



KHUA Management Meeting
Russell Hotel, Boxley Road, Maidstone – 05/07/11 7.30–22.05pm

		Action
	Members Present:	
	Daran Cass (Chairman) Ann Hopkins (AH) Peter Worrall (PW) Malcolm Hasler (MH) Chris Peart (CP) Brian Miller (BM) Peter Mackintosh (PM) Debbie Garner (DG) Tim Whale (TW)	
1	<p>Apologies for absence: Tony Puckridge (TP).</p> <p>DC welcomed Peter & Chris to their first Management meeting as Women's Appointment's Secretary & Membership Secretary respectively.</p>	
2	<p>Minutes of previous meeting: Agreed.</p>	
3	<p>Matters arising: PW confirmed that a cheque for travelling expenses had been sent to Norman Hart.</p> <p>PW said he had received e-mails regarding the continuance of Indoor in the South. PW to forward these e-mails to DC. (<i>Done – 06/07/11</i>).</p> <p>Alignment of Women's expenses to reflect that of the Men would require a rule change at Kent Hockey Association. A matter for the future.</p> <p>PW confirmed that the matter of individual numbers for each umpire to be shown in their personal area was being actioned. Tex Solutions have been asked to add the appropriate software. CP to contact England Hockey for umpire's number.</p> <p>Confirmed that the Annual General Meeting did confirm the increase of umpire appointments to £17.00.</p> <p>PW confirmed that he had been unable to contact Simon Mason. TW to provide e-mail address. (<i>Done – 05/07/11</i>).</p> <p>BM raised the issue of Rule Books and as to whether each member should have their own copy. MH confirmed the cost would be in the region of £1300. Committee agreed that each member would be provided with a hard copy of the Rule Books. CP offered to arrange mailing of Rule Books. However as there had been no rule changes no mailing required at present.</p> <p>CP to contact membership, he would pass document past PW before dispatch.</p>	<p>PW</p> <p>CP</p> <p>TW</p> <p>CP</p>

4	<p>Secretaries Reports: <u>General</u></p> <p>Nothing to report except the question of awards first mooted by Peter Divall. DC spoke positively to this and asked the Committee to come up with any ideas. Perhaps Young Umpire of the Year. Umpire who has made most progress. To be discussed at future Management Meeting.</p>	
4a	<p><u>Membership</u></p> <p>CP confirmed that he had all the information etc he needed from Sarah Chapman.</p> <p>The new front page to the Kent Handbook had been prepared.</p> <p>Membership lists had been sent to clubs asking them to confirm which umpires were being put in the pool.</p> <p>TP had raised a question regarding Tony D’Cruz as to whether he had completed. Agreed that CP e mail TP and advise that whatever Tony D’Cruz had or had not completed with regard to the Level 1 award that it was all too long ago and he would have to do it again if he so wished.</p> <p>A letter had been received from England Hockey regarding Tony D’Cruz – Level 1 coaching award that he had completed in the past. England Hockey to send duplicate badge to him.</p>	
5. 5b	<p><u>Appointments Secretaries</u> <u>Men</u></p> <p>Continuing problem with lack of numbers. Losing umpires to the South. There is a problem with competency of umpires. Out of 24 or so available BM needs 18 for Regional League. Conclusion the talent will be thinly spread!</p> <p>BM to send pre-season letter to umpires in the Men’s programme.</p> <p><u>Women</u></p> <p>PM has contacted Marion Birch on numerous occasions but to date has been unsuccessful. PM perceives that there may be a shortage of umpires. PM to contact clubs and remind them of their obligations in putting an umpire into the pool. PM to contact individual umpires about putting their availability on website. Point them to the Web Handbook on the website about putting their availability on.</p> <p>DC confirmed that he had sent a bunch of flowers to Marion Birch and Sarah Chapman for all of their services to the Association.</p>	PM
6.	<p><u>Web Based Handbook</u></p> <p>DC would like to see more use made of the website. DC thanked PW for the excellent work he has done so far improving the website, uploading files etc.</p>	

