

Minutes of the

Committee Meeting

Thursday 6th March 2025 at 7.30pm

held at 6 Patrick Ave, Read

Present: Ben Hill, Dean Rainford, Lindsay Hawkins, Craig Waterworth, Alan Hawkins

Apologies: Vicki Lambert

1. Minutes of the Meeting 15th January 2025

Accepted as an appropriate record.

2. Matters Arising *(not covered elsewhere on the agenda)*

- 2.1 Bank Signatories – Ben advised that visibility of the bank accounts has historically been restricted to just one member of the committee, the Treasurer, but for their protection and for best practice it was agreed that another account signatory, the Club Secretary, should also have on-line visibility of the club's bank accounts.

Action: Vicki to arrange with the bank to make this happen.

3. Facilities & Equipment

- 3.1 Read Recreation Ground – a suggested licence wording is to be drafted and shared with the committee prior to presenting it to the Parish Council for their consideration. It is envisaged the licence will commence on 1st May 2025.

Action: Alan and Ben to prepare a draft licence wording.

A Pitch Assessment is in progress, and we await a report that will determine what level of support will be available from the Football Foundation.

News of the folding of Read United FC means that responsibility for cutting the grass in the meantime would fall back upon the Parish Council. It was agreed, however, that in preparation for summer training the club ought to cover this cost (£100+vat per cut) prior to the commencement of the licence to use the Recreation Ground.

Action: Craig to confirm the cost of grass cutting and explore our options going forward.

- 3.2 Read Primary School – a date for the installation of security fencing remains unconfirmed as an official order for the work has not yet been issued. Nevertheless, our understanding is that the fence will be installed before summer training begins. It was noted that Geoff has now cut the grass.

It was agreed the club's equipment and goal posts will be moved out of the school playground area. The goalposts will ideally be moved to the top corner of the school field and subject to planning permission and the co-operation and support of the school, a new storage facility installed at the far back corner of the school 'Forest Area' that can accommodate the club's mower and line marking equipment.

Action: Ben to establish whether the school is happy to locate a storage container in the 'Forest Area' possibly for our joint use, and establish whether planning permission will be required, and if so, at what cost.

Regarding a donation customarily made to the school for the use of the field for summer training, this will need to be discussed further with the school.

Action: Ben to discuss with the Head Teacher what an appropriate donation would be for the Club's use of the field.

- 3.3 Equipment Storage – the club's use of the Recreation Ground is a very exciting step forward and to support that use we will need to discuss with the Parish Council how best to support it regarding the location of new goalposts and a storage facility. It was agreed, for aesthetic reasons, that any such facility should be disguised or camouflaged if possible.

Action: Discuss with the Parish Council what arrangements can be made to store goalposts and equipment at the Recreation Ground.

- 3.4 Summer / Winter Training – Summer training will commence on w/c Monday 28th April and a draft plan is to be shared with the committee shortly. The aim is to make use of the Read School field for the primary school age groups and the Recreation Ground for the secondary school age groups, although there may be exceptions subject to availability of space.

Action: Craig to share the plan for comment.

Winter training will begin w/c 29th September, and the new 3G pitch at Accrington Academy has been booked from 6-7pm on a Monday.

As discussed at the recent club meeting, we will look for indoor facilities for the U6-U8s, although it is recognised that such facilities are in short supply.

Action: Craig to look for indoor facilities for the U6-U8s.

4. Administration / Governance

4.1 Rule Amendments

- ELFA Rules - It is expected that the League Management Committee will propose an alteration to Rule 20(M) to revert to a requirement to give 7 clear days' notice for a postponement. In view of the disruption caused by late postponements the committee members are supportive of this proposal. The deadline for submission of rule alterations is 1st April 2025.
- Club Rules – the Club's AGM will be on 10th July 2025 (subject to confirmation) and therefore alterations to the Club's rules must be submitted to the Club Secretary by 19th June 2025.

5. Finance

- 5.1 Future Investments – additional areas of expenditure included this season and expected next season were reviewed.

