



**Minutes of 1st Executive Committee Meeting
2019/2020 Season
21 October 2019**

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

1.1 Attendance

Tom Armstrong
Chris Lilley
Guy Huxtable

Chairman and Secretary,
Treasurer,
Welfare Officer

New Members

Damien Whelan
Jeff Broadhurst – At the AGM Jeff confirmed that he wished to be a full member of the Executive Committee.

1.2 Apologies

Ian Lowrey

E-1-19/20-2 MINUTES OF THE 25 JULY 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

Ref 7.1.3 Masters (Age Group) County Closed Championships

Encourage help from outside the committee to support the work to run a survey of players to see who is interested in the re-introduction of masters events across the full men`s & women`s age groups – **Chris**

Action continued on this and to support the potential player information we already have, we now have information on Cumbria players that entered the recently held at National Masters Championships at Carlisle - 27 Cumbrians entered. Decisions have now been made on this - Ref information in section 9 main agenda

This specific action has been closed

Record a formal tribute for the deaths of Tony Norwood, of Carlisle Squash Club and Chris Pilling of the previous Keswick squash Club in the Chairman`s AGM report – **Action Tom**

This was done - **Action complete**

Ref E-7-18/19/4 ANNUAL GENERAL MEETING

4.3 AGM Notification to Clubs – **Action Guy**

This was sent in a way that met the timeline specified in the CIO Constitution – **Action complete**

4.4 Chairman`s & Treasurer`s Reports to Clubs – **Actions Tom & Chris**

Job done – the 14 day Constitution deadline was met – **Action complete**

Ref E-7-18/19-5 INTER COUNTY CHAMPIONSHIP TEAMS

5.2 Junior Boys & Girls

Under 19 Boys – to be organised and managed by Thomas Bragg & Zac Singleton – See main agenda item 6.1

Under 19 Girls and all other boys & girls age groups – we have no volunteers on or outside of the committee to date to organise and manage such teams. Clubs and parents of potential players will be sounded out to see if volunteer support is available somehow. Failure to get such will mean no team entries – **Action Guy**

After a good effort by Guy, in liaison with Gavin, he only ended up with one offer from a parent volunteering to be a manager for one team. But at the end of the day no teams were entered due to lack of player interest – some did show interest but insufficient to field even one team – **Action complete**

5.4 Entry of Teams

ES requires all team entries to be made on-line by team managers

We have had no reminders from ES about the timing of entries – closing date etc. ES to be contacted – **Action Tom .**

Information has now been recived for all IC teams – **Action complete**

Ref E-7-18/19-6 COUNTY CLOSED CHAMPIONSHIPS

6.1 Senior County Closed - Men & Women

To be held in January 2020

No one on committee to organise & Manage them – will be discussed with Ronnie Bell to see if someone from the Carlisle club can do the job – **Action Damien**

This was done and the championships will be held at Carlisle club in January 2020 – Victoria Bell and Damien will organise and manage them – **Action complete**

6.2 Junior County Closed Championships – Boys & Girls

To be held at Carlisle Club on 28 & 29 September 2019 – **Action Guy**

The event was held successfully on 29 September - player support was very poor with only 16 entries (including one girl) across the full range of boys & girls age groups - **Action complete**

Ref E-7-18/19-7 INSPIRE ROADSHOW

Discuss with Andy Breen or Jim Foggitt their request for us to hold on 21 & 22 September a Inspire Roadshow – to get full details of requirements before making a final decision on it – **Action Chris.**

This has not been done but as the proposed dates have passed the action no longer applies. We will wait for Jim/Andy approaching us again if they plan to have the event in Cumbria this season
– **Action closed**

Ref E-7-18/19-10 WORKINGTON JUNIOR SQUASH CLUB

Contact Peter Messenger to confirm that the clubs ES membership for 2018/2019 has been paid – **Action Tom**

Tom has contacted Peter and the ES membership subscription has been paid – he was told that the future of the club is in question at present because to date the attendance to the club weekly coaching sessions has been low. Peter hopes this will change soon and will contact Tom as the season progresses to update on the situation. Peter did not discuss with ES (Louise) what is expected of the club for 2019/2020 subs he is waiting to see how the club progresses. – **Action complete**

Ref E-7-18-19-12 MARKING & REFEREEING INSTRUCTION

Further investigate our intention to hold a M&R instruction/awareness workshop - **ActionTom**

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 – Action ongoing**

Some ideas to get this information from a local member of CSR and even getting a local qualified M&R to be tutor are also being followed up – **Damien** is helping Tom with this

Ref E-7-18/19-13 NEXT MEETING

Withn the uncertainty of what we need to do with respect to solving our junior activity problems it looks as though we will need another meeting before the AGM – to be considered – **Action Tom**

