

Petersfield Town Juniors Football Club

Football & Social Committee

Monday 2nd October 2006 – Square Brewery, Petersfield

Present:

Ian Essai – Chairman	Paula Wyatt	Nigel Carande
Mandy Bateman	Mark Bicknell	Carol Murphy
Steve Wyatt	Kevan Birkett	Alan Twiddy
Maria Johnson	Steve Howell	Dave Hooper
John Crane	Alex Bone	Julie Butler
Tim Waller	Simon Foy	Helen Meredith
Chris James	David Coombes	Cora Reed

Minutes taken by Ian Essai

Date and time of next meeting :

Monday 6th November 2006 at 8.00pm, The Square Brewery

Agenda

1.0	Apologies:
1.1	Apologies were received from: Denise Lloyd, Chris Kingshott, Andy Salmon, Ian Reed, Andy Hawkins, Nick Orr
2.0	Minutes from Last Meeting
2.1	Actions from 4 th September 2006 – Minutes were reported as correct.
3.0	Facilities
3.1	Herne Groundkeeper : Carol Murphy Asked if a more permanent centre spot can be made on the mini pitches at Herne Farm School, since it was difficult to judge where to mark the lines. SW said he could organise for tufty's to be placed in the centres and provide a 5yrd rope to help with the line marking.
3.2	East Hants District Council Update – Nigel Carande NC gave an general overview of the "big picture" plans. He informed the committee that the land swap that was always talked about is now off the agenda following meetings with the District Council, Town Council, Churches College, Petersfield Town Juniors and the Petersfield Town FC. There was however a great deal of enthusiasm from Petersfield School, the Hampshire FA and District council to drive some form of boosting the facilities we have to day. NC stated that there are funds available for grass roots grant aid to support changing rooms facilities and pitch upgrades and also sports for England could also help. NC also pointed out that the new town clerk was keen in helping support the financing of the mini pitch development from the towns "Developers Contribution" funds. This was to be an agenda item on the Executive meeting. NC went on to say that Petersfield Town Juniors need to do provide a "blue print" in terms of the clubs requirements for the immediate term, medium term and long terms, taking into account the growth of the club and the potential growth of Petersfield. NC asked the floor for volunteers to help create these requirements. Steve Wyatt, Kevan Birkett, Simon Foy, Alan Twiddy, Julie Butler, Dave Hooper (and incl. Ian Reed in his role as Community Liaison Officer) Volunteered to form the sub

Signed:

4.0	CRB Compliance		
4.1	Volunteer Registration Forms : IE asked if all forms had been received...there were still outstanding forms to be sent in and IE asked all remaining managers to send their forms to Cora Reed on childwelfare@petersfieldtownjfc.co.uk		
4.2	Compliance (getting the CRB forms in) : CR reported that we are now turning the corner with the majority of forms being sent in for checking. Those Managers still outstanding, to arrange with Cora when they can have their forms signed off.		
5.0	Team Matters		
5.1	Code of Conduct & Compliance – Tim Waller opened the discussion with concerns about parental spectators using bad language at home games. TW used as an example, that a new parent went to watch her child play U9B’s and was just watching the finishing game of the U10A’s and witnessed the use of bad language from a visiting parents. She raised this with Tim. TW nominated himself to help drive the code of conduct, both the clubs and the FA’s draw up a club policy and guidelines to help promote better sportsmanship and help drive out the non-compliant teams.		
6.0	Any Other Business		
6.1	Cash Returns – Collection of Training and League Subs where given to IE in the absence of the Treasurer : Not everyone has given in their returns.		
6.2	Extra Volunteers – Joe Carney who is a Level 1 FA Coach is available to assist any teams. Please contact Ian Essai if he is of interest.		
6.3	Volunteer for Managers Rep- IE announced that Paula Wyatt has stepped forward to take on the role of Managers Rep.		
	<table border="1"><tr><td>A vote took place</td><td>Unanimous</td></tr></table>	A vote took place	Unanimous
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6.4	Kit – Managers where reminded that Petersfield Town Juniors Kit was only to be used on match days. Kids have been seen using kit for general use. Please re-address with your parents		
6.5	First Aid training course - Some Managers First Aid qualification will be expiring soon. IE pointed out that there are courses available on the Hampshire FA website. Please organise your own bookings and claim back the expenses.		
6.6	An email was received from Lawrence Shortland with concerns over the newly introduced law on car seats. His concern was that it may be a good idea to confirm the law with parents especially when sharing lifts for the smaller kids. This was deemed a matter for the executive to decide course of action.		
6.7	Procedure for Hospital Treatment – Simon Foy raised a concern that his team had experienced. SF outlined the scenario that one of his players needed hospital treatment. He used the emergency contact details but could not reach anyone. He made a decision to send someone to hospital with the Child. However, the hospital was angry that there was no-one representing the child to authorise certain medical attention. SF asked the club if there were any procedures regarding this type of incident. IE reported that the emergency numbers must be used, however no other procedures are currently within the clubs admin. This will be addressed by the Executive to ensure the correct procedures are followed. This can not be unique to Petersfield Town Juniors. Cora Reed volunteered to look into procedures other organisations use i.e. schools and the FA.		

