

Meeting Minutes: Cardiff Junior Ice Hockey Club

Meeting: Cardiff Junior Ice Hockey Club – Coach & Managers' Meeting	Venue: Llandaff North Rugby Club
Date: 16 August 2006	
Issued by: Mandy Powell	File Name/Location:
	Meeting No: 2
Next Meeting: 6 September	Next Meeting Venue: Llandaff North Rugby Club
	Next meeting date: To be confirmed

Present:

Steve Baber
 Dave Oliver
 Dennis Davies
 Paul Hayes
 Robin Mongahan
 Richard Hart
 Claire Stansfield
 Mandy Powell
 Tim Bowers
 Colin Griffiths
 Wendy Gray
 Marilyn Parsons
 Scott Buglass
 Steve Gray
 Jane Hall
 Rob Jones
 Bill Buglass
 Jim Mannings

Apologies:

Mary Jones
 Andy Clarkson
 Andrew Thorne
 Jana Raffaelli
 Claire Stansfield
 Bob Stansfield
 Andy Edwards
 Chris Thomas
 Lee Carson
 Dave Newton
 Steve Fisher

Copies To:

Meeting/Item Number	Item	Actions	Action Assigned
	MATTERS ARISING	Minutes agreed meeting 25 July 2006	
1/1	Proposal to Bob Phillips	Dave Oliver and Steve Baber gave a précis of events to date, re-iterating previous comments that CJIHC look to safeguard the financial interests of the players. Whilst no agreement had been reached, CJIHC were willing to return to discussions with Bob Phillips and Bill Buglass agreed to mail Again re-iterated door was open but progress of the league addressed with new logo. Currently stand as separate entity.	BB 25 July
1/2	Registrations	M Parsons and M Powell concurred that the	

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		<p>registrations were hitting the 100 mark.</p> <p>It is recognised that there will be those players on holiday and ENL are yet to register and the numbers will see an increase for the start of the season.</p> <p>Managers and Coaches cards currently being compiled for release to the EIHA.</p> <p>Newly appointed Managers to attend a Level 1 course viz. Scott Buglass, Jana Raffaelli and A.N.Other</p> <p>Confirmed teams affiliated – U10s, U12s, U14s, U16s Div1 and 2, U19s and ENL.</p> <p>All Managers to contact players and instigate the submission of mandates. 100 plus reg but mandates slow in progressing</p>	<p>MP</p> <p>MP</p> <p>25 July 2006</p> <p>All 16 August 2006</p>
1/3	Players Conduct	<p>Paul Hayes explained the unique situation for this year with U19s and ENL and that more experienced players in U19 will be used to sustain Div 1 status.</p> <p>Training and Playing up is at the discretion/decision of Coaches with some interjection by Managers, and subject to discipline and conduct.</p> <p>Agreed that all players commit to their age group in the first instance, save for exceptional circumstances.</p> <p>Paul Hayes provided précis on more stringent discipline codes invoked by the EIHA for the forthcoming season.</p> <p>Concurrence that zero tolerance on inappropriate conduct and support must be there for all.</p> <p>Agreement that there must be a clear policy and appeal process with clear, prompt communication lines, and pre-season warning to Parents; such meetings to be held by Managers and Coaches. Player Handbook to be distributed and signed at commencement of the season.</p> <p>Appropriate documentation to be uplifted to the web.</p>	<p>Disciplinary Committee</p> <p>ALL</p> <p>PH / TB 25 July 2006</p>