An additional meeting was not held – **Action complete**

E-1-19/20- 3 ANNUAL GENERAL MEETING

3.1 Review

The minutes were issued to clubs and posted on the website

The attendance was very poor with only six members attending – one Individual member and 5 people from 4 member clubs. 4

This was very disappointing and discouraging because the AGM agenda and the Chairman's Report issued to clubs before the meeting clearly requested attendance particularly to discuss our major concerns about the lack of volunteer support for the Executive Committee. This was done because a recent formal recruitment drive with clubs gave a very poor response and only resulted in two new members to the Exec and 2 support people operating outside the committee to run the Boys U19 County Team. This gives 6 people on the Exec directly which is totally unacceptable if clubs wish us to provide a comprehensive, effective and efficient management of our sport in the county and maintain our organisation's very well respected status as a county association in the ES country wide network.

Tom reminds us of his statement at the AGM:

The County Association was set up by and works for the member clubs and as such they have full responsibility for supporting it and providing the adequate number of volunteers needed for the Executive Committee if they wish to have an organisation to achieve that aim.

To support the concerns, for a comparison to where we are now, Tom presented an Exec members list for 2009/2010 from his records and that showed that the Exec had 11 members – one of whom managed the Junior Group that provided about 5 more members – giving 16 volunteers to do the work. That says it all doesn't it?

3.2 Status of Action

Ref Section 5.1 Treasurer's Report

Organise the formal audit of the 2018/2019 Management Accounts – **Action Chris**

Not done yet – **action outstanding**

Ref Section 6 CSR 50th 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 – **Action ongoing**

- Prepare a press write up for the event – for local newspaper reporting – and maybe in ES newsletter

- **Action Jonny**

Not done yet – **Action outstanding**

Ref Section 8 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**

Tom- contact made but – the person has declined – **Action closed**

Damien – no formal contact yet – **Action outstanding**

- Review our GDPR & CP/Safeguarding Policies and see what the Exec is required to do to ensure they are followed re all of our activities - **Action Jeff & Chris & Guy.** 5

After a meaningful debate at this meeting (21 Oct) it was agreed that these two very important legal requirements are very much integrated and should be considered together with discussion on them at each meeting. They will now be standing agenda items – **they have been removed from the action list.**

- Various Clubs/CSR surveys previously carried out to try develop our junior development plan and to resolve problems associated with it after its implementation 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**

Not started yet – **Action outstanding**

- Academy Coaching Sessions – prepare and issue a schedule of sessions for the rest of the season and keep a comprehensive record of attendees – numbers, names, clubs for each age group – **Action Ian**

A schedule has been prepared and issued and a special recording sheet has been developed – **Action complete**

- 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 – **Action ongoing**

E-1-19/20-4 FINANCIAL

4.1 Management Accounts

- The accounts presented for the AGM have had some minor loose ends tidied up and they are now ready for audit. Chris presented the modified version
- He also presented the 2019/2020 Accounts to date – little to discuss at present – Some League Team Fees have been paid – no IMS paid yet.
- Dalton did not pay its IMS last season – Chris will be contacting the club for payment – **Action Chris**
- 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.**
- Cockermouth 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 the new owners and our organisation – **Action Tom**

4.2 Charity Commission

We have been advised the the Annual Returns to the commission are due – **Action Guy**

4.3 Support for Gavin to Achieve Level 3 Coaching Qualification

Now that Gavin has been re-established as County Coach he asked if we would consider once again the offer we previously made to help to finance him to attend a Level 3 course – an offer he had to turn down for personal reasons. The answer was yes we would pay the £1200 fee for it as we still apply the requirement set up by David Henderson that the Exec agreed to – that is we will always provide our juniors with the highest possible standard of coach.

Gavin has agreed to meet specific requirements that we have placed on the grant to protect our investment.

Unfortunately when trying to enrol for this years course he finds that each new applicant must be a Level 2 Coach - which he is - but also must have attended England Squash Talent Development (Lvl3) Prerequisite Workshop – which he has not done and which was unknown to us.

For this reason Gavin has missed the Level 3 Course for this year and will have to wait for next years course – meanwhile he must organise attendance to the pre-requisit workshop to be ready for it. That costs £50 which we will pay

4.4 Regional Forum Grants

The £3000 we received from the NWRF has not been spent - we intended to use some of it to pay for Gavin`s Level 3 Course (£1200) but that has been postponed and will not take place this season. We have also agreed to spend £300 to support Windscale Club initiative to fund Gavin to coach pupils of an additional school local to the club to introduce them to squash, over a 6-week period. That will be going ahead this season.

NWRF is hoping for another round of funding from ES which may result in £1200 being allocated to it for use in the four counties. But, ES wishes to know how last season`s grant was used and the benefits achieved by it and the forum wishes to know what each county`s plans are for the current season.

