



## Committee Meeting Monday 6<sup>th</sup> October 2003 Kingswood School Upper Pavilion

### Minutes

Present: Tim Graham(TG), Allan Curnow(AC), Stuart Hares(SH), Penny Bromley(PB), Yeng Ping-Ng(YPN), Tasha Miller(TM), Shelley Pike(SP), Simon Sparkes(SS), Gordon Opie(GO), Mark Blackham(MB), Kelly Nolan (KN), Mike Horton (MHo).

Apologies: Phil Edmonds (PE), Melanie Carosi (MC), Michelle Hares (MHa), Trevor Prentice (TP), Dudley Bartlett(DB) Chris Gibbs (CG), Tim Sparkes (TS), Jackie Cole (JC).

#### 1. Introduction From Chairman

The Chairman opened the meeting at 19:05.

#### 2. Minutes Of Last Meeting

The minutes of the meeting held on the 1<sup>st</sup> September 2003 were accepted as a true record.

#### 3. Matters arising

TG confirmed that the new flood lights at the Kingswood School would only need approval if they were to be used by the Mens First Team. All other teams play in divisions that do not require the floodlights to go through an approval process.

GO informed the committee that he would be responsible for turning the floodlights on and off as necessary.

GO confirmed that the lockable storage box which will be placed near the Kingswood School Pitch for the clubs use has been ordered and should be delivered in the near future.

TG announced that a first aid course has been identified for members to attend. It will be held on a Sunday in December, but the date has yet to be confirmed.

#### 4. Team Reports.

The Mens first team had a reasonable pre league start to the season which continued into the first half of the first league game. Following half time they lost a couple of players and suffered a heavy loss. This has raised several issues which need to be addressed by the team.

The Mens Second Team has had a very encouraging start to the season which they have carried on to the first league game which they won convincingly.

Mens third team has a similar report to the Firsts. The pre-league games have shown the team to have much promise this season, but, having gained promotion last season, they were defeated in the first league game in the higher division.

The ladies First team having gained promotion this season are still trying to find their feet in the higher division. Although the results of one loss and one draw are not spectacular, Shelley is happy that the team is definitely not out of its depth, and is confident of better results in the future.

Ladies Second team has had an excellent start to the season winning both of its two league games so far.

The ladies third team have struggled for continuity with several usual players being unavailable for the first couple of games this season. However they showed great spirit in only just being beaten 4 – 3 in their first league game of the season having fielded several very young and inexperienced player.

#### 5. Discipline.

On Saturday the 4<sup>th</sup> October Mark Cox was given a Red Card. Tim Graham has spoken to the regional association and confirmed that the minimum mandatory requirement for a red card is a 16 day ban including the day of the incident.

Action

The umpire concerned will make out a report and forward it onto Somerset's umpiring/discipline lead, Martin Erington. He will then consider the facts and decide what, if any, additional ban should be imposed. This will be notified to Mark Blackham and Mark Cox within 7 days of the incident.

The Mandatory ban for a red card can be as much as 60 days if violence was included in the incident. For any length of ban over 16 days, the player and the club can appeal against it. For any appeal £100 must be put up front, which may be returned minus expenses if the appeal is successful.

It was decided that the committee should wait until the full extent of the ban is known before any further decisions regarding it are made.

TG then advised the committee that the clubs policy for a red card was currently to impose a 30 day minimum ban. As this is contrary to the 16 day minimum imposed by the national organisation Tim asked whether or not the club rules should be brought into line. TG will contact all of the committee and ask them to vote on this issue.

The clubs own disciplinary committee will still be able to impose a longer ban is that is considered appropriate.

TG also informed the committee that for the length of any ban the player cannot take part in any game, either as a player or as a coach. He may however take part in training and may attend games as a spectator. GO agreed to inform Mark Cox of these condition.

TG, GO

## **6. Finance.**

In the absence of the Treasurer TG reported that membership Fee collection is going very well with most captains keeping on top of who has and hasn't played / paid. The exceptions to this are, understandably, the Mens 5<sup>th</sup> team and the ladies 3<sup>rd</sup> team who have both had very few games.

TG suggested that as this was the first year of the new Fee arrangement the club should be lenient with late payers with regards to picking them for team. This was given agreement by the members present.

It was requested that Michelle Hares produce a list of players in each team that have paid their fees as soon as possible for the captains and for the Secretary.

MHa

It was confirmed that the captains should e-mail the treasurer at the end of each month requesting payment for costs associated with travel.

## **7. Coaching.**

GO stated that he had been monitoring the progress of training this year and is satisfied that the new set up is much better than in previous years. It has been well organised and the new coaches are doing well. He also stated however, that more organisation may be required in the future to separate those attending into more focused groups of players of similar ability.

The same problem occurs on Sundays with the youth coaching, where there is a very wide range of abilities. TM stated that she could do with some more volunteers to help coach on Sundays so that those attending could be split up into smaller groups. TM is to let GO know early in the week so that volunteers from the mens teams can be arranged.

TM

One of the requirement for the club quest accreditation scheme is that the junior training should be led by a level 2 qualified coach. To this end GO henceforth be in overall charge of youth coaching. The secretary is to note this in club documents.

