

Meeting Minutes: Cardiff Junior Ice Hockey Club

Meeting: Cardiff Junior Ice Hockey Club – General Committee		Venue: Cardiff Bay Yacht Club	
Date: Meeting Wednesday 18 th April 2008			
Issued by: Paul Hayes	File Name/Location:	Meeting No: 10	
Next Meeting: 16 th May 2008	Next Meeting Venue: Cardiff Bay Yacht Club	Next meeting date: 19:00hrs for 19:30hrs start	
<p>Present: 1/10</p> <p>Paul Hayes [PH] Wendy Gray [WG] Stephen Gray [SG] Jane Hall [JH] Rob Jones [RJ] Jana Raffaelli [JR] Richard Hart [RH] Steve Fisher [SF] Dave Oliver [DO] Lisa Galea [LG] Zbynek Sabor [ZS] Sharon Davies [SD] Scott Buglass [SB]</p> <p>Apologies: 2/10</p> <p>Mandy Powell [MP] Jon Oliver [JO] Ian Wood [IW] Jamie Elson [JE] Eddie Evans [EE] Rowena Parkinson [RP] Dave Newton [DN] Andy Edwards [AE] Chris Thomas [CJ] Jason Jones [JJ]</p> <p>Copies To:</p>			
Meeting/ Item Number	Item	Actions	Action Assigned
3/10	ADOPTION OF LAST MEETING MINUTES	Minutes of the previous meeting held on the 19 th March 2008 were accepted by all present as a true record. Proposed: Rob Jones Seconded: Jane Hall	
4/10	MATTERS ARISING	There were no matters arising from the minutes.	
5/10	ACTIONS	Action 7/6 (now 7/18) has been carried over but all other actions are complete.	
6/10	REGISTRATIONS &	The only issue raised was in relation to summer licences	Action DO

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	CRB FORMS	<p>and how they work. DO took an action to ask Mandy Powell and feedback.</p> <p>DO advised that all players, including those in the Learn to Play (L2P) need to keep paying their fees throughout the summer. Those players from the L2P who want to register as club members can do so in July but should keep paying their training fee until then.</p> <p>JH advised there are 3 new goalies taking part in the goalies taster sessions who may want to register as club members in July.</p>	
7/18	SPONSORSHIP and FUNDRAISING	<p>LG reported that £700 - £800 had been raised on food sales during home games and that further bag packs had been organised which all teams should be encouraged to take part in.</p> <p>WG advised that the under 10's could not attend the 15th June bag pack as they are in Sheffield.</p> <p>Note to all - Asda at Cardiff Gate will not allow any under 8's to attend.</p> <p>The following dates have been agreed for bag packs: May 17th , June 15th , July 12th</p>	
8/10	ON ICE & OFF ICE TRAINING	<p>ZS gave an update on each team and had the following comments to make:</p> <p>U10's – Happy to finally have enough players to have a team. All players have registered but WG still awaiting licences for a couple.</p> <p>U12's – Are safe in the A League, they are sitting mid way in the table. All boys have done really well and improved as the season has gone on.</p> <p>U14's – Still have an important game to play but should do well. They are training hard and have also done really well this season.</p> <p>U16's – Have really struggled this year and have just 3</p>	Action – JH & PH/DO

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		<p>points. They need to win their remaining game otherwise they face relegation. PH advised of the new relegation process should the 16's face it, the rules had changed the week prior to this meeting. Teams will now play a 3-way relegation round robin. If the 16's are part of the round robin they are likely to face Haringey and Basingstoke.</p> <p>U18's and ENL – All their games are complete and both have done really well this season.</p> <p>L2P – ZS advised there is an issue with too many youngsters on the ice during the Monday sessions due to the L2P and Goalies training session being held at the same time. This needs to be looked at because there is no option for an extra hour's ice time due to the Devils L2P and the cost of ice time.</p> <p>PH and DO advised that training times will be looked at and possibly revised over the summer. JH agreed to look at the goalies session and see if this could be moved to help the issue.</p> <p>WG also added that a manager for the L2P needs to be appointed. PH mentioned there are adverts for managers as well as coaches on the website and notice board but there has been no response as yet for anyone.</p> <p>ZS clarified the price of a L2P session, he was under the impression it was £7.00 but it was confirmed by DO and WG the price is £5.00 per session.</p>	
9/10	WEB DEVELOPMENTS	<p>PH advised that Irina is doing a great job with the website but there are still areas that need updating. Extra help with the site would be appreciated. JR mentioned Mike Palmer U14's dad had volunteered to help. PH to contact him to discuss.</p>	Action PH
10/10	GAME DAY PROCEDURES	<p>Mainly covered in AOB for this meeting but RH did make a suggestion that for next season a rota for home games</p>	

