

Minutes of Meeting



Meeting Title:	Alconbury Colts Football Club – Committee Meeting		
Meeting Date	16/06/2008	Location	Sports & Social Club
Time (From):	19:30	Time (To):	22:58
Attendees:	Chris Kirschner (CK), Karen Hunt (KHu), Mark Moffett (MM), Ian Wilson (IW), Marina Howlett (MHo), Nigel Howlett (NH), Andy Gardner (AG), Paul Tait (PT), Mick Hunt (MHu), Tracey Duckworth (TD), Joanne Harvey (JH), Terry Hawthorn (TH)		
Distribution: (Those Present+)	All Present, Kevin Harvey (KHa), Richard Whitney (RW), Mike Brooks (MB), Tim Chapman (TC), Vaughan Duckworth (VD), John Hay (JHa), Dave Brinson (DB)		
Agenda:	<ol style="list-style-type: none"> 1. Review Previous Minutes 2. Tournament Debrief 3. Community Standard 4. Charity / CASC 5. Club Welfare 6. Press / Publicity – Open Day 7. Winter Training – Hinchingsbrooke School 8. Website 9. Under 18 Update 10. AOB 		
	Date:	Time (From-To)	Location
Next Meeting	21/07/2008	19:30 - 21:30	Function Room, Sports and Social Club

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Notes and Actions from Meeting		
Minute Number	Minute	Actionee / Target Date
AFC_190508_002	<p>Under 7 Team (Richard Whitney)</p> <p>19 May CW explained situation that some of the Parents were looking at breaking away in Stukeley Meadows. RW explained that there is a core of 8 regular players RW explained his email asking for another coach for a second side, but if no one comes forward to run the second side then there will only be one team. RW also stated in his email that if there is no game arranged for the 'team' then a friendly is hopefully arranged which will involve all players that attend training but are not registered. RW said that he has some Parents offering to help but not able to commit full time. RW said he only has enough for 1 team and no other coaches coming forward. AG said he felt it would be a shame if some went. RW said that he was looking at playing friendlies and league games each week. PT explained that RW should just pick his team and the finding of another Coach for the other team is down to the Committee. CK will contact Linda Dove to discuss if any other children were available to play U7 next season. MM raised a FA Recommendation to say that Mini League should train 1 week and play the other. PT said the ambition of the club will be to run 2 teams at U7. RW was offered the full support of the Committee.</p> <p>16 June CK is putting an advert in the paper looking for players and also going to advertise on the Noticeboard. CK to provide update at next meeting.</p> <p>It was raised that there are 11 confirmed players for the U7's next season. RW / KHa to discuss to see if 1 player can play for the U8's next season as can only register 10 players in total. RW / KHa to provide update at next meeting.</p>	<p>CK 21/07/08</p> <p>RW / KHa 21/07/08</p>

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AFC_190508_003

Election of Managers and Coaches

19 May Managers elected as per the table below.

Age Group Manager Coach(es)		
U7 Richard Whitney Mark Lynn		
U8 Red Kevin Harvey John Pack		
U8 Blue Mick Hunt		
U9 Mike Brooks? TBA		
U10 Dave Brinson? TBA		
U11 NO TEAM		
U12 NO TEAM		
U13 NO TEAM		

