



Emerald Lakers Basketball Club

Minutes of Meeting

Meeting: Committee Meeting

Date: 2 January 2026

Time: 6:30pm

Location: Hills Physiotherapy Emerald & online via Zoom

Chair: Ben Kewish – President

Attendees

Committee Members:

Wei Choong – Vice President

Alicia Thompson – Secretary

Dean Prouse – Treasurer

Eleanor Cullen

Jason Goodwin

Luke Hill

Chris Harvey

Lisa Jackson

Apologies:

Vanessa Moran

Club Members:

Angel Najjoba

Anna Thomsen

Sean Powell

Sara Powell

Lisa Marsh

Vanessa Kewish

Steve Kennewell

Hayley Harvey

Raelene Gault

Desmond Waldron

Ebony Waldron

Shannyn Trevorah

Acknowledgement of Country

The Chair delivered an Acknowledgement of Country, recognising the Traditional Custodians of the land on which the meeting was held and paying respect to Elders past and present.

1. Club Status Update

- Club operations are stable and continuing as normal.
 - Registrations, Little Lakers, and all programs will continue as scheduled.
 - Immediate governance and compliance risks will be addressed immediately. These include:
 - Review of Child Safety requirements.
 - A Working Group will be established (as per Terms of Reference) to develop a modern Constitution aligned with BV Model Rules, with member consultation.
 - Annual Statements for FY2024 and FY2025 have been lodged with Consumer Affairs Victoria (CAV).
 - Focus areas identified include clearer decision-making, accountability, transparency, consistency, and member trust.
 - New position descriptions for Committee roles have been created, with additional roles and temporary project positions to follow.
 - Member feedback mechanisms are underway (Contact Us, Suggestion Box, Surveys).
-

2. 2026 Program Priorities

2.1 Little Lakers & Laker Ready Programs (Immediate Priority)

- **Little Lakers:** Introduction to basketball for children aged 4–7.
- **Laker Ready:** Preparation for joining a team, including core skills and game rules.

Requirements identified:

- Lead Coach (18+) and junior coaches
- Introduction of the *Little Laker Maker Passport*, a skills-based program
- Junior coach training, including Level 1 Coaching Courses
- EOI to coach for the year will go out to existing junior coaches and then to the broader member base

2.2 Coach & Player Development (Next 6 Months)

- Development of a coaching syllabus to ensure consistent skill progression across age groups.
 - Introduction of a Coach/Player App to track player competencies and support training planning.
 - KBI Coach Education Clinics to support coach development.
-

3. Child Safety (Immediate Priority)

- Clarification of Child Safety compliance obligations for the Club.
 - Steps to be implemented to ensure compliance with Child Safety Standards.
-

4. Volunteer Opportunities & Expressions of Interest

Time-limited volunteer roles identified, including:

- Age group volunteers (game observation and player assessment)
 - Grading secretaries (2 positions) to support KBI grading
 - Grand Final day volunteers
 - General volunteers for uniforms, presentation nights, and fundraising events
 - An EOI form will go out to members to seek interest of volunteers (see item 7)
-

5. Governance & Club Improvement Initiatives

- Strengthening governance structures to support growth and retention.
- Introduction of coaching clinics.
- Updated presentation night formats.
- Development of clear player pathways
- Celebration of player, coach and team milestones.
- Establishment of a Club Headquarters and strengthened Lakers culture and identity.
- Expansion of training venues and reconnection with Emerald Secondary College and possibly Cockatoo stadium if available.
- Sustainable systems to better support volunteers and programs.

6. Rules, Policies & Procedures Update

- Update of Emerald Lakers 1989 Rules to meet current and future needs.
 - Formation of a Working Group (2–3 members with governance expertise) to draft new Rules.
 - Development of supporting policies and procedures to accompany the Code of Conduct.
 - Member consultation planned for April, with adoption via member vote targeted for June.
-

7. Volunteer Committee Roles

Key roles identified:

- Girls Coordinator – Lisa Jackson
- Boys Coordinator – Wei (handover planned)
- Uniforms Coordinator – Vacant
- Coach Coordinator – Jason Goodwin

Additional support roles required:

- Age Group Coordinators (Girls & Boys)
- Uniform volunteers (peak periods)

Other roles noted:

- Communications Coordinator – Vanessa Kewish
- Sponsorship & Fundraising Coordinator – Vanessa Krzywokulski
- Little Lakers Coordinator – (Potentially filled)

Expressions of Interest Form:

- Complete the Volunteer Expression of Interest via this link - <https://forms.gle/yNguafiP9S4BKPLh8>
-

8. Uniforms, Payment Systems & Administration

- Development of an online uniform and merchandise ordering system.
- Introduction of in-person payment options and improved stock management.
- Implementation of a POS system linked to the Club's accounting platform.
- Streamlining of payment plans.
- Automation of "Welcome to Emerald Lakers" email communications.

9. Financial & Operational Oversight

- Monthly Treasurer's reports to be tabled and shared with members.
 - Updated Chart of Accounts for improved financial insight.
 - Strengthened bookkeeping standards and approval processes.
 - Improved asset and stock management.
 - Budget to be delivered in January to guide investment decisions.
 - Transparency and accountability are the key changes.
-

10. Next Steps / Actions Summary

- Establish Constitution & Rules Working Group
 - Progress Child Safety audit and compliance actions
 - Seek Expressions of Interest for volunteer roles
 - Planning for the commencement of Little Lakers/Laker Ready Term 1
 - Coach Development planning for Term 1
 - Implement payment and uniform system improvements
-

11. Member Questions, Feedback & Responses

- **Member Feedback:**

A member suggested that completion of the Lakers Ready program could be recognised through an incentive, such as complimentary registration and uniform provision.

Response: The Committee noted the feedback and will consider this initiative as part of future program planning.

- **Q1. Will the coaching clinics include the Level 1 Community Coaching Course or higher-level coaching courses?**

Response: The coaching clinics will not be accredited coaching courses and will be delivered as coaching clinics only. However, the Club will investigate whether accredited coaching courses, including the Level 1 Community Coaching Course, can be conducted.

- **Q2. Will other clubs' Codes of Conduct and supporting procedures be reviewed as part of Emerald Lakers' policy development?**

Response: Yes. A holistic review of other clubs' Codes of Conduct, policies, and procedures will be undertaken to ensure alignment with best practice and consistency across the basketball community.

- **Q3. Does Knox Basketball have an existing Code of Conduct and will Emerald Lakers align with it?**

Response: Yes. Knox Basketball has an established Code of Conduct. This will be reviewed, and Emerald Lakers' policies and procedures will be developed to align where appropriate.

Meeting Close

There being no further business, the meeting was closed at **7:30pm**.