



**Minutes of 2nd Executive Committee Meeting  
2019/2020 Season  
2 December 2019**

**E-2-19/20-1 ATTENDANCE/APOLOGIES**

**1.1 Attendance**

Tom Armstrong	Chairman and Secretary
Chris Lilley	Treasurer
Ian Lowrey	

**1.2 Apologies**

Guy Huxtable	Welfare Officer
Jeff Broadhurst	
Damien Whelan	

**E-2-19/20-2 MINUTES OF THE 21 OCTOBER 2019 EXECUTIVE COMMITTEE MEETING**

**2.1 Approval of the Minutes**

The minutes were accepted as a true record of the meeting

**2.2 Status of Actions**

**Marking & Refereeing Instruction**

Further investigate our intention to hold a M&R instruction/awareness workshop – **Action Tom**

As part of this, Andy Breen and Jim Foggitt at NWR have been contacted to advise on our intention, the proposed format of the workshop and requesting opinions on who could be tutor. No answer yet – to be followed up – **Action Tom – complete**

Can we get a local tutor – **Action Tom & Damien – complete?**

Refer to main agenda Section 10

**Treasurer`s AGM Report**

Organise the formal audit of the 2018/2019 Management Accounts - **action Chris**

## CSR 50<sup>th</sup> Anniversary

- Ask Ian Richardson/Windscale if the whereabouts of the 1969 original Executive Committee members are known – **Chris**.

A note has been sent to Windscale club – **no response yet – Chris will follow-up**

- Prepare a press write up for the event – for local newspaper reporting – and maybe in ES newsletter  
- **Jonny** - **no response yet** - **Tom has sent a note to Jonny reminding him of his action**

**Both actions ongoing**

## Operation of the Executive Committee in Future Seasons

- Contact two people who are considered would do a good job on The Exec, to see if they are interested in joining it – **Tom & Damien**. **This has been done – actions complete.**

Refer to the main agenda Section 8

## Survey of Club Activities

- Various Clubs/CSR surveys previously carried out to try support our junior development plan and to resolve problems associated with it are to be revisited and where considered necessary, updated to determine the current state of affairs. This to help in developing solutions to our problems – **Action Damien**

**This is a longer term project – no report yet – Action outstanding**

Refer to main agenda Section 9

## County Leagues

- Issue full county league schedules and provide instruction to members for access to and use of the League Masters recording system – **Action Chris**

**Chris has done a lot of work on this and is making good progress – he is addressing questions from the league teams as they arise – no need to continue this as a specific action**

## Management Accounts

- Dalton did not pay its IMS last season – Chris will be contacting the club for payment – **Action Chris - complete**

- Bill Armstrong of Brampton Club has advised Tom that the club will be withdrawing from ES & CSR membership this season for financial reasons. We are very sorry to hear this – there will be more information when Bill sends a formal letter giving more detail – **Action Tom - ongoing**

- Cokermonth Club situation is in the air at present – it did not pay last season`s IMS either. The club has been taken over and is in process of major reconstruction – there is only one court now. The club will be

contacted to determine its future relative to its situation with our organisation –  
**Tom/Chris - Ongoing**

There is more detailed information on these in the main agenda – refer to Section 3.

## **Charity Commission**

We have been advised the Annual Returns to the commission are due – **Action Chris & Guy - complete**

## **Regional Forum Grants**

A NWRP meeting is being planned for November and Tom will be advising the Chairman that until we do come up with some meaningful initiatives we will not be asking for any further grants at present – we think that this is a fair approach – **Action Tom - complete**

Refer to the main agenda Section 8

## **ES Request for CA Accounts information**

The Management Accounts prepared for the AGM will be sent – **Action Chris - complete**

## **ES Enhanced County Rebate**

Richard Hantcliffe of ES advises us that now we have achieved the following we are “one step away” from qualifying for the enhanced rebate – we:

- are using League Master,
- requiring league players to be members of ES,
- have a nominated a Safeguarding Officer,
- have safeguarding policies on the website and are working to meet their requirements
- require teams in the leagues to be affiliated to ES as well as CSR

We will be following up to achieve that – **Action Chris – work still in progress**

## **Safeguarding Training**

We need a Training Matrix – Guy thought we had developed one when we developed the policies but can find no reference to it – Tom will check his records – **Action Tom - complete**

The only matrix found on file is an ES matrix – this sent to Guy. It appears we did not prepare a CSR matrix.

Refer to main agenda Section 4

## **Inter County Team Entry Status**

### **Under 19 Boys**

No information on this. Thomas & Zac are working on it in liaison with Ian – Tom needs to meet up with him so will get the information then – **Action Tom – complete**

Unfortunately due to a communication problem within committee no team was entered. Resulting in no junior teams at all in the IC competition.