TD 21/07/08

PT 21/07/08

VD 21/07/08

TD 21/07/08

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AFC_190508_009	<p>Aims and Objectives Document</p> <p>19 May MM talked through the aims and objectives that had been produced. Aims and Objectives to be reviewed by Committee before next meeting.</p> <p>16 June The documentation that MM has produced will be issued but KHu is in the process of reviewing all documentation to make sure that it links into “Every Child Matters”. KHu to provide update at next meeting. MM also raised that the Code of Conduct will need to be amended to include Sanctions.</p>	KHu 21/07/08
AFC_190508_010	<p>Managers Hand Book</p> <p>19 May KHu and JH to bring a hard copy of the Managers Handbook to the next committee meeting.</p> <p>16 June The Managers Handbook will be ready in a couple of weeks. KHu / JH to provide update at next meeting.</p>	KHu / JH 21/07/08
AFC_190508_011	<p>Wordsearch and Quiz</p> <p>19 May KHu explained that she has been looking at producing a Wordsearch for Mini League and a Quiz for the Colts and Parents with prizes to look at Code of Conduct folling the codes being given out with the Registration Pack.</p> <p>16 June KHu has spoken to CK and are looking at putting the quizzes on the website. KHu to provide update at next meeting.</p>	KHu 21/07/08
AFC_190508_012	<p>Stake and Rope</p> <p>19 May Stake and Rope kit is working at the matches. This has helped with keeping the line free for Linesmen and easier for Referees.</p> <p>16 June MM to raise at the ASSC Meeting re the cutting of the rope from our Stake and Rope kit that is being used for car parking. MM to provide update at next meeting.</p>	MM 21/07/08
AFC_190508_013	<p>Help</p> <p>19 May MHo would lie to start contacting people who offer to help on the registration forms. TD showed the committee a booklet that she had produced for U14 around FA Workforce.</p> <p>16 June MHo will produce a list of people willing to help once the Registration Forms are returned. MHo to provide an update.</p>	MHo 15/09/08
AFC_190508_015	<p>Managers, Committee Members and Custodians to be displayed</p> <p>19 May A list of Managers, Committee Members and Custodians to be displayed on the Noticeboard along with vacancies.</p> <p>16 June Appropriate contacts will be put on the Noticeboard. It is down to the individuals if they wish a telephone number to be displayed if not we will put down the Alconbury Colts website address or Managers email address through the website. JH to put on the Noticeboard vacancies for Fundraiser and Girls Manager for either U10 or U11. JH to provide update at next meeting.</p>	JH 21/07/08

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AFC_190508_016	<p>AGM Minutes</p> <p>19 May AGM minutes to be displayed in the club. These have been approved by PT.</p> <p>16 June All minutes are to be put on the website and a small version to be added to the Noticeboards.</p>	JH / CK 21/07/08
AFC_190508_017	<p>Charity / CASC Status</p> <p>19 May At the next meeting we should be looking at Charities Commission and registering as a charity. JH to add to agenda.</p> <p>16 June JH to discuss with other CASC register clubs and see what the benefits are. JH to provide update at next meeting.</p>	JH 21/07/08
AFC_190508_018	<p>Development / Training Officer Role</p> <p>19 May PT has handed out the FA Job Description for the above role. This will be discussed at next meeting to see what is involved with the role and if more people are required to be Development Officers.</p> <p>16 June IW / PT to review and provide update at next meeting.</p>	IW / PT 21/07/08
AFC_190508_019	<p>Colts and Mini League - Website</p> <p>19 May It was suggested that all Managers use the website as players enjoy seeing there match reports etc. The committee will be using the website. CK is in discussions with Tony Day about revamping the website to include Tournament Info, News etc.</p> <p>16 June PT would like to thank CK for all the work on the Website. PT would like all Managers and Players to use the Website. CK has emailed all the Managers their password. A team photo can be uploaded on the team photo page but once you have clicked Submit you need to wait approx 4 to 5 minutes for the upload to complete. Once the upload has been completed it will take you back to the admin page. You can have 3 small action shots on a page and 1 small action shot on the match report page. There is going to be a weekly prediction competition on the home page.</p> <p>We can monitor how many hits have been made to the website each month.</p> <p>If putting pictures on the website, players are not to have their full names and also must not be in order of the picture.</p> <p>If unsuitable information is put on the website, CK will remove it.</p> <p>A fixtures email address is to be added.</p> <p>MHo has admin rights to the tournament and fundraising pages.</p> <p>CK and PT to have admin rights to the whole website.</p> <p>CK to provide update at next meeting.</p>	CK 21/07/08
AFC_190508_022	<p>Questionnaire to Players</p> <p>19 May KHu said that she will prepare a questionnaire to go to players asking them for their wishes, feelings and views about the club.</p> <p>16 June Ongoing</p>	KHu 21/07/08

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AFC_190508_024	<p>Charter / Community Standard</p> <p>19 May IW raised that the Charter Standard is due in December 2008. We need to look at Community Charter. Alan Poulain at the FA will happily look into it with someone if we apply. Need to start talking to the FA. TD to talk to the FA. MM to also be involved. JH to link into MM and TD.</p> <p>16 June PT will be managing this project and talking to individuals to move us forward with Community Standard. This needs to be completed quite quickly as the criteria is due to change. PT to provide update at next meeting.</p>	PT 21/07/08
AFC_160608_026	<p>Under 6 – Season 2008 / 2009</p> <p>16 June KHu passed a copy of the letter that was used last year to CK. CK updated and this has currently been sent out through Alconbury School. Other schools in Huntingdon will receive this week. CK has already received feedback from 3 parents who are interested. Also there is a Parent interested in Managing the team. Training will commence 12/09/08 at 18:00. CK to provide update at next meeting.</p>	CK 21/07/08
AFC_160608_027	<p>New Girls Team</p> <p>16 June CK went to training at the school to talk to the parents to see how many were interested. Currently there is only 2 'maybe's'. CK to advertise externally. CK to provide update at next meeting.</p>	CK 21/07/08

