



## MINUTES OF ANNUAL GENERAL MEETING WEDNESDAY 12<sup>th</sup> JULY 2017

**PRESENT :** Nicky Clarke, Chris Spargo, Mark Stitson, Simon Bell, Dan Procter, Kevin Harrison, Phil Tierney, Russell Waite, Neil Chapman, Jarrod Hollindrake, John Watson, Donna Stringer, Iain Stringer, Chris Lerner, Sean Tounsend, John Bailey, Rob Hainsworth, Ian Woolford, Andy Whelan, Jim Moor, James Todd, Adam Cater, Kevin Sumpter, Ben Procter, Rick Ellis, Jeremy Zorilla, Craig Jackson, Matthew Sinfield, Stephen Orchard, Joe Rance, Ken Muir, Jason Longley, Phil Clarkson, Bill Graham

**APOLOGIES :** Andy Driver, Mark Folan, Damian Holmes, David Stout, Danny Royston, James Lawlor, John-Paul Bednarek, Kris Sutton, Craig Wood, Chris Tomlinson, Richard Smith, Matt Sykes, David Smith, Stephen Samways, Ben Procter, Daniel Spiers, Ian Condon, Paddy McIlroy, Clare Armstrong, John Megson, Nick McLaughlan

### **1.0 WELCOME – Chris Spargo**

1.1 Chris welcomed everyone to the meeting stating that it had been an interesting year as a Club and due to reports in the media Child Protection is a key focus with the FA going forwards.

1.2 Chris stated that we are keen to develop as a Club which has meant that we have reviewed all the policies and procedures this year to ensure they are still relevant.

1.3 Chris thanked all members of the committee and all the managers/coaches for their ongoing support.

1.4 Chris also mentioned that the Club has managed to secure a £3000 grant from the FA for Grow the Game for Girls. This is split over 3 years - £1200 year 1 / 2 and £600 in year 3. We are now starting to develop plans on how we can maximise this funding.

1.5 Chris also thanked the outgoing committee members for all their commitment over the years they have contributed to the Club. These were Iain Stringer, Donna Stringer and Nick McLaughlan.

### **2.0 HIGH ROYDS (Chevin Park) – Chris Spargo**

2.1 Chris stated that the Club House on the High Royds Development is getting closer to being started. We have secured a sum of £820,000 so far (subject to a Football Foundation grant approval of 300k).

2.2 There is a bid going into the Football Foundation for the £300,000 for the facility on 29<sup>th</sup> July which will be used for purchasing of a tractor, mower and aerator that has been recommended by the FA during a recent inspection. The report produced gave advice about the pitches and Avant Homes and Brambledown are now aware of what is required to improve the pitches prior to handing it over to us.



2.3 The High Royds Sports Association have been out to tender for the building of the Clubhouse and the prices range from £850,000 to £1.1 million. The FA and the Football Foundation are happy to progress with the bid but we may have to raise some more money in time subject to the final build price.

2.4 Chris Billington (one of the HRSA members) is a Lawyer who as part of his role specialises in Charitable Law and he is working closely with a VAT expert. They are working with one of the trustees at St Mary's School to try and find a way of ensuring as a Charitable Organisation we are not liable for VAT.

The hope is that building will start in November 2017 and then ready for the 2018/19 season.

2.5 The facilities at High Royds could be used on both Saturdays and Sundays for matches. Part of the conditions of the funding may be dependent on an Open Age Group team using the pitches for their games too. As a club and certain individuals specifically have contributed significantly to the various works required as part of this project over the past 4/5 years. This will ensure we will have a key influence on the allocation and operation of the new facility.

### **3.0 EGM Minutes -30<sup>th</sup> March 2017**

3.1 The EGM Minutes that had been circulated to all managers were unanimously accepted as a true record of the meeting held on 30<sup>th</sup> March 2017.

### **4.0 SECRETARY REPORT – Nicky Clarke**

4.1 Nicky stated that it had been a steep learning curve but thanked those who had helped her over the past few months.

4.2 The Club has been Affiliated to the WRCFA for both the Girls and the Boys Teams for next season.

4.3 The Club and Teams have also been registered with the Harrogate, Craven, Garforth, Harrogate Girls and West Riding Girls Football League as requested by each manager.

4.4 Nicky has attended the Craven League AGM a couple of weeks ago and we received the Award for the Top Club in the Respect Award Marks. This is a fantastic achievement to all teams in that league as these marks are awarded by the opposition. As a club we have received £200 for this accolade.

