



## NORFOLK SQUASH & RACKETBALL

### Executive Committee Meeting Minutes

Held at EATSC on the 17<sup>th</sup> January 2023 (Start 19.00 – Close 21.00)

#### Attendees:

Member	Role	Attendance
Herman van den Berg	Chairman	Present
David McCourt – Hall	Vice Chairman (interim)	Absent with Apology
Kevin Harvey	Secretary	Present
Matt Johnson	Treasurer	Present
Phil Slack	League Coordinator	Absent with Apology
Matt Bolt	Senior Squash Development	Present
Hannah Jones	Ladies Squash Development	Absent with Apology
Sam Henden	Junior Squash Development	Present
David Gouldby	Squash 57 (Racketball)	Absent with Apology
Jamie Goodrich	Social Media / Website	Present
Rob Hambrook	Committee Member	Present
Sam Jones	Committee Member	Present
Lorraine Sharp	Committee Member	Present
Tom Smith	Committee Member	Absent with Apology
>> Vacant <<	Safeguarding / Welfare Officer	>> Vacant <<
>> Vacant <<	Committee Member	>> Vacant <<
>> Vacant <<	Committee Member	>> Vacant <<

#### Welcome

Herman welcomed everyone and thanked the committee for the group's enthusiasm and level of new ideas being brought to the table. He stressed that it's really important for the committee to look at each of these and it was agreed that we'll take on board and make a record of all proposed ideas. He did reiterate though that the committee need to start by taking measured and consistently deliverable actions to avoid an overload of too many new projects that do not have the longevity Norfolk squash requires. This was broadly accepted by all.

## **Agenda**

### **1. Review and Agree last AGM minutes**

Herman asked for a review of the AGM minutes and requested that some changes to committee members need to be made. Some members following the AGM declined positions and it should be updated accordingly. The agreed list of Committee members is as per above with the following changes made at the meeting:

- Kevin Harvey was proposed by Matt J and Seconded by Sam H as Secretary
- Hannah Jones was proposed by Sam J and Seconded by Matt B as Ladies Squash Development
- Jamie Goodrich was proposed by Sam H and Seconded by Matt J as Social Media / Website

This leaves two general committee member positions vacant and also leaves the Safeguarding role vacant. Following this the AGM minutes were proposed by Matt J and seconded by Sam J.

### **2. Agree and amend proposed constitution**

Matt J provided an update of the current proposed constitution which has been discussed with David Evans from ES and explained that the revised constitution would cover quite a few points to fulfil our compliance with ES governance. There were no objections or amendments to the proposed constitution and Matt asked everyone for a final review as the Constitution would be put forward at the next member's meeting for formal acceptance and approval.

### **3. Governance Update**

Matt J provided an update on our compliance level with ES. A copy of the self-assessment document was shared with everyone. Norfolk squash is now well underway to comply with all requirements. The key areas that need work and is of high priority to get in place are below. Herman has requested templates of these from ES to review and amend accordingly.

- Equality, Diversity and Inclusion Policy - Point 6
- Register for significant risks - Point 11
- Safeguarding Policy - Point 12

### **4. Treasurer update on banking Status**

Matt J gave an overview and status update in terms of getting access to Norfolk Squash's HSBC bank account. The process has been started but due to difficulties getting access to the account via previous committee members it has proven very difficult. Matt has a follow up on this status in 3 week's time and will report back at the next meeting with progress made. Any current transactions will be made from the PayPal account while this is being resolved.

### **5. Designated Safeguarding member and relevant training**

Herman explained that ES requires a designated member for this role and the person would have to undergo specific training hosted by ES. It is a very high priority for the committee to get this in place. The committee was asked if anyone was willing to take this role on. Lorraine S expressed interest but would like to explore what the role entails first before making any commitments. Herman proposed that a joint meeting via Zoom is arranged with ES to explore this fully. Lorraine agreed to meet accordingly and Herman offered to arrange and facilitate with ES.