- Goalkeeper Coaching – it was generally agreed that these sessions had been very well received and, if affordable, should be continued in some form.
- Discretionary Team Spend - used by most teams for Christmas parties. It was suggested, in view of other additional expenditure, that the money would be better invested in things that improved the club and its facilities.
- Coach Support – this was not delivered, in part because it has proved very difficult to find the right people to help the club, and partly because the budget was used for Goalkeeper coaching. It was agreed to continue to look for the right support for our coaches and to budget for it.
- Winter Coats – it was agreed that the cost of a winter coat for the Team Manager and Coach (i.e. the two club officials permitted to be on the touchline with the team) should be covered as a one-off expenditure and be funded from reserves.
- Pitch Maintenance – the costs involved in maintaining the Recreation Ground are expected to be at least £3k p.a..
- Storage Facilities – costs are not yet determined but will be funded from reserves.
- Goalposts - costs are not yet determined but will be funded from reserves.

- 5.2 2025/26 Budget Preparation – it was agreed that a separate meeting will be required to prepare a draft budget and to consider what subs will be required next season.

Action: Alan to schedule a meeting in May for this purpose.

6. Safeguarding

- 6.1 Volunteer Training & Certification – all renewals are in hand.

7. Club Development

- 7.1 Coach / Coaching Support – LFA Football Development Officer, Mike Nadal, has been in touch to see whether the club would be interested in hosting a support session for female coaches.

FA Female Coach mentor, Christian Clarkson, has expressed an interest in providing support to the wider coaching team.

Action: Alan to meet with Christian to discuss this further.

7.2 Equal Game Fund - Sport Skills for Girls is now up and running on Fridays in the Read Village Hall.

Action: Lindsay to report back at the end of the six-week programme.

8. Events

8.1 Presentation Day – this is to be held on Sunday 6th July on the Read Recreation Ground and in the Cricket Club.

8.2 Summer Tournament – After some discussion it was agreed that a 3v3 Fun Day event for Readstone teams of primary school age should be held on Sunday 15th June, the day of the Cricket Club's Summer Fayre. Dean and Ben offered to lead the organisation of the event and ask for volunteers to help on the day.

Action: Dean to write to all team managers to establish how many teams would be interested in participating in the event.

9. AOB

There was none.

The meeting concluded at 10.30 pm

Dates for the Diary:

- Committee Meeting: Wednesday 4th June 2025
- AGM & Club Meeting: Thursday 10th July 2025

Minutes of the

Club Meeting

Thursday 27th February 2025

held at the Read Village Hall at 7.30pm

Present: Ben Hill (Chair, U8 Robins, U9 Roses), Alan Hawkins (Secretary), Lindsay Hawkins (Development), Dean Rainford (Welfare/U12Rangers), Craig Waterworth (Facilities & Equipment), Jonny Pickles & Neil Cattermole (U7 Rockers), Anthony Bagot (U8 Rockets & Rhinos), Gareth Entwistle (U9 Rascals, Rebels & Renegades), Tracy Turner (U10 Raiders & Raptors), Jonathan Crabtree (U11 Rapids), Ben Knight (U6 & U14 Reapers), Gemma Sutcliffe (U15)

Apologies: Vicki Lambert (Treasurer), Martin Whitaker (U13), Kasey McGuinness (U14 Retros), Sinead Howard (U9 Renegades), Warren Callendar (U12 Royals)

1. Minutes of the Meeting of 5th September 2024

Accepted as an appropriate record.

2. Matters Arising

There were none.

3. Club Development

6.1 Read Recreation Ground

Verbal agreement has been reached with the Parish Council and Read Utd FC for the Club to take over the licence to use the Recreation Ground for training and for matches, subject to the condition of the pitch being fit for purpose. A draft agreement is to be presented to the Parish Council who will then refer it to their legal advisors for comment. The licence is to be for 10 years, and this will then enable the club to make an application for funding to support a pitch improvement programme and, potentially, the purchase of storage facilities and equipment necessary for the maintenance of the pitch.

The committee will agree the wording of a draft licence agreement prior to presentation to the Parish Council.

6.2 Read Primary School

It is understood that the School are planning to replace the existing post and rail fencing with a 1.8m security fence along the length of the church path and around the perimeter of the Forest Area. The work has been 'pencilled in' to be completed sometime in March, although an official order for the works has yet to be issued.