4.5 As part of our ongoing commitment to manager / coach development and compliance this season we have arranged a FA Level 1 training course at St Mary's which is ongoing and an Emergency Aid session held at High Royds Social Club. This is something we would like to look at doing annually for the level 1 and possible supporting a Level 2 sometime in the future.

4.6 Nicky stated that as a committee we are looking at different ways of communicating with everyone. This includes exploring a Whatsapp group or the Teamer App. We would welcome any suggestions.



4.7 Dan Proctor raised the importance of joining the FA Licensed Club and that as a Club we would be looking at encouraging all coaches to join. There was some discussion as to whether it is part of the Licenced Club conditions that 3 CPD sessions are attended each year. Dan / Andrew Williams are to chase this up with WRCFA.

Following the meeting Andrew Williams contacted WRCFA and confirmed that FA Education have removed the CPD requirement for FA Licensed Coaches' Club membership. It's just a case of encouraging coaches to attend to share ideas, best practice and network.

4.8 Nicky informed the managers that Simon had requested that they look in their First Aid Kits and replenish items that are either out of date or running low. This can then be claimed on Expenses which saves us buying whole new kits of which half the contents are never used. Simon also wishes to remind everyone to fill in Accident Forms and submit them.

4.9 Nicky mentioned the Wholegame System which is the FA Database which will be used for registration of all players apart from teams in the Craven League at the moment. Every player had had a FAN generated and she was the only one able to register players on the Wholegame System into teams so it was important that she received head and shoulder photos of players soon or she wouldn't be able to register the players into the correct teams. ID cards would not be used (apart from Garforth League) so it would be a matter for each manager to have a printed squad / team list of players which can be printed off the Wholegame System.

The onus for checking DOB is now the responsibility of the Club and managers as the league don't check the Birth Certificate so we need to ensure that players are eligible and provide evidence if questioned by the league / WRCFA.

The implementation of the Wholegame System means that we need to ensure that managers / coaches on the system are compliant so we need to be more proactive once they are nearly running out as Nicky gets a notification to inform her that managers / coaches aren't compliant.

4.10 As a result we need all managers / coaches to complete the non-playing form so we are aware of who is coaching teams and if required we can ensure they complete the relevant qualifications.

## **5.0 FINANCES – Mark Stitson**

5.1 Mark opened by saying this was his second season as Treasurer and we now seem to be concentrating on spending money on the right things i.e. facilities, training etc.

5.2 Mark stated that he had trialled electronic payments last season with the U6 age group which was successful so he is opening it up to the rest of the Club. There is a specific naming convention to give everyone a unique code which is explained on the Membership form which will stay with each player going forward. Phil Clarkson suggested using FANs to which Mark said we had considered this approach but there are issues with duplicate FANs being raised at times whereas we had more control over this system. We are looking to encourage to pay using this method but some parents may still prefer to use cheques.



5.3 Mark gave a report on last year's expenditure which showed we spent £1000 less on trophies this year than the previous year which was due to more research as to how many trophies were required and we also spent less on tournaments this year.

There was a large increase in the cost of training courses especially since we have just put 16 managers and coaches from the Club through the Level 1 course at St Mary's. Mark said that this was a good thing though as we are improving the quality of coaches throughout the Club and will always be encouraged.

The Swap Shop saved money last season too rather than each team ordering new equipment. However, he did state that managers must ensure the equipment is in good condition prior to sending to the Swap Shop. The date for the Swap Shop this season is still to be decided.

5.4 Mark stated that the Club has 534 member registered for 2016-2017 which was an increase on the previous season. However there are a couple of older teams folding next season so there will be a reduction in members.

Mark proposed that the Membership fees should be increased from £120 to £125 for the 2017-2018 season which is just back to where it was in previous seasons for the boy's teams.

Andrew Williams asked how we compare to the cost of other Clubs locally and nationally to which Mark replied that Menston JFC fees are £130 per player.

Andrew Williams also asked if we could compliment with some collective effort from the Club. Mark agreed that this was a good idea and opportunities like Bag Packs need to be better supported as there is not enough engagement from managers.

5.5 Phil Clarkson asked that since we are paying more for pitches then can we request a better service from the guardians. Mark responded by saying that we are looking at alternative pitches but especially with Council pitches it is difficult for us to get them to improve the pitches.

5.6 The committee would be looking at different options regarding trophies, presentation night, and additional events for next season.

There will be an increase in expenditure next season due to the fact that the WRCFA Affiliation fees have increased by £1000 due to compulsory insurances.

5.7 Ken Muir raised the question as to whether more money per head should be spent on training equipment. Mark said that the managers need to submit their requests and these would be looked at on an individual basis but recognised that maybe this is something the committee need to think about.