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<p>AFC_160608_028</p>	<p>Tournament Debrief</p> <p>16 June MHo has received 2 feedback forms and 1 email. The main negative points were:</p> <ul style="list-style-type: none"> No corner flags No where to warm up Concern over parking in the field opposite and people crossing the road, especially with the speed limit being 60mph Run out of food (Tony Day has offered to provide the food on a sale and return basis) Issue on the BBQ The use of the Function Room at the end of the day People had used the shower in the changing rooms as a toilet. Raffle – struggled to get the tickets back from the Parents. Match Balls – need to be an obscure colour next year. First Aid – they need to be situated outside and possibly look at Red Cross for next year's tournament. If not using Red Cross then maybe we get the volunteers 'Official' T-Shirts. <p>Most of the feedback received was positive and that this was one of the best tournaments that people had been to. Tony Day will also provide cans of drink, chocolates etc for next year and again this can be on a sale and return basis.</p> <p>Some raffle tickets were not collected from the Sports & Social Club and it was agreed that the money will be returned and that there will be a mini draw with a couple of prizes. There will be a sheet up on the Noticeboard with a list of the winners and an apology. The draw is to take place on Friday 20/06/08. MM to provide update at next meeting.</p> <p>All committee members to email PT with a list of people that should be thanked for their help at the Tournament. The left over milk, coffee and tea bags were donated to the Alconbury Thursday Club as they let us use their equipment in the kitchen.</p> <p>There are currently 3 issues for next year:-</p> <ul style="list-style-type: none"> Date – 2 dates put forward 13/06/09 or 20/06/09 Size of Tournament Goals – JH to look at grants and provide update at next meeting 	<p>MM 21/07/08</p> <p>ALL 23/06/08</p> <p>JH 21/07/08</p>
<p>AFC_160608_029</p>	<p>Shed / Lock Up</p> <p>16 June An issue has been raised with the state of the Shed / Lock Up. Volunteers are to meet down there on Friday 20/06/08 to help tidy up. Mick Tarft to be there as well. PT to provide update at next meeting.</p>	<p>PT 21/07/08</p>

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AFC_160608_030	<p>Club Welfare 16 June KHu is working on the Managers Pack which will also include incident forms etc. KHu is looking at running a CP course for parents in September. Managers and Coaches need to renew their CP through the FA. KHu to provide update at next meeting.</p>	KHu 21/07/08
AFC_160608_031	<p>Open / Fun Day 16 June TD thought that an Open / Fun Day would be good especially around the launch of the new field. MM to talk to ASSC Committee to see if anything has been arranged and if maybe all Clubs based at the ASSC can work together for an Open / Fun Day. MM to provide update at next meeting.</p>	MM 21/07/08
AFC_160608_032	<p>Treasurer Report 16 June The accounts were issued and reviewed.</p>	INFO
AFC_160608_033	<p>New Line Marking Wheel 16 June MHu raised that we would like a new Line Marking Wheel. MM to raise with the ASSC committee to see if they will purchase one. MM to provide update at next meeting.</p>	MM 21/07/08
AFC_160608_034	<p>Presentation Evening Trophies 16 June It was raised that the trophies for presentation evening were not of good quality as some of them are scratched / damaged. The trophies were not good value for money. MHo to mention to Stanjays. Also to consider where we buy the trophies from for next presentation evening.</p>	MHo 21/07/08
AFC_160608_035	<p>ASSC Fun Day 16 June Colts need to support the ASSC fun day which is held last Sunday in August. All to think about what we could do and provide update at next meeting.</p>	ALL 21/07/08
AFC_160608_036	<p>Advertising for Players 16 June Individual to advertise for players if they need them. CK to put adverts in the papers for U7, U10, Girls and U14. CK to provide update at next meeting.</p>	CK 21/07/08