All equipment and goalposts will be removed from the school yard. Goalposts will be relocated to the top corner of the field and will be padlocked when not in use. If the Club needs to store equipment on or adjacent to the school field, a suitable container may need to be purchased, and permission sought from the school for it to be located on or adjacent to the school field.

Action: Craig to confirm whether Geoff is happy to continue maintaining the school field as he has done in previous years.

6.3 Equal Game Funding

Lindsay explained that around £1,000 of the fund has been spent so far on training facilities, some additional equipment and a team trip. Next week sees the start of a 6-week collaboration between cricket, tennis and ourselves, to deliver sports skills for girls. The sessions will take place at the Village Hall on Fridays 5.30 to 6.15pm. The aim is to see if we can support girls with basic motor skills fundamental to all of our sports and encourage them to join at least one of the village clubs thereafter.

6.4 U6 Coaching

Ben's recent injury has presented some difficulty in managing the U6s in his absence and it was agreed that more volunteers needed to be recruited from amongst the parents. Discussions are ongoing in this regard.

Action: Lindsay to arrange to meet current U6 parents to discuss volunteers for next season.

6.5 Coaching Support

Discussions with both The Coaching Manual and Matrix Soccer Academy have come to nothing. Whilst this has been a frustrating exercise, Alan agreed to persevere with it in the hope that experienced coaches can be found to support us with our work.

Action: Alan to continue the search for experienced coaches.

Goalkeeper coaching has been well received, and it was generally felt that this would be a good thing to continue with in the future subject to its affordability.

Action: Alan to ask for feedback from parents and share this with the coaches.

4. **Facilities & Equipment**

5.1 Summer Training Plan

As all Winter training facilities have been booked until the end of April this year, Summer training will commence on w/c Monday 28th April. The aim is to make use of the Read School field for the junior school age groups and the Recreation Ground for the Secondary School age groups, although there may be exceptions subject to availability of space.

Action: Craig to work with Team Managers and come to an agreement on training days/times.

5.2 Winter Training

Winter training will begin w/c 29th September unless otherwise advised.

The new 3G pitch at Accrington Academy is now open for business and we have secured the whole pitch from 6-7pm on a Monday.

It was, however, agreed that we should try to secure indoor facilities for the U6-U8s, if possible.

Action: Craig to research the availability of suitable training facilities and work with Team Managers to achieve a satisfactory outcome.

5.3 Equipment & Volunteer Kit

It was noted that some teams seem to lose more balls than others and some are using balls in very poor condition. Team Managers were asked to speak with Craig if more balls were needed but also to remind their players to look after the balls and make every effort to retrieve them when they go astray.

A small number of coats have been ordered for the girls to wear on the sidelines and the plan is for the club to invest in coats for the Team Manager and Coach to wear on match day next season.

Action: Craig to propose a best coat option.

5. **Events**

5.1 Presentation Day

This will be held at the Read Recreation Ground and the Cricket Club on Sunday 6th July. It will be structured as it was last year.

5.2 U7/U8 Tournament

Sunday 15th June has been identified as a possible date for a tournament that could be held on the Recreation Ground at the same time as the Cricket Club's Summer Fayre. This date, however, may be problematic in so far as there are already two other tournaments being held in the area at Colne and Glenside. It was suggested that a 3v3 tournament may be worth considering as an alternative to the traditional 5v5 format. It was also noted that the structure of the tournament, with one round going straight to semi-finals, could be improved.

Action: Committee to make a decision about the structure, format and date of a possible tournament and to establish whether the club has sufficient volunteers to deliver it.

6. **Finance**

Ben informed the meeting that income and expenditure was in line with expectations and the committee had therefore concluded that a review of subs could wait until the AGM. A budget deficit was forecast for

the year, due mainly to additional costs incurred for Goalkeeper Coaching and a Discretionary Team Spend.

The payment of subs is on track for the most part with only a couple of members in arrears.

7. Safeguarding Report

Dean reported that a small number of volunteers now needed to renew their certifications and all had been reminded.

