

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 , Brodie McDougall (President), Chris Steicke (Female Football Coordinator), Boyd Winton (Major Works and Maintenance Coordinator), Glenn Winton , 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

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

- | | |
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| 16. | <ul style="list-style-type: none">● Approval to participate in Toyota AFL raffle fundraising initiative.● Approval for club commitment to be increases to a maximum \$108k. |
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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