

# Management Report 2014 - 2015

Doncaster & Templestowe Badminton Association Incorporated (DTBA Inc)

25<sup>th</sup> September 2015



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## Greetings Dear Members,

We are very proud to announce that early this year we launched our new website <http://www.dtba.org>. Our website now contains very strong social media presence and we will endeavor to publish up to date news of the club on our website. We strongly encourage all our members to frequently visit our website to get the latest news on the club. Your feedback on our new website will be most welcome. Thank you to Peter Kwee, Andy Chin, John Liew and to all our members/committee who contributed to the launching and contents for the website

On behalf of the Committee I would like to extend our greatest appreciation to Hock Lye Khaw who had single handedly developed and managed our previous website for the past 8 years ('voluntarily'). Thank you my dear friend

We are also very privileged to announce that the club now boast 4 Octogenarians. At the time of preparing this report, we welcome our baby 80's club member Barney Gan. Gwen Murray, Andrew Brown and Paul Fricke (the other Octogenarians) are still very active members of the club. Keep it up folks. Topping up the great news story, Paul Fricke is the winner of the C/D grade in the Club's Graded Tournament held in July. From the support Paul had during the Finals, it was very obvious who most of our members wanted the winner to be. Paul did not let us down. Congratulations Paul and well done. There is a segment aptly named the Golden Club on our website to share with our members on how they maintain their longevity in this game

The Games Scheduling Software (GSS) piloted in early July last year continued to produce unpredictable results. Hence its usage has not been extended to all our social sessions. We are currently reviewing the best approach to address some of these issues and utilize this software in its simplest form. Please bear with us

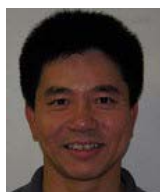
We are currently liaising with the Council on three planned upgrade/maintenance to the facility. These maintenance works when they commence will disrupt the activities at the club. We will endeavor to provide adequate notifications to all our members and non-members when we are provided with the schedule of work. Notifications of the possible disruption to the club's social activities will be published on our website and in the club's notice board. We apologise in advance for any inconvenience caused when these essential maintenance programs get underway

**LATEST IMPORTANT NOTICE:** The first major maintenance work is now schedule from the 21<sup>st</sup> of September to 4<sup>th</sup> October 2015. There will be no social activities during this period. The club's AGM scheduled for the 25<sup>th</sup> of September will take place as planned. Please visit our website, lookout at the club's notice board or have a chat with our supervisors or any Committee member in the event there are any changes to the hall closure

Charles Lee  
DTBA President – For the Committee



## Committee Portfolio Report



### Competitions Portfolio – Hon Kim KONG

- Monday Night Competition (MNC)**

The MNC started with a revised format from the previous year after feedbacks from the players. This year saw a shorter term format, with each season running for 5 weeks plus 2 weeks for the finals. It is anticipated that there will be a total of 4 MNC seasons for this year.

Winners for the completed seasons 1 and 2 are:

	Season 1- 23 <sup>rd</sup> Feb to 6 <sup>th</sup> April	Season 2 – 11 <sup>th</sup> May to 29 <sup>th</sup> June
Winners	Sreeni MANIKOTH (Captain) Steven CHEN Desmond TAN Li Ting JIANG	Michael CHIN (Captain) Steven LEW Alex CHEN Anita POON
Runners-up	Michael CHIN (Captain) Arthur CHONG Valerie KONG Barney GAN	Hon Kim KONG (Captain) Chris LIM Celine TAN Murina KWEE

**MNC Season 3 will commence from August 10<sup>th</sup>**

### July Graded Tournament on July 18<sup>th</sup>

The July Graded Tournament was very well received with a total of 64 players participated. They were allocated to 3 separate grades, with 24 players for Grade A, and 20 each for Grades B and C/D.

	A Grade	B Grade	C/D Grade
Winners	Kevin FARNIER Kum Wah LOW	Andy CHIN Raghuveer KROTHAPALLI	Paul FRICKE Wei Feng YE
Runners-up	Ivan HARYONO Andrew CHIN	Sam LI Jim LIU	Eric CHUA Li Ting JIANG

All the players and volunteers were invited to a sumptuous lunch during this JGT.

Thank you to all the CSC members and volunteers, without whom all the above activities would not be so successful.



Players and volunteers for the Graded Tournament in July 2015

**Veterans Corner**

DTBA continues with our strong support and participation in the Veterans Competition organised by VBVA Inc (Victorian Badminton Veterans Association) at the various tournaments held both in Melbourne and in country centres. We have up to 4 teams participating in some of the tournaments

All participants enjoyed the opportunity of playing for the Club at these events and there are a number of new faces added to the Veterans Group. The members played under the team names of Cormorants (formed in March 2015), Renegades, Warriors (formed in August 2015), BFF8 (once off team formed in Feb 2015), Demons, Dingbats and Pussycats.