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		<p>would be useful so that all parents participate with game duties. All managers were in agreement with this.</p> <p>PH mentioned the need for some consistency though and said it would be beneficial to have the time keeping and game sheets being completed by the same person for each game but all other roles can be rotated. The club will happily hold a course on how to complete game sheets and training on using the clock if parents will find it useful.</p> <p>It was also noted as a reminded to all that once a referee has signed a game sheet it becomes a legal document and should therefore <u>not be amended by anyone</u>.</p>	
11/18	TREASURERS REPORT	<p>DO and MP have been going through the clubs figures. There is £2,000 currently outstanding in fees; managers will be spoken to individually about this. Managers were reminded of the importance of doing the register at every training session so they can note also who has/has not paid.</p> <p>If parents need to discuss their finances with Dave then they are more than welcome to and it will be kept confidential. Players/Parents who do owe money will be given 1 months grace to pay the money, if they do not pay or have agreement to pay the money over a longer period then notice will be served.</p> <p>On a separate issue DO and WG gave a note of warning for next season about London's new low emission zone charges. These will apply to buses older than 2 years. If away trips take you through the low emissions zone then parents should be advised the cost of away travel could increase. The club are looking at how to overcome/limit any increase in travel if it is possible.</p> <p>Finally, DO advised there is a bus invoice outstanding to be dealt with.</p>	
12/18	PR & NEWSLETTER	<p>SD advised the 4th news letter is nearly complete but advised it is a struggle to find info each time to fill it. Therefore everyone was asked to help provide and pass</p>	

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		<p>on any info that could be featured.</p> <p>SD also advised that game reports are now, thanks to under 10's mum Leanne Roberts, being published in GEM as well as the Echo. Managers were advised by PH that a template for reports will be issued shortly. This will hopefully make it easier to get info to the papers by a Monday Morning. The template, once complete should be sent to SD to review and pass on and full reports should follow on later for the website.</p>	
13/18	CHILD PROTECTION	RP not present so there were no child protection issues to report.	
14/10	FIXTURES	SG advised of 2 fixtures; Under 14's on the 27 th April – this game will determine if the under 14's go through to the play offs and Under 16's – have a game on the 14 th May.	
15/10	TRAVEL	In addition to that covered in Treasures Report above, all managers were informed that buses are not to divert off the M4 corridor to pick up or drop off players/parents. If they do it has implications on driver's hours and the cost of the bus. If for any reason a diversion is needed this should be cleared through DO and the bus company before any journey.	
16/10	MERCHANDISE	PH advised negotiations with the Devils had taken place (see more details below) and were on going. As these may impact on our merchandise there was no update given.	
17/10	AOB	<p>PH advised on the following;</p> <p>Game Day Officials –A note from the league had been</p>	

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received stating that no child is allowed to help with game day procedures. Helpers must be adults only (18's +).

Full Kit – It has been noted that at the end of games some players remove items of kit, they must be reminded that while on the ice full kit must be worn at all time – this includes helmets with the chin strap still done up.

Rink Boards – It had also been noted that some players are sitting on the boards while waiting to go on the ice – Managers and Coaches are to remind teams they must not do this. It is part of Planet Ice's rink discipline code. Also no child must step onto the ice until instructed to by their Coach or Manager and should only go on once the Zamboni has gone off and the doors are closed.

