

Petersfield Town Juniors Football Club
Football and Social Committee
Monday 8th May 2006 – Love Lane Pavilion

Present:

Ian Essai – Chairman	Malcolm Humphrey – U10B	David Coombes – U12GC	Alastair Godwin – U13B
Sharon Foy – Club Secretary	Bruce Mackie – U10B	Carol Murphey – U13G	Steve Wyatt – U14A
Ian Reed – Community Liaison	Steve Howlett – U11B	Nigel Carande – U13A	Gary Lomas – U14A
Brian Truman – U9	Simon Foy – U12GB	John Crane – U13A	Alan Twiddy – U15A
Lawrence Shortland – U9B	Paula Wyatt – U12GB	Chris Kingshott – U13B	Dave Hooper – U15A
		Nick Orr – U13B	Dave Harris – U18

In attendance:

Minutes taken by Sharon Foy

Date and time of next meeting : Monday 4th September 2006 at 8.00pm, The Pavilion

Minutes

1	Apologies:
	1.1 Apologies were received from: Kelvin A, Kevan B, Brian T, Andy S, Andy C, Nick S, Alex B
2	Minutes and Actions of Last Meeting
	2.1 Minutes were agreed as correct. For Actions please see page 4
3.1	Budgets
	3.1.1 IE reported that Sue Coombes has kindly offered to take care of the books until the AGM. The budgets will then be looked at once a new treasurer is in place.
3.2	Club Secretary
	3.2.1 IE reported that he had sent out an appeal for a Club Secretary along with other roles. IE was concerned that parents were not getting the message. IE asked managers to send information on. An U11B parent had informed the Club she had not received any information. SH reported that he had printed out the email received, photocopied it and given it to his players within 2 days of receiving the information.
	3.2.2 IE reported that two new volunteers had been involved in meetings with himself and SHF regarding the role. IE didn't feel he should announce the name as the volunteer had not officially said she would carry out the role.
4.1	Teams moving leagues
	4.1.1 SHF asked for confirmation of the teams wishing to move to the NEHYL. The managers in attendance at the meeting confirming they would like to move were the U12GBs. The U12GCs would like to move but are unsure as to whether they will have enough players. DC said he would contact SHF as soon as he knew. <i>Teams that had already confirmed by email were 9Bs, U10As and U11As.</i>
	4.1.2 SF reported that he had spoken to John Lee of the NEHYL and he had been informed that the contact name given by the Club did not have to be the Club Secretary. This would allow one of the managers wanting to move become the contact for the fixtures and correspondence. It was thought this would be either SF or KB.
	4.1.3 SF was asked if he could contact the NEHYL and ask them if they appoint the referees for the matches or if they would be happy for PTJ to do this and inform them of the referees before the matches each

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week.

4.2 In-door Training Sessions

- 4.2.1 SHF asked teams in attendance where and when they would like to train next season. *Teams who were not in attendance and have not replied by email as requested during the meeting held on Monday 3rd April 2006 will be entered in the same time slot and venue that they had this season.*

4.3 Kit

- 4.3.1 IR asked for all yellow kits to be returned to him. He went on to say that the Blue Sky Ballooning Kit did not have any shorts, he only had shirts.
- 4.3.2 IR went on to say that he only had three Tesco shirts from one of the yellow kits.
- 4.3.3 IR asked again that managers ask all players to return any yellow kit they had. It was also suggested that managers ask players to return their blue kit at the end of each season.
- 4.3.4 It was also suggested that a policy be written with regards to replacing lost kit.
- 4.3.5 IR asked which type of sock he should order a higher quality sock or the cheaper sock which had not lasted very long.
- 4.3.6 IE reported that Denise Lloyd was trying to organise a sock sponsor.
- 4.3.7 A vote took place regarding the type of sock that should be ordered and only replaced when players socks were no longer in a good enough condition to be worn.
- 4.3.8 A vote took place on ordering the higher quality sock
- | | | | |
|--------|-------------|---------------------------------------|---|
| 4.3.9 | Vote | With PTJ down the side of the sock | 9 |
| 4.3.10 | | Without PTJ down the side of the sock | 6 |
- 4.3.11 After the voting took place IR was told he could buy the higher quality sock with PTJ down the side.

