



Hertfordshire Schools Badminton Association

Minutes of meeting held on 08.11.12

Present: Malcolm Fraser, Ash Kejriwal, Kevin Maughan, Mike Newlove, Ken Winchester, Sue Meehan (U13), Zoe Weaver (U17)

| | | Action | Due By |
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| 1. | <p>Apologies for Absence</p> <p>Barbara Lewczynska, Sangeeta Dhall, Hitesh Shah, David Brown, Lee Bent, Sue Clarke (U15), Richard Vernon (U15)</p> | | |
| 2 | <p>Minutes of Committee Meeting on 27.09:12</p> <p>Accepted</p> | | |
| 3 | <p>Matters Arising not covered by an Agenda Item</p> <p>It was agreed that minutes of the committee meetings will be published on the website. To comply with our child protection responsibilities, it was agreed that any discussions involving named children should not be included on the published minutes.</p> <p>The Ashaway sponsorship is now in place; Goode Sports has agreed to add a free shirt for managers each time the design changes.</p> <p>treasurer@, admin@, chair@ and tournaments@hertsschoolsbadminton.co.uk email addresses have been set up and updated on the website..</p> | | |
| 4 | <p>Committee Vacancies / Covering the Roles / Sport Makers</p> <p>Tracey Shirvell has agreed to be co-opted onto the committee. Contact details to KM.</p> <p>General Tournament Helpers – MF reported that they had had very positive experience with wheelchair badminton tournament using Sports Makers volunteers. Barbara to review and contact Peter Simons at Herts Sports Partnership.</p> <p>Affiliation is now being handled by MF. He has not received the lists of player name/contact details/DOB requested at the last meeting have not been (copy to AK). This is now required urgently from the squad managers. Chase up email to be sent.</p> <p>MF needs to be set up as a wizard administrator on the BE Vision site so that he has access to the affiliation pages.</p> <p>Parent rep email addresses to be sent to MF</p> <p>It was not known whether Andy Gall had been approached as a potential committee member.</p> <p>It was agreed that an email should be circulated to all parents (via the squad managers) with current vacancies – SM to organise.</p> | <p>KW</p> <p>BL</p> <p>SD/MN/HS/DB KM</p> <p>KM</p> <p>KM</p> <p>SD</p> <p>SM</p> | <p>15/11/12</p> <p>08/01/13</p> <p>09/11/12 09/11/12</p> <p>09/11/12</p> <p>15/11/12</p> <p>08/01/13</p> <p>08/01/13</p> |



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| <p>5</p> | <p>Review of Child Protection Policy</p> <p>In the absence of the Child Protection officer it was agreed that this should be taken forward to next meeting</p> <p>Link to BE child protection policy on the web site to be investigated</p> | <p>KM</p> <p>KM</p> | <p></p> <p>08/01/13</p> |
| <p>6</p> | <p>Review of Working Party Report</p> <p>Numbers of Performance Centre players & how many gold/silver/bronze players have yet to be sent to AK. Email to be sent to the squad managers.</p> <p>The option of recognising achievement to be investigated. Option of reimbursing based on end of season gradings to be costed.</p> <p>MF to meet with Nick Brooking over whole hall booking on 16/11/12</p> <p>Clive Palmer (U11 Nat coach) to meet with squad manager. Convenient date yet to be organised.</p> <p>Additional coaching resources for squads - all coaches have been emailed – only positive response was from Ben Vranjkovic who is now helping out with U13s.</p> <p>Working Party review to be taken forward to next meeting</p> | <p>KM</p> <p>AK</p> <p>MF</p> <p>MF</p> <p>KM</p> | <p>15/11/12</p> <p>08/01/13</p> <p>08/01/13</p> <p></p> |
| <p>7</p> | <p>Constitution Update</p> <p>To be considered in parallel to the review of the HBA constitution. Sub-committee to be set up in the new year.</p> <p>Constitution Update review to be taken forward to next meeting</p> | <p>MF</p> <p>KM</p> | <p></p> <p></p> |
| <p>8</p> | <p>Finance</p> <p>a) Overview 3 squad fees not paid – 1 x U13, 1 x 15 & 1 x U17. AK to contact requesting urgent payment (addresses needed from squad managers)</p> <p>b) Signatories Mandate updated – signatories are AK, KM & KW</p> <p>c) Online Payment Now the account mandate has been updated, a second account will be opened which will be used solely for online payments. For online payments reference will be email address</p> <p>d) Other Issues Option of emailing a proportion of the newsletters to reduce the cost of printing to be discussed with John Stobo</p> | <p>AK</p> <p>AK</p> <p>HS</p> | <p>01/12/13</p> <p>08/01/13</p> <p></p> |
| <p>9</p> | <p>Welfare Officer</p> <p>Welfare Officer not present</p> | <p></p> | <p></p> |



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| 10 | <p>Schools/clubs league</p> <p>Email has been resent to all schools that had entered Centre Parcs tournament but again no positive responses.</p> <p>It was agreed that a copy of the email should be sent to the parent reps to distribute info through parents to children's schools</p> <p>Too late to have a league this season but need to build interest for next season</p> <p>Schools/clubs league review to be taken forward to next meeting</p> | <p>MF</p> <p>KM</p> | <p>08/01/13</p> |
| 13 | <p>Tournaments</p> <p>a) Closed First block of tournaments out of the way successfully. However major building work is being carried out at Stevenage LC which caused access problems and the café was shut.</p> <p>b) Open Need to contact Stevenage LC to determine whether the access and café is going to be open</p> <p>Any issues need to be communicated to participants via acceptance letter</p> <p>Simon English has rearranged his schedule and is now available on the day of the tournament</p> <p>Eric Brown has agreed to be Tournament Referee and organise the draw.</p> <p>MN/BL have notified Lee Bent of their interest in completing a referees course</p> <p>BL has agreed to arrange a schedule of helpers for both days and will run the raffle on both days.</p> <p>We need confirmation from BE re the BE approved racket seller at the tournament. Email to be sent to Anna Gilbert (BE)</p> | <p>KW</p> <p>MN/SE</p> <p>LB</p> <p>BL</p> <p>MN</p> | <p>15/11/12</p> <p>15/11/12</p> |
| 14 | <p>Website</p> <p>KM reported that several pages had been updated but the formatting of tournament results data was particularly time consuming. This should hopefully be resolved now we have the renewed licence for the tournament software as outputs should be 'web compatible'</p> <p>New Web site manager still needed.</p> | | |
| 15 | <p>Squad managers' reports</p> <p>a) U11 See report</p> <p>b) U13 See report</p> <p>c) U15 See report.</p> <p>d) U17 See report</p> | | |



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| 16 | BDO See report | | |
| 17 | HBA Rep Open, Restricted & Wheelchair tournaments held. County matches started. Plans for BE moving across MK & building an arena venue MF reported that Dave & Gill Bartlett have met with Malcolm Jellows to find out details of the new performance centre. Report from DB/GB for next meeting. | MF | 08/01/13 |
| 18 | AOB Need a strategy for getting badminton into primary schools. On agenda for next meeting. David Brown proposal – postpone discussion until he is available for a meeting Team managers email accounts should be set up (e.g. U13Manager@hertsschoolsbadminton.co.uk). Managers to be contacted | KM KM KM | 15/11/12 |
| 19. | Date of Next Meeting Next meeting is 8 th January 2013 at The Barberry, Bracken Lane, Welwyn AL6 0RB. | KM | |

K Maughan

11/11/2012