

CAHC Committee Meeting

11/10/23 @ 6:30PM

Location : Corvus Inn, St Clears

Attendees

Kate Williams, Charlotte Harries, Megan Henry, Kate Howell, Duncan Ecclestone, Ffion Dart, Anna Heath, Chris Heath, Steffan Walters.

Apologies

Ffion Evans, Lee Richardson/ representative from social committee, Lisa Burgess-Williams (due to technical issues)

Actions

1. First aid - all passed. Need to try and get the Spond form working correctly + to have a part on there for parents to consent kids to receive first aid. **Ffi Evs to action.** The first aiders need to know where to access the accident form.
2. Need to look at getting another defib so all 3 senior teams on Saturday's will have one each. Need to have a sensible conversation every week as to who is going to take the defib with them. Could ask teams when confirming matches if they have a defib on site. **Kate Williams to action.**
3. Photos of first aiders, committee members, coaches and captains to be printed with names so people know who to contact. **Meg Henry to action. Kate Williams to send a list of first aiders to Meg. Everybody need to be directing people to the notice board to ensure it is being utilised.**
4. Club kit for players to purchase - last chance to get any kit before Christmas is 1st November. **Meg Henry to post on socials.**

Affiliation and Membership update

- SPORT 80 - list of members who were affiliated on SPORT 80 last year sent to Duncan and Dart - Heath needs those lists back to clear any off the list not participating any more. **Dart and Duncan to action**
- Still a few members who are only attending training but haven't affiliated with hockey wales.
- Heath has cross referenced Spond and Sport 80 to see who has affiliated and who hasn't.
- At least 13 members between the L3's and U14's who are on Spond but not Sport 80.
- Duncan is in the process of chasing the remaining men.
- List to be sent to Heath of U12's and mini's for her to cross reference. **Charlotte to action**

- Can players have a refund from hockey wales if they have paid their affiliation and signed up on Sport 80 if they can no longer play again. **Anna Heath to action**
- Need to pay for the club/umpires affiliation in bulk. **Kate Howell to action**
- List to be sent to Anna Heath of umpires and coaches for Sport 80. **Kate Williams to action**
- Captains need to run any selection passed Heath for the next couple of weeks just to make sure everybody is properly affiliated. **Dart to action for ladies + Duncan/Osian to action for men.**
- Need a new poster with the link to Spond and Sport 80 and to remind players to delete their Teamo profiles. **Meg Henry to action**
- List of people to be cross referenced of people who have paid their membership and who are on Sport 80. **Kate H ti action**
- Dart mentioned that on Teamo we used to be able to tick people off once they had paid their match fees. Unable to do that with Spond at the moment. Decided that Captains are to send a list of people who have said they have paid their match fees to Tom Ferguson so he can check against bank statements. **Captains and Tom Ferguson to action**
- Deadline for membership and to be on Spond will be the 27th October. If anybody has any issues they must speak to a committee member. Kate Howell will post a reminder on Facebook.

G.D.P.R Update - What are we doing with people's data + our passwords

- There are 2 documents on google drive in the procedures folder.
- 1st document - What is GDPR, What is it and why we need it.
- 2nd document - Where are the google drive documents? They are stored in America. The member sheet is password protected so shouldn't be too much of an issue.

Few questions and comments from Steff

- Giving the cricket club what names? We only give them Over 18's names. No under 18's and no D.O.B
- Who has access to the members data? Only committee members who have access to the google drive. Admins on Spond. Could be added to the spreadsheet that Anna Heath uses for the Sport 80 affiliation.
- Query came up regarding emergency contact details for members for training and games. Retrospectively collect the sign in details on SPOND from the sign up form - **Ffi Evs to action**
- Need to ask people to delete their own Teamo accounts as Teamo won't do a bulk delete. **Meg Henry to action**
- Consenting to pictures and videos. Should be on the registration form for SPOND.
- All captains and vice captains should have access to Spond. Meg Henry to have admin duties on Spond - **Ffi Evs to action**
- Passwords need to be changed every year or whenever somebody leaves. Need to make sure this is being monitored as it hasn't really been done in the past.

