

Subject:	BLUFC Management & Club Committee Meeting
When:	Wednesday 4 th September 2012 7:00 P.M.
Attendees:	Management Committee Meeting: Lloyd Burnell Chair), Sarah Rupprecht (Club Secretary, U13s), Nathalie Haines (Treasurer) Ruth Boxall (Registrations Secretary), Carlie Smith (VCO) Joined at 7:30 pm for Club Committee Meeting: Pete Hawkes (U13s), Jess Gulati (U12s) Nick Jones (U11s)
Apologies	Rich Cowley (Vice Chair and U16s), Peter Root (Seniors' Secretary), Rich Sears (First Team), Mark Harris (Reserve Team), Ewan Cameron (U14s), Andrew Crooks (U13s) Andy White (U11s), Justin Ogilvie (U10s) Andrew Peachy (U10s) Thandi McNair (Seniors) Sarah White (Seniors and webmaster), Julie Waters (incoming CWO)

	Members of the Management Committee met at 7pm following the same agenda to agree proposals for the Club Committee meeting at 7:30p.m. This document combines minutes of both meetings documenting the proposals and discussion for each agenda item.
1	<p>CHAIR'S REPORT</p> <p>Lloyd welcomed all attendees. Apologies were received and noted. Minutes of the Club Committee meeting held on 9 May 2012 were approved.</p> <p>LB welcomed new Club Secretary and Treasurer and introductions were made.</p> <p>LB advised that three members from the Club Committee needed to be voted on to the Management Committee. LB proposed that the additional three members should be from the Seniors as current members of the Management Committee are all from the Juniors. Therefore LB proposed Peter Root (First Team Management), Mark Harris (Reserve Team Management) and Thandi McNair/Sarah White (Club Captain/Player Rep). This was seconded by PH and voted unanimously by the Members present.</p>
2	<p>JUNIOR CLUB SECRETARY'S REPORT</p> <p>SR reported that GFA Affiliation and BGL League affiliation was complete. Hugh Feltham at GFA is acting as temporary CWO until the club's arrangements are finalised.</p> <p>For this temporary arrangement to be acceptable, the club has signed up to an Action Plan committing to sending the newly appointed CWO to attend two mandatory training courses in October. See Item 5 for update provided at the meeting.</p> <p>SR advised of the new GFA requirement this season for the club to arrange Personal Accident insurance for each team as well as Public Liability insurance. SR confirmed that all necessary insurances are now in place.</p> <p>SR reminded the committee that GFA information has been circulated regarding the Youth Development Review and that there is funding available to buy new goals. LB advised that this takes effect in girls' football in 2013/14 season.</p> <p>Action: LB to review requirements for each age group, liaise with Coombe Dingle about pitch requirements and update on impact/action plans for the club</p>
3	<p>TREASURER'S REPORT</p> <p>2012/13 Budgets</p>

	<p>NH presented draft P&L budgets for the current season for BLUFC Juniors and Seniors. Budgets assume only known income, so there is no anticipated income shown for sponsorship or donations. Costs in both budgets assume last season's pitch hire rates at all three training venues. St Bede's costs are confirmed, however confirmation is still required from Red Maid's and Coombe Dingle. LB advised that Rich Cowley had met with Coombe Dingle and a full review of the pricing structure for facility hire is underway, so an increase in costs is expected.</p> <p><u>Juniors' Budget</u> Forecasts £1600 surplus. Actual income is already higher than budgeted as the majority of players have paid the full subscription fee.</p> <p><u>Seniors' Budget</u> Forecasts £1300 deficit. Currently no income has been received.</p> <p>LB advised that Seniors want to train twice per week, however the Seniors' budget only allows for the hire of half a pitch at CD once a week. It was agreed that the cost of a second training session could not be born by the club. It would need to be self funded by the players or paid for through additional fund raising.</p> <p>LB also reported that discussion was underway with the Director of Sport at Coombe Dingle and the Manager of the University Girls' Team to further reintegrate the University back into the First Team. LB explained the many good strategic reasons for doing this. One initial positive outcome could be that there is a shared training session for the two teams at a reduced cost on a Thursday evening. This may resolve or reduce the issue of funding a second weekly training session.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. LB to further liaise with Seniors, University Girls Team and Coombe Dingle and report back on team integration plans and implications for facility hire costs. 2. LB to advise Seniors of decision re second training session funding 3. RB to liaise with Seniors' Managers to collect registrations and subscriptions <p><u>Sport England Funding</u> NH reported that £2150 Sport England grant is still available for community/club enrichment activities.</p> <p>Action: LB to liaise with RS to plan allocation and utilisation of Sport England grant.</p> <p><u>Control Sheets</u> NH presented a template of a proposed new weekly fee register to help coaches monitor attendance and cash income/expenditure. The format of the sheet was approved.</p> <p>Action: NH to circulate sheets for immediate use.</p>
4	<p>REGISTRATIONS SECRETARY'S REPORT</p> <p>RB reported that there are currently 114 registered. No U14s team this year, but healthy numbers for all other Junior age groups with 2 squads in U11s and U10s. Currently no Senior registrations have been received. 28-30 expected. There are approx. 10 outstanding registrations throughout the Juniors as well as the new intake for U8/9s. It's expected that the total number registered is likely to reach 175</p>