All our teams enjoyed the tournaments and the social evenings of comradeship

The Bendigo Veterans is yet again proved to be a stumbling block for our DTBA Vets. Winning any grade for the tournament continued to be elusive. The DTBA Renegades came very close to winning the A1 grade but alas it was not to be. Do not give up – try harder next time

During the past reporting year we had wins in Ballarat, Traralgon and Altona. Six teams were runners up in the tournament they participated in. Well done all

**Membership Portfolio – Charles Lee**

Our current membership stands at 531 at the end of June 2015. A breakdown of our current membership:

Category	2015-2016	2014-2015	2014-2013	Comment
Juniors	45	73	85	
Adults	486	515	457	
Female	28.6 %			
Male	71.4 %			
New members	32 (to date)	104	44	
Membership register	Application ~ 180	250	280	



## Committee Portfolio Report ..... Continued



### Programs & Development Portfolio – Simon Gan

#### OVERVIEW

The Programs & Development Portfolio was created to help develop and improve the badminton skills of member players. It is currently in its 7<sup>th</sup> year of operation and it is growing from strength to strength. Currently it oversees a joint Badminton program between the Doncaster primary School and DTBA, and the club's own coaching program on Sunday morning. These two programs would not have been possible without the group of dedicated volunteer coaches who have sacrifice their time, effort and energies to make these programs successful.

#### **Project Small Fry – Thursday (12:30 to 1:30pm)**

This is the 7<sup>th</sup> year that this joint program between the DPS and DTBA is in operation. This program is held on a Thursday afternoon between 12.30pm – 1.30pm during the school children's recess hours. Participation for this program is very high with 48 students currently attending this program.

The coaches who avail themselves for this program merit additional commendation for their attendance as there are not many coaches who are able to contribute to this coaching program.

#### **Sunday Coaching Clinic – Sunday (9:00 to 11:00am)**

In the 6<sup>th</sup> years since the inception of our Sunday Coaching Program, the number of students who have graced our coaching program had grown from an initial student intake of a dozen to a staggering 52 students in some years. Currently the coaching group has limited the number to 48 students with 24 prospective students in our "waiting-list".

Although this program was intended to be for club member's development of their badminton skills, however this program is extended to members of the public in the Manningham area as a community service program. In doing so, it has enhanced the club's image with the Manningham community and the Manningham Council.

#### **DTBA COACHES**

The coaches, past and present, who have helped initiate the coaching program, nurtured and develop it is a rare group of volunteers who have given up their time and effort to help others in understanding, developing, motivating, improve the game of badminton. You do not need to be the best player in the court to be a coach, just a desire to want to help others to enjoy and learn the game of badminton. Coaches who have dedicated their time to the coaching program are:

**Boon Chuan Tay, John Kok, Ming Chu, Lee Hills, Ben Koh, Herman Hong, Andy Chin, Anita Poon, David Tay, Gavin Ho, Kar Chong, Lawrence Ting, Hiaxian Zhang, Allen Cheah, Kevin Tsai, Yong Yoke Weng, Tony Ma, Tony Ong, Miki Lee, Lily Wong, Simon Gan**

To the coaches who no longer are able to help out in the coaching program, on behalf of the management committee, THANK YOU for your past assistance and look forward to you guys rejoining the coaching team when circumstances permit.

To ensure longevity of these coaching clinics, we require more dedicated volunteers. Please contact any Committee member if you can assist.



### **Supervisors portfolio – Ming CHU (Sept 2014 to Aug 2015)**

- Quarterly meetings were held on 5/9/14 and 20/3/15; the meeting scheduled for 5/12 14 was cancelled.
- Matters covered in these meetings include updates on software for organising games, membership renewal process (continuous fine tuning) and importance of completing Incident Reports.
- All supervisors continued their excellent work including Relief supervisors.
- Quarterly rosters working well.
- Miscellaneous updates:
  1. Sept 2014 DPS requested extension of school hours from 4pm to later, e.g. to 5pm for their After School Care program. Latest update (July 2015) is the school does not need the extension of hours.
  2. Drafted Terms of Reference for Coaching Sub-Committee.
  3. School Licence Agreement between DPS and DTBA – still waiting for the school to decide if this agreement is going ahead or not.
  4. Joint Use Agreement between Council and DPS still on-going; not likely to be finalised this year.
  5. General Reserve funds held by MRA – we had a number of discussions with Council to review priority list of maintenance works for the gym (latest meeting was on 13/8/15):
    - Painting of internal walls of gym.
    - Installing gym walls with MDF paneling to improve acoustics and insulation.
    - Refurbishment of all toilets.
    - Convert part of foyer into an office with carpet tiles and air-conditioner/heater.
    - Upgrade switchboard.

