate further
  - Gala fundraising night.

### Decision

- Approval to participate in Toyota AFL raffle fundraising initiative.
- Approval for club commitment to be increases to a maximum \$108k.

## 17. DATE OF NEXT MEETING

- Tuesday 4th April 2023 at 7.15pm at Luketina clubrooms

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*End of minutes.*

*Summary of matters arising are tabled on the following page.*



# Minutes of March 2023 Committee Meeting on 14-03-2023

## Summary of Matters Arising

### Decisions

Item Decision

16.

- Approval to participate in Toyota AFL raffle fundraising initiative.
- Approval for club commitment to be increases to a maximum \$108k.

### Tasks

Item	Task	Assigned to	Due date
3.1	Post office renewal	Andrew Carrington	04-04-2023
3.1	Annual spring clean of Empire sheds	Kasey Green	04-04-2023
3.1	Team nominations due 22nd March	Lauren Massey	22-03-2023
3.1	Canteen dates / staff to be agreed	Phil Hoskins	04-04-2023
3.1	Vouchers and voting slips to be organised	Luke Wundke	04-04-2023
4.	Deposit funds with Beyond	Rod Dawkins	04-04-2023
4.	Menu items to be loaded on POS (PH to arrange)	Phil Hoskins	04-04-2023
6.	To confirm manager bag distribution	Terri Dahlberg	04-04-2023
9.	Lighting towers to be sourced	Chris Steicke	07-04-2023