7.	<p><u>Divided Association</u> If anybody has any ideas as to how the situation can be improved contact either DC or PW.</p>	
8.	<p><u>Members Meeting</u> DC suggested sometime during the first 2 weeks in September. Probable programme Level 1 DVD that covers basics – Presentation and Management – Appropriate use of control cards. Mental Preparation – PowerPoint presentation. Agreed Meeting to be Thursday 8th September led by DC.</p>	
9.	<p><u>Finance</u></p> <p>MH presented report. Balance at bank notwithstanding a number of debtors as pf 2nd July = £11,399.67 Debtors from 1st half season Umpire Appointment fees = £1005 for second half season = £1260. Level 1 courses - £920.00 outstanding. Shop stock = £5356. BACS transfer letters sent to all umpires who receive Men's appointments so that direct transfer of monies can take place. MH reported he has all the necessary tools to access Internet Banking site. In the light of difficulties with Level 1 courses. MH intends to send a proforma to each organiser of course. TP needs to advise MH as soon as course is organised, so he can anticipate funds coming in.</p> <p>Claiming expenses – protocol to be introduced regarding the claiming of 'other expenses'. Some discussion around the amount per mile. Agreed that mileage rate will be 45p per mile.</p> <p>Some discussion around the fact that the Membership Secretary has access to the bank account, both with a paying in book and access to the bank's internet site. MH not happy with that arrangement but will consider it. MH to contact Nat West to rationalise. CP to send spreadsheet detailing last year's receipts etc.</p> <p>Kit MH inquired how stock was valued. DC confirmed that it was 'buy in at cost' and 'sell at cost'.</p> <p>MH is concerned about where the Association makes a profit. Concerned that if we invest on kit, technology etc we will deplete the reserves.</p> <p>MH aware that letter has been generated to Llyods Bank by Peter Divall. DC will contact Peter Divall to check progress.</p> <p>Umpires expenses to be £17.00 and £10.00 Subscriptions.</p>	<p>MH</p> <p>MH</p> <p>DC</p>
10.	<p><u>Technology</u> Discussed Flipshare cameras/laptops and tablets as a means of filming umpires and playing it back as part of the coaching process.</p> <p>DC reported that tablets would do the job of the flipshare cameras & laptops combined so no need to purchase flipshare cameras. Tablets work out at about £350 each. Agreed to purchase 2 tablets.</p>	PW

	PW reported that TP had suggested that the Association purchases another projector so that there can be one in each half of the county. Committee discussed and declined .	
11.	<u>Development Groups</u> DC reported that it is the intention to hold 3 development groups. 1 in the first half of the season, 1 in the second half and 1 at finals day. These would be groups for the Men. There would be mirror groups for the Women. London Cup development group is proceeding with DC & DG leading.	
12.	<u>Coaches Evening</u> The intention is to hold an evening with the coaches. The hope is to get some uniformity in messages to umpires. It is hoped to hold this meeting in the middle of September. PW to contact coaches.	
13.	<u>Young Umpires</u> TW confirmed that Development Plan for Young Umpires would be complete and available to post on the website. Some discussion on CRB checks. TW offered to be the Association's CRB Officer. Agreed. DC was extremely keen to see the Association where it can raise the profile of its commitment to Young Umpires. Suggestion that all Young Umpires who complete a Level 1 course and assessment should be offered free membership. Agreed	
14.	<u>Annual General Meeting</u> Contact membership and find out why they do not come to the AGM and ask them what would attract them to do so.	PW
15.	<u>Any other business</u> DC thought that it would be appropriate to get a memento to present to Peter Divall in recognition of his long service to the Association. All of MC to give it some thought and come up with ideas. Date of next meeting – Tuesday 4 th October. Meeting closed at 22.05pm	