



CUMBRIA SQUASH & RACKETBALL

2013/2014 SEASON - ANNUAL GENERAL MEETING

Penrith Rugby Club, Wednesday, 17 September 2014, 7-30pm

Minutes

Present:

Name	Club
Bill Armstrong	Brampton
Paul Bell	Carlisle
Ronnie Bell	Carlisle
Tom Armstrong (Chair)	Individual member
David Henderson	Individual member
Douglas Thomson	Individual member
Penny Hitchin	Kendal
Shayne Holliday	Kendal
Chris Lilley	Penrith
Richard Utting	Penrith
Graham Silburn	Penrith
Daniel Cronin	Whitehaven
Ian Lowrey	Whitehaven
Guy Huxtable (minutes)	Wigton
John Honeyman	Wigton
Ian Richardson	Windscale

Attendance met the 10 member quorum level

Apologies: Jonny Irving (Wigton), Owen Barratt (Whitehaven), Daymon Johnstone (Workington), Neil Cunningham (Dalton), Alystair Miller (Wigton), Roger Smith (Carlisle)

For interest, this is the best AGM attendance in recent years

	Members	Clubs
2007	12	4
2008	13	5
2009	13	6
2010	13	5

2011	14	6
2012	10	7
2013	10	6
2014	16	8

1. The minutes of last year's AGM were presented and accepted as a truly record of the meeting
2. Tom Armstrong presented the chair's report, and Chris Lilley the treasurer's report (below) to the meeting. Both were thanked for their reports. Refer to Appendices 1 & 2
3. The status of actions from last season's AGM were reviewed

Update CSR Constitution to incorporate the change of date for completion of accounts from 30 May to 30 June each years – **Tom**

Action complete

Apply the new date for completion of accounts to 2013/2014 finances - **Chris**

Action complete

Set up a new process for communicating with clubs – **Guy & Jonny**

Action complete

Consider ways of increasing attendance at the AGM – **Executive Committee**

Some discussion but no decisions made – we have even questioned the need to have such a meeting in the current format and at the current frequency – maybe a major change is required – obviously a lot more work is required on this – **action ongoing**

4. The following resolutions were agreed unanimously, with no abstentions: Refer to the note below (Appendix 3) detailing the background to them and actions recommended by the Executive Committee.

Resolution 1: That we delete current Rule 13 of the Constitution and substitute with immediate effect the following rule:

“Cumbria Squash and Racketball may distribute its assets by way of a scheme of reconstruction to an incorporated organisation with similar objects to Cumbria Squash and Racketball and then dissolve.”

Resolution 2: That the Executive Committee should identify the best legal structure for the new incorporated organisation

Resolution 3: That Cumbria Squash and Racketball transfer its assets and undertaking to the new organisation as soon as practicable

5. The executive committee from last year was re-elected. The committee will be:

Tom Armstrong
Chris Lilley
Guy Huxtable
David Henderson

Paul Bell
Jonny Irving

Roles and responsibilities are set out in the diagram below and have not changed since last season

Roles and responsibilities will be confirmed at the first Executive Committee meeting of the new season and the diagram will be updated if required and posted on the website – **Action Tom**

Chris reminded the members that membership of the committee is not closed and if after the meeting someone has a change of his/her mind or knows someone who has an interest in committee work they should please contact Tom. This also applies to the Junior Committee when David should be contacted

Good evening and welcome everyone. In this report I want to give you my feelings about our performance during the season and how I perceive our future. It is based upon the End of Season Report on the Activity & Development Plan and other activities reported in the Executive Committee minutes. These have been posted on the website during the season. I don't intend to go into any great detail because comprehensive information on what I am saying is given in those publications

Looking at DEVELOPMENT first

I am very pleased that we have our two major development initiatives up and running – both in liaison with ESR that has given financial support to them. They are the Racketball Development Project and the Junior Grassroots Development Fund (GDF) Project. Both are targeted to increase the number of people playing our sports in clubs (adults and juniors) and in the case of the GDF to increase the number of clubs with junior sections.

Both are major long term projects so it will take some time to see the benefits – we have great hopes for them.

As well as meeting our local requirements they also met a major development initiative of ESR which is to increase player participation across the country. A recent major setback for ESR makes the success of our work even more important. ESR was informed recently by Sport England that participation targets agreed between them unfortunately have not been met and as a result SE funding to ESR is to be reduced. This is bad news because that will inevitably reduce financial support ESR gives to county associations.