8. ELFA / LFA

Alan referred to his work with the ELFA committee and a Q&A paper was distributed prior to the meeting. He encouraged everyone to read the paper and said the league's relationship with the LFA was now very positive following a meeting at which several questions were raised. The league continues to work with the LFA to improve its governance and maintain its England Football accreditation. Amendments to the League's Constitution and Rules are to be proposed at the next AGM.

9. Any other Business

9.1 Membership

Clitheroe Wolves are understood to be 'full to capacity' and Ben asked if the club was able to accept players referred to it by Clitheroe Wolves. It was agreed that the club would welcome any enquiries from parents but the club's ability to accommodate new members is, as always, rate limited by the number of volunteers we are able to recruit and train, and the facilities we are able to hire.

9.2 Spond

The use of this App is proving to be very popular and was recommended to Team Managers.

9.3 Club Minute Book

Alan advised that a Club Minute Book was now available in the Resources section of the website, accessible using the usual code.

The meeting ended at 9.30pm

Dates for the Diary:

- Next Committee Meeting: Thursday 6th March 2025
- Next Club Meeting – mid-May, date tbc

Minutes of the

Committee Meeting

Wednesday 15th January 2025

held at 6 Patrick Ave, Read at 7.00pm

Present: Ben Hill, Dean Rainford, Lindsay Hawkins, Craig Waterworth, Alan Hawkins

Apologies: Vicki Lambert

10. Minutes of the Previous Meeting

The minutes of the meeting held on 14th November 2024 were accepted.

11. Matters Arising *(not covered elsewhere on the agenda)*

2.2 Bank Signatories – the process to amend the signatories to the club accounts is still in progress and the Chair and Secretary do not yet have access to the accounts.

12. Finance

3.1 Income & Expenditure – both generally in line with expectations although noted that the projected drop in subs income is a little less than budgeted, and net spend on team kit and clothing, training facility hire, and coaching support will all be over budget.

A question was raised about the sponsorship of team kits and whether Readstone Construction were to cover any costs this season. It was agreed that Readstone Construction would not be asked to cover any costs this season.

Action: Craig and Vicki to review income and expenditure for team kits to ensure the correct team has been referenced in the accounts.

3.2 Member Subs - It was agreed to leave subs as they are for the remainder of the season.

13. Administration

4.2 Team Stats – so far this season the club has played 198 games of which 61% enjoyed the services of a qualified referee. This is about 10% lower than the whole league. To date, 28% of fixtures have been postponed. Our Win/Draw % is currently at 51% and our Goal Ratio (Goals For v Goals Ag) is 0.83.

Interim 'Respect' feedback (submitted in Match Returns on Full Time) suggests the club is receiving better than average results. 12 of our teams have been consistently reported as behaving positively and in compliance with codes of conduct and guidelines. Occasional incidents of poor behaviour on the pitch during a single match have been reported for the other 5 teams, with one team reported for regular incidents of poor behaviour during a single match both on and around the pitch.

4.3 Postponements – At the last ELFA league meeting it was suggested that postponements for U12-U18s should be limited to only those caused by Cup competitions and poor weather or pitch conditions. The League Secretary thinks this would only work if no games were scheduled over the school holidays and has agreed to prepare a draft fixture schedule to see how this might work.

Committee members are supportive of the idea, and it was agreed to discuss it further with Team Managers at the next Club meeting.

Action: Alan to include in next Club meeting Agenda.

14. Facilities & Equipment

5.1 Equipment Storage – Craig confirmed that the shed located at Read Primary School belongs to the school not the Club and that an alternative storage solution will need to be found. He believes the planned security fencing is likely to be installed in the coming months and will discuss with the Head where our goalposts and equipment are best stored.

It was agreed that a storage solution should also be found for the mower and line-marking equipment, if possible.

Action: Craig to discuss the Club's storage requirements with the school.

- 5.2 Summer Training Plan – It was agreed that if the Club is to have use of the Read Primary School field, all primary school age groups should use it for Summer training, except for the Girls groups, who will use the Read Recreation Ground and have access to the Cricket Club toilets.

Action: Craig and Alan to draft a summer training plan for consideration.

- 5.3 Volunteer Clothing – Coats – Good quality options are proving difficult to find and it was agreed that whilst a suitable coat has now been identified at a cost of c.£72 (Icon Sports), we should continue to research our options.

