

ALCONBURY COLTS – COMMITTEE MEETING
MONDAY 18th AUGUST 2008

Present : Paul Tait, Nigel Howlett, Ian Wilson, Karen Hunt, Chris Kirschner, Mike Brooks, Vaughan Duckworth, Tracey Duckworth, Marina Howlett, John Hay

Apologies : Mark Moffett, Mick Hunt

Minutes of the Meeting :

1) PREVIOUS MINUTES : These were approved as a true record of the previous meeting.

2) MATTERS ARISING :

a) Under 7 Reds : Marina Confirmed that all Under 7 Blues were now registered with the League, but Under 7 Reds still required two more players to be able to register.

ACTION : Marina to chase up Richard Witney

b) Training : Tracey updated Committee on status of training courses for new managers and coaches and also necessary updates for existing Committee members, managers and coaches (Training update sheet attached). It was agreed to push forward Sean McQuillan (new Under 8 Red Manager) for a Level 1 Course as soon as possible. If possible swapping him with Grant Litchfield who is presently booked on September course.

ACTION : Tracey to try to get Sean McQuillan onto September Level 1 Course

Karen also stated that there are approximately 40 no. CRB checks to go through in the near future. These include Committee members, managers and coaches updates, plus new parent liaison personnel.

c) Parent Helpers : Marina provided a list of parents offering help from registration forms which have already been submitted. This will be updated as more forms come in.

ACTION : Marina to provide updated list to next meeting

d) Charity/CASC Status : Nigel confirmed that having read through full information accompanying the CASC application form it appeared that even if we achieved CASC status we would not be able to reclaim tax under the Gift Aid rules for registration fees, or donations from companies, or organisations (only gifts from individuals would be acceptable)

ACTION : Nigel to contact Bar Hill Colts who are believed to be an existing CASC and explore options further

e) Development/Training Officer Role : Paul confirmed that further discussions were still required before full details of Development/Training Officers role could be finalised.

ACTION : Paul to consult as necessary and agree job description and details of the role

f) Website : Chris confirmed that games are now up and running. All managers now have log in and password access. As season starts must encourage all managers to use the site in full.

ACTION : All managers to use Website in full

g) Charter Standard – Community Club Application : Paul stated that things are progressing well. Karen has already supplied some of necessary policies and is preparing to use FA policies to make up the missing ones. Will also require accounts information from Nigel.

ACTION : Paul to continue to press on with application and feedback to next meeting.

h) Under 6 – Season 2008/9 : Chris confirmed that he now has a list of all of those youngsters presently expressing an interest and is expecting more to join as children return to school.

i) New Girls Team : Chris stated that a new Girls team has now been formed at Under 10. Both this team and the Under 12 Girls teams are now advertising for new players. A new manager for under 10 Girls has also been found and is due to be interviewed soon.

j) Tournament 2009 : Marina stated that the proposed date for next years tournament is Saturday 13th June 2009. However Ian stated that this was likely to be the fitness weekend for referees and it may prove difficult to get officials on this date.

ACTION : Marina to consult on possible revised date

k) Club Welfare : Karen confirmed that the managers pack is now with Paul for assessment and approval before issuing to all managers

ACTION : Paul to assess the pack and issue it

l) New Line Marking Wheel : Possibility of Sports & Social Club providing a new white line marker was discussed. It was agreed that Mark would contact Club to investigate them purchasing.

ACTION : Mark to contact Social Club regards obtaining new white line marker

m) Adverts around Senior Pitch : Tracey agreed to contact local firms to try and sell adverts on behalf of Colts.

ACTION : Tracey to contact local firms to try to sell boards

n) Logo : Paul confirmed that at present there are no plans to push ahead with a new logo for Colts, possibly reconsider for 2009/10

3) APPOINTMENT OF NEW OFFICER/MANAGER/COACH :

a) Secretary : Prior to discussion on the appointment of a new Secretary Paul read out in full Jo's letter of resignation, listing her reasons in full. He also said how sad we are to lose Jo and thanked her for all she had done to move the Committee forward.

Nominations were invited for the post of Secretary with Marina (proposed by Vaughan and seconded by Chris) being the successful candidate.

b) Equipment Officer : Paul also thanked Kevin for all he had done with the Under 8 Reds and also as Equipment Officer.

John Hay generously volunteered to become the new Equipment Officer.

c) Under 8 Red Manager : Paul stated that Sean McQuillan had now been appointed as the new Under 8 Red Manager following a successful interview prior to the Committee Meeting.

Discussion followed on the Under 8 Red new kit. It was agreed that Paul should contact Kevin and investigate this.

ACTION : Paul to investigate what has happened to new Under 8 Red kit

Discussion also on possible outstanding Under 8 Training jackets raised by Ian.

ACTION : Ian to provide list of any jackets he feels outstanding to Karen, Karen to investigate

d) Under 9 Coach : Mike stated that a parent (Armando Cordero) had come forward who was willing to assist as a coach with Under 9s. It was agreed that he should be interviewed for the position as soon as possible.

ACTION : Paul/Karen to interview Armando

4) WINTER TRAINING UPDATE :

Chris stated that final slots were still to be confirmed. Once schedule is confirmed Chris to provide copy to Paul for confirmation and then issue to all and display in noticeboard.

ACTION : Chris to finalise schedule and issue it when confirmed

5) REGISTRATIONS :

Marina confirmed that the following registrations are in and have been submitted with the relevant Leagues/Cup entries :

Under 7 Red, Under 7 Blue, Under 8 Blue, Under 14 Girls, Under 15, Under 16

John Hay also confirmed that Under 18s are also registered with Peterborough League

Following registrations were passed to Marina at the meeting : Under 9, Under 10

Remaining Teams are outstanding :

Under 8 Red : Sean currently chasing

Under 12 Girls : Presently only 5 players registered, Steve currently chasing and expecting others this week

Under 14 : Vaughan to pass to Marina on Wednesday.