We have no details yet but ESR has taken it very seriously – prior to this meeting Angela Cwaczko our Regional Manager informed me that funding has already been cut back and as a result, to cut costs, the organisation has started a major reorganisation – this includes a change of CEO. A new CEO has recently been appointed – he is Keir Worth who used to be Head of Coaching and Performance who 10 months ago left the organisation to go to British Shooting – he has returned to the fold. Apparently everyone at ESR is waiting with trepidation to see what other changes are to be made. Hopefully we will not lose Angela – some redundancies have already been made. She will be keeping me up to date with progress.

One unexpected but very exciting project that will help the overall participation problem was introduced to us during the season.

Brian Taylor, Director of Community Sport and Netherhall (Maryport) Community Sports Centre contacted me during the season about his plans to build a comprehensive squash club complex on the centre grounds to be operated as an integral component of the centre activities. He asked me if we and ESR would support such an initiative which of course we are. As part of that support Angela and ESR Facilities Development Manager have already been to the centre to meet with Brian and his partners in the project – they were suitably impressed.

It is early days yet but if the project goes ahead successfully it will have a major impact on player participation as potential player base is massive as shown below. This is an extract from a note Brian sent to me

1. **16** Primary schools utilizing our facilities on a regular basis.
2. **620** Netherhall pupils who utilize facilities on a daily basis.
3. **560** Members enrolled on the community membership programme and utilizing facilities on a daily basis.
4. **700** primary age children enrolled on our learn to swim programme
5. **48** Community clubs representing a diverse range of sports utilize our facilities on a regular basis (Badminton Club, Boxing Club, Tennis Club etc)
6. A variety of community exercise classes attracting approximately 400 people each week.

All of the above are potential players and would be encouraged to play squash/racketball. In addition, squash/racketball would be made part of the school's sports calendar for the 620 pupils.

Another exciting and successful development project was finalised during the season – that is related to the implementation of a new website. Also, alongside that and integrated with it is the development of a new communication process between county and clubs and vice versa

These have already been proved to be very effective in helping to communicate and manage our operations and as people get more experienced with them and used to using them they will become even more useful.

The development side is all good but we have also had **AREAS OF CONCERN WITH OUR DAY TO DAY ACTIVITIES** that may indicate that we are still on a downward trend, so let me now have a few comments about that

No Women`s County League – we saw this coming – attempts to replace it with another type of competition unsuccessful – we have not given up – Chris has already started to see what the possibilities are for a replacement competition next season

No one interested in **M&R Workshops** – had to cancel two, one for County League players and one for Junior County Squad players. I hope that this is a one-off situation because we were successful with them in recent seasons. We must not ignore this very important technical aspect of our operation – we do well with coach development and actual coaching and this is equally important

Struggled to get even 8 entries each for men`s **Over 45 & 55 County Closed Championships** but held them - but had to cancel the men`s **Over 35, 40, 50, 50, 60, 70** events when we only had about 8 entries total for them all. This was a major surprise and disappointment because from feedback from last season`s events we expected these to be great successes. What a waste of time for Ronnie and me. What went wrong? We need to find out - the general feeling of the committee is we should try again.

Cumbria Junior Squash has worked very well as usual with some outstanding achievements that I will mention later but David has had some financial problems. He has had great difficulty working within the constraints of the Executive Committee budget to the group – his words “most formidable of challenges”. This was mainly as a result of the high, unexpected expenditures associated with the excellent performances of our junior inter county teams, when as a result they had additional competitions to enter that were not budgeted for. (This also applied to the Men`s Over 60 IC team that had similar excellent performance)

We don`t want to inhibit such performances in future seasons and have to find out ways to increase our income – a comprehensive financial review is already underway.

I have concerns in the junior operation re two important activities:

- **Regular County Squad coaching sessions** were held as planned but take up was lower than anticipated and hoped for. We provide an excellent coaching service and expect our players to support it if they wish to continue as members of our elite county squad. Regular coaching is essential to maintain and improve player performance
- **Development Squad coaching** was not carried out - this is disappointing because coaching players in our feeder squads is equally important as the county squad coaching. Also coaches` fees for this are paid for by ESR and we have not taken advantage of that financial support.

Both of these are important income sources for us so it is important we maintain them and they are fully supported

David supports these concerns and will be working on them

You will see in the ADP that we had an initiative re **Data Protection Requirements** – we stopped work on that as it will be an integral part of Item 5 on the agenda.