### **Seniors – Men & Women**

Now that we have the details of the competitions and the entry process we can enter teams – **Action Damien – complete**

### **Masters – Men`s Teams**

We are entering Over 55 & Over 65 teams

Now that we have details of the competitions and the entry process we can enter teams – team players will do this – Chris will make contact - **Action Chris - complete**

### **Masters County Closed Championships**

Chris now believes he has sufficient potential player information to try to hold county closed events. His proposal for a cautious start at Over 45 & Over 55 levels, rather than the full range of age groups, was supported by the Exec. Details are: Venue – Penrith Squash Club Dates: 8 & 9 February 2020

**To be organised - Action Chris - action withdrawn** because Chris has made some major changes for review by the committee - Refer to main agenda Section 6

### **E-2-19/20-3 MANAGEMENT ACCOUNTS**

#### **3.1 Formal Audit of the 2018/2019 Management Accounts**

Chris plans to get this organised within the **next week or so** – continuation of action in Section 2.2 above

#### **3.2 Status of Management Accounts to date**

Only Kendal Club has paid the IMS to date – other clubs are expected to submit soon

With the exception of Windscale club all the other clubs active in the county league have paid the team fees.

At this stage there are no serious financial concerns – just some disappointments as detailed in Section 3.3

#### **3.3 Status of Cockermonth, Dalton, Brampton Clubs**

##### **3.3.1 Cockermonth Club**

Tom has feedback from a club member and Chris has contacted the club management directly - from both sources the information is that the club situation has not changed – it will not be subscribing as a CSR/ES member this season and will not be involved in CSR activities. It is still not known what the new owners intention is relative to running a squash club when refurbish is completed. We will continue to keep an eye on the situation – continuation of open action in Section 2.

##### **3.3.2 Brampton Club**

Tom has sent a note to club management reminding that the promised formal letter of its withdrawal from CSR membership is still outstanding – he will follow up as per the open action in Section 2. There will of course be no IMS from the club this season.

##### **3.3.3 Dalton Club**

Chris has discussed non-payment of last season`s IMS with Club management and payment has been5 promised – **Action Chris**

The club has not entered the County League this season so there will be no County League Team fees to pay. With this situation, management also feels that there is no benefit for the club to be a member of CSR this season so it has withdrawn its memberships, so no IMS payment either. It hopes to field a league team in 2020/2021 season so will resubscribe to ES/CSR then.

## **E-2-19/20-4 GDPR & SAFEGUARDING**

This is now a standing agenda item so will always be on the agenda at meetings

No information at this meeting with Guy & Jeff unable to attend

## **E-2-19/20-5 PROBLEMS AT OTHER CLUBS**

In addition to Cockermouth, Dalton and Brampton – Section 3. The following clubs also have problems:

### **5.1 Workington Junior Squash Club**

Recent information from the club states that as the result of a decline in numbers attending the weekly coaching sessions with Gavin - and resulting loss in player contributions - there will be no finances to support the club by the 16 March 2020 and the club will regretfully have to close. If player numbers attending the sessions increase in future then the club may last longer but there is no guarantee of this.

Members were very sorry to hear this and had some discussion on it. The club has had financial problems in recent seasons and the county helped to resolve them by organising a one-off external grant support for it, outside our management accounts process (documented in detail in Exec meeting minutes). We were led to believe at the end of last season with that support and with some internal financial changes in the club that its problems would be resolved - obviously not. We have no answer to this at present and it looks like a situation that only the club can resolve but we don`t want to lose another club so we will give it further discussion at the next meeting to see if we can come up with ideas that may help.

### **5.2 Whitehaven Squash Club**

Ian advised that because of court floor flooding all play has stopped until repairs are carried out – county league matches have moved to Windscale Club until then. Ian and the Exec members thank Windscale for its much appreciated support in this way.

In June, Ian advised that GLL who run Whitehaven Sports Centre on behalf of Copeland Council told the club management that there had been a recommendation to get rid of some or all of the squash courts. Objections were made against this but it appears to be of no avail. Ian advised at this meeting that the situation is serious and there is every expectation that the courts will be closed

These are very concerning happenings

## **E-2-19/20-6 COMPETITIONS**

### **6.1 Men`s & Women`s Senior County Closed Championships**

To be held at Carlisle Squash Club 26 & 27 January 2020

Posters & Entry Forms to be issued within a week or so.

### **6.2 Men`s & Women`s Masters County Closed Championships**

The original intention to get the competition established was to limit it to Over 45 and Over 55 age groups, as reported in the 1st meeting minutes. Chris has had a rethink and suggests we add more age groups to cover Over 45, 50, 55, 60, & 65- this is something we intended to do a few seasons ago when thought of re-introducing the championships. This idea was fully supported by the members.

