



## Rockhampton Netball Association Management Meeting

### Minutes

Date: Thursday, 27<sup>th</sup> November 2025  
Time: 6.08pm  
Venue: RNA Clubhouse, Jardine Park  
Attendees: Simone Hitchcock, Diana Pettett, Melissa Weder, Kalie Green, Angela Ross, Sam O'Brien, Julie-Anne Thackeray  
Apology: Elizabeth Blyton, Carrie Bennet, Julie Easton  
Minute Taker: Diana Pettett  
Chair: Simone Hitchcock

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### Agenda Items

#### 1. Meeting open

#### 2. Apologies

Elizabeth Blyton, Carrie Bennet, Julie Easton

Moved – Angela Ross      Second – Julie-Ann Thackeray      Carried

#### 3. Confirmation of minutes of previous meeting

Corrections to clarify the process for advertising roles to increase transparency in recruitment and changed month from August to September.

Moved – Julie-Ann Thackeray      Second – Melissa Weder      Carried

#### 4. Business arising from the minutes of the previous meeting

Business Arising	Person Responsible
<b>Court Repairs 1 and 6</b> <ul style="list-style-type: none"><li>Rectification works still ongoing. Awaiting contractor quotes regarding court defects and resurfacing. The contractor has been contacted by council, but no updates received yet.</li><li>Council have been advised that the Court surface repairs and resurfacing need to be completed prior to 21/02/2026 as this is a week prior to the Red Rooster Carnival.</li></ul>	Di & Simone
<b>Complaints Policy - Ongoing</b>	Nat, Simone & Di
<b>Policy Updates - Ongoing</b>	Nat, Simone & Di
<b>Umpire Complaints and Guidelines - Ongoing</b>	Nat, Simone & Di



<p><b>Review of work arrangements hours/delineation of duties</b></p> <ul style="list-style-type: none"> <li>• Staff are currently reviewing Role Descriptions to reflect jobs that have been re-aligned.</li> <li>• Committee discussed the wording for the hours that staff were employed under. Suggestion for hours to be 'up to' set amount not minimum.</li> <li>• To be completed ready to go before the start of 2026.</li> </ul>	<p>Simone, Ange, Di &amp; Liz Angie to provide info to Simone</p>
<p><b>Corporate Shirts - Ongoing</b></p>	<p>Liz, Boney &amp; Di to choose shirts</p>
<p><b>RRC - Rep Shed Update</b></p> <ul style="list-style-type: none"> <li>• Shed meter box now has hazard tape to make it more visible.</li> <li>• Electricity is now connected (to be checked).</li> <li>• Request has been lodged with Council to have the stick removed from the lock of the PA door.</li> </ul>	<p>Di</p>
<p><b>Multi-Sport Precinct</b></p> <ul style="list-style-type: none"> <li>• Discussion on landscaping for the new multipurpose precinct included concerns about shrub placement, maintenance, and access paths. Preference was expressed for shade structures over excessive shrubbery.</li> <li>• Issues with insufficient car parking for large events were raised; informal parking options and future expansions were considered.</li> <li>• Various features of the new precinct (hydration stations, trophy cabinets, AV capabilities, office/umpires' rooms, storage) were reviewed, with feedback provided to designers.</li> <li>• Clarification that there will be a roof over the areas marked 'no ceiling' in design drawings. A sample of the open mesh was requested.</li> <li>• Funded versus non-funded items reviewed, with a spreadsheet requested to clarify inclusions, especially regarding canteen equipment and shade structures.</li> </ul>	<p>Simone/Di/Liz</p>
<p><b>Leaders Conference</b></p> <p>Accommodation and flights were cost prohibitive, therefore no attendance.</p>	<p>Simone</p>



<p><b>Security System</b></p> <p>Fixed and back up and running. Noted that the Wi-Fi extender that was on the roof of the canteen was stolen while the security system was down. Requests made to have this replaced under insure. Liz to make enquiries with insurance provider.</p>	<p>Di &amp; Liz</p>
<p><b>Staff and Work Arrangements</b></p> <ul style="list-style-type: none"> <li>Feedback from departing staff noted; exit interviews in progress, with transparency and process refinement emphasized.</li> <li>Update provided by Julie-Ann with an informal conversation.</li> <li>Interim arrangements for resignations include advertising vacancies and assigning coverage as needed.</li> <li>Consensus that staff roles, especially those requiring experience (e.g., office coverage), should be filled by mature people with the possibility of reducing the night staff down to one position and having management help when required at busy periods throughout the season.</li> <li>Office closure for the holidays discussed and set for closure on 20<sup>th</sup> December 2025 and reopening on 5<sup>th</sup> January 2026.</li> </ul>	<p>Di &amp; MC</p>
<p><b>UC Vacancy</b></p> <p>Simone managing for social season. Issues noted with some independent teams consistently not supplying an umpire and emailing the association with the expectation that we find an umpire to cover their duty. Discussion and approval of the Social Season that teams are to nominate their umpire on the nomination forms. Di to update the forms to include a section for teams to add their umpire's details.</p>	<p>Simone &amp; Di</p>
<p><b>Umpire Payments comparison from 2024 and 2025 - Ongoing</b></p>	<p>Julie-Ann</p>
<p><b>Replacement/repair of the plumbed in urn in the canteen.</b></p> <p>Urn is completed and working.</p>	<p>Di</p>
<p><b>End of Financial Year</b></p> <ul style="list-style-type: none"> <li>Stocktake still to be completed. Intention to complete during the break before Christmas.</li> <li>There is only 1 outstanding account for the 2024/2025 Financial Year. We are working with the club to get this one paid.</li> <li>All refunds were processed for any credits that clubs had.</li> </ul>	<p>Di</p>

**Wooden retainer wall around Courts 2 & 3**

JB has asked Zac to have a look and do an assessment for the structure's stability. Impression I got was that they would look at repairing/replacing this in needed if/when they do courts 2, 3, 4 and 5. A repair request has been lodged with Council to have this repaired in the meantime.