OTHER INFORMATION

RESOLUTION ON INCORPORATION (Ref Agenda Item 5) I am pleased to see excellent support for the meeting because this is a very high priority initiative for our organisation and we need to vote on it tonight - a good attendance is essential for that – thank you for your support.

THANKS TO SPONSORS

I can`t report at the AGM without mentioning our sponsors that give us financial and other support

- **Thomas Graham & Son`s Ltd (Roger Smith – Managing Director)**

We have just completed the 7th season of a 10 season agreement with Roger where he provides us with £1000 per season financial support for Cumbria Junior Squash. In addition, he also generously finances the purchase of squash shirts for all of our

county players – senior and junior. We have just completed the 2nd season of a 5 season agreement with him. We are currently working with him to redesign the shirts to promote TG&SL and CSR in a more effective way

Roger – we can't thank you enough for such generous support that is very much appreciated

- **Dunlop**

As part of the ESR/Dunlop County Support Programme which has been in operation for many years Dunlop continues to provide squash balls for home inter county championship events (junior & senior) and prizes for the Junior County Closed Championships to the value of £900. – these are in the form of 6 Biomimetic Pro GT squash rackets worth £720 and 6 Dunlop backpacks worth £180. As usual we raffled them amongst the juniors entering the championships. Our thanks to Dunlop for this generous support

BEREAVEMENTS

Sometimes at AGM I have the sad duty of reporting the deaths of squash colleagues and this is unfortunately one of those occasions – we seem to have had a lot of them in recent years.

I am sorry to report that Keith Popham (Carlisle Club) and Derek (Pym) Sharpe (Kendal Club) died this year. Both were founder members of their clubs and were major contributors to their development and the development of our organisation. They were both well known characters who will be greatly missed.

At the time of their deaths I contacted their families and reported to the membership.

For the record, on behalf of our organisation, I reiterate our deepest sympathies to the friends, families and squash colleagues of Keith & Pym.

CONGRATULATIONS

Each season I am pleased to acknowledge and congratulate special achievers

- John Honeyman – The Hazel Award
- John Kemp – Men's County League Player of the Year
- Rhianne O'Neil – Matthew Allison Award
- Donald Cape – Cumbria Club Coach of the Year
- Paul Bell – Cumbria Coach of the Year
- David (Digger) Gray - for his selection to play for England in the Over 50 team – this is his first England Cap
- Ronnie Bell - for once again being selected to play for England Over 60 team, as captain. He was also selected for the team last season and has represented England in previous seasons – twice for the Over 55 team and twice for the Over 50 team
- The Men's Over 60 Inter County Team for winning the ESR Inter County National Final
- The Junior Boys U15 Inter County Team for winning the ESR Trophy Final
- The Junior Girls U15 Inter County Team for reaching the ESR Trophy Final and achieving runner-up position.
- The Junior Girls U13 Inter County Team for winning the ESR Inter County National Final
(David advises that this is the 4th season in a row where one of our junior teams has contested a Trophy Final)
- All winners of our County Closed Championships, County Leagues and League Cup competitions

Well done and congratulations to them all

THANKS FOR SUPPORT

A can't end my report without thanking the clubs and people who have supported us during the season

- Everyone who has entered our competitions and attended other activities
- Clubs and individuals that have supported us in any way – including giving their facilities free of charge – this applies to all clubs
- Stephen – Hazel Tait's son for presenting The Hazel Award. Also to Ray Tait and his wife Carolyn for coming along to support the award ceremony. Until the last two seasons when Stephen took over Ray has presented the award every year since it was introduced. The family is very pleased and proud to continue support in the future
- Angela Cwaczko – ESR NW Region Manager – for her comprehensive, generous and continued support for our organisation.
- Bridget for continuing to maintain the website in a very effective way and generally support Guy & Jonny in its development
- John Graham, Accountant for Penrith Rugby Club, for auditing our accounts
- Vince Todhunter for continuing to help to run the men's & Women's Senior County Closed Championships – keeping the promise to do so when he retired from the Executive Committee a few years ago
- Last but not least my colleagues on the Executive and Junior Committees for their good work and dedicated services to our organisation and in providing it for giving up many hours of their valuable time. As usual it has been a pleasure working with you.

WHAT DOES THE FUTURE HOLD?

First of all my vision for the future of our organisation and my feelings about the impact on it of not reversing the decline we have experienced in recent years – as I reported at the last AGM - have not changed. I will never change the goal posts as that inhibits expectation and we must keep on trying.