After some discussion, it was agreed that a winter jacket for volunteers would be a good idea, however, if the Club was to introduce these, we would need to do so on the basis that we cover the costs as a Club. We therefore need to review the end of year accounts and decide if this is a cost we can incur ahead of next season.

Action: Craig and Alan to continue researching the options.

15. Safeguarding

- 6.2 Volunteer Training & Certification – Dean reported that 6 volunteers currently need to renew their First Aid qualification, 3 need to renew their Safeguarding qualification, and 4 need to renew their DBS certificate.

It was noted that Warren Eastham has not renewed his qualifications and will not now therefore be permitted to watch a match from the coach's side of the field. The consequences of being found in breach of FA regulations in this regard are significant and the Team Manager has been reminded of such. Alan has communicated this in writing to both Martin and Warren.

Action: A member of the committee will attend the next U13s match to ensure the team is compliant.

16. Club Development

- 7.3 Read Recreation Ground – As agreed, Ben and Craig attended the January Parish Council meeting to present the Club's interest in formally leasing the Recreation Ground both for summer training and, in due course, for match play on a Sunday. The Parish Council were generally in favour and have asked the Club to present its specific requirements to their next meeting for approval. A term of 10 years was thought to be acceptable to the Parish Council and it was agreed that any such lease agreement must also accommodate the needs of Read United FC.

Action: Consideration is to be given to the terms of the required lease and Ben is to ask the Parish Council for a copy of Read United's current lease.

At the LFA's AGM in November, Alan discussed the Club's general ambitions to grow the club and develop its use of the Read Recreation Ground and what support is available from the FA / LFA.

Action: Alan to arrange to meet with Lee Boyer, the LFA's Head of Facilities & Investment, to discuss funding possibilities and the process involved in the Football Foundation's pitch improvement programme.

- 7.4 Coach / Coaching Support – Alan has now made further enquiries with the LFA's Football Development Officer, Michael Nadal, and shared with him our ambition to provide face to face support to our team coaches, but to date he has been unable to assist. He has also corresponded with Charlie Jackson of the Matrix Soccer Academy, and whilst he has expressed an interest in working with us, we have been unable to make contact with him over the last month.

Action: Alan will continue to look for support and report back to the next meeting.

- 7.5 U8 Girls 3v3 Test Events – The six-week trial has now concluded and has been a very interesting and worthwhile experience.

Action: Alan to share the feedback he provided to the FA.

- 7.6 Equal Game Fund – Lindsay has met with Christian Clarkson, the FA Female Coach mentor, and he has attended one of the girls' training sessions. Holly and Jen will receive mentoring support from him. Christian may also be able to provide coaching support to the wider coaching team on a paid basis.

Action: Lindsay to explore this further.

Jen has proposed an interesting idea to run 'ball skills' sessions in the run up to the summer, aimed at girls to gain their interest in ball sports generally. The idea would be a combined effort by ourselves, tennis and cricket. The village hall has been provisionally booked from the end of February and a meeting between the three parties to firm up a plan will be held in the next couple of weeks.

Action: Lindsay to develop a plan and update accordingly.

- 7.7 England Football Accreditation – The Club's 2 Star Accreditation has now been renewed for the 2024/25 season.

17. Events

- 17.1 Presentation Day – It was agreed that the preferred date for this event would be the weekend of 7th / 8th June 2025 subject to availability of the Cricket Club. Cricket fixtures may not be known until mid-February.

Action: Alan to liaise with Sam Porter to confirm available dates.

- 17.2 U7/U8 Tournament - It was agreed that the preferred date for this event would be the weekend of 14th / 15th June 2025 subject to availability of the Read Primary School field and the dates already set by other local tournaments.

Action: Craig to liaise with Read Primary School to confirm availability of the school field.

18. AOB

- 18.1 Club Meeting – agreed to try to re-arrange the mid-season Club meeting over the next month.

- 18.2 Grassroots Research – Ben was contacted by a 'masters' student conducting research into grassroots football and it was agreed to assist by offering to involve one of our teams in a training session.

Action: Lindsay to confirm with the student and make appropriate arrangements with one of our teams.