ACTIONS

#	Description	Date	Owner	Status
1.0	All new starters and any manager that still hasn't got a CRB check conducted to contact Cora.	4/09/06	Managers	Open
1.1	Ian Essai circulated a "Volunteer Registration Form (VRF)" this is to be completed by each Manager and to include all their volunteers and returned at the 2 nd October.	4/09/06	Managers	Closed
1.2	A check will be made against the MRF's and the registered CRB and Personal Disclosure forms and non-compliance will be followed up.	4/09/06	Cora Reed	Open
1.3	Nigel Carande volunteered to hand deliver Andy Salmon's pack to his house	4/09/06	Nigel Carande	Closed
1.4	Kevin Birkett volunteered to hand deliver Brian Truman's pack to his house.	4/09/06	Kevan Birkett	Closed
1.5	Provide two promises for next month – Kick off party.	4/09/06	Managers	Closed
1.6	Any ideas for social events please email	4/09/06	Managers	Closed
1.7	Support the Kick Off Party – 110 tickets available on a first come basis.	4/09/06	Managers	Closed
1.8	Circulate Managers Briefing Pack	4/09/06	Ian Essai	Closed
1.9	Use the form for money collection. If you have been training before the dates, use a second form as a continuation.	4/09/06	Managers	Open
1.10	Circulate the Pitch Marking Rota to managers (Remember to get your teams to help!)	4/09/06	Maria Johnson	Closed
1.11	Contact visiting team manager (Cup Games only) and confirm the arrangements for catering in good time and confirm your requirements by email to facilities@petersfieldtownjfc.co.uk	4/09/06	Managers	Closed
1.12	Circulate the letter (template) used to notify visiting teams of our facilities and directions.	4/09/06	Ian Essai	Closed
1.13	Move the Samba goals to Penns Place for use by the mini's on training days.	4/09/06	Ian Reed	Closed
1.14	Any volunteers for being a Manager for any of the teams please email chairman@petersfieldtownjfc.co.uk	4/09/06	All	Closed
1.15	No training or friendly's to be conducted at Love Lane until further notice	4/09/06	Managers	Closed
1.16	Please make yourselves familiar with the change in Referee Marking – refer to page 28 in the Handbook	4/09/06	Managers	Closed
1.17	Circulate Andy Howlett's briefing paper	4/09/06	Ian Essai	Closed
1.18	First Aid equipment requirements to Ian Reed	4/09/06	Managers	Open
2.0	Pull together the Planning Committee to report back to the Executive Committee on 20 th Nov 06. Volunteers : Steve Wyatt, Kevan Birkett, Simon Foy, Alan Twiddy, Julie Butler, Dave Hooper (and incl. Ian Reed in his role as Community Liaison Officer) Volunteered to form the sub committee/ action team.	2/10/06		Open
2.1	SW said he could organise for a tufty to be p[aced in the centres and provide a 5yrd rope to help with the line marking.	2/10/06	Steve Wyatt	Open
2.2	Draft a policy as to how the club will deal with complaints in support ofg the secretary and also suggest ways of applying the code of conduct so that visiting teams comply.	2/10/06	Tim Waller	Open
2.3	Please address with Parents that Kit should be used only for match days	2/10/06	Managers	Open
2.4	First Aid courses are available on the Hampshire FA website. Please organise your own bookings and claim back the expenses.	2/10/06	Managers	Open
2.5	Bring the issue of Car Seats to the Executive Meeting	2/10/06	Ian Essai	Open
2.6	Check the Emergency Procedures used for sending someone to hospital	2/10/06	Cora Reed/ Mandy Bateman	Open

Signed: