

JANDAKOT JETS JUNIOR FOOTBALL CLUB MINUTES

Type of Meeting	General	Date	9/4/2024	6.30pm
Attendees:	Jemma Iles, Darryl Munro, Brooke Wards, Lars Kamphuis, Bec Wilkinson, Trent Flanegan, Ashlea Flanegan, Kellie Jewell, Donna McLeod, Gary Vincent			
Apologies:	Jackie Sutherland, Michelle Bradford, Kay Korver, Stella McQuade, Erin Mias, Helen Vincent, Laura Sharland, Tabitha Bond, Katrina Tudor			
Acceptance of Previous Meeting:	Gary Vincent - Accepted Lars Kamphuis - Seconded			
Business Outstanding;	None.			
President:	Jemma Iles			
Report:	<ul style="list-style-type: none"> • Acknowledgement of Country • Handover completed 24 March 2024 – Issues raised with City of Cockburn: <ul style="list-style-type: none"> • Ceiling Panel inside the Clubroom is missing, a request has been placed for this to be fixed. – Ref # BMNT24/1235 • CCTV box making a beeping noise – a request has been placed with our facilities team to inspect this – Ref #BMNT24/1237 • The Sensor on the water fountain is not working – requested that this is looked into. Ref #BMNT24/1236 • Extension of concrete pad in front of the Clubroom, Kylie Santich (acting for Nathan) is currently looking into this • Fridges that require removing from the Clubroom – Facilities team have advised they can assist with removing these. • Turf in front of the Clubroom – They are currently investigating this. • Air Conditioner/ Heater – PO has been issued. Facilities staff member who is currently working on this project is on leave and update will be provided when he returns. • Leak/ Drain issue – Facilities have advised the issue is the water is not flowing towards the drain. They want to inspect again. • Metro South Development Council: We hosted the meeting on Monday 18 March for Presidents across the clubs in our District. Provided us with key information about the Telstra Footy Grants and also how we can engage the Council for grants as well. Please note that we have been advised that Hammond Park are recording their games. If any players do not consent please ensure that the team managers advise and they said they will turn them off. 			

	<ul style="list-style-type: none"> • Collaboration with Piara Waters: We have formed a combined 11/12 girls team with Piara Waters JFC. A coach and team manager has been recruited. An MOU is being signed to confirm this arrangement. Darryl and I attended a meeting with the players and parents at Rossiter Oval on Monday 8 April. • Values Program: Values nomination form is now live on our website. Feel free to check out. Ashlea - can we do some promo on socials? I will also email the commission to let them know we welcome their nominations too. Kay – include some nomination forms in Team Packs, Tabitha - will look to have hard copy forms available at the canteen and get a box for submissions there too. Canteen Voucher. • Senior Club – Want to use the club rooms for fundraising events on Evening Saturday 25 May and Saturday 10 August
Discussion Held:	<ul style="list-style-type: none"> - Upcoming Leave - Jemma Work Trips- 30 April – Sunday 3 May, and 13 May – Friday 17 May - Darryl – W/C 13 May
Action Items:	<ul style="list-style-type: none"> • Jemma - Confirm Senior Dates can be approved provided clubrooms and outside to be cleaned for Sunday.
Responsibility:	Due Date:
Senior Vice President:	Darryl Munro
Report:	<p>Year 9s – Merged to 2 teams. Positive feedback from players. Year 10s – Finalise team numbers this week. Option to transfer. 3/4 players will be affected. Year 11/12 – Leaning towards One team due to player registrations – 40 players.</p> <p>Year 7/8 Girls– Locked In. Year 9/10 Girls – Still taking registrations.</p> <p>Scratch Matches on Sunday. Note that players not registered will not be allowed to play scratch matches.</p>
Discussion Held:	
Action Items:	<ul style="list-style-type: none"> • Darryl - Finalise Yr 10 Team by next week. • Darryl - Finalise Yr 11/12 – waiting on registrations to finalise.

