

Minutes of Meeting



Meeting Title:	Alconbury Colts Football Club – Committee Meeting		
Meeting Date	21/07/2008	Location	Sports & Social Club
Time (From):	19:30	Time (To):	22:15
Attendees:	Chris Kirschner (CK), Karen Hunt (KHu), Mark Moffett (MM), Ian Wilson (IW), Marina Howlett (MHo), Nigel Howlett (NH), Andy Gardner (AG), Mike Brooks (MB), Paul Tait (PT), Mick Hunt (MHu), Joanne Harvey (JH), Kevin Harvey (KHa), Vaughan Duckworth (VD)		
Distribution: (Those Present+)	All Present, Richard Whitney (RW), Tim Chapman (TC), John Hay (JHa), Dave Brinson (DB), Tracey Duckworth (TD), Terry Hawthorn (TH)		
Agenda:	<ol style="list-style-type: none"> 1. Actions from Previous Minutes 2. Mini League Training 3. Training Schedule 4. Team Policies 5. Fixtures / Pitches 6. Proposed Changes to Committee Meetings 7. AOB 		
	Date:	Time (From-To)	Location
Next Meeting	18/08/2008	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>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>21 July RW will be registering 2 teams for the U7 and is after more signing on forms for the league. 3 people have been put forward for the Parent Reps. KHu is planning on attending the next training session. KHu / RW to provide update at next meeting.</p>	KHu / RW 18/08/08
AFC_190508_003	<p>Election of Managers and Coaches</p> <p>16 June DB would still like to do his Level 1 Course. TD to look at what courses are available and when. TD to provide update at next meeting.</p> <p>There have been some comments made re U8 and U9 training sessions. PT to speak to MB/DB re looking for coaches to help.</p> <p>VD is currently speaking to his parents for one of them to become a coach. VD to provide update at next meeting.</p> <p>TD to talk to John King about booking him on the remainder of his Level 1 Course. TD to provide update at next meeting.</p> <p>21 July DB has been booked on his Level 1 course in August. TD to provide update at next meeting.</p> <p>John King cannot commit to the Level 1 course that has been booked. TD to provide update at next meeting.</p>	TD 18/08/08
AFC_190508_010	<p>Managers Hand Book</p> <p>16 June The Managers Handbook will be ready in a couple of weeks. KHu / JH to provide update at next meeting.</p> <p>21 July Manager Book has been produced. KHu to review before issuing for comment. KHu to provide update at next meeting.</p>	KHu 18/08/08

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<p>AFC_190508_011</p>	<p><u>Wordsearch and Quiz</u> 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 following the codes being given out with the Registration Pack. 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>	<p>KHu 18/08/08</p>
<p>AFC_190508_013</p>	<p><u>Help</u> 19 May MHo would like 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. 16 June MHo will produce a list of people willing to help once the Registration Forms are returned. MHo to provide an update.</p>	<p>MHo 15/09/08</p>
<p>AFC_190508_015</p>	<p><u>Managers, Committee Members and Custodians to be displayed</u> 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. 21 July JH to complete the Manager's information.</p>	<p>JH 18/08/08</p>
<p>AFC_190508_017</p>	<p><u>Charity / CASC Status</u> 16 June JH to discuss with other CASC register clubs and see what the benefits are. JH to provide update at next meeting. 21 July JH has spoken to the Huntingdon Tennis Club who advised that it was worth doing and it was not as strict as a Charity. JH has also left a message for the Secretary of Bar Hill Colts to contact as they are also members. JH to provide update at next meeting.</p>	<p>JH 18/08/08</p>
<p>AFC_190508_018</p>	<p><u>Development / Training Officer Role</u> 16 June IW / PT to review and provide update at next meeting. 21 July PT has issued a job description to CK, KHu, VD and IW. PT to discuss with CK and provide update at next meeting.</p>	<p>PT 18/08/08</p>

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<p>AFC_190508_019</p>	<p>Colts and Mini League - Website</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.</p> <p>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> <p>21 July CK has sent software to the Managers for shrinking photos to add to their team pages.</p> <p>Website is being used as the hits are increasing each month. There should be no bandwidth issues.</p> <p>An advertising and sponsor page to be added. CK to provide update at next meeting.</p> <p>Football prediction competition to be added to the website for the Alconbury members. Each player will receive a login and prizes will be won each month with a main prize at the end of the season. CK to provide update at next meeting.</p>	<p>CK 18/08/08</p> <p>CK 18/08/08</p>
<p>AFC_190508_022</p>	<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>	<p>KHu 18/08/08</p>

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<p>AFC_190508_024</p>	<p><u>Charter / Community Standard</u> 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. 21 July MM has received some information from Alan Poulain and he is happy to work with Alconbury Colts. KHu has been looking at the disability part. PT to provide update at next meeting.</p>	<p>PT 18/08/08</p>
<p>AFC_160608_026</p>	<p><u>Under 6 – Season 2008 / 2009</u> 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. 21 July There are 8 children confirmed for the U6 with many parents discussing but not confirming. CK to provide update at next meeting.</p>	<p>CK 18/08/08'</p>
<p>AFC_160608_027</p>	<p><u>New Girls Team</u> 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. 21 July PT and KHu interviewed a Manager for U12 Girls Team. TD is looking at the next available Level 1 course. The new Manager may have an assistant who might have a CRB and Level 1 already. CK / TD to provide update at next meeting.</p>	<p>CK / TD 18/08/08</p>
<p>AFC_160608_028</p>	<p><u>Tournament Debrief</u> 16 June MHo has received 2 feedback forms and 1 email. The main negative points were: 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</p>	

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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.

