

Meeting:	Cardiff Junior Ice Hockey Club – General Committee	Venue:	Cardiff Bay Yacht Club
Date:	Meeting Wednesday 3 rd October 2007		

		2. As a side note it was advised that manager and coaches meetings are important and beneficial to all and will become more regular. The next meeting is booked for the 31st October 2007 , all are encouraged to attend.	
4/5	MATTERS ARISING	1. There were no matters arising.	
5/5	ACTIONS	1. None	
6/5	REGISTRATIONS & CRB FORMS	<p>2. CS advised that she has a new player to register, in Mandy's absence info to be sent to PH.</p> <p>3. It is hoped that a Managers course will run at the end of the year, details of this will be circulated closer to the time.</p> <p>4. Coaches course are currently suspended, coaches will get a special dispensation in the interim, possibly until the end of the year.</p> <p>5. With regards to CRB forms Shannon Hope has a form pending.</p>	Claire & Paul
7/5	SPONSORSHIP AND FUNDRAISING	<p>1. PH advised that all age groups will have training shirts thanks to new sponsorship, 14s and 18's have them already and a thanks was made to SB who has secured sponsorship for the under 12's training shirts.</p> <p>2. A thank you was also made to Bill Buglass for all his hard work in</p>	

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		<p>obtaining sponsorship for the club last year.</p> <p>3. The club would be grateful for further sponsorship and we are all encouraged to sell our club to potential sponsors. We were also all asked to think about fundraising ideas for teams to get involved in, bag packing was an idea raised, the money collected will go into the central pot to benefit all teams.</p>	ALL
8/5	ON ICE & OFF ICE TRAINING	1. Nothing raised	
9/5	WEB DEVELOPMENTS	<p>1. PH advised the website is up and running. The events calendar is available to review and use and can be found under club info. All were advised of what the key stands for:</p> <p>2. 1 – indicates the first home game, face off at 4.15pm</p> <p>3. 2 – indicates the second home game, face off at 6.15pm</p> <p>4. Stephen Gray will advise Irina on any fixture changes and all match reports are to be sent to SD for review and forwarding to Irina for website and the paper.</p> <p>5. The download section has been updated to include new documents, including bi-lingual Club Constitution and Mission Statement and updated game day forms, such as game sheets and how to complete, which all managers are required to read.</p>	

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10/5	Game Day Procedures	<ol style="list-style-type: none"> 1. PH advised managers on the importance of ensuring the game sheets are accurately completed. 2. They must detail children's names as per their registration documents. No nicknames, shorten names etc will be acceptable. 3. All game sheets must follow the new format and as advised above guidelines on how to complete a game sheet can be found on the website and managers must familiarise themselves with the new game sheet. It is also vitally important to ensure goalie stats are recorded properly, the shots on goal and their time in/out etc otherwise the league will reject the information and the stats will not be added to that particular player's career record. 4. The club will consider running a course on how to complete a game sheet and managers are advised that for continuity it is best if we can keep to the same person completing the game sheets each game. 5. Game sheets should be faxed through to the relevant person after a game and the top copy (<u>white copy only</u>) of the game sheet should also be copied and passed to PH to enable him to keep a track of the penalty points 	

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incurred during the game.

6. **Important Note for Managers** with regards to discipline, all players must sign the discipline document by the end of the month. It is for the clubs protection. If players have not signed the document by the deadline then they will not be able to ice.

11/5

TREASURERS REPORT

1. Managers were handed out a copy of the clubs expenditure to date. DO and PH stressed the achievements made by the club in their inaugural year and considering we are an amateur club the committee were pleased with the turn over achieved.
2. The club want to be open and honest to members so financial information can be passed to parents if requested but copies not to be handed to them.
3. The information, in the form of pie charts showed incomings and out-goings for the year and broken down to allow sight of where costs went. Although the figures for last year show a deficit the reason for the deficit was identified and is being resolved.
4. The deficit partly resulted in VAT being paid to Plant Ice. DO has a meeting with the VAT man to discuss the issue further and he will discuss de-registering the club

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from its VAT registration. DO will update us more on the VAT issue at the next meeting.