Responsibility:		Due Date:																																																													
Junior Vice President:	Lars Kamphuis																																																														
Report:	<p>All teams kept training in cohorts over the holidays and will begin training in teams next week. All teams finalised, just waiting for Y4 coaches confirmation that they are happy with their final teams after some player movement due to parent requests. All team facebook pages for Y3-Y7 created and TMs/Coaches made admin (except for Y4s).</p> <p>Still looking for a team manager for Y7 Red team. All other team managers appointed and registered in PlayHQ as team managers and assigned to teams. All coaches confirmed, with some coaches still to do the course and register in PlayHQ (see list below).</p> <table border="1"> <thead> <tr> <th>Team</th> <th>TM</th> <th>PlayHQ registered</th> <th>Coach</th> <th>PlayHQ registered</th> </tr> </thead> <tbody> <tr> <td>Y3 Red</td> <td>Michelle Bottcher</td> <td>Yes</td> <td>Wade Spilcker</td> <td>Yes</td> </tr> <tr> <td>Y3 White</td> <td>Liesel Burger</td> <td>Yes</td> <td>Toni Conti</td> <td>No</td> </tr> <tr> <td>Y4 Red</td> <td>Anita Kodzoman</td> <td>Yes</td> <td>Callum Brennan</td> <td>No</td> </tr> <tr> <td>Y4 White</td> <td>Brooke Sabetta (Palmer)</td> <td>Yes</td> <td>Jason Britza</td> <td>Yes</td> </tr> <tr> <td>Y5 Red</td> <td>Helen Pavitt</td> <td>Yes</td> <td>Brett Treeby</td> <td>Yes</td> </tr> <tr> <td>Y6 Red</td> <td>Sara Burn</td> <td>Yes</td> <td>Blake Scott</td> <td>Yes</td> </tr> <tr> <td>Y6 White</td> <td>Stacey Robertson</td> <td>Yes</td> <td>Barry Knott</td> <td>Yes</td> </tr> <tr> <td>Y5/6 Girls</td> <td>Jacky Lee</td> <td>Yes</td> <td>Dana Davies</td> <td>Yes</td> </tr> <tr> <td>Y7 Red</td> <td></td> <td></td> <td>Gary Richardson</td> <td>No</td> </tr> <tr> <td>Y7 White</td> <td>Tania Johnson</td> <td>Yes</td> <td>Greg Morrison</td> <td>Yes</td> </tr> <tr> <td>Y7/8</td> <td>Stella McQuade</td> <td>Yes</td> <td>Milky & Googz</td> <td>No</td> </tr> </tbody> </table>			Team	TM	PlayHQ registered	Coach	PlayHQ registered	Y3 Red	Michelle Bottcher	Yes	Wade Spilcker	Yes	Y3 White	Liesel Burger	Yes	Toni Conti	No	Y4 Red	Anita Kodzoman	Yes	Callum Brennan	No	Y4 White	Brooke Sabetta (Palmer)	Yes	Jason Britza	Yes	Y5 Red	Helen Pavitt	Yes	Brett Treeby	Yes	Y6 Red	Sara Burn	Yes	Blake Scott	Yes	Y6 White	Stacey Robertson	Yes	Barry Knott	Yes	Y5/6 Girls	Jacky Lee	Yes	Dana Davies	Yes	Y7 Red			Gary Richardson	No	Y7 White	Tania Johnson	Yes	Greg Morrison	Yes	Y7/8	Stella McQuade	Yes	Milky & Googz	No
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Actions Items:	<ul style="list-style-type: none"> Trent – Send out an email to all Coaches to register as Coaches not volunteers. Needs to finalised asap. 																																																														
Responsibility:		Due Date:																																																													
Treasurer:	Michelle Bradford																																																														
	<ul style="list-style-type: none"> Profit and Loss Report is attached. Current Bank Balances as at 08-Apr-24: <ul style="list-style-type: none"> Beyond Bank Visa - \$1,149.62 Beyond Bank Savings - \$200,301.87 CommBank - \$7,358.84 Registration payments continue to come in. We are still not receiving any payments from PlayHQ for Auskick 																																																														
Report:	<ul style="list-style-type: none"> registrations. We changed the bank account for the deposit to our Beyond Bank Visa account but the payments are still not coming through. I have requested they resolve this as a matter of urgency but still waiting for them to respond. Square payments are finally going into the Beyond Bank account. I have had to re-set the Square Reader and create 																																																														

