

21 Pilcher Street,

BENDIGO. 3550

4/10/78

MEMO: TO ALL OFFICE BEARERS, AND OFFICERS OF V.A.V.A.,

FROM: V.A.V.A. SECRETARY

V.A.V.A. EQUIPMENT

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As you may now be aware, I have been appointed Secretary to the V.A.V.A., and rather to my dismay, I find that no record exists of what equipment is owned by the V.A.V.A., and where it is kept. In no way do I lay blame on past or present office bearers or officers, but for the benefit of all of our State teams, coaches and other officers, it is essential that I attempt to collate and maintain some inventory of equipment.

The Executive committee have agreed that the Secretary should be the person in charge of this exercise. Because of my relative remoteness to the majority of State team Coaches and Managers, I do not propose to physically handle such equipment, but rather to know where it is, and hopefully thereby be able to see that adequate supplies are maintained.

To this end I am asking you to provide me with a list of the equipment you currently control, what it is used for, its condition, and whether you wish to retain control of such equipment. I am aware of the location of certain items of equipment, but I ask you to respond by mail to this request so I will have a complete record. If you do not have any equipment, please still reply.

Specifically, I am trying to locate Volleyballs, pumps, scales, first aid kits, uniforms of all State teams, nets, markers, stands, literature, and any other items which belong to the V.A.V.A. Having collected as much information as I can, all Coaches, etc., will be provided with a list of the equipment, who has it, etc., and I hope, from there, I will be able to keep track of, and maintain the supplies if required.

Please give this matter your serious attention, and forward me a reply by October 25th. I am only trying to help you, please help me.

  
Murray Mansfield

P.S. If you know of anyone with V.A.V.A. Equipment, could you also include their name and address, so as I can send them a copy of this memo.

Thanks.