The meeting concluded at 10.15 pm

Minutes of the

Committee Meeting

Thursday 14th November 2024

held at Read & Simonstone Village Hall at 7.30pm

Present: Ben Hill, Vicki Lambert, Dean Rainford, Lindsay Hawkins, Craig Waterworth, Alan Hawkins

1. Minutes of the Previous Meeting

The minutes of the meeting held on 22nd August 2024 were accepted.

2. Matters Arising *(not covered elsewhere on the agenda)*

- 2.1 Bank Signatories – the process to establish the Chair and Secretary as signatories to the club accounts is being progressed.
- 2.2 WhatsApp Club Community – this has now been set up and there was general discussion about how it might be best used.

3. Finance

- 3.1 Income & Expenditure – income is in line with expectations with only a small number of subs outstanding. Four of the 20 in arrears have not responded. Interest in the Goalkeeper coaching programme from our own players has been greater than expected with an overall programme cost of c.£1,600. Coaching Support costs will therefore be over budget.

4. Administration

- 4.1 Fixtures / Postponements – the fixture system used by the league is very challenging and involves the distribution of multiple spreadsheets as well as the use of the FA's Full-Time system. The League Secretary spends an extraordinary amount of time arranging and then re-arranging fixtures that have been postponed by clubs for all sorts of reasons. Alan is to explore with the League Secretary whether there is a better way to organise fixtures and to lighten the load on club secretaries.

5. Facilities & Equipment

- 5.1 Read Primary School – we understand a new fence is to be constructed and that the club will be welcomed back on to the field for U6-U11 training next Spring.
- 5.2 Read Recreation Ground – Ben and Alan met with the Cricket Club on 12th November to discuss how we might work together in the future. Members of the Cricket Club Committee were supportive of the club's interest in making better use of the Read Recreation Ground and working more closely with them. It was agreed that Craig and Ben should now meet with John Bond to discuss how the two football clubs could work together ahead of a formal approach to the Parish Council to explore the possibility of entering in to a tenancy agreement.
- 5.3 Volunteer Clothing – agreed to research what coats are available.
Action: Craig and Lindsay to get samples and costs.

6. Safeguarding

- 6.1 Volunteer Training & Certification – Warren Eastham has not yet renewed his DBS and safeguarding certificates.
Action: Dean to speak to Martin and escalate to Ben if necessary.

7. Club Development

7.1 England Football Accreditation – this is now due for renewal.

Action: Lindsay agreed to complete the necessary forms and provide the required information online.

7.2 Goalkeeper Coaching – going well, fully subscribed for U7-U12s and just one space available U13-U16s.

Action: It was agreed that we ought to publicise this new programme when recruiting new members.

7.3 Coach Support – Alan's discussions with TCM have not been fruitful and the conclusion is that there may not be any suitable coaches out there available to work with the club to support and develop our coaches.

Action: Alan will now explore other options locally.

7.4 Coach Etiquette – there was general discussion around what the club wished to see in terms of setting the right standards of behaviour and projecting a positive image of the club.

Action: Lindsay to provide Ben with a copy of the club's volunteer induction pack.

7.5 U8 Girls 3v3 Test Events – ELFA are to deliver a six-week trial for the 3v3 format at Witton Park 3G.

7.6 Equal Game Fund – Lindsay updated on progress. Christian Clarkson (FA ambassador for Women & Girls Football) will be attending the girls training in the next few weeks. Further funding is available but tends to be focused on female coaches, so we should try to attract more female coaches in the future.

8. AOB

8.1 Club Meeting 19/12/24 – agreed to see if there was sufficient interest in a club social.

The meeting concluded at 9.40pm

Minutes of the

Club Meeting

Thursday 5th September 2024

held at the Read Cricket Club at 7.30pm

Present: Ben Hill (Chair & U9 Roses), Lindsay Hawkins (Secretary), Vicki Lambert (Treasurer), Dean Rainford (Welfare/U12Rangers), Alan Hawkins (Development), Craig Waterworth (Facilities & Equipment), Jonny Pickles (U7 Rockers), Anthony Bagot (U8 Rockets & Rhinos), Jen Barden (U8 Robins), Gareth Entwistle (U9 Rascals & Rebels), Sinead Howard (U9 Renegades), Chris Gregory (U10 Raiders), Tracy Turner (U10 Raptors), Jonathan Crabtree (U11 Rapids), Ben Knight (U14 Reapers & U6), Jay Fyles (U15), Andrew Osbaldeston

Apologies: Martin Whitaker (U13), Kasey McGuinness (U14 Retros)

The new Chair, Ben Hill, opened the meeting by thanking Andy for his service to the club.

