

DEPARTMENT OF YOUTH, SPORT & RECREATION SECRETARIAT  
 OLYMPIC PARK ADMINISTRATION BUILDING  
 OLYMPIC PARK  
 SWAN STREET  
 MELBOURNE VIC 3002

*Recd 12/3*

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4282378

**NEWSLETTER - MARCH**

Enclosed are minutes of meeting held - 27th February.

PLEASE NOTE FROM MINUTES IMPORTANT AGENDA ITEM FOR NEXT MEETING: MAY 28th

MEMBER BODIES ARE ASKED TO CONSIDER AN INCREASE IN MEMBERSHIP  
 FEES e.g. \$20

Associations are asked to discuss this matter with members and make sure all viewpoints are expressed at the next meeting. Relevant matters to consider are the increase in administrative costs e.g. postage, present programs initiated by the Federation as reported in newsletters and minutes, and plans for the future as outlined in the attached development plan.

**Current programs include:**

- A follow-up of "needs" as outlined during 1979 Sports Australia seminars.
- Violence in Sport
- Consideration of Sports Assistance Guidelines

In addition, the following matters are currently under consideration:

- An assessment of Sporting Bodies' administrative training needs.
- The attitudes and responsibilities of State Parent Bodies toward disabled and other disadvantaged groups.
- Further development of the Kitty Holman Award and the establishment of an equivalent major sportsman's award.
- Membership development.

**SEMINARS**

Two "needs" were expressed at the Victorian segment of 1979 Sports Australia. These are

- "Elimination of Sports Administrators"
- "Talent Identification"

Details of these seminars will be available shortly. Tentative dates are mentioned in the minutes.

**KITTY HOLMAN AWARD NOMINATIONS**

Nomination forms for the Kitty Holman Award for sportswomen will be forwarded this month. Please note the requirements of nominations and closing dates.

3-YEAR GROWTH PLAN

This plan has been developed in support of the Federation's application for funding of an Executive Director appointment.

It indicates emphasis on establishment of internal administration and communication in the early stages with an injection of Research and Project activity as soon as is feasible.

It should not be seen as dogmatic but rather as an indication of the scope of the exercise which will retain considerable flexibility.

YEAR 1

ADMINISTRATION

- Establish and supervise an efficient office support structure and machinery.
- Carry out the day-to-day financial affairs of the Federation.
- Develop and maintain a general resources access system.
- Develop and maintain a comprehensive register of organisational, personnel and other details of members.
- Service the correspondence requirements of the Federation.
- Service the various sub-committees of the Federation.
- Assist with the establishment of the Federation's budgetary and financial planning machinery.

COMMUNICATION

- Establish personal working contact with members.
- Establish personal working with kindred State and National Bodies.
- Establish contacts with appropriate overseas Sporting Bodies and Agencies.
- Establish contacts with any other appropriate Bodies and Agencies.
- Develop an effective periodical publication for circulation to members and others.
- Develop an effective public relations, promotion and media function.

## DEVELOPMENT

- Planning of Project 1 - Administration

## YEAR 2

### ADMINISTRATION & COMMUNICATION

- Monitor and refine the Federation's Administration and Communication procedures.

## DEVELOPMENT

- R&D associated with Project 1 - Administration.
- Initiate a study of the Federation's structure and its Executive function; assess any alternatives. Develop staffing projections.
- Examine departmental policies and assess alternatives.
- Handicapped sports people.

## YEAR 3

### ADMINISTRATION & COMMUNICATION

- Monitor and refine.

### DEVELOPMENT Includes -

- Sport House
- Industrial recreation
- Association promotional requirements
- Institute of Sport
- Further development of research facility, etc.

TALENT IDENTIFICATION SEMINAR

FORMAT

The Victorian segment of "1979 Sports Australia", organised by the Confederation of Australian Sport with the assistance of the Sports Federation of Victoria, highlighted the immediate needs of sport including "Talent Identification".

5.30 p.m. Light Refreshments

Introduction  
Preamble

6.00 p.m. Participants to form discussion groups.

Suggested Topics

The Sports Federation of Victoria with the endorsement of C.A.S. and member association A.C.H.P.E.R., presents this opportunity for sporting and other interested organisations to discuss and suggest appropriate action to be taken to identify talent and use this knowledge.

How to identify talent.  
At what age.  
Do sports have adequate information channels for reporting results of under age and school competitions.  
Involvement of Schools.  
When talent is identified, do sports have capacity to effectively implement development programmes.  
What is role of State/National associations in development of talent.  
Role of State-Federal Governments.

APPLICATIONS AND REGISTRATION FEES TO BE FORWARDED TO;

The Secretary,  
Sports Federation of Victoria,  
Olympic Park Admin. Bldg.,  
Swan Street,  
Melbourne 3002

Tel. 4282378

BY MAY 19TH, 1980

9.00 p.m. Meeting regrouped to hear submissions and suggest action.

9.30 p.m. Supper

Note re Car Parking

This is a greyhound racing night at Olympic Park but there should be ample street parking at 5.30 p.m.

APPLICATION FORM

Secretary,  
Sports Federation of Victoria,  
Olympic Park Administration Building,  
Swan Street,  
Melbourne 3002

(name in block letters) of (address) (phone)

associated with the (organisation)

to attend the seminar to be held May 26th, 1980 and enclose registration fee of \$5.00 (cheque)

RECEIPT WILL BE ISSUED  
LESS REQUESTED (signed)

FORMAT

The Victorian segment of "1979 Sports Australia", organised by the Confederation of Australian Sport with the assistance of the Sports Federation of Victoria, highlighted the immediate needs of sport including the education of administrators.

5.30 p.m. Light Refreshments

Introduction  
Preamble

6.00 p.m. Participants to form discussion groups.

Suggested Topics

Contents of Courses

Should courses be held through:  
Tertiary institutions,  
Dept. of Y.S.&R., or  
other body?

Cost should be borne by?

Should courses be part of accreditation?

Should Sports Medicine be included or separate course?

9.00 p.m. Meeting regrouped to hear submissions

9.30 p.m. Supper

Note re Car Parking

This is a greyhound racing night at Olympic Park but there should be ample street parking at 5.30 p.m.

Instructional courses are being considered at both State and National level.

The Sports Federation of Victoria with the endorsement of C.A.S. and member association A.C.H.P.E.R. present this opportunity for sporting and other interested bodies to discuss how these courses should be organized and provide the organisers with suggestions for their content.

APPLICATIONS AND REGISTRATION FEES TO BE FORWARDED BY April 21st to:

The Secretary,  
Sports Federation of Victoria,  
Olympic Park Admin. Bldg.,  
Swan Street,  
MELBOURNE, 3002

Tel. 428 2378

APPLICATION FORM

To The Secretary,  
Sports Federation of Victoria,  
Olympic Park Administration Building,  
Swan Street,  
MELBOURNE, VIC. 3002

I, \_\_\_\_\_ of \_\_\_\_\_ (name in block letters) \_\_\_\_\_ (address) \_\_\_\_\_ (phone)

associated with the \_\_\_\_\_ (organisation name)

apply to attend the Seminar to be held April 28th, 1980 and enclose registration fee of \$5.00 (cheque)

\_\_\_\_\_ (signed)

NO RECEIPT WILL BE ISSUED UNLESS REQUESTED