5.8 Iain Stringer wanted to know why the subscription fees required increasing especially as the girl's fees have increased year on year when we have £60,000 in the bank. He stated that it should be affordable for all.

5.9 Chris mentioned that as part of the Business Plan for High Royds that £10 per player would go into the fund so we had to be mindful of this.

Dan Fletcher also stated that if players weren't using the facility then seemed unfair that they have to pay the extra. Chris responded by saying that that argument could be used throughout the Club.

**Following a long discussion it was decided to put the decision of raising the subscriptions from £120 to £125 to a vote. The motion was carried 16-11 so the increase in fees was adopted.**



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## **6.0 PITCHES – Ian Woolford / Rob Hainsworth**

6.1 Ian Woolford reported that since they were new to the position the main priority for 2017-2018 season was to consolidate the pitches we already use.

Ian requested that everyone is patient with them as it is work in progress but they will exploring other pitches next season.

6.2 Ian confirmed that they have already found another 9x9 pitch for 2017-2018 season which will alleviate some of the issues.

6.3 James Todd mentioned that the WRGFL will be having matches in May of next season so we may have to look at extending the pitch lease at Shaw Lane as this normally ends at the end of April. If this isn't possible then we may have to look at contacting the league to ensure they don't schedule any home games during May.

## **7.0 TRAINING – Patrick (Paddy) McIlroy**

7.1 Nicky stated (in Paddy's absence) that Paddy has produced the training schedule for 2017-2018. He is still ironing out a few minor issues for next season and will keep everyone updated.

7.2 Nicky stated that it is a work in progress for next season and like the pitches Paddy had to consolidate the sessions we already have in use.

7.3 Paddy will look at these training slots next season and re-evaluate training facilities.



## **8.0 ACCEPTANCE OF REVIEWED AND AMENDED DOCUMENTS**

8.1 Chris explained that we had reviewed all the documents for the Club this year which had been sent to the managers prior to the AGM. These will then be indexed and placed on the website and possibly as a DropBox file for everyone to access.

1. Committee Structure 2017-2018 draft
2. Constitution 2017-2018 draft
3. Child Welfare 2017-2018 draft
4. FA Photography Guidelines (FA Official Guidelines – not reviewed)
5. Health and Safety Policy and Procedures 2017-2018 draft
6. Accident Record 2017-2018 draft
7. FA Emergency Medical Action Plan 2017-2018 draft
8. Head Injury Card 2017-2018 draft
9. FA Bridging doc (FA Official Guidelines – not reviewed)
10. Codes of Conduct 2017-2018 draft
11. Membership and Financial Matters 2017-2018 draft
12. Expenses Claim Form 2017-2018 draft
13. Player Membership Form 2017-2018 draft
14. Non Playing Membership Form 2017-2018 draft
15. Referee Expense Form 2017-2018 draft
16. Reduced Membership Form 2017-2018 draft
17. Guidance Note Transfer of Players 2017-2018 draft
18. Complaints and Disciplinary Procedures 2017-2018 draft
19. Pitches 2017-2018 draft
20. Training 2017-2018 draft
21. Leagues 2017-2018 draft
22. Club Procedure for First Report of Poor Practice 2017-2018 draft
23. Mission Statement 2017-2018 draft
24. Equality Policy 2017-2018 draft

**The above were all agreed on at the meeting so will now be put into general circulation once indexed.**



## **9.0 ACCEPTANCE OF NEW COMMITTEE STRUCTURE**

Chris explained that the Management committee had looked at the Committee structure and decided that it needed slimming down with a clearer definition of roles.

New Committee proposed was a Management Committee with the responsibility of day to day running of the Club with member of the Extended Committee to carry out more specific tasks.

