



## MINUTES OF ANNUAL GENERAL MEETING THURSDAY 12<sup>th</sup> JUNE 2019

**PRESENT :** Nicky Clarke, Chris Spargo, Mark Stitson, Simon Bell, Kevin Harrison, Dave Stout, Phil Tierney, Jarrod Hollindrake, Chris Larner, Sean Tounsend, John Bailey, Rob Hainsworth, Ian Woolford, , Kevin Sumpter, Craig Jackson, Stephen Orchard, Ian Condon, Richard Owen, Michael Piotrowski, Andrew Dillon, Matt Harvey, Carl Walsh, Joe Rance, Carl Hutton, David Burgess, Bill Graham, Kevin Neale, Andrew Smith, Stuart Barclay, Niels Kroon, Patrick McIlroy, Kris Sutton, Richard Owen, Ian Wilkinson, Matt Long, Ben Kelly, Karl Robinson, Andy Craddock, Anthony Dutton

**APOLOGIES :** James Lawlor, John- Paul Bednarek, Ian Thomas, Eddy Nuttall, James Todd.

### 1.0     **WELCOME – Chris Spargo**

1.1     Chris welcomed everyone to the meeting and asked if the Minutes from the AGM held on 14<sup>th</sup> June 2018 were accepted as a true record of the meeting. The minutes were proposed by Kris Sutton, seconded by Mark Stitson and accepted.

Chris stated that it had been a successful year for several teams on the pitch with a few examples below but sure there are many more out there that have not been reported back to the Committee.

U14 girls Black won the County Cup

U10 Boys White won the Robert Dryden Memorial Cup

U12 Boys Orange won their league.

U17 Boys were runners up in Division A of the Harrogate League

U18 Boys were runners up in their division of the Craven League.

1.2     Chris stated that we were continuing to look at building closer relationships with Guseley AFC and that he, Nicky and Kevin had met with Gary Douglas and Trudi Miller to discuss ways of doing that. There are proposals to have more of a partnership status with them and we are working on proposals for season tickets with another meeting set up over the next couple of weeks. Chris said that with the Academy going down to the u10 age group, it needs to be managed correctly and if any of the teams are affected then to let any of the Committee know.

1.3     Chris also stated that he and Nicky had met with Spencer Taylor and John Francis regarding a new initiative that Leeds United are setting up for 16-18 year olds which includes an education BTEC qualification alongside some quality coaching and potentially a range of other partnering opportunities. Leeds United are looking to have closer links to certain Grassroots Clubs and Guseley Juniors is one they would like to partner up with so hopefully we will see some benefits of this over the coming season.



## 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 after 8 years in the planning and building should commence this summer and be completed by this time next year.

2.2 There is still a shortfall of £40-£50,000 but there is enough money in the funds to start construction. There are just a few planning conditions to be met, legal documents to be finalised and then construction can start on the site.

## 3.0 SECRETARY REPORT – Nicky Clarke

3.1 Nicky thanked everyone for their support, stating that it had been a successful season both on and off the pitch. Nicky stated that Chris had mentioned some of the on the pitch successes so she would mention the off the pitch successes. She said that if there were any other improvements that could be implemented then to contact her so we could look at them.

Successes were as follows

- a) Club Affiliation to the WRCFA completed and registration to Craven, Harrogate and WRGFL for next season.
- b) Improvements in Communication to members – Newsletter / Emailing Individuals / Facebook.
- c) Looking to improve and update the Website which is in progress at the moment.
- d) Improvements to Shaw Lane – New Roof / windows / door / commitment from LCC to put new screed down and we are looking at sprucing up the inside too with a lick of paint.
- e) Any other suggestions for improvements then please forward on to Nicky then we can look at implementing them

