

# HONG KONG NETBALL ASSOCIATION

## Council Meeting

7.00pm, 28 July 2020 (Tue)

Zoom Meeting

<b><u>Attending:</u></b>	<b><u>Apologies:</u></b>
Sherryn Hancock (SH) - Ex Com Sarah Grimmer (SG) - Ex Com Christina Yue (CY) - Ex Com Connie Wong (CW) - Ex Com Krystle Cox (KC) - Ex Com Lorraine Pak (LP) - HKNA Olivia Burgess (OB) - HKFC Rachel Bryant (RB) - Valley Carly Goodchild (CG) - Valley Anna Wilson (AW) - Kowloon Fun Cheng (FC) - Hantang Tiffany Cheung (TC) - HKU Katharine Wood (KW) - HKS Melaine Potgieter (MP) - Umpiring Chan Ka Keung (KK) - Men's Angela Chan (AC) - HKNA (observer)	Ursula Holloway (UH)
	<b><u>Absent:</u></b>

**Meeting commenced at 7pm**

### **MINUTES OF MATTERS DISCUSSED**

#### **1. Introduction and briefing**

- SH introduced the Excom members and asked them to give a brief background about themselves and why they are on the committee.
- SH pointed out that members of the council are expected to have a role within the council. The job descriptions for each role will be put in a Dropbox (link to be sent later), in the next meeting, members are asked to nominate themselves for these roles.
- Some members have already expressed interest in the following roles:
  - UH - League Convenor
  - KK - Men's Representative (New role!)
  - Jenny Chadwick - Umpire development convenor. MP has shown interest as the Umpiring convenor on the council.
  - FC - Sponsorship (Marketing and Media Convenor)
- CY indicated that each member is expected to take on a role on the council.
- SH reiterated the commitment required by council members to attend the Tuesday meeting as decisions are often made during these meetings.

#### **2. Minutes of Previous Meeting**

CY indicated that May's minutes will be given later.

#### **3. President's Report (SH)**

- SH indicated that there have not been any netball activities going on in the past few months due to the pandemic.

- The current restrictions are a setback as League was about to start. Reality is that no one can give any definite answers into issues regarding the League. We have to follow guidelines by LCSD as League is a LCSD subvented programme. Also LCSD venues are closed.
- Men's league started but only played one round.
- Training sessions were conducted for those who have registered for the Asian Indoor National Squad.
- New accounting system - Xero. Working out well and fixing a few bugs. Putting the opening balances in.
- Sportlomo - new sports management system. Angela and Tony are working with the system under CW and CY's guidance. The system aimed for National bodies. The system will include: sports membership card for all members - good for member's deals through our partners and sponsors. More appealing to sponsors. Clubs can use this system as well.
- INF - KC and SH attended a meeting on 6th July via zoom. INF has a Covid-19 fund for countries that have been affected by Covid-19. SH feels HK does not need the fund as the government support is still there, leave the fund for other countries who need it.
- Dropbox - all the policies will be uploaded there for sharing. All members have to read them and sign them off. Policies include: Selection policy of athletes, articles of association, executive council by-laws (needs update), accounting procedure, procurement policy, LCSD agreement (important) - as it indicates where we can spend our money.
- SH explained briefly on the LCSD subvention on HKNA's programmes. LCSD subvented programmes include all the leagues, national programmes, Four Nations, Men's Invitational tournament, player's training courses, NETFESTHK, community sport programmes, school sport programmes, umpiring development courses.
- SH expressed the importance of following LCSD guidelines as they subvent all our programmes.
- CY elaborated on the LCSD budget guidelines, there is a cap for each category. If anything is above that cap, HKNA will have to cover the extra expenses. Also she expressed that LCSD subvention is 75 - 90% of the total expenses, the remaining amount is covered by HKNA. HKNA's income is from the League registrations. CY encouraged council members to explain this to their members if people question where the league money goes to from league registrations.
- CY explained that the coaching fee from LCSD sub-vented programmes will go towards the Coach's salary.
- SH indicated that the fee's structure has restructured to balance out between the leagues. So not all are reliant on the Ladies League. E.g. increasing the player's fee for Mixed League.

#### **4. Treasurer Report (SH)**

- SH is working out the issues with the new system. SH will share the up-to-date financial reports to the committee.
- Accounts all up to date.