I feel good about what we are trying to do, particularly with the way we have introduced and are managing our major development initiatives and only hope that they are successful. I hope also that the Netherhall project is successful – if Brian Taylor succeeds it will be a major boost to us. I wish him well – we and ESR will help where we can.

We have experienced further areas of concern and disappointment this season but I think that the general feeling of the Exec & Junior Committees is that we should keep on trying, certainly with some of them, to try and reverse the situation or at least minimise its effect until things automatically change as a result of successful development work or changes of circumstance (e.g. players moving out of the Junior ranks and looking for competition). One indication that this process may be working already is that we are entering a team into the Women's Inter County Championship next season - something we have not been able to do for many years.

We will be reviewing all of this season's experiences as we develop next season's Activity and Development Plan

We are certainly a County that "punches well above its weight" in the ESR network as can be seen from the great achievements I reported earlier. Surely these should enthuse our members to get more involved in our activities and competitions

What I hope will also help to do that is the TV squash coverage in the Commonwealth Games. I thought the whole presentation and the quality of play was fantastic. It could also be the best "Recruiting Sergeant" we could wish for to encourage new people to join our clubs – no reports of that happening yet but let us hope so.

Thank you for your attention. Best wishes for a good 2014/2015 season.

Tom Armstrong

CUMBRIA SQUASH & RACKETBALL ORGANISATIONAL STRUCTURE 2013/2014 SEASON



Cumbria Squash & Racketball
Accounts Year Ending 30th June 2014

APPENDIX 2

Treasurer's Report

1. Income down £720 on last year - £6,301 vs £7,021.
 - £240 down on loss of Ladies Team fees
 - Club affiliation fees down £403
 - Senior County Competitions up £230
 - ESR rebate up £66
 - Junior overall income down £408
2. Expenditure significantly up at £8,329 (£6,219) but very similar to two years ago.
 - Senior Inter County expenses due to the success in the O60's team winning the National Finals
 - Junior expenses up by over £2,000 due to long distance inter county competitions, and its associated expenses.
3. Operating loss of £2,228 compared to a profit last year of £802
4. Cash in Bank/Building Society stands at £6,744 down £469
5. Net assets, after taking into account creditors and debtors, are £5,201.



Chris Lilley

17th September 2014

CUMBRIA SQUASH & RACKETBALL

Income and Expenditure Account for the period ended 30th June 2014

<u>Trading Income</u>	<u>2013-14</u>	<u>2012-13</u>	<u>Change</u>
			<u>e</u>
Senior			
Team Fees	£960	£1,200	-£240
Club Affiliation Fees	£1,878	£2,281	-£403
County Competitions	£650	£420	£230
ESR Grants	£0	£0	£0
ESR Rebate	£796	£730	£66
Sundry	£35	£0	£35
	£4,319	£4,631	-£312
Junior			
Sponsorship	£1,000	£1,000	£0
County Squad Coaching	£552	£605	-£53
County Competitions	£430	£630	-£200
Dev Squad Coaching		£155	-£155
Inter Club Team Competition		£0	£0
	£1,982	£2,390	-£408
Overall Income	£6,301	£7,021	-£720
 <u>Expenditure</u>			
Senior			
Inter County Competitions	£1,309	£1,017	-£292
County Competitions	£707	£214	-£493
Committee Expenses	£211	£312	£101
County Leagues	£457	£495	£38
Website	£330	£209	-£121
Sundry	£0	£8	£8
	£3,013	£2,254	-£759
Junior			
Northern Cup	£0	£0	£0
Inter County Competitions	£3,188	£1,535	-£1,653
County Squad Coaching	£1,200	£840	-£360
Mentoring IC Teams	£800	£620	-£180
County Competitions	£128	£240	£112
Sundry	£0	£0	£0
Inter Club Team Competition	£0	£0	£0
	£5,316	£3,236	-£2,080

New Website	£0	£729	£729
Overall Expenditure	£8,329	£6,219	-£2,110
	-		
Operating Surplus/Deficit	£2,028	£802	-£2,830
Cash in Bank	£4,016	£4,485	
Building Society	£2,728	£2,728	
Total Cash	£6,744	£7,213	-£469
Creditors	£150	£0	
Debtors	£1,693	£281	
Net Assets	£5,201	£6,932	-£1,731

Resolution 1: That we delete current Rule 13 of the Constitution and substitute with immediate effect the following rule:

“Cumbria Squash and Racketball may distribute its assets by way of a scheme of reconstruction to an incorporated organisation with similar objects to Cumbria Squash and Racketball and then dissolve.”