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1 / 4	Sponsorship	<p>Bill Buglass précised current achievements e.g. Land Sec, Spec Savers for ENL.</p> <p>Bill looking to market ENL as a professional team out fo the rink and to this aim has produced a sponsorship package; PH confirmed that pricing therein was suitable.</p> <p>In addition, several other ideas re player kit package, match sponsorship, professional Club programme.</p>	25 July 2006
1/5	Club Uniform	<p>Concurred that a move to EIHA regulations of a standard team apparel; black helmets, shorts. This can be commenced during the forthcoming season, but thereafter is a requirement.</p> <p>Team Kit is to remain in the possession of the Team Manager.</p> <p>Team Kit is not to be worn during training sessions.</p> <p>Shirts now paid for and team socks ordered (only ENL will have name bars).</p> <p>Logo(s) registered lay-mans way under CJIHC</p> <p>Launch to be made in due course with Land Securities</p>	<p>ALL</p> <p>ALL 25 July 2006</p> <p>BB 16 Aug 2006</p>
1/6	Ice & Off Ice Training	<p>MP confirmed ice time booked at Bristol, Swindon may waiver due to plant issues.</p> <p>Off ice training to commence every Wednesday at Llandaff North Rugby Club – 6.30 arrival for a 7.00pm start.</p> <p>Managers to advise those parents travelling to Swindon and Bristol of the compensation to be paid – Swindon maximum of £20.00, Bristol Bridge.</p> <p>All payments will be at the discretion of the Treasurer.</p>	<p>CG</p> <p>ALL</p> <p>DO 25 July 2006</p>
1/7	Web Developments	<p>PH and TB have worked on the production of On line mail boxes for the management team; passwords etc to be released and further information to follow.</p> <p>Intention to maintain the web as the portal for information and store all relevant information</p>	

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		<p>pertaining to CJIHC. One area that will remain outside of the public domain by nature of the requirement is Child Protection.</p> <p>Managers will in the future update the Calendar as required.</p> <p>Re-iteration of content on web, reminder of process for accessing web mail accounts. Audit process exists on passwords. All to decide what telephone number to be viewed on the web and provide M Powell with the said number.</p>	<p>All 25 July 2006</p> <p>All 16 August 2006</p>
1/8	Treasurers Report	<p>Steve requested that going forward there be a treasurers report, a summary of how the balance sheet looks.</p> <p>DO and PH confirmed that ENL are managed under one Treasurer but fund will be identified separately.</p>	<p>SB / DO 25 July 2006</p> <p>16 August 2006</p>
1/9	Photo Monies	Dave Oliver still requires payment for photos produced.	ALL 25 July 2006
1/10	CRB Forms	<p>Those outstanding to be completed</p> <p>Still to be completed, but those done checked by MP and released for counter signatory in Solihull.</p>	<p>ALL 25 July 2006</p> <p>MP 16 August 2006</p>
1/11	Discussions with Bob Phillips	Robin Monaghan requested that it be place on record that he had spoken with Bob, but that Bob had always contacted him and not vice versa.	25 July 2006
2/1	Fixtures & Training	<p>ENL fixtures released North Complete South due shortly; pre-season event 30th to introduce new rules with Dean Smith or Hicks to attend.</p> <p>Off ice continues at Llandaff. Training remains Thursday through September, but looking at ice in October Thursday/Saturdays if possible.</p> <p>With the season approaching training times will be split to target teams with weekend matches.</p> <p>Jim Mannings requests notification of all fixtures for CJIHC</p>	<p>PH</p> <p>MPowell</p> <p>SG 16 August 2006</p>
2/2	Travel	Negotiations continue with Bus Company,	

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		announcement shortly.	
		As and when travel apparel achieved, mandatory for travel and home games.	16 August 2006
2/3	Constitution	Now complete in draft, at first AGM will be ratified. This will appear on the web in PDF format.	16 August 2006
2/4	Programmes	<p>Full colour sleeve and confirmation of deal for production.</p> <p>BB suggestion for child sponsorship grid, preparation in hand and will be available for the event on 30th August.</p> <p>Sharon Davies is to assist and will receive her own web mailbox for communications.</p> <p>Match reports to Sharon and Tony Woolway</p>	16 August 2006
2/5	Tournament Committee	<p>Proposal and seconded for Tim Evans to become representative for Tournament committee and co-opt as required.</p> <p>Web mail to be activated.</p>	PH 16 August 2006