	<p>again – similar numbers to the previous season.</p> <p>RB reported that the registration process had run smoothly. Any new registrations will be subject to a £5 penalty administration charge levied by GFA.</p>
5	<p>VOLUNTEER CO-ORDINATOR'S REPORT</p> <p>CS confirmed that Julie Waters would undertake the role of the club's Child Welfare Officer.</p> <p>Action:</p> <ol style="list-style-type: none"> 1.SR to liaise with JW and Hugh Feltham at GFA to finalise CWO Action Plan. 2. CS to liaise with JW to arrange CRB checks. 3. JW will need to meet all the players and provide them with her contact details. <p>Noted the need to recruit a new Fundraising Coordinator, Referee Coordinator and Kit Manager.</p> <p>CS suggested that the Kit Manager position be for kit only and other equipment be coordinated by the club's team managers. This may help with recruitment. This was agreed. It was also agreed that hoodies/raincoats etc should be sold again. The younger squads are keen to buy and this is a good revenue stream for the club. New kit manager will need to be in place to organise this.</p> <p>PH reported that Helen Lancaster (parent) had coordinated a successful second hand boot sale at the registration evenings. She now needs more stock and this could be extended to BLUFC kit/additional items. Another good opportunity for additional revenue for the club.</p> <p>LB commented that there is an urgent need for a Fundraising coordinator. The club needs to consider looking for a new shirt sponsor for next year when new Seniors' kit will be needed.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1.CS to try to recruit for vacant positions. Team coaches to encourage parents. 2. PH to coordinate second hand kit/boot sale with HL
7	<p>SENIORS' REPORT</p> <p>LB reported that the first team lost their first match of the season 3-2 at home, but beat Weymouth 4-1 away. New coach Rich Sears will be a great asset to the club. There has been lots of discussion around club development opportunities.</p>
8	<p>RESERVE TEAM REPORT</p> <p>LB reported that Reserves had drawn their first match 3-3 against Longwell Green.</p>
9	<p>BRISTOL GIRLS LEAGUE REPORT</p> <p>RC sent his update from the BGL meeting via email. Summary of the main points :</p> <p>Big push again on fines this season to get clubs to adhere to handbook rules, eg must use qualified refs, must contact opponents at least 5 days prior to game, must submit results promptly, etc</p> <p>Registrations have worked well this year with 'registration day' rather than just one evening. All new registrations from now on will be held for one week before being returned to club, therefore new players will have to wait up to 2 weeks before they</p>

	<p>can play.</p> <p>All fixtures now live on fulltime website, some changes due to two teams pulling out (u16a stoke lane, u13 ashton). Also a warning that currently Keynsham u10 and coalpit heath u12 do not have enough players registered to be able to play games. reminder to submit match score by 7pm on day of game. Apology from secretary that games had been accidently scheduled for 28th october, which is half term week. Clubs can on this one occasion cancel if players not available.</p> <p>Miscellaneous</p> <ul style="list-style-type: none"> • match report cards must be fully completed. • new FA ruling that no jewelery can be worn or taped over, it must be removed. • sock tape if worn, must be same colour as socks. • keynsham u13 play on a 4g pitch that requires players to wear clean normal studs, no astro footwear is allowed on this surface
<p>10</p>	<p>JUNIORS' REPORT</p> <p>First league matches take place on Sunday 9th September.</p> <p>JG advised that due to her work placement arrangements outside of Bristol in November, she may not be able to commit to Tuesday training every week. JG is making cover arrangements with Wayne Jenkins and has spoken with Rich Sears about the senior players covering some of the training sessions. LB commented that this provides training opportunities for the FA level 2 training status being undertaken by some of the senior players and supports the club development through linking the Juniors and Seniors.</p> <p>JG also advised that she is undertaking the FA level 2 module which involves a mentor from GFA observing her training sessions.</p> <p>Discussion was had around winter training arrangements and it was confirmed that training will move from Stoke Lodge to Red Maids on Tuesday 18 September.</p>
<p>11</p>	<p>ANY OTHER BUSINESS</p> <p>NEXT MEETING WEDNESDAY 14TH NOVEMBER 2012</p> <p>MANAGEMENT COMMITTEE 7:00 P.M</p> <p>CLUB COMMITTEE 7:30 P.M.</p>