3.2 Nicky stated that there have been some changes to Constitution which everyone needs to be aware of for next season.

- a) Substitution Policy – Discussed 50% rule last AGM but not about not using substitutes in a game.  
*Constitution now says – 12 (f) Coaches, managers, Team and Club Officials in training, matches and other team activities should always adhere to the Clubs respect codes of conduct and be cognisant of the Equality Policy. Throughout the season there should be equity in match play time for all registered players and if a player is taken to a match as a substitute then that player should receive game time. It is recommended wherever practicable that all substitutes taken to a game receive as a minimum 50% game time.*
- b) Qualifications required – 12 (c) *There will be a named Manager per affiliated team who as a minimum has attained the FA Level 1 coaching qualification, has in date CRC (Criminal Records Check), attained the Safeguarding Certificate (either online or by attendance) and is qualified in Emergency First Aid.*  
*12(d) Anybody involved in coaching a team should have as a minimum a CRC, a Safeguarding Certificate and Emergency First Aid. It would be preferably to have a FA Level 1 in place too even if there is another qualified person associated with the team. If any other adult is involved directly in supporting the team at training or on match days a CRC is a minimum.*  
*12(e) There is a requirement for at least one representative of the management/coaching team to be present with in date CRC, Safeguarding and Emergency Aid at all training sessions and at matches, without exception.*



3.3 Referees – Nicky stated that it is recommended that a qualified referee is used for u12 and above but appreciate this isn't always possible. However, if a parent referee is used then it is important that they are aware of their rights on match day. They might not be qualified but they have all the rights and responsibilities a qualified referee will have. Nicky also stated that it is important that each referee should have the right equipment – red card, yellow card, notepad, pen and whistle as a minimum and each team should have linesman flags. If a card is shown then then this needs to be followed up using the correct procedure <http://www.westridingfa.com/report/report-discipline>. Please ensure that all referees are aware that the match doesn't finish until everyone has left the field of play! Nicky stated that she is in the process of arranging a course with Martin Procter from the Craven League to advise unqualified referees.

Sin Bins- Nicky advised that there is a new rule in football for next season which involves the use of Sin Bins for dissent. It applies to all ages in football and is a mandatory rule. Nicky advised that it seems quite a complicated rule but there is a Workshop at Horsforth SM 7pm 18th June for managers / coaches that can attend.

#### 3.4 Changes to Committee Structure

Nicky stated that the Management Committee had looked at the various Extended Committee roles and there was a fair amount of crossover so these have now been streamlined.

Management Committee will still remain the same – Chairperson, Secretary, Treasurer, Head Coach, H&S, CWO

Proposed Extended Committee will consist of the following– Girls Mentor, Junior Section Mentor, Senior Section Mentor, Pitches Co-ordinator, Training facilities Co-ordinator and Social Secretary. Juniors and Senior Section Mentors will be able to advise on match day protocol, attend occasional training sessions and arrange manager meetings.

#### 4.0 **FINANCES** – Mark Stitson

4.1 Mark opened by sharing the income/expenditure for the season (available on request) saying that the final position this season hasn't been as high as last season but that was good news as the Club is investing in more facilities, as planned. We have increased our use of all-weather facilities and achieved our goal of ensuring all the early years teams play matches on these surfaces as well as training. There has also been an increase in expenditure on equipment but this is largely due to an increase in teams. Mark thanked the managers for being mindful when ordering equipment.

4.2 Mark stated that there were 663 members during 2018-2019 and the fees would be staying at the same level of £125 as they have been for several seasons now but it is likely that there will be an increase in 2020-2021.

4.3 Mark thanked everyone for getting involved with the bag packing and supporting fund raising events such as the Christmas Parties as this helps to ensure the Club can offer further commitments for training such as some provision for summer training. It also allows the Club to plan ahead for future years, for example create some provision for pre-season training and possible matches for those that are changing team sizes for the following season. Nicky stated that league matches for 19/209 are due to start mid-September next season so this may alleviate some of the problems. Mark stated that managers should be purchasing kit from Pendle via the Club Shop as the rebate earned pays for a significant amount of equipment for the season.



## 5.0 PITCHES – Ian Woolford / Rob Hainsworth

5.1 Ian stated that the draft pitch schedule had been sent to managers for next season along with the 2018-2019 schedule so please contact the managers over the next couple of weeks to ensure each team is aware of the location of equipment / special arrangements/health and safety etc.

5.2 Ian stated that there are some pitches shared between teams which the managers are expected to share out and manage themselves.

5.3 Ian stated that the delayed start to the season should allow the grass to be cut in time for matches at the beginning of the season.

## 6.0 TRAINING – Patrick (Paddy) McIlroy

6.1 Paddy stated that the draft training schedule had been sent to managers and there were just a couple of slots available on a Wednesday evening.

## 7.0 HEALTH AND SAFETY – Simon Bell

7.1 Simon thanked managers for sending through their Accident reports and reminded them to carry out an Emergency Action Plan for the new pitch.