MB

## **8. Umpires.**

TP has let it be know that he wishes to resign from the position of club umpiring co-ordinator. It is believed that he is happy to continue umpiring, but wishes to give up the co-ordination aspects required of the post.

Tim has requested that MHo consider whether he would be prepared to take on the role, possibly approaching TP with a view to sharing the responsibility.

MHo

TG announced that he had been informed that two new umpires will be moving into the are in next few months and took an action to contact them to see if they would be willing to umpire for City of Bath.

TG

## **9. Development and Accreditation.**

Feedback had been received on the proposed documents from Jackie Cole who had indicated that she was content with the documents.

### **a. Child Protection.**

The following implementation plan was discussed by the committee and approved.

1. Draft the Child Protection Document. This was posted on the Internet and comments were requested.
2. Approve Document by Committee. – Action Complete, Document signed by the Chairman.
3. Book Child Protection Courses. – Action Complete. Courses have been booked for Nigel Butt, Tanya Read, Tasha Miller and Mark Blackham. Pat Ost is already qualified.
4. Appoint Child Protection Officer. – Action Complete. TM has agreed to be the appointed club Child Protection Officer and will be the first point of contact for any Child related complaint or concern.

<p>5. GO pointed out that it would be good practice to appoint a deputy CPO as an alternative to the main CPO. This was agreed and TG took an action to approach Pat Ost about taking on this role.</p>	TG
<p>6. The CPO and deputy CPO's names and contact details need to be publicised within the club. The best method for doing this is still to be determined.</p>	MB
<p>7. The CP Guidelines and CPO information will be mentioned in the coach ToR's. – Action MB</p>	MB
<p>8. Get all coaches checked with the criminal records bureau. MB has an action to investigate how to go about this.</p>	MB
<p><b>b. Equity and Ethics.</b></p>	
<p>The Draft Equity policy was posted on the internet for comments. This was approved by the committee and signed by the Chairman.</p>	
<p>1. Book courses for coaches and committee members to attend.- Action complete. Course "A club for All" booked for Dudley Bartlett and Mark Blackham. Course "Equity in Coaching" booked for Glen Wright, Shelley Pike and Nigel Butt.</p>	
<p>2. The code of conduct for coaches will be included in the coaches ToRs including those specifically for junior coaches.</p>	MB
<p><b>10. Social Events.</b></p>	
<p>The most imminent social event is the quiz night to be held on the 18<sup>th</sup> October. Dudley had agreed to be quiz master for the night.</p>	
<p>KN is to talk to Jane Vines about the possibility of getting tables more appropriate for a quiz night into the clubhouse for the 18<sup>th</sup>.</p>	KN
<p>The Race night, planned for the 15<sup>th</sup> November has been booked. KN and MHo have arranged for a prize of a family ticket to Longleat to be available.</p>	
<p>KN is currently in the process of finding sponsors for the horses.</p>	KN
<p>It was confirmed that the race night will be open to non club members.</p>	
<p>Molton Hall in Kingswood School has been booked for the Christmas Meal on 13<sup>th</sup> December. It has been decided that the meal will have a "Harry Potter" theme to it.</p>	
<p><b>11. Communications Policy</b></p>	
<p>Although the club already has an effective communications strategy, it has been decided that the methods of communication need to be formalised. The following was agreed as the official communications policy of the club.</p>	
<p>How the club communicates with:</p>	
<p>a. Members – Newsletters, e-mail, website, notice board, letters. All contact information is available on the website using a secure password protected area. New members using the new members procedure.</p>	
<p>b. Media – Publicity Officer (has ToR)</p>	
<p>c. Facilities – Secretary and Match / Fixture secretaries.</p>	
<p>d. Partners ( Schools, Active Sports) – Usually via the BANES Sports Development Committee</p>	
<p>which is attended by Pat Ost, Nigel Butt and Mark Blackham.</p>	
<p><b>12. Any Other Business.</b></p>	
<p>GO informed the committee that Jane Vines has mentioned that there are a few dates when Kingswood School would like the Hockey Club not to use the showering facilities at the Upper Pavilion and has expressed concern over the number of cars being parked within the grounds on a Saturday. GO has replied that Kingswood will have to offer the Hockey Club an alternative formerly with advance notice. PB expressed concern about the girls having to shower and change at the Upper Pavilion and asked if they could use the facilities at the King Edwards Pitch. KN replied that we cannot currently use the KES facilities as the bookings are Pitch Only.</p>	
<p>Concern was also expressed about the repair of some of the showers at the UP. GO will arrange for Job Sheets to be kept behind the bar for noting facilities problems that need to be addressed.</p>	GO
<p>TG informed the committee that the Mens Veterans team had been invited to a tournament at Seven Oaks. It was agreed that the club would finance the entry fee up to £150. If a Ladies Veterans team was also to enter then they would also get the same contribution.</p>	
<p>TM pointed out that as she was still very new to junior coaching on a Sunday morning she was often unsure of what she should be doing. TM, NB to agree ways of communication more effectively.</p>	TM, NB
<p>KN pointed out that we should reiterate that the policy for tea's at the club house was that they were for the opposition teams and umpires only.</p>	All Captains

**Date of next meeting:**

3<sup>rd</sup> November. Shelley Pike gives her apologies, as she will be attending a course.