This extract from a note sent to CA`s by Linda Taylor, ES Head of Statagic Partnerships, spells it out:

“In order to be eligible for the next round of funding you must be able to demonstrate where you have spent last years allocation and that you have achieved the targets you agreed with us. Targets will be measured by figures recorded on the England Squash app, which is the Sport England approved method of recording participation outcomes.”

As we are all aware we received our £3000 on a special needs concession basis - not for the initiatives stated above - to use the money to try and resolve our junior activity and development problems. For reasons above we have spent very little and this leaves us with a dilemma – as a result of lack of volunteers to try to do the work required to address our major problem areas we have no firm activities on which to spend the money – we don`t want to spend it for the sake of it and have decided to hold on to it until we can support Gavins course and leave other expenditure until we have increased our volunteers and come up with some more meaningful initiatives for development. This means the idea we had to offer the same coaching support we are giving to Windscale to other clubs has been abandoned.

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

4.5 ES Request for CA Accounts information

Louise Perry, ES Director of Finance and Operations – sent the following note to all CAs:

“The Board have requested that we conduct a review of the financial health of all the county associations to gain an understanding of how each county is performing, how financially stable they are and help identify areas of potential improvement for the sport as a whole. We would, therefore be grateful if you could send us a copy of your latest accounts for review.

We would like to reassure you that this information will be treated confidentially and is not going to prohibit your access to future funding and we will not be requesting funds to be returned. This review is just to allow us to report to board in an open and transparent way on how the county associations are performing.”

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

4.6 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**

E-1-19/20-5 SAFEGUARDING TRAINING

Mark Williams, ES Director of Sport, advises of a changes to the ES policy on safeguarding qualifications, namely the introduction of mandatory face to face training for all coaches and other requirements.

As a step forward to meeting the requirements we must know who this applies to and who we are responsible for, which could be:

- Just the County Coach
- Anyone who delivers county coaching
- Team managers
- County Officials who organise events involving young people or vulnerable adults
- Etc

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**

E-1-19/20-6 INTER COUNTY TEAM ENTRY STATUS

6.1 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**

No other junior teams have ben entered as detailed earlier

6.2 Seniors – Men & Women

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

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**

E-1-19/20-7 TAKING STOCK – with the situation on where we are with the volunteers we have

As can be seen from these minutes we are managing to progress many activities and some very well (but only because our members are prepared to do several jobs) but we are making no progress at all on our major problems associated with junior development and participation. Also, we are restricted in extending the scope of our organisation to re-introduce senior, and master events to increase participation for adults – and to progress technical development – all of which are current expectations of us from ES & NWRP. This situation is caused by lack of volunteer support from clubs.

We still have one person to contact who we think may help us. If we are successful that will be a good start but we will still need some more new people to help him.

The answer is directly with clubs that have full responsibility for providing adequate volunteers - as is already mentioned in Section 3.1. If we don't get more volunteers the problems already experienced again this season will only get worse. They are:

- Only 16 entries in the Junior County Closed Championship across the total of 10 boy`s and girl`s age group categories
 - Insufficient support from players across the 8 boy`s and girl`s age Inter Ccounty age-group categories that we enter, to field any junior county team. We may only have the boys U19 Inter County Team but don't know yet
 - Even if we had full support from the players, we have no volunteers to organise, manage and mentor the teams – so we would still be unable to enter them
 - Academy coaching support continues to be very poor
 - Because of the few volunteers we have, who are all very busy anyway, we don't have time or resources to meet, debate and analyse the problems, identify the reasons why and determine solutions for them.
- ES has many development initiatives that may help but for the same reasons we can't even consider them.

As we have said many times we all agree that ideally we would like to reform the junior sub committee with responsibility for the combined junior activities. – with one person in charge and overseeing all the work involved and supported by 3 or 4 willing people equally dedicated and focussed on our juniors. That person to work in close liaison with the Executive committee – in fact be a member of it.

If we mention David Henderson (and his team) everyone will agree that he is the template.

Many ideas were presented and debated but nothing concrete was decided – we wait for the response from the person still not contacted and hope we get a successful outcome. If not, back to the drawing board.

Clubs we need action from you

E-1-19/20-8 WORLD SQUASH DAY

ES gave details of WSD and we advertised the initiative to clubs and asked them to support it – we had nothing planned as an Executive but hoped that clubs would have their own local events. We asked clubs to advise us if this was the case so that we could feed back the information to ES as it requested. We got no positive responses and advised ES that there would be very little support in the county. That was incorrect because it appears that some clubs did hold events – in the meeting we were told of about 3 clubs that did

very successfully and there may be others. This is good news but we can't give specific details because we can only report about what we are advised of.

E-1-19/20-9 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

Action Chris

E-1-19/20-10 NEXT MEETING

To be organised later – **Action Tom.**