10. Minutes of the Meeting of 11th July 2024

Accepted as an appropriate record.

11. Matters Arising

There were none.

12. Administration

3.1 2024/25 Season Arrangements

16 teams have been registered to play in the East Lancashire Football Alliance and we remain hopeful that a further U12 team will be registered soon.

Home venues for the season will be:

- U7-U9 – Stanley Hub 3G, Accrington
- U10-U12 – Memorial Park, Great Harwood
- U13-U15 – Roefield, Clitheroe

Lindsay provided a recap on what is required of a home team manager and what is required of all teams on match day, all of which is covered in the league's Match Day Guide which has been distributed to all team managers.

All teams are now to complete the FA Full Time match reports in full by no later than 5pm on a Wednesday.

New rules include a reduced notice period for postponements which is now 3 days i.e. no later than 5pm on a Wednesday, deliberate heading is no longer permitted for U7-U9s, throw ins have been replaced by kick/dribble ins and yellow cards for sin bins now carry a financial penalty in the form of an FA admin fee of £12.

Everyone was reminded that fixtures distributed a month in advance and weekly on a Monday are provisional and therefore may be subject to change. Where a team has no fixture shown it should not be assumed that a fixture will not be arranged in the days leading up to match day.

Lindsay also reminded everyone of the FA's training and certification requirements for all teams.

At all times (both at training and match days) there must be two adults in attendance who have completed the FA Safeguarding Children course and be FA DBS cleared. There must also be at least one person in attendance who has completed the FA Introduction to First Aid in Football course. Furthermore, at all training sessions there must be at least one person who has completed the FA's Introduction to Coaching Football course (I2CF). All these courses are now online, the cost of which will be re-imbursed by the club.

Alan reported that the results of the FA Full Time questions about behaviour on and off the pitch has provided useful data about which teams present behavioural issues, and which teams are

consistently well behaved. He said that the league is considering how best to recognise and reward those teams reported most consistently as well behaved and was delighted to report that last season our U12s received more positive reports than any other team in the league, which has 653 teams. Take a bow Martin.

3.2 Club WhatsApp Community

Work on this is progressing and all team managers were asked to give Dean admin rights in their team group so that he can bring each group into the community. The expectation is that the community will be up and running very soon.

3.3 Committee Team Links

The committee have decided that it would be useful for each team to have a contact point with the committee, and these are to be as follows:

- U6 & U7 Rockers – Lindsay
- U8 Rockets & Rhinos – Vicki
- U8 Robins – Ben
- U9 Rascals – Vicki
- U9 Rebels – Ben
- U9 Renegades – Vicki
- U9 Roses – Ben
- U10 Raiders – Dean
- U10 Raptors – Lindsay
- U11 Rapids – Lindsay
- U12 Rangers – Dean
- U13-U5 - Alan

13. **Safeguarding Report**

Dean provided an update on safeguarding and is busy managing the required processes for our new volunteers working with the U7 Rockers and the U9 Renegades.

Dean reminded everyone of the FA's Paly Safe weekend which is scheduled for 29th September for which he will work with Emma to communicate the key messages around RESPECT.

14. **Facilities & Equipment**

5.4 Winter Training Plan

Craig explained the difficulties being experienced in making arrangements for all our teams. The new 3G pitch at Accrington Academy is now not expected to be ready in time, leaving several teams without a training space. Alternative space has been identified, none of which is ideal, and he will continue to work with team managers to arrive at a solution. Winter training will begin w/c 25th September unless otherwise advised.

5.5 Equipment & Volunteer Kit

Various kit issues were discussed, and some concern expressed about how cold the children become when not on the pitch during the winter months.

Action: Craig to investigate the availability of a warmer garment/coat.