4.4 Six-a-Side Set Up Rota

- 4.4.1 SHF asked which teams would like to help set up the six-a-side on which night. Some teams didn't mind and asked SHF to tell them when they had been put on the timetable. Others teams requested a specific night.

4.4.2	Team	Night	Team	Night
	U9As	Tuesday	U12GCs	Friday
	U9Bs	Wednesday	U13Gs	Monday
	U10As	Friday	U13As	Tuesday
	U10Bs	Thursday	U13Bs	Thursday
	U10Cs	Tuesday	U14As	Wednesday
	U11As	Friday	U14Bs	Monday
	U11Bs	Tuesday	U15s	Wednesday
	U12As	Monday	U16As	Monday
	U12GBs	Thursday	U16Bs	Thursday
			U18S	Friday

- 4.4.3 It was reported that John Martin, DH and AT are going to try and mark out the pitches before the Monday to make Monday, Tuesday and Wednesday more productive.
- 4.4.4 Volunteers can attend on other nights as well as their designated evening.
- 4.4.5 SW reported that he had checked and repaired the goals that needed repairing. He went on to say that some of the goals were at Herne Junior School.
- 4.4.6 It was requested that tufties were ordered. NC had some but more were needed.
- 4.4.7 IE reported that SF had arranged the fixtures for the event. SF went on to report that he had organised a staggered start so that teams did not have too long to wait in between games. He went on to say that the entrance procedure for cars might have to be looked at as it was possible some age groups would be leaving when others were arriving. SF reported that he had made sure all teams would be at the event over lunchtime so they would still spend money on burgers etc.

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- 4.4.8 It was reported that there are 230 teams this year compared to 303 last year and if all teams turned up there will be 580 games.
- 4.4.9 It was suggested SF, DH and AT discuss the organisation of cars entering and leaving the site.
- 4.4.10 NC was asked if he could send a copy of the pitch layout to SF.
- 4.4.11 It was reported that volunteers are still required for the sweet shop, catering and gate.
- 4.4.12 DC asked that all managers be in attendance at Penns Place at 8.00am on both mornings in case of any problems. It was also suggested that non playing managers attend as a volunteer on the opposite day.
- 4.4.13 It was reported that a raffle used to be held two or three years ago. It was felt the event had become too big and it was not an easy task to organise and man over the two days.

4.5 Correspondence

Folder available for managers to look through.

4.6 Hints & Tips – Questions & Answers

- 4.6.1 None

5 Any other Business

- 5.1 GL requested some more training balls, he went on to say that he would rather have fewer good quality balls than 15 cheaper balls. He went on to say that he would be going up to size 5 balls
- 5.2 IR asked that managers contact him if they need new kit.
- 5.3 A question was asked as to when the goals would be removed from Love Lane. SHF reported that they could come down after the 15th May 2006.
- 5.4 It was requested that the Club Secretary be asked to book Petersfield Stadium rather than individual teams approach Petersfield Town.
- 5.5 It was reported that the U11Bs away kit would be mainly yellow.
- 5.6 IE thanked John Crane for building the cupboard in the store room.
- 5.7 IE thanked Malcolm Humphrey for giving his time as a manager over the last two seasons.
- 5.8 SHF gave IE all the spare keys.