**The above structure was proposed by Daniel Procter and seconded by Phil Tierney and voted by the majority.**

### **ELECTION OF OFFICERS**

<b>Role</b>	<b>Name</b>	<b>Proposer</b>	<b>Seconded</b>	<b>Voted on</b>
Chairperson	Chris Spargo	Kev Harrison	Simon Bell	Yes
Secretary	Nicky Clarke	Simon Bell	Ian Woolford	Yes
Treasurer	Mark Stitson	John Watson	James Todd	Yes
Child Welfare Officer	Daniel Procter	Chris Spargo	Simon Bell	Yes
Health & Safety Officer	Simon Bell	Jarrold Hollindrake	Phil Clarkson	Yes
Head Coach	Kevin Harrison	Sean Tounsend	Nicky Clarke	Yes
Club Buyer	Available			
Pitch Co-ordinator	Ian Woolford / Rob Hainsworth	Kevin Harrison	Dan Procter	Yes
Training Facilities Co-ordinator	Paddy McIlroy	Sean Tounsend	Simon Bell	Yes
New Manager	Sean Tounsend	Simon Bell	Kevin Harrison	Yes
Induction Officer				
Craven League rep	Available			
Harrogate League rep	Ian Wilkinson	Craig Jackson	Simon Bell	Yes
Garforth League rep	Available			
WRGFL rep	David Stout	Mark Stitson	Nicky Clarke	Yes
Harrogate Girls League rep	Donna Stringer	Dan Procter	Mark Stitson	Yes
Coaching Mentor	Andrew Williams	Simon Bell	Phil Clarkson	Yes
Communications Officer / Webmaster	Andy Driver	Phil Clarkson	Jarrold Hollindrake	Yes
Social Secretary / Fundraising	Liz Kieran	Nicky Clarke	Chris Spargo	Yes
Girls Mentor	Available			



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## **10.0 ELECTION OF MANAGERS**

### **BOYS**

<b>Age group</b>	<b>Managers Name</b>	<b>Manager / Coach</b>	<b>Team Name</b>
under 7	Daniel Spiers	Manager	Orange
under 7	Ian Condon	Manager	Blue
under 7	Adam Cater	Manager	White
under 7	Kevin Sumpter	Manager	Yellow
Under 8	Danny Roystan	Manager	White
Under 8	James Lawlor	Manager	Blue
Under 8	Andy Whelan	Manager	Yellow
Under 8	John Bailey	Manager	Green
Under 8	Ian Woolford	Manager	Orange
Under 9	Gavin Finn	Manager	White
Under 9	Richard Owen	Manager	Greens
Under 9	Kris Sutton	Manager	Yellow
Under 10	Andrew Williams	Manager	Blue
Under 10	Ken Muir	Manager	Yellow
Under 10	Jason Longley	Manager	Green
Under 10	Mark Stitson	Manager	Orange
Under 10	Richard Ellis	Manager	Purple
Under 11	Gary Machell	Manager	White
Under 11	John-Paul Bednarek	Manager	Blue
Under 11	Phillip Green	Manager	Green
Under 11	Sean Tounsend	Manager	Orange
Under 12	Wayne Rowe	Manager	White
Under 12	David Smith	Manager	Blue
Under 12	Andrew Driver	Manager	Juniors
Under 12	Russell Waite	Manager	Gold
Under 13	Damian Holmes	Manager	White
Under 13	Neil Chapman	Manager	Orange
Under 14	Craig Jackson	Manager	White
Under 14	Craig Jackson	Manager	Yellow
Under 15	Phil Clarkson	Manager	White
Under 15	Chris Lerner	Manager	Blue
Under 16	Chris Spargo	Manager	Juniors
Under 17	(Andrew) John Watson	Manager	White
Under 17	Bill Graham	Manager	Yellow





## **GIRLS**

<b>Age group</b>	<b>Managers Name</b>	<b>Manager / Coach</b>	<b>Team Name</b>
Under 9	Available	Manager	Juniors
Under 10	Daniel Fletcher	Manager	Blues
Under 10	Daniel Fletcher	Manager	Yellows
Under 11	James Moor	Manager	Juniors
Under 12	David Stout	Manager	Blues
Under 12	Phil Tierney	Manager	Yellows
Under 13	Under discussion	Manager	Black
Under 13	Jarrold Hollindrake	Manager	Orange
Under 14	Stephen Orchard	Manager	Juniors
Under 15	James Todd	Manager	Orange
Under 16	Donna Stringer	Manager	

Nicky read the list of managers allocated to each team and these were voted in en-block. The U9 girl's development squad do not have a manager at the moment to run the team and there is some discussion as to who the named manager for the u13 girls Black will be.

### **11.0 ANY OTHER BUSINESS**

11.1 Craig Jackson updated us as the relationship he and Kris Sutton are building with Guiseley FC and gave us all the information required to take up the offer of Coach and player season ticket membership.

11.2 Kev Harrison gave an update on the kit available for order for next season. This is the RIO kit from Pendle which is a short sleeved top with the option of wearing a skin underneath. This follows the kit that Guiseley FC will be wearing next season. This is now on our website and available to order.

11.3 Chris told everyone that we are in the process of putting Jake Hutton through his referee course so he will be looking to referee games next season. Nicky said to contact her then she can pass the relevant details on if a manager wishes to use him.

11.4 Chris reminded everyone of the Bag Pack on 30<sup>th</sup> July at Morrisons Guiseley. Phil Tierney stated that he will be texting all managers involved to remind them.

11.5 Chris closed the meeting and thanked everyone for coming.