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.

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.

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.

There are currently 3 issues for next year:-

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

21 July Date to be agreed for next year's tournament. IW has potentially got some sponsorship for next year's tournament. IW also to update the rules so that they can be sent to the FA. IW / MHo to provide update at next meeting.

**IW / MHo
18/08/08**

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<p>AFC_160608_029</p>	<p>Shed / Lock Up 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. 21 July There has been a partial clean up so that the tractor is clear. The Seniors have put their kit in the lock up due to the changing room expansion. Colts are to ensure that the lock up is left clean and tidy with clear access to the tractor.</p>	<p>ALL 18/08/08</p>
<p>AFC_160608_030</p>	<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. 21 July Managers pack is work in progress. KHu to provide update at next meeting. CP course for parents to be organised. KHu to provide update at next meeting.</p>	<p>KHu 18/08/08 KHu 18/08/08</p>
<p>AFC_160608_031</p>	<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. 21 July The ASSC have organised an Open / Fun Day for 31/08/2008. MM / TH to provide update.</p>	<p>MM / TH 18/08/08</p>
<p>AFC_160608_033</p>	<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>	<p>MM 18/08/08</p>

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<p>AFC_160608 _034</p>	<p><u>Presentation Evening Trophies</u> 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> <p>21 July MHo suggested that for new players in the season they receive a shield with Alconbury Colts F.C. Logo on it. Also suggested that a Team of the Year for Mini League and another for Colts be introduced. There will have to be strict guidelines around these awards. MHo to provide update at next meeting.</p>	<p>MHo 18/08/08</p>
<p>AFC_210708 _037</p>	<p><u>Mini League Training</u> 21 July KHu has carried out research and found the following:-</p> <p style="padding-left: 40px;">They cannot play 2 games or tournaments in a 24 hour period. No ruling or recommendation with regards to training.</p> <p>MB raised that the Alconbury Colts F.C. need to try and meet the expectations of the parents i.e. mid week training. Was agreed that Mini League have the same rights as any one else.</p> <p>CK to add to our website the Hunts Mini League link. CK to provide update at next meeting.</p> <p>Committee all agreed on the Mini League Training Guidelines that KHu has produced. KHu to send to Maxine Hay for 'tarting' up and then will send to CK to add to the website. KHu to provide update at next meeting.</p>	<p>CK 18/08/08</p> <p>KHu 18/08/08</p>

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<p>AFC_210708_038</p>	<p><u>Team Policies</u> 21 July PT has received Team Policies for U8's, U15 and U16. PT to review and provide update at next meeting. U7's are amending the U8 Policy for their team. MB to complete Team Policy for U9 and U10 by end of this week (25/07/08). MB to provide update at next meeting. KHu to send the Colts Team Policy to the Girl Managers to amend for their teams. Once the Team Policies have been approved they will be added to the Team Pages. CK to provide update at next meeting. Team Policies are to be signed by Parents and Players.</p>	<p>PT 18/08/08 RW 18/08/08 MB 25/07/08 KHu 18/08/08 CK 18/08/08 Managers 18/08/08</p>
<p>AFC_210708_039</p>	<p><u>Fixtures / Pitches</u> 21 July All friendly matches are to go through MHu (Fixtures Secretary). Another Mini League pitch is required due to the number of teams next season. MHu to discuss with the ASSC about location of pitch. JH to look at grants for Mini Soccer Goals and provide update at next meeting.</p>	<p>MHu 18/08/08 JH 18/08/08</p>
<p>AFC_210708_040</p>	<p><u>Proposed Changes to Committee Meetings</u> 21 July PT put forward an idea that every other month an Officers' Meeting takes place rather than a full Committee Meeting. Some committee members had concerns about this and PT was not willing to take this to a vote as he felt the whole committee had to be united on the idea for it to proceed. PT expressed his concern that some members may feel isolated if the idea was adopted and therefore decided that the idea should not currently be progressed. KHu suggested that Manager Meetings should take place again. MB / CK to arrange and provide update at next meeting.</p>	<p>MB / CK 18/08/08</p>