DO advised that a date for the end of season presentation had been set for the 28th June. Costing for trophies to be given to Wendy. Coaches and Managers were asked to give Wendy the name of their teams Most Improved Player & Players of the year. There will also be a Clubman of the year award.

Managers and Coaches for next season – PH went around the table to establish who would be continuing next season and which age group they would like to assist with.

Managers:
Under 10's – Manager needed for next season
Under 12's – SB is to resign as manager of the under 12's due to work commitments. WG has agreed to step in and manage the team for the 2008/09 season.

PH thanked SB for all his hard work and support over the past couple of seasons with the under 12's.

Under 14's – Manager required for the 2008/09 season. SB advised he may know someone who would like to take on manager's role. SB to advise PH. SB also advised if time allows him he would like to be assistant manager for the under 14's.

Under 16's – Jana Raffaelli appointed manager for the new season.

Under 18's – Jane Hall has agreed to be under 18's

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manager for the new season.

ENL – Rob Jones to be ENL manager for the new season.

Help is still required for the new season and if others want to get involved with the club they can do so. Assistant managers will also be welcomed.

Coaches:

SF advised he would help out on the ice where needed and showed an interest in helping with the ENL team.

RH advised he does not want to take on a team but would like to assist with a team.

No other coaches present at this meeting.

AOB continued with PH advising all on the recent talks with the Devils new owner – Matt Burge.

The Devils sale will be complete by the 28th April. Matt Burge was advised CJIHC would retain its status as a separate club but would be open to an affiliation with the Devils. The Devils advised they would welcome this and like the juniors to wear their logo. New shirts would be needed if this were to be agreed. Matt was also advised of CJIHC's need for a permanent head coach.

PH and DO invited Matt to attend a committee meeting so he could get a feel for how CJIHC operates. He was advised the club runs thanks to all its volunteers and he was told that no one, except the head coach gets paid for their work.

PH mentioned that Matt was informed, as were all present tonight, that the final say on any affiliation with the Devils would be agreed by a vote.

Matt, DO and PH discussed the problems encountered in the past with the Devils but both sides were keen on moving forward for the benefits of all. Matt and his company have many contacts and avenues which CJIHC could benefit from such as a marketing team.

Further talks are needed but both sides felt the first meeting went positively.

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		<p><i>AOB concluded with the following:</i></p> <p>U10's and 12's – WG and SB advised that the last game for their teams is on Sunday.</p> <p>U14's – JR advised that S4C want to feature a player from her team, they will be sending a camera crew to a training session. RJ asked if there were any objections to this and none were raised. JR also asked who would be covering training when ZS leaves - this is to be discussed.</p> <p>U16's – No comments.</p> <p>U18 – No AOB, however JH mentioned the comets are looking to set up a development team to run along side their senior squad.</p> <p>ENL – DO, RJ and PH are all attending the EIHA meeting on Sunday to discuss the future structure of the ENL. Feedback will be provided at the next committee meeting.</p> <p>JR – Mentioned a fundraising idea – There will be a sale of second hand equipment at the rink to raise money for the club. This will be on the 28th May.</p> <p>PH advised Coaches of the South West selections for next season. He advised the process is to be changed, it will now see players being tested. There will be no limit on the number of names put forward as the testing will be the way of cutting back.</p>	
18/18	NEXT MEETING	16th May 2008, 7pm for a 7.30pm start.	
		The Meeting concluded at 21.30	

TABLE OF ACTIONS:

Agenda Item:	Action On:	Details	Completed Yes/No
6/18 – Registrations	Dave Oliver	Find out from Mandy Powell how	

and CRB		summer licences work and feedback to all the next meeting.	COMPLETED
7/18 (was agenda item 7/6) - Sponsorship & Fundraising	Lisa Galea	Lottery licence to be sourced and purchased for CJIHC.	Application form obtained and to be completed and submitted
8/18 – On and Off Ice	Paul Hayes, Dave Oliver and Jane Hall	Paul and Dave to review training times. Jane Hall to review goalies training session to see if can be moved to ease the pressure on the Monday L2P session.	COMPLETED
9/18 – Web Developments	Paul Hayes	To contact Mike Palmer about his offer of help with the website.	COMPLETED