

# Record of Meeting/Discussion

Subject **CSHC Ladies AGM 2007-8**

Sheet 1 of 3

Recorded by: JCS

Date 03/04/07

**Present** Gemma Thomas, Emma Clarke, Lou Tonkin, Liles Dee, Vicki Lavis, Hayley Sharpe, Ellie Raffan, Jodee Webb, Mel Harrison, Bex Baker, Helen Niblock  
Rupert Webb (mens' representative)

Item	Text	Action on
<b>1.0</b>	<b>Apologies for Absence</b>	
1.1	Apologies were received from Tash Cox, Jo Cobbe, Sarah Aves, Louise Gutteridge, Cassie Woodfin, Charlie Orrock, and Julie Sadler.	
<b>2.0</b>	<b>Minutes</b>	
2.1	The minutes of last year's meeting were summarised and agreed.	
<b>3.0</b>	<b>Next Year's Committee</b>	
3.1	<p>The following were selected.</p> <ul style="list-style-type: none"><li>• 1<sup>st</sup> team captain: Hayley</li><li>• 1<sup>st</sup> team vice-captain: (tbc)</li><li>• Team co-ordinator: Lou Tonkin</li><li>• 2<sup>nd</sup> team captain: Vicki Lavis</li><li>• 2<sup>nd</sup> team vice-captain: (tbc)</li><li>• Treasurer: Julie Sadler</li><li>• Fixtures secretary: Charlie Orrock</li><li>• Social secretary: Mel Harrison and Bex Baker</li><li>• 1<sup>st</sup> team match fees collector – Vice captain</li><li>• 2<sup>nd</sup> team match fees collector – Vice captain</li><li>• Match reports: Captain to nominate each week</li><li>• Mixed captain: Lou Tonkin</li><li>• Mailing list co-ordination: Emma and Hayley</li><li>• Account signatories: Julie and Jodee</li><li>• League committee membership: not required this year</li><li>• Training co-ordinator: (tbc)</li></ul>	
<b>4.0</b>	<b>Availability</b>	
4.1	<p>After discussions it was decided to keep the same structure for team selection as last season (see below), while making sure that decisions on selection are communicated fully where necessary.</p> <p>The team co-ordinator will send an email each week asking for availability for both teams. She will then liaise with the team captains to decide the teams for each match.</p> <p>As last season, captains should request availability for the following week on a Saturday and pass the list of available players to the team co-ordinator.</p>	
<b>5.0</b>	<b>Club Rules</b>	

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## Continuation Sheet

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Item	Text	Action on
5.1	The following additions should be made to the club financial rules. Julie Sadler to amend and circulate the rules at the start of the season.	Julie Sadler
	1. Players umpiring a home match on the same day as they play a match do not pay a match fee for playing.	
	2. Players umpiring an away game receive the standard umpiring fee of £8.	
	3. Players doubling up to play for both teams on the same day only pay a single match fee.	
6.0`	<b>Teas</b>	
6.1	This year the club has used a variety of locations for teas, including Greens, The Earl of Derby, The Red Bull and the use of a room at the Leys. There were some discussions over the most suitable arrangements for the coming season.	Louise Gutteridge
	The mens club use the Hat and Feathers but this was considered expensive at £48.	
	The Red Bull no longer provides teas and the Panton Arms will not provide them either. The Earl of Derby is fine and a good price at £30 but the food is the same every week. Greens was considered to be ok when a team plays at the Abbey pitch.	
	The Isaac Newton, Carpenters Arms and Master Mariner were all suggested as possibilities.	
	It was agreed to ask Louise Gutteridge to investigate the range of available options and report back to the club. It was felt that the likely budget for teas would be £35 to £38.	
7.0`	<b>Finances</b>	
7.1	Accounts for the year are at the back of these minutes.	
7.2	Match fees currently cover match costs. It was agreed there will be no increase in match fees this year.	
7.3	It was agreed to raise subscriptions for 2008/2009 to: <ul style="list-style-type: none"> <li>Students: £45 before Christmas / £70 after</li> <li>Others: £80 before Christmas / £100 after</li> </ul>	Julie
7.4	Jodee will ask PWC whether we can receive the £500 sponsorship again. If this money is received it may be split with the men. We would spend it on a set of away kit, as follows:	
	Navy & red quarters with navy & red hooped socks. If required, Charlie to be asked to get quotes for this from the same supplier as the L2s cup final shirts.	Charlie