## Committee Portfolio Report ..... Continued



### Secretary/Public Officer – Jennifer MORCOM

Organising Committee meetings from 2nd October 2014 to 10th September 2015 for the period 2014/2015 with proper minutes recorded for future reference.  
Maintained regular communications with YMCA M regarding club matters.  
Assisted in organising club's Annual General Meeting, notices, ballot papers, etc.

### Injuries

- There were 7 reported injuries sustained by players this reporting year. All members recovered fully

### Facilities Portfolio – Jennifer MORCOM

- Any maintenance items were addressed promptly by MYMCA during the year
- A list of maintenance works were submitted to Manningham City Council and high on the list was a request to upgrade the male and female toilets. This work should begin before the end of 2015. The entry foyer is to also undergo refurbishment and members will be advised when this work is to commence. We are still keen to have a CCTV system installed and will work with MYMCA and Council on this



### Events Portfolio – Michael CHIN/Hon Kim KONG

#### End of Year Dinner - Saturday 6<sup>th</sup> December 2014 Venue: CHRYSANTHEMUM HOUSE

EOY Dinner had a good turnout with a total of 133 guests, occupying most of the restaurant. The program for the night include prize presentation for the previous Monday Night Competition, Service appreciation gift to Le Hills for her tireless work as previous MNC Supervisor, Raffle Draws, Karaoke and music

#### Thank you/ Appreciation Dinner

A Thank You/Appreciation dinner was held at Wealth Garden for all committees, subcommittees, coaches and members providing voluntary services to the club. A total of 25 guest attended this dinner, providing a place for a great get-together discussions for all the volunteers.

#### 1<sup>st</sup> Pizza Nights May 4<sup>th</sup> to 16<sup>th</sup>

First of the 2 allocated pizza nights for the year for all the social sessions.

#### Christmas in July Dinner - 25<sup>th</sup> July 2015 Venue: Tai Pan Restaurant

A great turnout with a total of 162 guests (16 tables) with a Chinese banquet dinner. Program includes the prize presentation for the July Graded Tournament, Raffle Draws and music with some dancing at the end of the night. John Liew was MC for the night with great music by none other than Simon Gan. Raffle draws organised by our Jenny Morcom.

#### 2<sup>nd</sup> Pizza Nights

The second pizza session will be allocated close to the end of the badminton season end of this year.

Thank you to all the volunteers who give their time to help out with all the above activities for the benefit of the members.

## Committee Portfolio Report ..... Continued



### Website and IT Infrastructure Portfolio – Peter KWEE

In late 2014, the DTBA Management Committee decided to embark on a course of IT modernisation, in order to improve a better interconnectedness within the club community and wider badminton community in Manningham municipal. The changes introduced included the inception of a brand new website, introduction of cloud computing, better online applications and creating a strong social media presence.

A cloud server launched in the beginning of 2015 has allowed us to independently operate our new website, <http://dtba.org>. Subsequently, the former site <http://www.dtba.info> has been deactivated and is no longer operational. Not only does the website contains the details about the club; its activities; club events; and video & photo galleries, but it now also hosts the club's webmail and a cloud storage. It has become the club's central documents repository.

In lieu with the new website and IT infrastructure, we have increased our presence within the social media sphere, including features such as:

☑ An official [Facebook](#) page, launched in April 2015

☑ A Google+ page, launched March 2015

☑ Online membership application is also available

### Sponsorship Portfolio

A new guidelines of sponsors selection was endorsed by the Management Committee in May 2015.

I would like to thank the management committee for their utmost support.



### Treasurer – Kar CHONG

We recorded a small profit for this financial year. A quick summary of our finances for 2014-2015 is as follows:

- Gross takings of about \$141,000 (similar amount for 2013-2014).
- Expenses of about \$133,000 this year (about \$147,000 for 2013-2014).
- Operating gain of \$6,000 (operating deficit of \$6,000 for 2013-2014).
- Please refer to the Audited Financial Statements for details.
- Our rental fees are inclusive of cleaning, light and power, rates and taxes and building repairs since YMCA took over from January 2013 onwards.

### Procurement Portfolio – Kar CHONG

#### Shuttles

- We consume on average 1450 dozens per annum
- Our shuttles are supplied by two different vendors to ensure continuity of supply
- There is an annual contractual agreement with our vendors, We seek expression of interest to supply annually from February each year
- It is envisaged that the cost of shuttles will increase next year due to our weaker Aussie dollar

## Our Administrators and Volunteers

### Management Committee Members

Charles Lee	(President)
Ming Chu	(Vice President)
Jenny Morcom	(Secretary)
Kar Chong	(Treasurer)
Simon Gan	(Committee Member)
Hon Kim Kong	(Committee Member)
Peter Kwee	(Committee Member)
Michael Chin	(Committee Member)
John Quay	(Assistant Treasurer)
Hock Khaw	(Systems Administrator)