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AFC_210708_041	<p><u>Winter Training Schedule</u> 21 July A proposed training schedule was distributed. There is no problem with having the ASSC Astro for an hour and half for Colts. MB / CK/ IW to book a meeting with all the Managers to discuss. MB / CK / IW to provide update at next meeting.</p>	<p>MB / CK / IW 18/08/08</p>
AFC_210708_042	<p><u>Advertising around the Senior Pitch</u> 21 July IW has been in discussions with regards of advertising around the Senior Pitch. If Alconbury Colts sell any boards then the money will go into the Alconbury Colts pot. IW to obtain all the contact details for the person that makes the board. All to pull together a list of potential advertisers. JH to discuss with TD to see if she will co-ordinate.</p>	<p>JH 18/08/08</p>
AFC_210708_043	<p><u>Registration of Players</u> 21 July MHo will be away at the beginning of August and if there are any queries at that time then contact MM. MM will be away the last 2 weeks of August so if there are any queries at that time then contact MHo.</p>	<p>INFO</p>
AFC_210708_044	<p><u>Training</u> 21 July Cambs FA are putting on a new course and Hunts FA are finalising the same course. CK would like to attend and then go for Level 2. PT did state that any Manager that would like to progress will be backed by the Committee. IW has been booked on the goal keeping course. John Pack will be taking the Emergency Aid and CP refresher course. TD to provide update at next meeting. VD would like to do his Level 3 course and would like support from the Committee and also to consider whether they will be willing to fund the course. Committee to discuss and provide update at next meeting.</p>	<p>CK 18/08/08</p> <p>TD 18/08/08</p> <p>Committee 18/08/08</p>
AFC_210708_045	<p><u>Team Visits</u> 21 July CK / IW / VD will be visiting all the teams at training at least once throughout the season.</p>	<p>INFO</p>

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<p>AFC_210708_046</p>	<p><u>Equipment</u> 21 July CK wanted to confirm if he would receive his equipment in time for the start of training. KHa to provide update.</p>	<p>KHa 18/08/08</p>
<p>AFC_210708_047</p>	<p><u>School Link</u> 21 July CK and MB will be working together providing football training with Year 4, 5 and 6.</p>	<p>INFO</p>
<p>AFC_210708_048</p>	<p><u>CP Refresher Courses</u> 21 July TD wanted confirmation about the CP refresher courses and what the Committee want to do. KHu said that all Managers and Coaches should attend the FA CP Refresher Course. TD to arrange and provide update at next meeting.</p>	<p>TD 18/08/08</p>
<p>AFC_210708_049</p>	<p><u>Information for ASSC Club Development Plan</u> 21 July MM requires the following information to complete the ASSC Club Development Plan. Number of new players from 2006 to 2007 Number of Competitions entered Number of Tournaments entered Number of matches played Number of training sessions Courses undertaken this year (e.g. coaching courses, referees courses etc). MB / CK to collate the information and pass to MM.</p>	<p>MB / CK 18/08/08</p>
<p>AFC_210708_050</p>	<p><u>Histon Playing at Alconbury Colts F.C.</u> 21 July Histon could potentially play at Alconbury next season and the money (£40) for playing will go to the Colts. If Histon do play, MM will not be available every week to put the nets up and do hospitality etc.</p>	<p>INFO</p>
<p>AFC_210708_051</p>	<p><u>Kit</u> 21 July PT would like from 2009 / 2010 season for Alconbury Colts to be playing in the same style and kit. KHa to look at approx 3 suppliers for a similar style kit and colour (Barcelona). KHa to provide update at next meeting.</p>	<p>KHa 18/08/08</p>

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AFC_210708_052	<p>Logo 21 July A few Committee Members have suggested that we look at a new Logo. PT to draft a few examples to bring the logo into the 21st Century.</p>	PT 18/08/08
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Closed Actions		
Minute Number	Minute	Actionee / Target Date
AFC_190508_009	<p>Aims and Objectives Document 19 May MM talked through the aims and objectives that had been produced. Aims and Objectives to be reviewed by Committee before next meeting. 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. 21 July Codes of Conduct were adopted by the Committee. CLOSED</p>	CLOSED 21/07/08
AFC_190508_012	<p>Stake and Rope 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. 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. 21 July JH / KHu brought 2 more Stake and Rope kits at the Hunts Mini League AGM. The FA has said that the Stake and Rope kits are to be used. CLOSED</p>	CLOSED 21/07/08
AFC_190508_016	<p>AGM Minutes 19 May AGM minutes to be displayed in the club. These have been approved by PT. 16 June All minutes are to be put on the website and a small version to be added to the Noticeboards. 21 July CLOSED</p>	CLOSED 21/07/08

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<p>AFC_160608_032</p>	<p><u>Treasurer Report</u> 16 June The accounts were issued and reviewed. 21 July CLOSED</p>	<p>CLOSED 21/07/08</p>
<p>AFC_160608_035</p>	<p><u>ASSC Fun Day</u> 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. 21 July CLOSED see action AFC_160608_031</p>	<p>CLOSED 21/07/08</p>
<p>AFC_160608_036</p>	<p><u>Advertising for Players</u> 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. 21 July CLOSED</p>	<p>CLOSED 21/07/08</p>