- No passwords to be stored on a spreadsheet.
- Everybody should now have access to a club email. They should be used to protect ourselves.
- Megan Henry is the only person who has access to social media.
- Emailing to other people - you should password protect anything with personal data. Should also delete the message/email after sending.
- Limit to only 2 pieces of information i.e Name + D.O.B to be conversed at any time.

Treasurer's report

- Bank card - can't be sorted out due to mandated. **Kate Howell** to sort those out for certain members to fill in.

Socials + Upcoming events

- Social Calendar is on socials now for when teams are all home. It has been put out early so everybody can try and keep the dates free. Need everybody to remind people of the importance of these events.
- Open day on 16th September -
 - Was really good. We now have more mini's than what we can cope with. Currently double the juniors but could still be better.
 - Mixed tournie was a great success. All teams/ clubs involved said they wanted us to host it again on a yearly basis.
 - Agreed that it was a very long and intense day having the open day and tournament on the same day so could look at having those on separate days.
 - Decided it should be organised by the end of this season in preparation for next season. The general committee to organise the event and social committee to then organise something for afterwards.
- Social on the 28th October. Halloween party.
- Teas
 - Meg has spoken to Royston at Carmarthen Athletic Rugby Club about the potential to go back there after games for teas.
 - She also has been given a list of their fixtures. They are very keen to have us back.
 - Doug has also spoken to a contact and prices would be between £2 and £2.50 for food.
- Need to give the cricket club a list of names + payment. **Duncan to action.**

Any Other Business

- LC - very little movement on the reduced fees as proposed by Duncan. Pitch is supposed to be getting fixed 12/13th October.
 - Letter to be sent to Hazel (our AM) to address the issue with the spotlight not being fixed and the gates not being opened on time.
- Need more kit - mini's are currently having numbers of 40 kids with only 10 balls. Need more sticks, balls and bibs.
- Welsh for Adults filming session. - Wanting to come on the 19th of December to film a short session. Need to know QTY of people, time, consent forms. We will do it as long as we can wear full kit and the logo is in the film. **Dart to email them back**
- **Kate W** to send booking confirmation + **Kate Howell** to send bank statement to Dart to complete the grant application.
- Website - training times need to be tweaked slightly and it is still advertising the club open day. **Meg to ask**
- Charlotte is going to send a parent review form out with a variety of questions regarding training, how they heard about us etc. Hockey Wales also want to write up an article on the club on their involvement with schools.
- Various parents are asking about giving sponsorship.
 - Mini's
 - Defib
 - Access to hockey fund
 - Youth keeper kit - currently too small so need an U12's and U14's.
- Check ins on Spond are working a lot better now with players having to wait outside the gates until they have checked in and the previous session has gone.
 - Mini's - Shannon
 - U12's - Lorna
 - U14's - Heath
 - L3s - Cailitn
 - Who is doing the Men's 1+2 and Ladies 1+2?????????????????
- YA's - Actif is mentoring once every 2 months. Charlotte is going to ask all of the YA's if they actually want to be there. Some of the behaviour from them isn't acceptable as role models.
- Mini interclub - Jamie wants to put up a GoPro on one of the Floodlights - must have full parental consent.
- Char has also spoken to Alison from Teigrod about U10 friendlies. They have a lot of 8-9 year olds who are too young to play for U12s so could be something for us to look at.
- Mascots - Jamie used to run a mascot programme in a previous rugby club where junior members of the club would walk out at the start of the match with the senior team on a Saturday.
 - Needs to be a whole club approach
 - Plan to run it from January onwards
 - Will need to make sure everything is 100% order with the pitch, parents, after match teas.

- The Banner outside the astro has the wrong welsh translation on it + it has the old website. **Meg** to draft up a sign, **Duncan** to measure up and **Charlotte** to give Duncan the sign company's details.
- SMoking and vaping - Members and parents are smoking within the astro fence. There are clear NO SMOKING signs. They should go outside the fence away from view.

Next meeting

22nd November @ The Caraway, Parc Pensarn Retail Park, Carmarthen, SA31 2NG.
Arrive from 6 ready to start the meeting @ 6:30.

Agenda for next meeting

- ★ Access to hockey fund
- ★ Lee Jones to check with Lisa about DBS.
 - Can we get an up to date list on who has completed their DBS and who needs to go on it. **Lee Jones to please chase people.**
- ★ Safeguarding procedure - What to do if somebody comes to you with a query about someone else?