5. DO also advised that the financial information provided is a summary only he has a more detailed breakdown of expenditure should anyone wish to see it.

6. Any monies owed to the club at the end of last year are being paid back and we are paying Planet Ice in advance for ice time so we are in a healthy situation as of today.

7. RH asked the question whether the club should consider having last year accounts audited; our year end is 31st July 2007. This will safeguard those involved with the management of the club and will just close off last season. The consensus was that everyone was happy with this.

8. DO is meeting a parent who is an accountant to discuss the accounts further, he will discuss with him and will advise of the outcome in due course.

9. Managers were made aware that Home match fees of £5.00 will be reintroduced. This is needed to cover the inflation of referee fees. It was reiterated that despite the negative balance sheet of last year we are on a sound financial footing going forward.

Dave Oliver

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12/5	PR & PHOTOGRAPHS	<ol style="list-style-type: none"> 1. EE updated everyone present on the developments with the news letter. Anna Hennius will be joining EE and SD to assist in putting the news letter together and she will be contacting managers for information. 2. The intention is to have double side A4 letter for all parents and it will be distributed to other sports clubs/centres to help promote the club more. The aim is for a monthly newsletter with the first one being issued 31st October 2007. 3. Parents will be given a hard copy of the news letter but it will also be available in a PDF version on the website. 4. With regards to the photo's we are still awaiting sight of them from Ado Rapps. 	SD TO CHASE ADO
13/5	INSURANCE	<ol style="list-style-type: none"> 1. The club have been approached by a company who can offer private sports insurance to players. The company will have a representative at the rink so Managers are asked to pass this information on to their teams to enable anyone interested to contact the company. We will also in due course have information regarding this insurance on our website. 	

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14/5	FIXTURES	<ol style="list-style-type: none"> 1. As Steve Gray was not present there were no fixture issues to discuss other than the under 12's fixture changes which Steve is dealing with and PH advised on-going discussions were being had with the league over the recent cancelled games. With regards to face off times for games PH advised these can be found on the unofficial EIHA website managed by Malcolm Preen. 2. <u>Weblink:</u> http://homepage.ntlworld.com/m.preen/eiha.html 	
15/5	Travel	<ol style="list-style-type: none"> 1. DO advised, that the bus company for this has changed from Thomas of Barry to Castle Coaches. Bus fees are £30, and all children should be encouraged to attend away games. 2. RH raised the question if 2 teams are playing in the same rink could they travel together to reduce club costs, the general feeling was it could be considered and it is the managers responsibilities to liaise with each other when arranging away trips. 	
16/5	Child Protection	<ol style="list-style-type: none"> 1. No Issues 	
17/5	Merchandise	<ol style="list-style-type: none"> 1. PH advised, confidentially, that discussions were being held with the Cardiff Devils over an affiliation between the 2 clubs. 	

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2. **Until plans have been agreed / finalised we are all asked to respect this confidential information.**
3. Plans being discussed relate to:
4. The use of the Devils Logo and name, PH advised the name change from Dragons to Devils would be dependant on the full committee's approval.
5. Devils players helping out on the ice but they would expect the Dragons to pay for players services.
6. Tickets for the club to use at Devils games
7. Help with promoting ice hockey in schools there are more plans are being discussed and these will be advised of in due course.
8. On a separate note CH sports have been approached to supply CJIHC with tracksuits and jackets for all Managers and Coaches. The tracksuits will be available for all teams; they will be identical so as to form a club uniform and players are expected to wear these at away games, with the exception of the under 18's Div 1 team who would have completed all their away games by the time the tracksuits are ready.

