

Date Monday 30th April 2019
Time 5:00pm
Venue HVG

Attendees Marie Pye, Zara Struthers, Wendy Sears, Ellen Van Dijken, Marion Cox, Cherry-Anne Mountford, Mel Sales (6:35pm)

Apologies Mark Johns, Bridget Partridge, Greg Marsden, Rebecca Hills, Bridget Ross

Previous Minutes approved

Approved by Zara & Wendy Sears.

Correspondence In/Out

None

Center Manager's Report (Tabled & read by Zara)

Health and Safety

Accidents logged

- 3 accidents logged since our last Committee meeting:
 - Rolled ankle jumping off fat mat, iced and elevated
 - Rolled ankle doing a stretch jump, iced and elevated
 - Fell on ankle climbing onto beam, iced

Current Policies under review

- • Fire/Earthquake/Evacuation Procedure
- • Lockdown Policy
- • Guide for reporting incidents at HVG

Zara would like to put together an annual plan of when all policies (especially Health and Safety ones) are reviewed. This would also include, among other things an annual refresher session for coaches and staff around all Health and Safety policies. (*This was agreed with and also do a fire drill at this time*).

The adjustable bar now has the attached notice beside it. Zara will ask that all Head Coaches go over what needs checking with any of their coaches who are responsible for adjusting the bar.

Gymnastics New Zealand

GNZ are currently working on a Member Protection Policy (which includes children) so we will wait for this to be finalised, then change if needed and adopt as a club policy.

Agreed to bench this until GNZ have completed theirs.

Guide for reporting incidents at HVG & notifying Work Safe NZ

Re accidents that need to be logged can the wording be changed for 4th bullet point.

Re notifying Work Safe NZ 2nd bullet point – Zara to add some examples from Work Safe policies.

Food supplies

We will ask for a **new** can of food/water from all families in the next newsletter.

Fraser Park

Update on the design tender process from Marcus:

Design tender is ready to go out but now waiting on the commercial contracts manager to return from leave to manage the process (due back in a couple of weeks). Marcus had been looking at another person managing this process but has had to put them onto the Naenae Pool Project. Once the Contracts Manager returns things should roll much quicker and smoother.

We need to keep HVG out there in the Community to promote what we do

Zara is thinking one way we could get the Hutt Councillors to understand what we do better is to invite them and their children/grandchildren etc to an open day just for them and perhaps have a few displays as well as have a go. If we looked at a Sunday, we could provide afternoon tea as well.

Marie to contact Cory Jane & Rodney So'oialo

Role of Committee/Head Coaches with Coaching Best Practice Policy

Zara would like some guidance around the roles of Committee and Head Coaches when they see coaches doing either a fantastic job or not abiding by the Coaching Best Practice policy (especially when Zara is not at the gym). Can all Committee members and Head Coaches provide as much positive feedback as possible to coaches doing a great job in whatever area of the role they notice – either directly or through Zara.

Fundraising

Chocolates

Marie will organise for this term – 2 boxes per family (regional competitive included as well).

Nutrition Information Evening

Bridget has organised this, we will need to promote it – 16th May 2019, Fraser Park Sportsville 6pm to 8pm.

Wall Tiles

Information will be sent out this term.

HVG Club Competition

Numbers are down on last year a little – we have 148 WAG and 31 MAG. Rimutaka are not coming this year and MAG from the clubs coming are down slightly on last year's numbers. Organisation is going well

Treasurer's Report

All looking good.

Grants

NZCT has awarded \$14,655.00 - Towards an air floor (tumbling mat)

Action

- Marie to contact Cory Jane & Rodney So'oialo re trainings at the gym.
- Zara ring fire department to find out how to organize a fire drill.
- Zara ring civil Defense, ask where is our meeting place up Wainuiomata Hill in the event of a tsunami- do we rope off an area to keep the children safe?

- Zara to buy a horn
- Re accidents that need to be logged can the wording be changed for 4th bullet point.
- Re notifying Work Safe NZ 2nd bullet point – Zara to add some examples from Work Safe policies.
- Zara contact Work Safe- do we have to log accident if parents are here watching their children in our building e.g. siblings watching?

Other Business

- Ellen suggested that the club sends a nice card on coaches' birthdays.
- Look into ways to txt large group to alert the parents of lockdowns as done in the schools.

Meeting closed 7pm

Next Meeting

Sunday June 16th