## 6. 2023 NS championships

Herman proposed the dates of 19 - 25<sup>th</sup> June 2023 as suggested by the LTR squash working group that arranged the Tournament in 2022. It was also suggested that this same group should organise the 2023 Tournament alongside any interested members from Norfolk Squash. It was agreed that the LTR group should continue to organise the tournament but that we should try and fit in with ES's set aside dates for the Tournament which is believed to be in October 2023. The date has not been released yet and Herman offered to get clarity on this from ES in order to feed back to the committee.

## 7. Agree 2023 Priorities / Subcommittee focuses & structure

It was proposed that this would be the starting point for the committee to impact Norfolk Squash positively and that the committee should focus on key and deliverable priorities. Apart from an agreed constitution and compliance with ES, it was agreed by all that the most important first step would be to Map the Norfolk squash landscape properly in order to gain a better understanding of what these priorities should be.

The below key areas did stand out as a priority and was agreed by all:

- Development of Junior Squash
  - Look into and implement Squash Stars
  - Identify all coach qualifications and activities within the region
  - Mapping of current Junior Squash activities

It was agreed that a separate Junior squash meeting is to be held as it's a key and multi faceted topic. Sam H will arrange this and invite Stuart Mackenzie alongside all other interested parties in order to agree the best way forward.

- Creating a Norfolk Squash Calendar of events outlining the year's activities.
- Ladies Squash development

Hannah J proposed a few ideas around this topic and was also elected as Ladies Squash Development to lead the project. It was agreed that ladies squash require a focussed approach and is a very important part of Norfolk Squash's plans and activities. Some areas for discussion and ideas are:

- Database of Lady squash and Racketball contacts
- Ladies sessions at different venues (eg this girl can coached course) meet at 1 venue at the end for a social competition.
- Ladies County teams and training sessions
- Funding to run ladies squash courses and social events
- Gaining interest from multiple clubs

## 8. Mapping of Norfolk Squash and designating a contact to each club.

- Sam J agreed to compile an excel sheet showing the relevant list of key contacts at each Norfolk squash club. He will be supported by Matt B and Sam H.
- Alongside this Sam J will produce and share a list of all current Norfolk squash coaches with a broad overview of each club's activities. Matt B and Sam H is to support on this as well.
- Through the above and more conversations with clubs it is hoped that the committee would identify specific needs and opportunities.
- Progress will be reviewed and discussed at next meeting

## **9. Junior Squash Development Update**

As per point 7

## **10. Senior Squash Development Update**

Kevin H reiterated the importance of Team squash and explained that Phil S now has full access to Leaguemaster and Team Squash details. Kevin will continue to support in this role. It was agreed that we will have a more in depth discussion on team squash at the next meeting in order to make positive changes for the summer league 2023.

Matt B agreed to get a feeling from players of their interest level to compete in County squash. Jamie G asked whether Norfolk squash would fund travel and expenses for the team. It was agreed that the committee would look at this but that a committed and fairly selected team should be established first. This can be reviewed once a team is in place.

Squash 101 and more senior squash focussed events was proposed and will form part of the Norfolk Squash mapping programme

## **11. County and Club connect details from England Squash**

No one was aware of this email distribution and Herman agreed to get clarification from ES

## **12. Access to Norfolk County Dashboard**

No one was aware of this dashboard and Herman agreed to get clarification from ES

## **13. AOB**

No other points were put forward

Herman concluded the meeting and thanked everyone for their time and input. He also asked if everyone was happy to continue meeting at EATSC for future meetings and this was agreed by all.

Going forward minutes of meetings will be distributed following all meetings, alongside an action point list. It was agreed that if each person does their bit on this list then future meetings should be kept brief and to the point in order to maintain momentum and motivation.

**Date of next meeting was agreed by all as :**

Thursday the 2<sup>nd</sup> March 2023 at 19.00 @ EATSC.