7.2 Simon stated that we have purchased a Defibrillator for the Club which is stored at Shaw Lane but we are in the process of arranging for the box to be installed outside the Changing rooms for use by the wider community. We have just managed to get an agreement drawn up with LCC for this to be fitted so hopefully this will be installed in the near future.

## 8.0 CHILD WELFARE – David Stout

8.1 David stated that he is always on hand to answer any Safeguarding issues and no major issues of concern for the club throughout the season.

## 9.0 HEAD COACH – Kev Harrison

9.1 On behalf of the Committee Kev thanked all the coaches and managers for the work they carry out on behalf of the Club and something he recognises more now his daughters are playing.

9.2 Kev stated that the boy's teams are self-sustaining with another 34 coming through the Development squad for next season so there will be 4 teams moving into u7s. The Girls are increasing in numbers and we are getting to a position where we can give younger and younger girls match play by moving them into teams.

9.3 Kev stated that the streaming of teams has caused some issues but it is something he wants to explore further with Richard Owen, the managers and coaches so the Club can come up with a more detailed and documented guidance plan as to how to implement it best moving forwards.



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

Chris explained that we had reviewed all the documents for the Club again this year but most documents remained unchanged. The exceptions to this were the Club Constitution and Membership and Financial Matters along with 2 new documents, Bullying Policy and Whistleblowing Policy.

### Club Documents to be Approved at AGM 2019

Committee Structure Version 3.0 draft  
Club Constitution Version 3.0 draft  
Medical Emergency Action Plan (Guidance) Version 3.0 draft  
Membership and Financial Matters 19-20 Version 3.0 draft  
Expenses Claim Form 19-20 Version 3.0 draft  
Non Playing Membership Form 19-20 Version 3.0 draft  
Referee Expense Form 19-20 Version 3.0 draft  
Reduced Membership Form 19-20 Version 3.0 draft  
Pitches 2019-2020 draft  
Training 2019-2020 draft  
Leagues 2019-2020 draft  
Equipment Request Form 19-20 Version 3.0 draft  
Player Membership Form 19-20 Version 4.0 draft  
Team Registration Form 19-20 Version 2.0 draft  
Bullying Policy Version 1.0 (New)  
Whistleblowing Policy 1.0 (New)

### Club Documents Approved AGM 2018 and Reviewed by Committee prior to AGM 2019 – No Changes

Child Welfare and Safeguarding Children Version 2.0  
FA Photography Guidelines (FA Official Guidelines – not reviewed)  
Health and Safety Policy and Procedures Version 2.0  
Accident Record Form Version 2.0  
Medical Emergency Action Plan (Individual) Version 2.0  
Head Injury Card Version 2.0  
Respect Code of Conduct Coaches, Team Managers and Club Officials Version 2.0  
Respect Code of Conduct Match Officials Version 2.0  
Respect Code of Spectators, Parent, Carers Version 2.0  
Respect Code of Conduct Young Players Version 2.0  
Internal Transfer of Players Version 2.0  
Poor Practice Guidelines Version 2.0  
Mission Statement Version 2.0  
Equality Policy Version 2.0  
Club Complaints and Disciplinary Procedures Version 2.0

**The above were all agreed on at the meeting so will now be put into general circulation once indexed. The pitches and training documents will still be continued to be amended as and when new slots are released to us. Please read the documents so you understand the Club Procedures.**



### **ELECTION OF OFFICERS**

<b>Role</b>	<b>Name</b>	<b>Proposer</b>	<b>Seconder</b>
Chairperson	Chris Spargo	Nicky Clarke	Chris Larnar
Secretary	Nicky Clarke	Bill Graham	Phil Tierney
Treasurer	Mark Stitson	Sean Tounsend	Andy Craddock
Child Welfare Officer	David Stout	Phil Tierney	Sean Tounsend
Health & Safety Officer	Simon Bell	Richard Owen	Joe Rance
Head Coach	Kevin Harrison	Andy Craddock	Ian Woolford
Pitch Co-ordinator	Ian Woolford / Rob Hainsworth	Mark Stitson	Chris Spargo
Training Facilities Co-ordinator	Paddy McIlroy	Mark Stitson	Kris Sutton
Senior Age Group Mentor (u12 and up)	Spare		
Junior Age Group Mentor (u7-u11)	Richard Owen	Nicky Clarke	Sean Tounsend
Social Secretary / Fundraising	Andy Craddock	Kevin Harrison	Mark Stitson
Girls Mentor	James Todd	Phil Tierney	Andy Craddock