Chris presented his proposed entry form and poster – a few changes are needed – **Action Chris to organise and manage the event**

### **E-2-19/20-7 THE HAZEL AWARD**

This is the time we begin to prepare for the HA process – Tom normally issues the information to clubs early January so he will be doing that and doing other preparation jobs – inviting Hazel's son, organising replica trays, getting the main award from Jonny etc. **Action Tom**

The award will be presented at the League Cup Finals event at Windscale Club on Sat 21 March 2020

### **E-2-19/20-8 NWRP MEETING**

The meeting was held at Preston Grasshoppers Rugby Club, 18 November 2019 – minutes have been received and are available on request to Tom. They give the full picture

A wide-ranging discussion took place around the proposed bid from the forum for £12000 funding from ES this season to support the work of the four counties.

The prime requirement from ES for regions to justify the money is for the counties to use the ES App on-line recording system for player participation; in squash coaching – for men, women, boys & girls and similarly for racketball activities. Each county rep gave a report on what their county was doing and how last season's £3000 grant was being spent and what plans were for 2020 – all were accepted and on the basis of that information Chairman (Jim Foggitt) is currently preparing NWRP bid for the £12000. Nothing is guaranteed yet.

We are not fully involved in using the App because of the other problems we are trying to resolve – this is a situation supported by the forum – but our approach to spend last season's grant by financing Gavin to achieve Level 3 coaching qualification and to provide his service free of charge to clubs that have developed new links to schools was fully accepted. The schools aspect does in fact meet one agreement made in the forum for this season – **All counties to identify ways to increase schools participation.** We discussed this generally but no practical strategy for its application was agreed – to be followed up.

At the last Exec meeting we agreed that because of our current problems with junior activities and not being fully involved in App use we would not accept any further grants until we had resolved them and had plans to get directly into their use.(Refer to section 2.2). Tom told the NWRP members of this and they unanimously refused to accept, he was told that the forum works as a team and **Cumbria would be given a quarter share of any grant given.** A lovely gesture that Tom thanked them for

Prior to the meeting, Tom thought a knowledge of what clubs were doing locally outside of the CSR remit would be useful to know. He checked with Wigton and Carlisle clubs and was very surprised and pleased at the massive level of support Carlisle was getting in weekly junior coaching sessions and the great support at both clubs re the introduction of local and inter club competition in racketball. NWRP members were also impressed (mentioned in the minutes) and Jim suggested that recording this great support via the ES App would make an excellent project for Cumbria this season to meet ES requirements. We are considering this alongside the Level 3 Gavin & club/schools initiatives mentioned above.

If this level of activity is revealed in two clubs we may find even more in the others so we must find out. The work on **Survey of Club Activities** detailed in Section 2.2 must be wide ranging. It is important the

county is made fully aware of club activities to allow the best possible picture of CSR to be considered in our development planning.

### **E-2-19/20-9 EXECUTIVE COMMITTEE OPERATION**

The approaches made to the two people recorded in Section 2.2 resulted in rejection of the offers to join us to manage junior activities - and so did the approach Tom made to another high potential person.

We are back to square one on this from a volunteer resources consideration and have no answers at present – work has to, and will continue to, be done, to get a solution.

The only junior activity we continued fairly successfully from 2018/2019 season was Academy Coaching. Reviewing the performance on this in the first half of the season shows that the earlier concerns we had on it last season have continued and there is very little player support for it with very poor attendance – so poor that it is not financially viable to continue with it until we have time to debate the situation and decide what needs to be done. The process has been temporarily stopped until that is achieved.

Various ideas of what we may do were discussed – but no progress was made – to continue

### **E-2-19/20-10 MARKING & REFEREEING INSTRUCTION**

Our attempts to get Ronnie Bell, who is a qualified M&R Instructor, as tutor were unsuccessful as he no longer provides that service.

Tom discussed this with Jim Foggitt & Andy the recent NWRP meeting. They were supportive in holding a workshop in the way advised by him and recommended the tutor should be Jos Garvey who is ES M&R Staff Tutor. He contacted Jos and she is keen to do the job. In her experience to have the best chance of getting good support she recommends a 3-hour session at a weekend - between 13.00h and 16.00h on a Saturday or Sunday – this also meets her availability.

Jos will charge us £80 + travel

To help get commitment from attendees it was agreed that we will request a nominal charge of £5 per person

Member agreed we should go ahead with this – to be held at Carlisle Squash Club on a weekend near to end of February 2020 – this again selected to meet Jos` availability- – **Action ongoing – Tom**

### **E-2-19/20-11 NEXT MEETING**

Early in the New Year – no decision yet – **Action Tom**