6) EQUIPMENT/KIT

It was confirmed that all requested equipment had been ordered by Kevin and distributed to appropriate teams. Additionally Chris placed a request with John for a new first aid kit
ACTION : John to purchase new first aid kit for Chris. Other teams to submit any additional requirements for minor items to John.

7) TEAM POLICIES :

Separate standardised policies have been put together by Chris for both Mini League and Colts. Paul to check these policies before they are issued to each manager to form the basis of their team policies. Each team manager should then produce their own team policy for the forthcoming season using these standardised policies as the basis. These should be submitted to the Committee for approval at the next meeting. Copies of all agreed policies should be passed to Karen for inclusion in Welfare documentation.

ACTION : Paul to assess standardised policies and issue to managers. All Team managers to produce team policies and submit to Committee before next meeting.

8) COLTS PARTICIPATION IN ALCONBURY FUN DAY :

Nigel passed on the request from the Fun Day Committee that the Colts run a “beat the goalie” competition. Volunteers are required between 2 – 4 pm on Sunday 31st August. It was agreed that Karen and Marina would organise the event.

ACTION : Marina/Karen to organise. John to provide list of possible Under 18s who could assist as goalkeepers. Vaughan also to provide list of possible Under 14s who could also assist. Prizes required from all for tombola, plus Under 12 and over 12 prizes for “beat the goalie”

9) TREASURERS REPORT :

Nigel provided a copy of transactions for season to date, plus budgetary update and final financial report on tournament (copies of these are attached).

It was agreed that following Jo’s resignation a new signatory to the account was required. Ian agreed to take on this role.

ACTION : Nigel to obtain form and arrange for change of signatory

10) WELFARE OFFICERS REPORT :

Karen confirmed the following :

- a) An Under 10 Girl has incurred a broken foot during training and a claim is being submitted against the insurance
- b) CRB Checks : Currently 40 no. to go through for parent liaison, new managers, coaches, plus updating Committee members
- c) Presently interviewing a series of new managers and coaches. Confirmed that all teams are now very close to having at least two people running them.
- d) Parent Liaison : Karen to check with Tim Chapman for names of parent liaison helpers for Girl sides as these are essential for S Tech League sides.
- e) Issues : Karen also asked that any teams that anticipate problems at their games should contact her in advance so that she can attend if possible.

ACTION : Karen to chase up Tim for parent liaison names for Girls Teams

11) DEVELOPMENT OFFICERS REPORT :

Chris stated that Under 6s will be starting next month, also Under 10 & Under 12 Girls are presently looking for new players.

Also confirmed that Development Officers will be visiting all teams at both training and matches during the season to offer advice and pass on new training ideas. Any managers can contact them for assistance as necessary.

12) COLTS REP. REPORT :

Chris confirmed that a managers meeting has taken place and plan is to hold one every couple of months. No other problems at present

13) MINI LEAGUE REP. REPORT :

Mike Brooks confirmed that support will be offered to Sean McQuillan as new Under 8 Red manager by both himself and Mick Hunt.

Marina suggested the possibility of providing mentors to all new managers. It was agreed that Mike should fill this role for new Mini League managers, with Chris filling it for new Colts managers.

14) ANY OTHER BUSINESS :

Karen raised the following points on behalf of Mick :

- a) White Liner : New supply is required, but Nigel stated that he had received an invoice from Everlac for new white liner which appeared to have been supplied. Nigel to e mail this invoice to Mick so that he can confirm situation.

ACTION : Nigel to E mail Mick invoice from Everlac and provide cheque for Mick to purchase new liner as appropriate

- b) Pitches to be marked : Assistance requested for end of next week to mark Junior pitch and mini league pitches. All managers also reminded to mark pitches before each match.

ACTION : All assistance required to mark pitches Thursday and Friday next week

- c) Friendly Matches : Mick requested information continue to be fed to him from any teams requiring friendly matches so that these can be arranged around other matches and booked in with Club.

Vaughan confirmed he planned a friendly on 30th August. If Junior pitch not available he has agreement from Mick Tarft and Laurence to use Senior pitch.

- d) Age Groups to Use Senior Pitch : Discussion followed on this issue and it was agreed should be Under 18s with first choice and Under 16s when available.

John requested the following :

- e) Volleyball Net : This for use to improve payers technical skills on Astro turf. Paul stated that he thought there was probably one in the shed.

Vaughan raised the following issue :

- f) Temporary Assistance Required with Under 14s : On Sunday 21st September Vaughan is not available to take the team, John who has been assisting him also has a game that day. Chris agreed to look at if he could possibly assist by standing

in on this occasion provided his own team could be satisfactorily covered by his coaches.

Marina raised the following :

- g) Christmas raffle : Date for draw agreed as Sunday 21st December, prizes remain at £100, £50 and £25 + other donated prizes,. Tickets require to be sorted out now!

ACTION : Marina to sort out gaming licence for the raffle. Karen to approach Lodge Printers regards ticket printing

Paul raised the final matter :

- h) Tim Chapman has requested payment for two framed photos of girls team for a girl who is leaving and team sponsor. Other managers stated that they had previously arranged for photos to be taken in similar circumstances using their team tea monies.

ACTION : Paul to suggest to Tim that he purchase photos from team tea money.

15) NEXT MEETING : 7.30 pm on Monday 15th September 2008 at ASSC