# Minutes of meeting held on 27.11.14

**Present:** Kevin Maughan, Ken Winchester, Mike Newlove, Barbara Lewczynska, Christine Adey, Dave Bartlett

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|  |  | Action | Due By |
| **1.** | **Apologies for Absence**  Hitesh Shah, Kelly Matthews, David Brown, Sue Clarke, Tracy Crowther, Ying Lee |  |  |
| **2** | **Minutes of Committee Meeting on 30.09.14**  Accepted |  |  |
| **3** | **Matters Arising not covered by an agenda item**  Senior association using fewer dates – need to book more time otherwise may not renew contract next season. |  |  |
| **4** | **Vacant Committee Positions**   * Vice Chair * Schools/clubs league– not required at the moment * Membership co-ordinator – being shared between BL/KM * Minute Secretary – still vacant * Junior Club Representative – still vacant * School Club Representative – still vacant * College Club Representative – no colleges this season but HBA trying to get colleges involved. * One Parent representative from each squad –Adrian Leung to be approached for U13 squad   Posters to be displayed at tournaments requesting volunteers  Email to be sent to squad parents with suitably worded questionnaire about skills that could be useful to HSBA. To be circulated to committee prior to sending. | BL  MN |  |
| **5** | **Schools/clubs league**  Date for clubs fun tournament moved to March 1stat Birchwood. Format to be decided. Could be advertised by Finesse. | BL |  |
| **6** | **Tournaments**   1. Closed   Last tournament a success – approx. 120 children entered including several from Hitchin Boys. Queenswood results & pictures to be sent to Graham Clarke for the display on the website.   1. Open   After a lot of teething problems, the PayPal account is now set up and we have 76 entries for the U17 bronze tournament. | BL |  |
| **7** | **Website**  Graham Clarke has taken over the management of the site.  Might be possible to put ‘Magic Sports Kit’ video on the web site. | KM/BL |  |
| **8** | **Review of Child Protection Policy**  HSP Child Protection courses details have been sent to squad coaches, but courses are fully booked up until March.  Details of BE child protection policy to be circulated to all the committee so that it can be signed off at the next meeting as per the agreed procedure.  An informative presentation given by James Taylor (from Bucks) about cyber bullying & protection of children on the internet. May be possible to arrange a lecture in Herts for parents. | BL  BL |  |
| **9** | **Finance**  PayPal charge for withdrawing money but not for paying bills – YL has proposed paying bills using the money paid into PayPal for tournaments.  Agreed that a shared master spreadsheet should be available on Google Docs of squad payments with information limited to names, squad and whether they have paid to avoid falling foul of Google’s DPA issues.  A new email address has been used in order to set up the HSBA PayPal account. | YL  YL/KM |  |
| **10** | **Welfare Officer**  Volunteers do not need CRB checks as long as they stay within sight and sound of the coach. Volunteers can provide lifts as long as it is a private arrangement.  Need to check that all volunteer coaches have their BE registrations up to date. This is a requirement for their liability insurance. | BL/DBa |  |
| **11** | **Squad Managers’ Reports**  The U11 Manager’s report was not available.  U13 – 28 attending squad nights; beat Norfolk 14-6. Essex next.  The U15 and U17 Managers’ reports have been circulated.  The U17Parent rep has been appointed (Tracy Crowther). Parent reps for the U11 and U13 squads need to be appointed as soon as possible  Suggestion made that players should be encouraged to play in Silver tournaments to develop fitness and concentration need for events such as Shires League. | Kelly/MN |  |
| **12** | **HBA**  Copies of the notes from the last HBA meeting circulated to HSBA committee.  Copies of the notes from the last Regional Managers Report for Herts to be circulated to HSBA committee.  List of school contact email addresses have been sent to BL  Point to be raised at the next BE meeting – why are there so few tournaments weekends available in September for Open Tournaments?  DPA presentation circulated – key point is that we should not contact U16 players directly by email, phone or letter – all contact must be through their parents.  Adrian Christy to be invited to next AGM. | DBa  DBa  ALL |  |
| **13** | **A.O.B.**  None |  |  |
| **14** | **Date of Next Meeting**  Thursday 22nd January 2015, starting at 20:00 at The Barberry, Bracken Lane Welwyn AL6 0RB | KM |  |

K Maughan

28/11/2014