## **5. Office & Events Manager's Report (LP)**

- LP indicated that all the HKNA staff are working from home. All staff have access to their emails and can update the HKNA website. LP has the HKNA's mobile which allows for whatsapp messages.
- INF - 50% discount for the membership fees.
- Asian Indoor & Martial arts events will be held in Thailand, May 2021.
- Asian Netball Championships are cancelled.
- Asian Youth Netball Championships are confirmed for August 2021 in South Korea.
- Men's World Cup - 2021 may be postponed due to travel restrictions.
- **Hong Kong Challenge Cup 2021** - Confirmed dates: 22-24 January 2021  
Singapore has declined the invitation. Malaysia has verbally confirmed that they would like to accept the invitation but it will be dependent on the Malaysian Government on travel restrictions before a formal confirmation.
- ApprovalMax (add on feature to Xero Accounting System) has been implemented as our approval system for Purchase Orders. HKNA is required to update the Accounting Policy and Procedures to reflect the change from printing out all supporting documents plus the manual signing and approval of payment vouchers and seek LCSD official approval on the Policy.
- Thanks to SG who had assisted in reviewing the document, the revised MoA & AA was approved at the AGM and is currently our company secretary is collating relevant documents to be sent to the Companies Registry. We will also officially inform LCSD once the whole process is completed.
- LCSD venues were re-opened on 22<sup>nd</sup> June since the end of January, unfortunately owing to the 3<sup>rd</sup> COVID-19 outbreak all venues were closed again from 15<sup>th</sup> July, with all LCSD subvented programmes suspended until further notice.
  - LP asked about the refund guidelines for Summer Netball Training Courses/ YATS Programmes as only one lesson was held - whether full refund or on a pro rata basis (LCSD suggested).

CW suggested to have a separate policy for training courses and a separate one for Leagues.

KC suggested that those who attended the class, let them have a pro rata refund. The ones who did not come due to health reasons, then full refund.

- LCSD court bookings - all applications of venue bookings have been suspended until further notice.
- Festival of Sport - not likely to take place (30th August). Final call on this early August.
- RB - asked about court bookings when they normally confirm. As they are thinking of fee structure if the training court is not available. LP indicated that HKP has been confirmed for Valley on Thursday nights. WCH - no booking has been confirmed yet. SH said that LCSD response is very slow unfortunately and that the office has pushed them to get answers.

KW and AW expressed their concerns on their court availability as well for their training. KW expressed that paying for another court (rather than LCSD) would be much more expensive and not budgeted for. SH said they could look at the court at Prince Edward

at Fa Hui Park as they have 8 netball courts which have been resurfaced.

KW asked if clubs can't trial, asked if there are any relaxing on registration guidelines. SH will need to check with UH. SH suggested a lead time for one month to get futures and draws out.

CW suggested that there is one netball court available in Sham Shui Po for trials if needed.

LP - said no block booking accepted in August. Suggested to look for another venue for trials in August. Confirmation will only be sent to HKNA in September.

## **6. Elite and Coaching Updates (CW)**

CW expressed that there are a few programmes and courses that were planned in the coming weeks. We will go ahead with registrations for all the programmes even though it may be cancelled or postponed. CW encouraged all members of the community to register if they are interested so that they can be on the mailing list for when updated information becomes available.

CW reminded the council that it is their role to remind and spread the message to their members who may be interested.

## **ELITE**

### **Elite Netball Programs Information - player's registration will be open soon**

National Ladies Open Programme

Trial Date: 10th or 11th September (Thursday) 8PM - 10PM

Venue: Hong Kong Park Sports Centre

(Not yet start) Online Registration: <https://forms.gle/hcjA1269FBqBBS4o9>

National Ladies - Asian Indoor & Martial Arts Games Programme (*Closed registration*)

Trial Date: 10th or 11th September (Thursday) 8PM - 10PM

Venue: Hong Kong Park Sports Centre

National Men's Open Programme

Trial Date: 1st September (Tuesday) 8PM-10PM

Venue: Hong Kong Park Sports Centre

(Not yet start) Online Registration: <https://forms.gle/DYoxd5sWdELLtwxo9>

Youth U21's Programme

Trial Date: 26th August (Wednesday) 7PM - 9PM

Venue: Hong Kong Park Sports Centre

(Not yet start) Online Registration: <https://forms.gle/9GLZpVSurdQYYQNEA>

Regional U16's Academy Programme (*Registration in progress*)

Island Squad Trial: 2nd September (Wednesday) 7PM-10PM

Venue: Hong Kong Park Sports Centre

Kowloon Squad Trial: 29th August (Saturday) 9AM-12PM

Venue: Shun Lee Tsuen Sports Centre

Online Registration: <https://forms.gle/babtHayVBE2V5ywp8>

### **Fitness Testing for Ladies, Men, Youth U21 with Joint Dynamics**

JD - strength and conditioning partner and will lead the S & C programme for our Elite programmes.

Fitness testing to be conducted altogether.

Date: 12th September (Saturday) 9AM-12PM

Venue: Chinese International School

### **Application for Elite Netball Programmes - Officials**

The Head Coach should be announced in the coming week, the advertisement and registration for the Elite Netball Programmes officials.