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Closed Actions		
Minute Number	Minute	Actionee / Target Date
AFC_190508_001	<p>U18 Team for Next Season</p> <p>19 May PT recapped on previous meeting and why U18's were not taken forward then due to no firm players or manager. JHa then came to the AGM and presented a list of players and management team. Players and Parents have offered to make donation towards fines. PT outlined the leagues Peterborough and District U18 and St Neots Sunday League. PT explained that he felt that playing in an adult team was different from Colts football. He also explained about the issue regarding Colts and Adults playing together. PT feels that we should look at this as a positive expansion and go forward. MHu agreed and said we should give JHa and the boys a chance. VD also felt this was the right way forward for the U17's. This will not have an effect on the pitch allocation. JHa explained that one of the Managers would need to go on Level 1 Course. Both Dave Mackrell and Allan Bays happy to. Unanimous decision. MHo will look into registration for U18 and provide update at next meeting.</p> <p>16 June The U18 team has been accepted into the Peterborough and District Youth League. PT would like to thank KHa for attending the AGM. PT would also like to thank JH / MHo for turning the paperwork round quickly. CLOSED</p>	CLOSED
AFC_190508_004	<p>Setting the Budget for Next Season</p> <p>19 May See draft budgets from NHo. NHo talked the Committee through the budgets. Some amounts were amended.</p> <p>16 June CLOSED</p>	CLOSED
AFC_190508_005	<p>Fee Options</p> <p>19 May The decision to put the fees up to £60 across the board was unanimous. MM spoke about not using the money in the kitty for registrations and that it should be used for buying equipment and investing in the future. U6 will be a weekly collection Family Reductions – 1st Child £60 2nd Child £60 3rd Child £0 4th Child £0</p> <p>16 June PT and CK spoke about the fee increase at the presentation evening. Currently no parents have approached them regarding the increase. CLOSED</p>	CLOSED

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AFC_190508_006	<p>Committee Meeting Date for the Year</p> <p>19 May The meetings are to be held on the 3rd Monday of the month. JH to email Laurence and book. If the dates is not available then another to be negotiated. Presentation Evening for 2009 has been booked for 12/13th June. JH to email Laurence and confirm. Some discussions were held around dates for next year's tournament and the impact on Cricket. Tournament to be discussed at next committee meeting.</p> <p>16 June Meetings have been booked until the end of 2008. CLOSED</p>	CLOSED
AFC_190508_007	<p>Football Workforce Awards 2007 – 2008</p> <p>19 May Volunteers can be put forward for awards. Mick Tarft to be forward for the award. This goes to County and then National. TD and MM will fill in the form and gather information to send off to the FA. MM / TD to provide update at next meeting.</p> <p>16 June JH has submitted the forms for Mick Tarft to Hunts FA. JH spoke to Alan Poulain at Hunts FA and he confirmed that he received the form and that he has put Mick Tarft forward for 2 awards. CLOSED</p>	CLOSED
AFC_190508_008	<p>Poem – Children Learn What They Live</p> <p>19 May MM shared the following poem with the committee:-</p> <p style="padding-left: 40px;">If children live with criticism they learn to condemn If children live with hostility they learn to fight If children live with ridicule they learn to be shy If children live with shame they learn to be guilty If children live with tolerance they learn to be patient If children live with encouragement they learn confidence If children live with praise they learn to appreciate If children live with fairness they learn to have faith If children live with approval they learn to like themselves</p> <p style="padding-left: 40px;">If children live with acceptance and friendship they learn to value others..... (especially their coach and team mates!)</p> <p>16 June CLOSED</p>	CLOSED
AFC_190508_014	<p>Ann Ladlow</p> <p>19 May PT to write a letter to AL thanking her for all her help over the past few years.</p> <p>16 June PT wrote to AL. CLOSED</p>	CLOSED
AFC_190508_020	<p>Mini Soccer Team Issue</p> <p>19 May CK brought up an issue regarding a Mini Soccer Team. PT explained that this would be resolved through a smaller meeting and both Manager and Parent would be involved. This to be resolved asap.</p> <p>16 June Meeting held and resolved. CLOSED</p>	CLOSED
AFC_190508_021	<p>Noticeboard</p> <p>19 May VD raised that the Noticeboard could be in the wrong place. This is an issue for the Sports & Social Club not Colts.</p> <p>16 June CLOSED</p>	CLOSED

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AFC_190508_023	Committee 19 May VD asked if the Committee was to big now. PT stated that he would rather have a large committee than just a few people. Job Descriptions need to be produced or updated. 16 June CLOSED	CLOSED
AFC_190508_025	Tournament Meeting 19 May Tournament meeting has been arranged for 2 nd June at 20:00 at the Sports and Social Club. 16 June Meeting held. CLOSED	CLOSED