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		<p>9. PH suggested with regards to the 18's only their home dress code could change from smart clothing to the tracksuits.</p> <p>10. However with regards to the dress code for home games, all other teams are expected to arrive at the rink in smart clothing.</p> <p>11. Other items available for teams to order will be polo shirts and baseball caps, Managers will be expected to take orders from Parents</p>	
<p>18/5</p>	<p>AOB</p>	<p>1. DO and ZS advised of the success of the Learn to play programme. Numbers are increasing and as such a Manager needs to be appointed to help the coaches out plus more spare kit is needed.</p> <p>2. All advised to think of a suitable candidate to manage the session and to help obtain spare kit. The session now runs on a Monday and Wednesday night 6.15 – 7.15pm. New players are offered an incentive package to register to help increase our numbers further.</p> <p>3. CJIHC members now stand at 105 compared to 75 last year, hockey is becoming more stable in Cardiff and it's encouraging to see the numbers increasing.</p> <p>4. JR asked the question is there a legal requirement for Managers and Coaches to be First Aid</p>	

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trained? PH advised there is no legal requirement on the club to provide First Aiders as the rink staff are all trained. However for good practise measures Managers will be encouraged to become First Aiders.

5. The club will look at providing a course or information on a First Aid course for all to attend. JH advised the Yacht Club runs a course for its members she will enquire whether we could take advantage of their next course.

6. DO also advised, he is having discussions with St Johns Ambulance to provide cover during home games.

7. ZS and PH advised that there is a league ruling that teams are required to have uniformity in its dress. Th CJIHC team dress is black helmet and black shorts, this need's to be enforced and parents should be advised. As the club needs spare kit for the Learn to Play Programme

8. DO suggested that we may be able to help parents towards the cost of buying a new helmet if they are willing to donate the old one to the club. Mangers to put the option to Parents for feedback.

Jane Hall

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9. **Team AOB:**

10. Under 10's – Nothing

11. Under 12's – Issue over the fixtures, already covered above. SB advised he had received positive feedback from players and parents on training, so a thank you and well done was made to team coaches.

12. Parents are also impressed with the increase in the number of coaches on the ice during training session as it gives more time for one to one sessions with the children.

13. Under 14's – Parents are asking for a meeting to discuss training up. PH advised it is ZS and team coaches to decide if and when players can train up.

14. In addition the question was asked if playing in Bristol does the team need a bus or can players travel by car? JR was advised that players can travel by car.

15. Under 16's – JJ queried - An under 14's player can't make a particular training day are they able to train up? ZS advised this issue had been already discussed with the particular family.

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16. JJ advised he is still awaiting registration to be sorted out for one of his players. PH advised that the league were having delays and it will hopefully be resolved in due course.

17. JJ asked for clarification on whether injured players can still travel to away games and would they be expected to pay for the bus? PH advised they can travel and do not have to pay.

18. PH advised that if a player is selected for National Training, England or GB then they do not have to pay for bus travel. If however they are selected for South West Conference then they do have to pay.

19. Under18's Div 1 – The team are doing extremely well this year and are hoping to make it to the finals. There was nothing further to add.

20. Under 18's Div 2 – CS needs to discuss further with PH and ZS over the future of the division 2 side. Unfortunately certain players have not been paying their fees and player numbers during training are not sufficient enough to run a good, beneficial training session, ZS advised. Players need to be encouraged to attend every training session or it could result in the disbanding of the team, this is

**Claire, Paul &
Zbynek**

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of course a last resort option but if in the worst case the team is disbanded then those committed players would be looked after and the club would consider forming a recreational team for them.

The Meeting concluded 9.55pm

TABLE OF ACTIONS:

Agenda Item:	Action On:	Details	Completed Yes/No
6/5 - Registrations	Claire Stansfield & Paul Hayes	Arrange to receive completed registration form[s] whilst Secretary away.	
7/5 - Sponsorship & Fundraising	All	Fundraising ideas for teams to get involved in, bag packing was raised. Further ideas required.	
11/5 - Treasurers Report	Dave Oliver	To obtain the services of an accountant to audit the accounts	
12/5 - Photographs & PR	Sharon Davies	To follow up on the supply with regards to the photo's we are still awaiting from Ado Rapps.	
18/5 - AOB	Jane Hall Claire Stansfield, Paul Hayes & Zbynek Sebor	To enquire whether places are available on the Yacht club's next course and if any can be supplied to CJIHC. To discuss U18Div2's requirements and review whether need to be withdrawn from the league	