Online Registration: <https://forms.gle/VpRdkYNVURdsh3D96>

#### National Ladies Open Programme

1. Assistant Coach
2. Specialist Coach
3. Manager

#### National Ladies - Asian Indoor & Martial Arts Games Programme

1. Head Coach (preferably to be an Assistant Coach of the National Ladies Open Programme as well)
2. Assistant Coach
3. Manager

#### National Men's Open Programme

1. Assistant Coach
2. Manager

#### Youth U21's Programme

1. Assistant Coach
2. Manager

#### Regional U16's Academy Programme

1. Assistant Coach
2. Tour Manager

## **COACHING DEVELOPMENT**

### **JD Coaching Workshop with Marcel**

Date: 7th August 2020 (Friday)

Time: 8 PM - 9 PM

Venue: Hong Kong Park Sports Centre

Online Registration: <https://forms.gle/EBCAkzFQ6YcrCc7Y6>

### **Foundation Coaching Course (waiting on approval from HK Coaching Committee)**

Date: 9th August 2020 (Sunday)

Time: 8:30 AM - 6:30 PM (Both Theory and Practical)

One hour break for lunch. Lunch is included in the course fee provided by HK Cricket Club.

Venue: Hong Kong Cricket Club

Cost: \$500HKD (includes Netball Australia's Foundations Coaching Manual and notes)

Online Registration: <https://forms.gle/Qqqp9MYHqM1Yqx2z8>

## **OTHER**

### **Men's League update**

7 teams registered for Men's League 2020.

Started on Tues 30 June but unfortunately have been since suspended.

### **NETFESTHK 2020 update**

Date: 19th-20th September (Wet-weather date: 26th-27th September)

Venue: Fa Hui Recreational Ground

Team Fee: \$100 per team

Umpiring Levy: \$400 per team

Withdrawal Penalty: \$500 per team

Umpiring Options: AC asked the council whether umpires should do duties in the same time period (e.g. play one game, then umpire, then play) or umpire another time period, e.g. umpire before or after their period of play).

Council agrees that for Ladies and Men's - they should umpire before they play. For juniors, they can umpire within the time period as the people who are umpiring are not playing or they tend to pay the umpiring levy. MP will look into that for next meeting.

### **New for NETFESTHK 2020**

Ladies division split into Div 1 -3 and Div 4 to 7.

Masters division (35+ change to 40+ years old)

## **7. League & Umpiring**

### **Ladies league**

- CY - confirm no splitting of two days for the Ladies League. Just Mondays for the matches

- RB - when will we have to pay our fees by? As the season is uncertain, it is hard to ask players for payment. Valley wondering when payments are due?  
SH - payment is needed for teams to commit. Could look at some sort of payment to at least get the teams to commit otherwise they may withdraw.  
Ex com to discuss on the payment schedule in the coming week.  
AW - suggested to have the team fee and deposit with the registrations. Perhaps delay the player's fee later once we know more about the season.
- RB - question regarding JNL: Will JNL take place if schools are online but gathering of people has increased to 50.

CY - said to follow the Education Bureau guideline in regards to all underage programmes and leagues as we have done for previous situations.

SH - said even if allow and max is at 50. Need to consider no. of spectators available.

CY - 13th July session. HKNA ran junior programmes as EDB said that schools will start their holiday earlier rather than saying schools were closed.. Ex com had a discussion and decided that the junior programmes could go ahead, however allow for players/ parents who are concerned to not attend Hence, it will depend on the wording. If EDB said school's closed - then junior programmes will be closed.

- CY - common question amongst the club. If clubs cannot hold trials before the season starts, how HKNA looks at the possibility of relaxing the guideline/ bylaws on players playing in different divisions.

CW - suggested to look at relaxing on the rules in the first two to three weeks of the competition. However more discussion will need to take place to set up the guidelines for this. SG agrees and will look at this more closely with Ex com.

- SG - a mock league schedule by UH is completed.

First week of play is 28th Sep and with 2 possible wet weather dates. Semi finals on 22nd March and Final on 27th March. Subject to change.

AW - any update on reducing the number of teams

SH said there are no limits at the moment as we will be using FH and also SYSMP. .

### **8. A.O.B.**

- Next meeting is 18th August. All the meetings are on the 3rd Tuesday of every month.
- RB - umpire rep for each team. Will teams still enter if there is no current umpire for that team? SH - teams to contact Jenny Chadwick asap

CG - what if some did not qualify as JNL was cancelled in the second half? SH said that those umpires can umpire the JNL coming season. MP - suggested that they will be looking at doing the umpire support during the Joint University tournament, school games and NETFESTHK. Difficult to get people through the JNL so looking at doing support in other programmes.

- SH - asked CW regarding who the email was sent to for coaching workshops and Foundation courses. CW said the emails are sent to Captains and Convenors. AC confirmed that DB's convenor is on the email list. MP suggested to check their junk folder as well.
- CY - some council nomination forms are missing from clubs. Will follow up with the clubs.

**Meeting adjourned at 8:35 pm.**

**Prepared by**

**Approved by**

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