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## Continuation Sheet

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Item	Text	Action on
7.5	Collection of fees. Lou felt that a more organised method of fee collection is required and suggested a document that lists all the fixtures and the names of each player so that names can be ticked off when players have paid their match fee each week. It was suggested that the fixtures secretary should produce this document.	Charlie
<b>8.0</b>	<b>Recruitment</b>	
8.1	Last season's recruitment drive was a great success. It was agreed that we need to continue this for the coming season. Club members to be asked to put up a poster in their workplace where possible. Bex & Mel agreed to be in charge of amending and distributing the poster. Hayley to provide last year's poster to them if possible.	Bex/Mel/ Hayley
<b>9.0</b>	<b>Umpires</b>	
9.1	Terry Rule, Emma Clarke, Gemma Thomas and several members of the mens club were all thanked for umpiring the ladies teams this season.	
9.2	Fixtures secretary to contact Terry Rule before the start of the season and check whether he is happy to umpire for us again.	Charlie
9.3	Vicki mentioned that the club was planning to hold a level 1 umpiring theory course before the start of the new season. Jodee, Hayley, Vicki, Ellie, Mel and Bex all expressed an interest in attending. Vicki to contact Rob Barton about the course.	Vicki Lavis
<b>10.0</b>	<b>Training</b>	
10.1	<p>It was generally felt that training had been useful this year but that the number of people attending often made it crowded. Various possible solutions were discussed.</p> <p>Rupert suggested that one option was for the L1s to training with the M1s and M2s one week and with the L2s the next week. This was felt to be a good suggestion by those present.</p> <p>Other suggestions included:</p> <ul style="list-style-type: none"> <li>• Include more playing strategy exercises</li> <li>• Ask if it's possible for the ladies to have 1/3 of the pitch every other week.</li> <li>• Depending on the number of coaches available each week, enquire about other coaches or ask one of the existing ladies to coach.</li> <li>• Ensure that specific training for Goalkeepers is still included in training sessions.</li> </ul> <p>It was agreed that Lou Tonkin/Julie Sadler should check what percentage the Ladies contribute to the training costs.</p> <p>Team captains and the training co-ordinator to investigate the options for training and liaise with the mens club.</p>	<p>Julie/Lou</p> <p>Hayley/Vicki</p>

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## Continuation Sheet

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Item	Text	Action on
10.2	It was agreed that the ladies need an official training co-ordinator to liaise with the men's co-ordinator on what should happen at each training session.	
<b>11.0</b>	<b>More Hockey</b>	
11.1	Indoor – several matches were held against the Perse last season. These were organised by Caroline & Gemma. It is hoped these might happen again – likely to be after Christmas, 5 – 7 on a Friday as before.	
11.2	Histon summer hockey. Jodee is happy to organise these training sessions again if there is interest. Likely to be on a Thursday, every 2 weeks, from August onwards.	Jodee
11.3	Bottisham hockey (Wednesday evenings during the season) – will happen again if there is interest.	
11.4	Tuesday summer hockey at the Leys – will continue through the summer as long as there is interest.	
<b>12.0</b>	<b>Hockey Vase</b>	
12.1	JanB will send details of this competition in the summer. It is a knockout competition and the first round is within our region. Matches are played on Sundays. It was generally agreed that the club would enter this competition.	
<b>13.0</b>	<b>Web site</b>	
13.1	It was suggested that we should put player profiles onto the Web site and that a welcome page for the ladies teams was a good idea.	
	Mel and Bex agreed to be in charge of player profiles with help from Emma if needed.	Mel/Bex
	Hayley will ask RobG whether it's possible for anyone to update the web site and how this is done. Hayley to also ask whether we could have a general CSHC email address that can then be forwarded to a different address. This would prevent having to put personal email addresses on a public web site.	Hayley
<b>14.0</b>	<b>Socials</b>	
14.1	Bex and Mel agreed to carry on their great work in organising socials. It was agreed an end of season dinner would be a good idea.	Bex/Mel
<b>15.0</b>	<b>Any Other Business</b>	
15.1	Merging. JohnB had asked whether the ladies were interested in merging the mens club. There was a discussion on the advantages and disadvantages of this but no decision was reached. However it was agreed that the ladies committee would discuss it further with the men to find out exactly how a merger would work.	Committee
15.2	Insurance. Our insurance is public liability only. There was some discussion	Lou/Julie

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## Continuation Sheet

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Item	Text	Action on
15.3	<p>over whether the club should cover injury and loss of kit. Lou/Julie to get quotes for this &amp; report back to the club.</p> <p>Youth hockey. Vicki asked for the opinion of those present on recruiting young players to the club. It was generally felt that the club was happy to recruit players aged from about 15 and older but that we did not have the infrastructure to support players much younger than this. One difficulty is in finding people to take on the responsibility of organising training &amp; matches for young players. It was felt that this might be something to revisit in the future.</p>	