Di

**EOFY, Julie-Ann to liaise with Di for requirements**

Di &amp; Julie-Ann

**CQU Calendar**

All bookings have been made with CQU as per endorsed 2026 calendar; awaiting formal agreement from CQU.

Di &amp; MC

**REP Update**

- Successful rep trials reported with record attendance; six junior teams and three senior teams formed.
- State Age transportation and accommodation discussed, with budgeting for one or two buses depending on player needs and costs. Budget ultimately approved by the Management Committee with the Rep Convenor to have discretion over how many busses would be required once players confirm whether they are requiring to be provided transport.
- New uniform styles discussed (transition to modern dress, hoodies, black bucket hats); coaches/managers' shirts clarified.
- Budget for tournaments and representative team travel agreed upon, including association of \$9,000.00 contribution and for this to pay State Age competition nomination fees.

Moved – Julie-Ann Thackeray      2<sup>nd</sup> – Melissa Weder      Carried

- Nominations for junior and senior rep coaches reviewed; Management Committee endorsed 3 senior and 6 junior coaches based on qualifications and experience. A decision was made that one senior applicant to be placed as an assistant coach purely for development purposes. One junior coach was not approved based solely on the lack of current coaching experience.
- Succession planning for coach development highlighted as important.

**5. Finance**

Attached Report (September and October) – no issues noted.



## 6. General Business

- a. Finals Feedback – requests to have 3 timeslots so that coaches/spectators and players are not so rushed and that the Minis coaches would like to be included in their breakup. Decision to be made about timeslots next year once team numbers and court availability are established.
- b. Social Season update – Season has been completed and only issue noted so far was a couple of independent teams not providing umpires.
- c. NQ Ladder resets – Netball Queensland have advised that when a reset of the ladder is done it will reset all competition calculations including the points table and games played.
- d. Premier and Mayor meeting updates – ongoing.
- e. Lending out of Grandstands (15.01.2025 to 02.02.2026) for swimming champs – update provided to Management Committee.
- f. JB Information Request – Management Committee to go over the draft document and email Simone with any changes or anything that they would like to add before the complete document goes to JB.
- g. Ray White Competition – Update provided. Ray White to receive post pads and then contact us to arrange a time for presentation.
- h. Formal Complaint RE: coach behaviour – Update provided to Management Committee.
- i. Umpire Test procedure – discussed in depth and noted that the correct procedure was not followed as the request did not follow the appropriate chain of command and noted that clubs are not to badge their own umpires, which happened in this instance after seeking approval from the acting UC. Was also noted that a new process has been written and will be finalised in time for 2026 giving all parties a clear process to follow.
- j. Child Safety Training 14<sup>th</sup> December 2025 – Simone Hitchcock, Di Pettett, Sam O'Brien & Kalie Green are booked to attend the conference on behalf of the association. Di noted that there is an online conference happening on the 1<sup>st</sup> of December 2025 for child safety in travelling teams which she thought Sam O'Brien as Rep Convenor might like to attend. Di offered to send the link for Sam to register if she was interested in attending. Sam asked for the link to be forwarded.
- k. Coach and Umpire Conference 28<sup>th</sup> Feb 2026 at Nissan Arena – Can be attended via video link. The Management Committee have offered to pay for one ticket (\$50) and to offer all Rep Coaches the option to view the recording of the conference.
- l. Updated Calendar that went to clubs for comment, nil issues identified – Endorsed. Di to upload to website as soon as possible.

## 7. Business arising from floor

- a) Purchase of 3 new plastic tables that fold in half if possible.  
Proposed – Julie-Ann Thackeray      2<sup>nd</sup> – Kalie Green      Approved



- b) Cleaners requested confirmation of cleaning requirements over the Christmas period. Drop to cleaning once per week and have them do a more in depth clean just prior to the Red Rooster Carnival.
- c) Broken Hoop on Court 10 – see if a replacement of the top section of the post can be purchased.
- d) Bench seat located next to Court 12 – obtain quotes to replace with an aluminium bench seat.
- e) Traditional Season will be opened in NetballConnect on 2<sup>nd</sup> January 2026.
- f) Implementing printing of the ID Cards in NetballConnect to replace the Team Registration Forms. Management Committee elected to stay with the current process for the Team Registration Sheets.
- g) Example Scoresheet on the website was requested to be redone to remove the names of actual players. Di to action.
- h) Management confirmed that all forms and documents that have been updated and needed for 2026 are to be uploaded to the website in the new year.
- i) Enabling Credit Card Payments on invoices in Xero – Management requested further information as to costs of implementing this to be forwarded to them for their consideration. Di to email all the information requested.

**8. Next Meeting date Wednesday, 21<sup>st</sup> January 2026 @ 6.00pm**

**9. Meeting Closed 9:04pm**

A handwritten signature in blue ink, appearing to read "S. Hitchcock".

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Simone Hitchcock

President

Rockhampton Netball Association