## **10.0 ELECTION OF MANAGERS**

### **BOYS**

<b>Age group</b>	<b>Managers Name</b>	<b>Manager / Coach</b>	<b>Team Name</b>
Under 7	Dan Spiers	Manager	White
Under 7	Steve Hiley	Manager	Blue
Under 7	Ben Marquand	Manager	Yellow
Under 7	Tom Barrett	Manager	Orange
under 8	David Burgess	Manager	Blue
under 8	Ian Thomas	Manager	Yellow
under 8	Kevin Neale	Manager	White
Under 8	Wayne Lusted	Manager	Orange
under 9	Jonathan Carey	Manager	Yellow
under 9	Ian Condon	Manager	White
under 9	Sean Yeates	Manager	Blue
Under 10	Chris Tomlinson	Manager	White
Under 10	James Lawlor	Manager	Blue
Under 10	Andy Whelan	Manager	Yellow
Under 10	John Bailey	Manager	Green
Under 10	Ian Woolford	Manager	Orange
Under 11	Niels Kroon	Manager	Green
Under 11	Stephen Camp	Manager	Yellow
Under 11	Kris Sutton	Manager	White
Under 12	Eddie Nuttall	Manager	Yellow
Under 12	Jason Longley	Manager	Green
Under 12	Mark Stitson	Manager	Orange
Under 12	Richard Ellis	Manager	Purple
Under 12	Kris Sutton	Manager	Blue
Under 13	Gary Machell	Manager	White
Under 13	John-Paul Bednarek	Manager	Blue
Under 13	Anthony Dutton	Manager	Green
Under 13	Sean Tounsend	Manager	Orange
Under 14	Leon Humphreys	Manager	White
Under 14	Andrew Moriaty	Manager	Blue
Under 15	Damian Holmes	Manager	White
Under 16	Matt Sinfield	Manager	White
Under 16	Ian Wilkinson	Manager	Yellow
Under 17	Chris Lerner	Manager	Blue
Under 18	Chris Spargo	Manager	Juniors

Chris read the list of managers allocated to each team and these were voted in en-block.  
U7-u18 Boys Proposed by Andy Craddock and Seconded by Patrick McIlroy



## **GIRLS**

<b>Age group</b>	<b>Managers Name</b>	<b>Manager / Coach</b>	<b>Team Name</b>
under 8	Paul Meakin	Manager	Squad
under 9	Mark Laine-Toner	Manager	White
under 10	Karl Robinson	Manager	Lionesses
Under 11	Andrew Craddock	Manager	HQ Red
Under 11	Andy Redman	Manager	HQ Blue
Under 12	Daniel Fletcher	Manager	Blues
Under 12	Carl Hutton	Manager	Lionesses
Under 13	James Moor	Manager	Blues
Under 13	Ben Kelly	Manager	Yellows
Under 14	Phil Tierney	Manager	Juniors
Under 15	Joseph Rance	Manager	Black
Under 15	Jarrold Hollingdrake	Manager	Orange
Under 16	Stephen Orchard	Manager	Juniors
Under 17	James Todd	Manager	Orange

Chris read the list of managers allocated to each team and these were voted in en-block U9-u17 Girls Proposed by Andy Craddock and Seconded by Patrick McIlroy

### **11.0 ANY OTHER BUSINESS – of which due notice given**

11.1 Trophies / Social Fund - There was some discussion as to whether trophies should be provided to all players or whether there would be a better way of celebrating achievements of the squads.

11.2 Fundraising v Increase in Subs – Some managers have questioned whether bag packing is an outdated method of raising money and whether The Club would be better just simply put an increase on Subs.

There were lots of good suggestions and comments on both these points. Nicky will put these questions along with others to members early next season to see what the opinions of members will be then we can make an informed and democratic decision as to the best way forward.

11.3 Nicky stated that she had been approached by one of the parents to collect old and unused kits to send to kids in Africa. These will be collected in September at a collection point to be confirmed and can include all kit not just Guiseley Juniors kits. There was a comment that we should be looking after players in our Club first and Chris stated that if kits could be passed down to other teams the we would look at that first throughout the age groups. Chris reiterated that this is one of the reasons we ask for teams to not put names / initials on kit.

11.4 Chris closed the meeting and thanked everyone for coming.