	<p>a new account which is not ideal but it was the only way forward.</p> <ul style="list-style-type: none"> • Now that Square payments are going into the correct account, I suggest Brooke and Shane (previous president) shut the CommBank account as soon as possible as they are the only ones with access. • The only outstanding sponsorship payment now is Semple Group who I will continue to follow up. • 2024 Q3 BAS is due to be completed shortly so i will liaise with the acocuntants to get this done. • We have received some invoices in the last few days from ID Athletic for Merchandise/Uniform purchases which are not yet reflected in the accounts 		
Discussion Held:			
Action Items:			
Responsibility:		Due Date:	
Registrar:	Brooke Wards		
Report:	<p>Season Permits have been done. Approved by South Fremantle. Yr11/12 Girls to be sorted once confirmed Coaches need to be registered in Play HQ Grades have been allocated. District Email – Rookie Me App. Brooke will set up from her side. Admin login to be used. Videos available to learn how to use Team updates – Numbers Yr 10 – 29 Yr 11(28)/12(14) - 42 Yr 11/12 G – 7 - Merged team Yr 9/10 G - 20 Yr 9 – 24, 24 Yr 8 – 18,17 (waiting for another register) Yr 7/8 - 24 Yr 7 – 16, 17 Yr 6 – 14, 13 Yr 5/6 G - 18 Yr 5 – 23 Yr 4 – 20, 22 Yr 3 – 18 per team x 2</p>		
Discussion Held:			
Action Items:	<ul style="list-style-type: none"> • Brooke – Check with Kay about team manager page for videos. Send Kay the link. 		
Responsibility:		Due Date:	

Auskick Coordinator:	Bec Wilkinson
Auskick Assistant:	Erin Mias
Report:	<p>Pre Primary – 3 teams (2 with 10 and 1 with 9) need 3 coaches 29 total Year 1 – 3 teams (10,8 and 13) need 1coach 31 total Year 2 – 5 teams (12, 11, 11, 10 and 9) need 1 coach 53 total Total 114 AusKickers No girls teams all mixed</p> <p>Communication</p> <ul style="list-style-type: none"> • Have a draft ready to send out with all the start date info, year group champions, uniform requirements etc. • Will also post on Facebook with these details <p>Coaches and Team Managers</p> <ul style="list-style-type: none"> • I plan to give the teams their uniform bags and their team lists. I will email out everyone who their team is on the Saturday 18th to give me time for any swaps from coaches etc • Will put an agenda together for this night – what room will AusKick be in? or just outside? • What time is it? • What day can I come and sort out bags with Erin? <p>Other</p> <ul style="list-style-type: none"> • Oliva from South Freo is having an open morning in Kelmscott this Sunday 9am which I'm going to and have put out to current coaches and team managers if they want to come.
Discussion Held:	<p>What time do we need to be clear from oval on Sunday mornings? 9 or 9.30am? Thinking of the training vs playing time ie 8-8.30 train, 8.30-9am play, or 8-9 train 9-9.30 game. To be confirmed once fixtures come in. With reduced teams on Sunday game days we should have some flexibility.</p> <p>Coaches/Team Manager Night – Combined Auskick and all ages together Food on arrival</p> <ul style="list-style-type: none"> - Jemma – Welcome & Values - Trent – Introduce Pratty – Player Development - Donna - First Aid – Concussion Rules, Return to Play

	<ul style="list-style-type: none"> - Kay - Team Managers - Bec – Auskick - Handout Team Bags
Action Items:	<ul style="list-style-type: none"> • Bec to issue newsletter this week. Ash to check if she has log in details for mail chimp. • Bec – coaches accreditation – need to register Coaches and Team Manager on PlayHQ. • Jemma to email run sheet for Coaches and TM session to the Committee • Trent to follow up with Pratty to speak at session • Jemma – Check with Seniors club if Bar can be open. Speak to Jackie about ordering Pizza for meeting.
Responsibility:	Due Date:
Secretary	Jackie Sutherland
Report:	Nothing to report.
Discussion Held:	
Action Items:	
Responsibility:	Due Date:
Coach Coordinator	Trent Flanagan
Report:	Code of Conduct Forms
Discussion Held:	
Action Items:	Lars - Send Code of Conduct forms to Trent
Responsibility:	Due Date:
All Girls Coordinator:	Kellie Jewell
Report:	Nothing to report.
Discussion Held:	
Action Items:	
Responsibility:	Due Date:
Team Managers Coord	Kay Korver
Report:	<ul style="list-style-type: none"> • There are 4 teams still without a TM. Y7 RED, Y8 WHITE and both Y11/12 boy teams. • TM for Yr 11/12 Girls team will be managed by Piara Waters

