



**MINUTES FROM COMMITTEE MEETING
ON MONDAY 7TH MARCH 2022
MONK SPORTS CLUB 7:30 PM START**

Item No	Agenda Item	Action
1.	<p>Welcome: MR welcomed everyone to the meeting</p>	
2.	<p>Apologises: Matt Stevenson Dom Ball made last minute apology</p>	
	<p>Present: Emma Hall (EH) Joan Ayres (JA) Kyle Robinson (KR) Mark Robinson (MR) Paul Morrall (PM)</p>	
3.	<p>Minutes from the Last Meeting – Action Planner: Everyone present agreed they were happy with the minutes from the last meeting. Action Planner ran through and tracker updated with realistic times for completion.</p> <p>JA confirmed that MR needs to book appt with OA so we can get to know each other, MR to book date with Steve Moore.</p> <p>Amendments to constitution need doing, but there is no hurry, MR is looking to complete withing 2 months.</p> <p>Building on committee – roles will be out advertised after next OA meeting in May, and voted in at the EGM</p> <p>Meeting with Dom Ball, will hold a phone call with him this week, and will be completed by 15.03.2022</p> <p>Giving back to Woolston Rovers, Mental Health Coach & Player Development – MR confirmed this is ongoing and will all be in place by the end of the season 11/2022</p> <p>Regaining Club Mark – KR confirmed that this is no longer in existence, however there is a Sports England Mark, but to apply for this the team has to be CASC registered, as we are not registered this has been completed.</p>	

<p>JA confirmed that all dates for Committee and TM/Coaches meeting have been raised, however she is awaiting for dates of NWC meetings for the 7-12's & 13's – 15's when she has received these the events will be raised and rota put into place. JA confirmed if MR wanted people named, and he suggested to do as teams, so that they have a number of people to select from should they have to attend in place of PM.</p> <p>Tops – MR advised that the TM's & Coaches had been advised what will happen and the clothing will be ordered ASAP, MR confirmed that any committee member that requires clothing to make it aware and they will be added to the order.</p> <p>JA suggested that the committee have the same tops, with the wording "Committee" on the top, so that when they are there as a committee member and not representing their teams, then the public will know who we are, this was agreed by all that was present. MR to get a list of clothing for the "Committee" to choose from, of what they require. This is to be placed by 14/3/2022 and delivery hopefully by the end of May.</p> <p>Outside notice boards, and all stationery ran through, amendments made, MR confirmed that the order is to be placed.</p> <p>Volunteer Day – Container will be done when the weather is warmer, he said that he will do that over the next couple of weeks.</p> <p>First Aid Kits – MS not present, so carried forward</p> <p>Cubs & Newbies – MR not had chance to visit team yet</p> <p>Girls Team – placed on hold until MR can find out what is happening at Warrington Wolves.</p> <p>Summer Rugby – Date agreed, Club advised of date, everything booked in, and committee to be formed with Committee and TM's for the running of the event.</p> <p>Chairs Awards – MR said completed, JA asked are certs designed and printed, MT said awaiting for Cert to be designed. MR to complete the cert so he is not awaiting for the cert. MR to complete by 20/03/2022.</p> <p>Showers – MR was to look into if showers have to provided for both home and away teams, MR to email RFL to confirm if this is essential.</p>	<p>MR to put out what kit can be chosen by the committee</p> <p>JA to order stationery agreed by MR</p> <p>MR/KR to work on this over the next couple of weeks</p> <p>MR to organise committee between ourselves and TM's</p> <p>MR to design and have printed Certs</p> <p>MR to email RFL for answers</p>
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<p>Coach Co-Ordinators Role, Coach & Player development, Officer, Mental Health Officer for each team – MR confirmed that this is ongoing, once we have people in the roles, this will be one of the first things assigned to them.</p> <p>JA suggested that Hayley Owen, could take on more work, especially work that relates to a CWO/CWL i.e., all the work relating to the TM’s, Coaches and Volunteers, is a CWO’s job, and should be undertaken by Hayley and not PM. This will release PM to do the work that a secretary should be doing.</p> <p>Everyone present agreed that this work should be passed to HO, MR to speak to HO, of how she can take this over going forward.</p> <p>Home fixture to be changed for the 23/24th July – PM confirmed that the U13-U15’s final fixture is the week ending 17th July, so no fixture changes required.</p> <p>Road Map for splitting Teams – MR confirmed that there are a few problems, with this splitting, this will be revisited during the season, this may now not be written into the constitution until MT & Paul Matthews have seen how it runs this season.</p> <p>First Aid Courses – MS booked course and they have been completed.</p> <p>Pre-Season and Match day tick list of what TM’s should have in place ready for the start of the season and on Match days. JA advised that we looked at doing an “Idiots Guide” to starting a team.</p> <p>Vests & Bucket Hats – KR confirmed that he has not had a response back, MR asked to take over this as he will discuss with O’Neill’s, as he is looking into a Winter and Summer Training bundle to come out at the right times of years.</p> <p>Advertising for Newbies and U7’s – MR said that this was not required immediately, until they have a couple of games under their way.</p> <p>Auditing of Accounts and Cashbooks – JA confirmed that she has passed the spreadsheets used by her to 3 teams, and has suggested that they contact her ASAP to run through them with her. JA advised that we need to be starting to checking these ASAP. JA suggested that we run the meetings on a Monday night and each team has</p>	<p>PM to collate all information that can be passed over to HO.</p> <p>MR to speak to HO re extra work to be passed to her.</p> <p>KR to complete tick lists and post to Spond, he will also do an “Idiots Guide” for the splitting of the U7’s</p> <p>MR to converse with O’Neill’s</p>
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	<p>a 30 minute appointment, per team to run through them. MR suggested booking these in on the next date of the TM/Coach meeting, instead of a group meeting.</p> <p>Cleaning up of Spond – MR confirmed that he has started to remove people, it was confirmed that this is part of a CWO/CWL role, as these people should not be on there if they are not a part of the club.</p>	<p>HO to remove people no longer involved with the club and edit their profiles to the correct information.</p>
4.	<p>NWC Meeting: Discipline has been discussed with TM, along with Social Media, it has been brought to our attention, that teams should not be “Gloating” on social media if there is a large score difference, also teams U12’s down, should not be putting out on Social Media, it can be used in a “Private/Closed Group” but must not be shared, if it has shared via a screen shot, then the manager of that team has to deal with it.</p> <p>Discipline: We have had 2 cases one for the use of foul language and one that has been classed as a brawl, which has been contested. PM has advised all TM’s present at their meeting of how to deal with this situation.</p>	
5.	<p>Code of Conduct: PM has a code of conduct to go out, this will be added to committee page to see if any amendments are required before sending out.</p> <p>JA asked when would the electronic Membership forms be completed? PM said that he will get them sent out by the end of the week.</p>	
6.	<p>Woolston Rovers Membership and RFL Membership: PM confirmed that the RFL Invoice was a nightmare as they could not get the number of players correct, they had more players than we had.</p> <p>PM advised that he will follow up with the RFL to see how those parents that may not be able to pay, how they apply to be exempt.</p> <p>Woolston Rovers Memberships – JA confirmed all now completed, and email has been sent to Monk with the names of the players who require memberships, she is now awaiting the invoice from Monk.</p> <p>Outstanding Invoices – MR confirmed that he addressed in the TM/Coaches meeting, that we will not accept part payment of invoices, and they have to be paid in full and in a timely manner, i.e. by the date on the invoice.</p>	<p>PM to contact RFL to see how a player who cannot afford to pay, how they apply to be exempt.</p>
7.	<p>How to deal with players who have signed for the team, and decide not to play: MR confirmed that a team had a player who has been charged the RFL membership, the child has not trained all through the winter, but the parents signed him on.</p>	

