

CAHC Committee Meeting

07/08/2023 @ 18:30

Location : Fox and hounds, Bancyfelin.

Attendees

Duncan Ecclestone, Ffion Evans, Charlotte Harries, Anna Heath, Lee Jones, Scarlett McKenzie - Jones, Ffion Dart (minute taker), Megan Henry, Steffan Walters, Kate Howell, Chris Heath.

Apologies

Kate Williams, Lisa Burgess-Williams, Lee Richardson, Ella Bailey, Tom Ferguson

Actions

1. Need to put information out sooner from committee meetings so everybody is aware of what is being discussed during meetings. Also give members the opportunity to voice opinions and ideas quicker. Dart to action
2. Move on from actions. Once an action has been completed in between meetings then they should be taken off the agenda. Completed actions will now be stored on file on google drive. Dart to action
3. DBS - will be an ongoing process with new coaches/ captains/ admins on Spond. E.g. Lisa, Lee J, Janet, Jamie Pitman, Dave Stevens, Anna Heath, Sophie Palmer and Catrin Soons to be put through next. Lisa and Lee to update in next meeting
4. Posters in Cricket Club - during the summer months, cricket club has many potential players that may not play sport in winter. Duncan to ask Nigel CC and Meg to create posters.
5. 100 club - Club has been waiting for a card and a gambling license. License will only last for 12 months so needs to be up and going when license is started. Ella may be busy with other arrangements this season so need someone else to take the lead. Useful if someone with access to the bank to take charge - proposed to Tom Ferguson as assistant treasurer to look into it.
6. Sponsorship for dugouts - Can get 24 sponsorship on 2 dugout covers. £100 each. Will cover the cost of the 3 covers and stickers on 2 of them. Hope to get mainly local businesses. Committee members to push players on possible sponsors. Charlotte to update.

7. Defib/first aid training - Charlotte checked with Keira the defibs and the batteries cost £300 each to replace. These last roughly 4-5 years. General first aid training- Duncan to contact St John's Ambulance regarding cost. Chris to speak to St Clears rugby club regarding their training in August.
8. Records for DBS + First aiders - Need some sort of record of current DBS certified members and trained first aiders. This needs to be accessible to teams on game days/training/tournaments in case of an emergency. Want potentially 3 per team to cover unavailability. Update from Kate W and Duncan.
9. Club kit - Communication to be put to all players regarding the cost and importance of kit going forward. 2 kit monitors per team, to monitor balls, bibs, tops, first aid kits. Need a tally sheet of what should be in the first aid kit and a log created for whatever goes in/out the kit. Await update on training to sort log sheet.
10. Website - Bryan Geatrick is stepping down from the club so Ffion Evans is taking over the running of the website. All documents to be put onto the google drive so Ffi has access to these quickly and can upload to the website. Lots of names, faces and email addresses are on the website so Steff to look at GDPR. Kate Williams to stop using her personal email address and to have a club one like everyone else.
11. Affiliation and membership- Anna Heath believes nobody has had an email from hockey wales however there is a link she is going to share onto the facebook group. Need a little poster or pamphlet to give to the parents regarding the new affiliation process. Meg to create these. Everybody has to be affiliated before the first game of the season to play. Idea of putting the hockey wales identification number on bank transfers for the remaining club membership to ensure they have affiliated correctly through hockey wales.
12. Need to find an L3 captain - could be a co-captaincy. Char and Dart to have a think.
13. Leaflet needing creating to give to children during school visits regarding open day on the 16th September. Meg to action.
14. Social Calendar to be drawn up by the social committee - look at when all 3 teams are home.

Treasurer's report

- Bank card - trying to switch from Barclays to HSBC - Kate Howell, Tom Ferguson, Charlotte Harries and Duncan Ecclestone to be signatures.
- Link up between membership + payments. Duncan voiced concerns of people not paying on a Saturday. Concerns aren't shared across all of the committee. Main worry was the juniors due to not seeing their parents. Potentially looking at a card reader to use. Tom Ferguson looking into it.