	<ul style="list-style-type: none"> • Rookie Me – Email came out this week. • 4 brand new TM's for the season- Shirts to be organised. • They have all been told about the information evening on April 16th, hopefully they can all come. • All team files are ready to go, just need the iPad's to be completed and I'll be all set for the 16th.
Discussion Held:	
Action Items:	
Responsibility:	Due Date:
Sponsorship & Grants	Darryl Munro
Report:	<p>Social Media posts - Round 1 post to be tidied up. Post on Tuesday/Thursday/Friday</p> <p>Banner with sponsors to be ordered.</p>
Discussion Held:	<ul style="list-style-type: none"> - Discussion around ordering Female style polos. Committee members mentioned the current shirts are not breathable or designed for females.
Action Items:	<ul style="list-style-type: none"> • Jemma speak to Jackie - Pink Jumpers/Shirts for Committee • Jemma Talk to Jackie – Exploring Female Style Polos
Responsibility:	Due Date:
Uniform & Merch Coord	Mercy Thompson
Report:	Uniform orders packed and ready for pick up next week.
Discussion Held:	
Action Items:	Mercy – Follow up on what volunteers are needed for next week for uniform pick ups.
Responsibility:	Due Date:
Team Kit & Jumpers	Kylie Gerhard
Report:	
Discussion Held:	<p>Match day balls – Gary will organise for next week</p> <p>Game bags – some items needs replacing</p>

Action Items:	<ul style="list-style-type: none"> Kylie, Darryl, Lars, Jemma, Bec to attend Club Rooms 8am Saturday morning –sort out bags and 2 first aid kits for scratch match, Auskick bags too. 		
Responsibility:		Due Date:	
Equipment Manager:	Gary Vincent		
Report:	<ul style="list-style-type: none"> Gameday balls – Scratch match bags put in Monday Coaches to bring preseason packs back next week so we can sort. 		
Discussion Held:			
Action Items:	<ul style="list-style-type: none"> Lars –Grab bump bags small and big for Harmony Trent – Email coaches to bring preseason packs back next Tuesday Darryl – Send information about lights. Need to make an agreement around cross over with seniors. 		
Responsibility:		Due Date:	
Grounds & Game Day Coordinator:	Vacant		
Report:			
Discussion Held:			
Action Items:			
Responsibility:			
Canteen Manager:	Tabitha Bond		
Report:	Nothing to report.		
Discussion Held:	<ul style="list-style-type: none"> - Canteen Assistants being recruited - New contracts to be issued 		
Action Items:			
Responsibility:		Due Date:	
IT / Social Media :	Ashlea Flanagan		
Report:	Nothing to report.		
Discussion Held:	Sponsor posts 833 followers currently (increase of 200 this year)		

Action Items:	<ul style="list-style-type: none"> Ash- Set up new team pages for older team. Darryl to send through information. 		
Responsibility:		Due Date:	
Events / Fundraising	Katrina Tudor		
Report:	Nothing to report.		
Discussion Held:			
Action Items:			
Responsibility:		Due Date:	
First Aid Coordinator:	Donna McLeod		
Report:	<ul style="list-style-type: none"> First course has been completed: with 3 x CPR refreshers and 8 x first aid course completed. 4 first aid courses were completed by volunteers needing to redo first aid - which means have done for 3 years. Thanks to returning volunteers! Upcoming courses 18 April: <ul style="list-style-type: none"> 2 x first aid and 2 x CPR refresh enrolments. Need 2 more first aid enrolments to make viable. 23 April: <ul style="list-style-type: none"> 4 x first aid and 1 x CPR refresh enrolments received to date. Expect more once teams are finalised and team managers ask around to ensure that there is enough. Capacity of courses is 15 so feel free to encourage. First aid kits - have had preliminary review., but likely to need a major overhaul this year or next as many dressings/bandages out of date. Difficulties exist with keeping up to date with great number of kits that are being explored with assistance of EC with thanks! 		
Discussion Held:	<p>Decision made: Committee Approved ordering of brand new kits – Order through Keith who delivered first aid courses – 23 modular kits at \$159 each.</p> <p>Club has a duty of care to our players – all agreed we need to replace all the kits.</p>		
Action Items:	<ul style="list-style-type: none"> Donna to get quote from Keith asap- email Jemma to approve order. 		

	<ul style="list-style-type: none"> • Donna to email supplier for 20 new first aid vests. Advise Darryl on pick up. • Review first aid, Runner, MDO vests on Saturday to work out what we need. 20 vests. 		
Responsibility		Due Date:	
Jandakot Jets Seniors:			
Discussion Held:			
General Committee:	Helen Vincent, Laura Sharland		
Report:	Nothing to report.		
Discussion Held:			
Action Items:			
Responsibility		Due Date:	
Time ended	8.35pm	Next Meeting (TBC)	7/05/2024