	<p>The team did not feel it was right to chase the parent for the payment so where do we stand as a committee, do we chase the parent, on the teams behalf, the committee agreed that it would have to be the team that contact the parents, as the committee did not take the player on, the agreement is between the team and the parent(s).</p> <p>Woolston Membership – MR advised that if a player signs onto TG then the player is responsible for the Woolston Membership, the teams are responsible for collecting that fee from the players when the cost is announced yearly at the AGM. MR advised any team that refuses to pay for the membership, then their fixtures will be frozen.</p>	<p>MR will email the parents concerned from the Chairs email address with an invoice from the team, trying to recoup the funds on the teams behalf.</p>
8.	<p>After Match Food – MR confirmed that all TM/Coaches have been advised that the request for food is to go through EH, by DM or email. JA asked would it be possible to raise an event on Spond that they reply on there so it can easily be found by the teams and EH, EH said she would look into this.</p>	
9.	<p>Use of JA’s personal Credit Card PM wanted it documenting that JA has had to use her personal credit card for the purchase of the Stefan Ratchford Testimonial Tickets, as the clubs debit card had not come through. MR confirmed that he was happy with this, and he had supplied JA with an email authorising for this to be done. JA confirmed that the club card has now arrived.</p>	
10.	<p>AOB JA suggested instead of waiting for JH post for results, would it be possible for EH to make this post on a Sunday morning?</p> <p>MR also advised that DW had requested a list of fixtures home and away for him to post on Social Median, which to date he has not done.</p>	<p>EH to create a result post every Sunday.</p>