# Cambridge South Ladies Hockey Club

## Statement of Accounts 2007-8

### 1. Cash Flow Statement

<b>INCOME</b>		
<b>Cash</b>		
Opening Balance	£1,827.60	
<i>Subtotal</i>		<i>£1,827.60</i>
<b>Club income</b>		
Subs	£2,205.53	
<i>Subtotal</i>		<i>£2,205.53</i>
<b>Match income - 1st team</b>		
Match fees: Home	£728.00	
Match fees: Away	£425.00	
<i>Subtotal</i>		<i>£1,153.00</i>
<b>Match income - 2nd team</b>		
Match fees: Home	£359.50	
Match fees: Away	£470.00	
<i>Subtotal</i>		<i>£829.50</i>
<b>Total income</b>		<b>£4,188.03</b>
<b>EXPENDITURE</b>		
<b>Club costs</b>		
CWHL		£60.00
England Hockey		
Affiliation		£205.63
County and East Affiliation		£90.00
Insurance		£137.75
Training		£457.80
Kit and Equipment		£474.81
Trophies		£55.00
<i>Subtotal</i>		<i>£1,480.99</i>
<b>Match costs - 1st team</b>		
Teas		£324.26
Umpire fees		£80.00
Pitch hire: Abbey		£261.00
Pitch hire: Perse		£120.00
Pitch hire: Leys		£480.00
<i>Subtotal</i>		<i>£1,265.26</i>

<b>Match costs - 2nd team</b>		
Teas		£197.50
Umpire fees		£38.00
Pitch hire: Abbey		£391.50

Pitch hire: Perse	£0.00	
Pitch hire: Leys	£240.00	
Pitch hire: Ely	£30.00	
<i>Subtotal</i>		<i>£867.00</i>
<b>Total expenditure</b>		<b>£3,613.25</b>
Total profit (loss)	<b>£574.78</b>	
<b>Closing Balance</b>	<b>£2,402.38</b>	

## Notes

- 1) Subs received from 36 players so far, of whom 4 paid reduced subs for part seasons. 3 players who played more than 3 games for the club this season have not paid subs. One was Anne Keislair who left before Christmas, the remaining two have been requested to pay ASAP. This will add **£115**.
- 2) Five players owe more than £10 for outstanding match fees, and have been requested to pay ASAP. This will add **£100**.
- 3) Second team has not been charged for England Hockey affiliation.
- 4) **£30.67** owed for ice packs/goalkeeping equipment.
- 5) **£74** owed for trophies, also money owed to the men's club for mixed trophies & awards.

## 2. Summary of Finances

Currently, the club is running at a **profit of £574.78**. Once outstanding match fees and subs have been collected, and expenses paid out the club will have made a **profit of £685.11**. This profit is due to the fact that the second team was not charged for England Hockey affiliation this season, but they probably will be for 2008-9.

Match fees collected totalled £1,982.50, slightly less than match costs, which totalled £2,132.26.

Last year's budget was based on one team, and expected the club to roughly break even. If we had paid affiliation for the 2nds, we would have made a **profit of ~£500**.

### 2.1 Match Fees

Adult whole match:	£6
Adult half match:	£3
Student whole match:	£3
Student half match:	£1.50

Proposed changes: None

### 2.2 Subscription Fees

	To 31 <sup>st</sup> Oct	From 1 <sup>st</sup> Nov
Adult:	£75	£90
Student:	£40	£65
Half season:		£40

Proposed changes: None

## 3. Actual vs Proposed Budget 2007-8

ITEM	Budgeted*	Actual	Difference	Budget Estimate for 2008-9**
Subscriptions	£2,400	£2,205	-£195	£2,200

Match Fees	£2,100	£1,982.50	-£117.50	£2,000
Umpire Travel	£250	£118	£132	£200
Affiliations	£560	£295.63	£264.37	£600
Insurance	£280	£137.75	£142.25	£200
Pitch Hire	£1,300	£1,522.50	-£222.50	£1,500
Training	£1,000	£457.80	£542.20	£600
Kit & Equipment	£500	£474.81	£25.19	£500
Teas	£500	£521.76	-£21.76	£550
Closing Balance	£1,600	£2,402.38	£802	£2,450

\*Figures doubled for two teams

\*\*Outgoings based on this season's costs, any changes to training fees/pitch hire not included.

#### 4. Other Items

##### 4.1 Payment to umpires

Need to clarify amounts, Terry would like an increase to £8 to cover petrol, but other umpires are not consistently paid. Should we extend this to all umpires, but for away games only?

##### 4.2 Timing of subs increase

It was intended that the time for the subs increase (ie end of October) should be co-ordinated with when the men increase their subs, but this didn't happen. Julie has contacted Jan to organise this.

##### 4.3 Match fees/teas

Just to add to the item on the main agenda, we need to nominate someone from each team to be in charge of match fee collection and payment of match teas for home games. There hasn't been too much of a problem this year, but in a few cases, the payment for match teas hasn't been recorded, so the exact amount spent can't be calculated and budgeted properly for next year.

##### 4.4 Update of club rules

The rule for paying match fees when doubling up should be added to club rules: "Players doubling up to play for both teams on the same day only pay a single match fee." This is to clarify what we've done this season.