Resolution 2: That the Executive Committee should identify the best legal structure for the new incorporated organisation

Resolution 3: That Cumbria Squash and Racketball transfer its assets and undertaking to the new organisation as soon as practicable

Background

In the summer of 2014 the Executive Committee received information from England Squash and Racketball (ESR) about an insurance policy that county associations were being encouraged to sign up to. This policy insured county associations against a range of potential costs ranging from child abuse to injury of players in county events. In order to sign up to the policy, the County Association had to have a range of processes and practices in place – essentially following good practice on issues such as risk assessments, coaching contracts and so on. We do not have all of these policies in place, and this absence means that we cannot buy the insurance policy and does place the organisation at some risk.

Cumbria Squash and Racketball is an unincorporated organisation. It does not have a ‘legal identity’. Unlike, say, a limited company or an individual person, the organisation cannot own assets, or enter into contracts, or get sued. Instead, individuals (such as members of the committee) enter into contracts on behalf of the organisation. This means that, if, for any reason, we were sued and either the damages or even the costs involved in fighting the case were greater than the assets of Cumbria Squash, then liability might rest either with committee members as individuals, or with members of Cumbria Squash (the clubs and individual members) or possibly with both¹. Even if an insurance policy were in place, there is a risk. If the insurance policy did not cover the liability (for instance if the liability resulted from trading activity), or CSR were somehow in breach of the policy (for example we had failed to adequately follow our own procedures), then the policy may not pay out and the county association (and by extension, the committee and other members) might be liable for debts. This places the committee, and the wider membership of Cumbria Squash, at risk.

Incorporated organisations (such as limited companies, or Industrial and Provident Societies, or Charitable Incorporated Organisations) are able to limit the liability of committee members and members of the organisation. They have their own ‘legal identity’, so they are able to enter into contracts/get sued/own assets in their own right. If they run out of money for any reason (for instance they are successfully sued for more than the value of their assets), then their directors/members/trustees are (mostly²) protected from personal liability.

Recommended actions

The committee believe that we need to take action to reduce risks to both the organisation as a whole and to individual members. We will make improvements to our policies and procedures. This will be a major part of our activity between now and Christmas. This will in turn allow us to buy insurance from ESR’s recommended insurer, which we will do as soon as the improved processes are in place, and we will budget for this in our budget for 2014/15. However, we also believe that we need to change the structure of the organisation to ensure that we limit potential liabilities to committee members, individual members and clubs. This involves:

¹ The guidance we have read is unclear on exactly who might be liable.

² There are some exceptions to this – mostly around negligence and fraud

1. Changing that part of the constitution which relates to the assets of CSR in the event of wind up. At present, if we wind up CSR the assets are distributed to the clubs in proportion to how much they have paid in. We want to be able to transfer the assets to a new organisation so that we can continue CSR's activities.
2. Dissolving the current unincorporated organisation. This requires the agreement of the Annual General Meeting, or an Extraordinary General Meeting.
3. Identifying the best legal structure for a new organisation. There are a range of options. All of them have advantages and disadvantages. We are currently researching this, trying to identify what other county associations do, getting advice from ESR and we are getting support to do this through Cumbria County Council. However, we will not have this work complete in time for the AGM.
4. Setting up the new organisation. Depending on what type of organisation, this could take between a few days and several months.
5. Transferring the assets to the new organisation. Again this requires the support of the membership at an AGM or EGM.

If we choose to do this, then we need to decide how. There are three options:

1. Make a decision at the AGM about which legal structure, and just get on with it.
2. Call an EGM to discuss this further once the research is complete.
3. Make a decision in principle at the AGM and delegate the details to the Executive Committee

We are recommending the third option. The Executive do not feel that we are in a position at the moment to make a recommendation about the most appropriate legal structure as our research is not complete. We think there is a significant risk that an EGM would not be quorate, and in any case, once the members have made a decision in principle then further decisions are ones of detail rather than fundamental choices. Selecting option three gives us the best chance to complete this work quickly and remove the risk from the organisation and from individuals. If we adopt the three resolutions at the top of this document, that will allow us to do this.

Guy Huxtable (on behalf of the Executive Committee) - 31st August 2014