



# NORFOLK SQUASH & RACKETBALL

## Executive Committee Meeting Minutes

Held at EATSC on the 26<sup>th</sup> April 2023 (Start 18:30 – Close 20.30 )

### Attendees:

Member	Role	Attendance
Herman van den Berg	Chairman	Present
David McCourt – Hall	Vice Chairman (interim)	Absent
Kevin Harvey	Secretary	Present
Matt Johnson	Treasurer	Present
Phil Slack	League Coordinator	Present
Matt Bolt	Senior Squash Development	Absent with Apology
Hannah Jones	Ladies Squash Development	Present
Sam Henden	Junior Squash Development	Present
David Gouldby	Squash 57 (Racketball)	Absent
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
Henry Geaves	Committee Member	Absent
>> Vacant <<	Committee Member	>> Vacant <<
>> Vacant <<	Safeguarding / Welfare Officer	>> Vacant <<

### Welcome

Herman welcomed everyone and thanked the committee for making the time to meet.

### Current Action Points

#### Herman

- Get below templates from ES for review and amendment
  - Equality, Diversity and Inclusion Policy - Point 6 - In hand with ES
  - Register for significant risks - Point 11 - In hand with ES
  - Safeguarding Policy - Point 12 - In hand with ES
- Contact Chris Peach to explore with Lorraine what is involved in safeguarding role. – Chasing date
- Write and forward written warning to player discussed in conduct meeting point 7 - Done

## Matt J

- Check with leaguemaster if we can use the system for county events and how charges etc work

## Sam J

- Forward and share England Squash Campaign 2023 Calendar.
- Confirm start date of Summer Leagues ?
- Work with Matt & Herman to get date for Trophy and Social night

## Sam H

- Contact Kelvin at Cromer to arrange for formal handover of equipment
- Identify future coaches that are keen to obtain level 1 and require funding. These will have to be known quantities and would need to attend a meeting as per minutes.
- Provide list of key actions and objectives that he'll aim to achieve over the next 3 months for review of CPM role.

## Henry

## Bolty

## Kevin

## Jamie

## Lorraine

## Everyone

- Review constitution that was sent out as it will be proposed at next member's meeting

## Agenda

### **1. Review and Agree last Executive Committee Meeting minutes**

- Meeting minutes from the 2<sup>nd</sup> March 2023 was agreed and accepted by all present

### **2. Status update on previous actions points**

- Feedback and progress was shared by each member that had some action points. The current and updated version is above.

### **3. Treasurer update**

#### **A. Bank account access**

- Matt confirmed that we now have full access to the funds and there is circa 16K in the account following recent expenses.

#### **B. Spending to date - equipment and team fees**

- Matt explained that recent County Team expenses have been claimed using the expense form and that it is key we look to find cash generating activities to ensure we don't deplete the bank balance.

- It has been agreed that summer teams will be charged a £ 40 entry fee in line with entry fees before covid as this will help a great deal towards a healthy cash flow and will enable us to keep supporting Norfolk Squash.

- Matt confirmed that Junior equipment has been bought for use at Cromer Club by Henry Greaves and they have taken receipt accordingly.

### **4. CPM role approval request**

- Matt gave an overview of the role as shared in the WhatsApp group. In principle we would fund Sam Henden with £ 600 to proactively do some additional work across clubs over a 3 month period. Everyone agreed the funding. Sam Henden needs to provide a list of key objectives and actions he will be taking over this period and to be reviewed once completed.

### **5. Norfolk Squash League Structures**

- An open discussion was held by all present using the recent WhatsApp group conversations as a base. It was agreed that there are too many different needs and opinions to satisfy all parties. A key element that stood out is that teams who win the league should win outrightly without a semi final / final play off.

- Relegations and promotions are still up for discussion and would need to be carefully considered to ensure we don't lose teams because of this. We agreed to discuss this point and next meeting.

- Phil Slack proposed that Sam Jones should take over the League Coordinator role given the task at hand. Jamie second this and was agreed by all for Sam Jones to now fulfil this role.

- Sam Jones is busy getting all teams ready and in line for the Summer league to start.

- After much discussion it was agreed that a Social night of squash and trophy ceremony will be held at the end of the summer league. Given the numbers of people and teams present Lime Tree will host the event as a trial. Date TBC

### **6. Junior Squash Update**

#### **A. Coaching certificate funding**

- Sam raised the topic of funding for coaching in Norfolk. It was agreed as per previous minutes that any future requests from clubs or future coaches for funding / support will be reviewed on a case by case basis.
- The committee also agreed that we would look to fund relevant coaching qualifications such as level one on the provisions that :
- The applicant will provide clear evidence that they will consistently and with longevity deliver coaching in line with Norfolk Squash requirements.
- The applicant will deliver the two annual 6 Week Squash Stars programme from England Squash.
- The applicant would have to put forward what programmes and actions they would take annually to promote squash within Norfolk and be able to feed this back to the Committee with tangible results.
- It was agreed by all that as a starting point any interested party would need to attend a committee meeting and put their proposal forward.

#### B. Grand prix update

- Jamie confirmed that there have been 3 so far and that another is upcoming. General attendance have been good with about 20 players each time.
- It was discussed and agreed that members of the committee can and should help promote these. Jamie shared the current link for upcoming events and will do so each time for members to share at their local clubs.

#### 7. **Conduct Incident**

- Herman explained that there has been a formal complaint by a female player about the behaviour and conduct of a male player during a team match. The complaint was sent to Phil Slack who shared it with Herman to investigate in the absence of a safeguarding officer.
- The incident was fully investigated and put to the committee for discussion without disclosing anyone's identities.
- The committee jointly decided on a partial team squash ban and warning to the relevant party.

#### 8. **AOB**

- Ladies squash was raised as a topic and how it could be promoted or included in team squash / ladies league.

Hannah explained that at this stage friendly matches are more suitable with the possibility of a winter league where clubs join up to form teams to be included. Will be raised again at a future date.

- A short discussion was held around the date for the next Norfolk Closed Championship. This will be played in line with the ES calendar with Finals Weekend being the 23<sup>rd</sup> & 24<sup>th</sup> September 2023. The tournament will start WC 18<sup>th</sup> September and it was agreed that the same working group that organised the last closed championship will take the lead again. Any willing parties are welcome to join in and help in this endeavour.

**Next meeting to be held EATSC on the 7<sup>th</sup> June 2023 at 18:30**