- Spod does have a payment feature which charges a small fee similar to Teamo. Is this better than not having a match fee at all?
- Kate W has a card reader - Charlotte is going to get from her and see if it works.
- To cover training fees and matches - could have YA's as 'security' on the door. Ensuring people have paid.

New Action Items

- Central list discussed - need contact details for all members, 1 for health and safety during play, other for membership.
 - Could use their hockey wales ID's as membership numbers.
 - Need emergency contact details for members but need to identify who will have access to them. Need to see what other clubs are doing and how do we proceed especially on a GDPR perspective
- Spod - will everything be on there? Payments? Members details? Ffi Evs and Char to check. They both said any admins will have access to everything so admins should be chosen very carefully.
 - Tom, Ffi Evs, Char, Luke and Lorna are in charge of SPOND so should cover all members in the club.
 - General consensus of SPOND from Char, Ffi Evs, Kate H and other junior parents is very positive.
- Google form has been sent to YA's - what they want to do throughout the season. Charlotte meeting with Kate on the 9/8/23 to plan for YA's year. Half the YA's have been on a coaching session run by ACTIF. Other half will be going on at the end of August.

Socials + Upcoming events

- 24hr match on 8/9th September. Venue hasn't been sorted - bit too short notice. Kate W to double check with Uni **UPDATE since meeting 11.08 - 24hr match canceled. Planning on doing it now at the end of the season with a definitive venue sorted.
- Open day 16th Sept
 - Coffee box has been asked to come down for the day for refreshments.
 - Storm hockey have been asked to come down however they are worried about coming down and not selling any kit. NCE, Fishguard and Pembs hockey club have been invited to a 7-a-side tournament in the afternoon to try and combat their worries.
 - Main focus is now on the open day, great potential for new members.
- School visits - Charlotte all organized with the schools.
 - Slight issue with school not having enough equipment but we are trying to source more from actif in Cardiff.
 - Coaches having a meeting on the 4th September to plan sessions.
 - Leaflet needed to give to the children regarding the open day.

Any Other Business

- New mini's section within the club for 4-7 year old's.
 - League is based in Cardiff/ Swansea so they have agreed to participate in this every other month. Inter club tournaments will be organized in between the league dates.
- Social Calendar?? Last year, social calendar was good to have early on so people can pre book the dates. There are a few fixtures this season where all 3 teams are hom - great potential for socials. Added to actions.
- HMY - New bike shop with cafe is opening (friend of Doug's). They are having an open day on the 19th August for local businesses and organizations to have a 'pitch' to promote ourselves. Committee decided it is too short notice for people to commit. Doug to go back to him and say we would like to do so in the future, just need a bit more notice.
- Teas - Duncan discussed the poor teas after men's games compared to other teams. HAS looked at local pub's to vie options
 - Fox and Hounds Bancyfelin - £5 each for sausage and chips/lasagne/chili
 - Tanerdy lodge - £5/ head for a buffet
 - Cwrw £2.50 each for sausage and chips etc
 - Needing to cover the cost across home and away team, it could be £55 per home game.
 - Lee picked up on U18's for Cwrw as it is more of a bar - Duncan going to check.
 - Carmarthen Athletic Rugby Club - Meg Henry going to check
 - Duncan also mentioned we would need to do a bit of fundraising to cover this.
 - Men's team is compulsory for teas - is this something the women want to do as well.
- Steff to revise GDPR and bring up to date
- Fffi Evs to ensure google drive is being updated and using documentation from there to put on the website.
- Need a SPOND guide from Char and Ffi Evs
 - Kate W wants to put code of conduct on SPOND - is this possible?
- Duncan wants the safeguarding to be updated - especially transportation of children.
- Constitution to be looked at at the next committee meeting.
- BYE BYE TEAMO!!!!!! BUT - who is deleting the members from there. Is there a way to do a bulk delete, Kate Williams to contact teamo to see if they can delete everything to do with CAHC off of TEAMO.

Next meeting

11th September 2023 @ Fox and Hounds Bancyfelin starting at 6:30