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Action List

Open/ Closed	Action Description	Responsible
New	SF was asked if he could contact the NEHYL and ask them if they appoint the referees for the matches or if they would be happy for PTJ to do this and inform them of the referees before the matches each week.	SF
New	IR asked again that managers ask all players to return any yellow kit they had. It was also suggested that managers ask players to return their blue kit at the end of each season.	Managers
New	It was also suggested that a policy be written with regards to replacing lost kit.	Executive Committee
New	It was suggested SF, DH and AT discuss the organisation of cars entering and leaving the site.	SF, DH, AT
New	NC was asked if he could send a copy of the pitch layout to SF. Received	NC
New	DC asked that all managers be in attendance at Penns Place at 8.00am on both mornings in case of any problems. It was also suggested that non playing managers attend as a volunteer on the opposite day.	Managers
Carried Forward	The issue of the car park being used by the Petersfield Town Council to store some heavy plant will be carried forward to the next managers meeting due to IE not in attendance. IE reported that the machinery will be in the car park for the next six months. He went on to say that he would discuss this during the meeting with the Council on the 30th January 2006. IE reported it was not appropriate to discuss this matter during the meeting on 30th January 2006. IE reported that this matter will be added to the Maintenance List for the Pavilion and discussed at a meeting to be organised with the Town Council	IE
Carried Forward	Budgets and spending limits will be discussed at the next managers meeting. Carried forward – See item in minutes	Managers Meeting
On-going	IE suggested that at the next managers meeting the equipment and costs be looked at with regards to kit, footballs, cones, FA kit, training equipment etc and make a decision on what the registration fee should be and what players should be asked to purchase themselves with regards to socks etc.	?
On-going	Personal Disclosure Forms Three still missing: Steve Goode – Sharon will email the form to him again this week. Completed Kevin McGubbin. SG completed the incorrect form, SHF has given him another Personal Disclosure Form. SHF reported that when she had spoken to KM he has mentioned that by the time this was sorted out he would not be involved with the team anymore Gary Hodgson (U13As) – Karen Carande will chase. NC reported that GH was no longer involved with the team	Club Members
Closed	Which League - some teams were not represented during the meeting and it was suggested that SHF email those managers and ask for their opinions. Email sent to all managers	SHF
Closed	IE asked that the teams wishing to move to the NEHYL get together to discuss the way forward he asked for a figure head for this group and SF volunteered. SF will report during the meeting	SF
Closed	SHF was asked to fill in the Festival Hall Booking Form for next year 2007.	SHF

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	SHF has completed the booking forms for 2007 and 2008. The Festival Hall asked her to complete the form for 2008 when she delivered the 2007 booking.	
Closed	SHF asked all managers if they could email her their in-door training requirements for next season and she would do her best to find the venues and time slots that they ask for but couldn't promise anything. Emails not received by all managers – Agenda Item	Managers
Closed	SW reported that he needed to have all names of players taking part in the Penalty Shoot Out Competition during the next Managers Meeting on the 8 th May 2006. Completed	Managers
Closed	SW asked for all officials that would like to take part in the match to send him their names. Names received	Managers
Closed	AT asked why newly qualified referees were not given matches to referee. It was reported that some of the new referees are moving to other clubs. SHF reported that she asks Chris James for referees each week and that she has mentioned the new referees to him. IE said he would contact CJ. IE reported that he had tried to contact CJ on several occasions but CJ has not returned his calls as yet. CJ has informed the Club he will be stepping down at the end of the season.	IE
Closed	SHF also asked that each team nominate their players for the categories below and send the names to her asap. Names to be given by the end of April Names received	Managers
Closed	IR and SW need to have the names for the Penalty Shoot Out Competitions before the Maureen Tarling Memorial Trophy Day which is the 7 th May 2006. Names to be given by 8th May 2006 for 11-a-side teams and girls	Managers
Closed	IE went on to report that SHF would be stepping down from the role of Club Secretary and he stated that this was the most critical role in continuing to run the Club. IE asked that managers ask their team members, contacts if they would be willing to take on the role. IE reported he would write another letter. On-going. IE went on to report that the Club Secretary role had been advertised in the Petersfield Post and the Herald. SF reported that Denise Lloyd, parent produces the Petersfield Directory and she is happy to print an article in the next edition. IE reported that two new volunteers had been involved in meetings with himself and SHF regarding the role. IE didn't feel he should announce the name as the volunteer had not officially said she would carry out the role – See item in minutes	IE SF
Closed	SHF asked that the word 'Memorial' be added to the trophy as Mr Tarling had been quite upset last season that it wasn't on the trophy. Completed	IR
Closed	JC to meet with IR to carry out works to provide a stud wall to protect the fuse box and tank in the storeroom. Completed, IE thanked JC	JC

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