The Management Committee hold scheduled monthly meetings with the exception for December. For 2014-2015, we conducted 11 Committee meetings

### Our Supervisors

Supervisors Name	Session
Kong Tung	Monday Evenings
Gyllis Johns	Tuesday Mornings & Wednesday Evenings
Lesley French	Tuesday Evenings & Thursday Mornings
Ann Helligs	Thursday Evenings
Simon Gan	Friday evenings – Juniors session
John Quay	Friday evenings – Juniors session
Allan Cheah	Saturday afternoons
John Kok	Sundays court hire – 11.00 am to 3.00 pm
Simon Gan	Sundays court hire – 3.00 to 6.00 pm
Susan Tung	Sundays evenings
Lee Hills	Relief supervisor
Lawrence Ngeh	Relief supervisor
John Liew	Relief supervisor

We conduct quarterly reviews with our supervisors to:

- Communicate new processes and procedures
- Discuss feedback from members
- Share observations from our supervisors
- Review the quarterly rosters
- Ensure compliance with MYMCA

### Competition Sub-Committee (CSC)

Sub-Committee Member's Name	Position
Hon Kim Kong	Primary Competitions Coordinator and Chair of the CSC
Michael Chin	Secondary Competitions Coordinator
Kong Tung	Sub-Committee Member
Lee Hills	Sub-Committee Member
Alex Chen	Sub-Committee Member
David Pang	Sub-Committee Member

The CSC hold scheduled quarterly meetings to:

- Review MNC players and the club's graded tournament handicap and to ensure they are updated timely & fairly.
- Plan for inter-club competition
- Plan for the next Intra-club Graded tournament

### Coaching Group and Sub-Committee (CGSC)

Members of the Coaching Group	Position	Thursday Coaching	Sunday Coaching	Comment
Simon Gan	Primary Programs and Development Coordinator and Chair of the CGSC	-	-	
John Liew	Coaches Coordinator and Member of CGSC	✓	✓	
Andy Chin	Assistant Coaches Coordinator and Member of CGSC		✓	
Allan Cheah	Coach	✓	✓	Taking a short break
Jason Chong	Coach – new recruit	✓		
Kar Chong	Coach		✓	
Lee Hills	Coach	✓		
Gavin Ho	Coach		✓	
Herman Hong	Coach	✓		
Ben Koh	Coach	✓		
John Kok	Coach	✓	✓	Taking a short break
Miki Lee	Coach		✓	Taking a short break
Mel Liu	Standby Coach		✓	
Tony Ma	Coach		✓	Taking a short break
Anita Poon	Coach		✓	
Tony Ong	Coach	✓		Taking a short break
BC Tay	Coach	✓	✓	Taking a break
David Tay	Coach		✓	
Lawrence Ting	Coach		✓	
Kevin Tsai	Coach	✓		Taking a short break
Lily Wong	Standby Coach	✓		
Yoke Yong	Coach – new recruit		✓	
Chuck Zhang	Coach – non member		✓	

The CGSC hold scheduled quarterly meetings to:

- Review recently conducted program
- Fine tuning program for next term
- Workout schedule of volunteers

## Special Acknowledgements

On behalf of the Committee and members of the club, sincere appreciation and big thank you to Ming Chu who will be taking a break from serving in the Committee due to personal reasons. Ming Chu has been the Vice President for past two years and a Committee member for a couple of years. Ming has extensive legal knowledge and will be sorely missed for his guidance in this area. You are most welcome to rejoin the Committee anytime Ming

I would like to take this opportunity to extend my heartfelt appreciation to Boon Chuan Tay (aka BC) for his passion for the club. BC together with Ming Chu and John Kok pioneered the coaching program for students at the Doncaster Primary School. This program is in its 7<sup>th</sup> year and the participation rate from the students is growing. BC did not sit on his laurels and with the blink of an eye, BC have gathered enough volunteers and started the coaching program on Sunday mornings. The students (open to members and non-members) for the Sunday coaching program have to pay a very nominal fee. The Sunday coaching is now in its 6<sup>th</sup> years of operations and without the dedicated group of volunteers, this program will not be as successful as it is now. Thank you BC and all our volunteer coaches

To all our members, thank you for your patience, understanding and continuous support

To all our volunteers, thank you for your sacrifices, dedication, passion, selflessness, invaluable contribution, hard work and perseverance

Our special thank you to Doncaster Primary School, MYMCA and Manningham City Council – for their support, collaboration, prompt response and understanding of our needs. Our sincere appreciation to MCC on approving our recent grant application – big thank you

We bade farewell to Peti Au our dear member who passed away in May after a short illness. Our thoughts are with Tim Leung (an unassuming and true club member) and his family during this sad period. Take care

Until next year - enjoy your badminton!