15. **Club Development**

6.6 Equal Game Funding

Lindsay reported that the club has successfully bid for funding from the FA to assist in the development and growth of our girls' programme. A grant of £9.980 is to be made available to use over the next three years.

6.7 Coaching Support

Discussions are ongoing with The Coaching Manual around the delivery of coaching sessions by experienced coaches.

A summer camp is also being considered.

Action: Alan to provide a progress report at the next meeting.

The prospect of setting up a training pool was discussed which would require a significant financial commitment and the sourcing of a suitable coach to manage it on behalf of the club. There was general interest in the idea although some uncertainty around whether enough teams needed such a facility. It was also suggested that Goalkeeper training was perhaps something that could be provided.

Action: Ben and Alan to speak with Paul English who manages a training pool for Huncoat and give this more consideration.

16. Finance

7.1 Membership Payments – Arrears Actions

Vicki explained the process for dealing with payment arrears:

- Vicki issues an update to team managers at the beginning of each month
- team managers have 14 days to chase the payment and update Vicki
- if payment not received within 14 days, BenH will make contact with the team manager and agree next steps
- all payments to be made by the 25th of the month

Of particular importance is that the payment reference includes the relevant age group and the child's name, as per the instructions set out on the website e.g. U12 Billy Smith.

17. Any other Business

8.1 Pitch Locator

Alan reminded everyone about a website that was available to locate and give directions to any pitch used by the league. A link to the [Pitch Locator](#) website can be found on our club website in the Resources section.

8.2 Roll of Honour & Trophy Cabinet

Alan advised that the club website now has a new tab called "Honours" within which can be found a comprehensive record of all player awards and team achievements since the club was formed in 1989.

8.3 Volunteer Survey

It was agreed to conduct a volunteer survey at the end of the 2024/25 season.

8.4 Player Clothing

Anthony asked whether the wearing of club rain jackets was allowed during matches. This is not permitted as the hoods present a risk.

Action: Craig to find out if there are alternative jackets that could be used that do not present such a risk.

8.5 Club Development

It was agreed that the club needed to continue developing its relationship with both Read Utd FC and Read Cricket Club. The committee are planning to discuss the vision for the club and this will be shared for further discussion at the next club meeting.

The meeting ended at about 10.30pm

Minutes of the

Annual General Meeting

Thursday 5th September 2024

held at the Read Cricket Club at 7.30pm

Present: Andrew Osbaldeston (Chair), Lindsay Hawkins (Secretary), Vicki Lambert (Treasurer), Dean Rainford (Welfare/U12Rangers), Alan Hawkins (Development), Craig Waterworth (Facilities & Equipment), Jonny Pickles (U7 Rockers), Anthony Bagot (U8 Rockets & Rhinos), Jen Barden (U8 Robins), Gareth Entwistle (U9 Rascals & Rebels), Sinead Howard (U9 Renegades), Ben Hill (U9 Roses), Chris Gregory (U10 Raiders), Tracy Turner (U10 Raptors), Jonathan Crabtree (U11 Rapids), Ben Knight (U14 Reapers & U6), Jay Fyles (U15)

Apologies: Martin Whitaker (U13), Kasey McGuinness (U14 Retros)

Andy welcomed new club volunteers Sinead Howard and Jonny Pickles to the meeting and thanked everyone for all their hard work over the past 12 months.

1. Minutes of the previous Annual General Meeting

These were accepted as a true record. (Prop: Alan Hawkins; Sec: Ben Hill) and there were no matters arising.

2. Matters Arising

There was none.

3. Secretary's Report

Lindsay provided a short overview of the season 2023/24:

- the average number of members across the season was 201
- 16 teams were registered with the LFA
- 50 volunteers supported the club, enabling our children to enjoy the sport
- 481 games were played in the ELFA league, with an overall win/draw ratio of 50%.
- notable achievements included:
 - U7 Rockets – Christmas Cup Winners
 - U12 - Cup Winners
 - U13 - League Winners
 - U14 - Cup Finalists
 - U16 - Cup Finalists

The committee has worked hard to improve the club in a variety of ways, and our progress was outlined in a Club Development Report presented earlier in the year. At the ELFA AGM in June we were included in a shortlist of 5 nominations for the Club of the Year Award.

There have been numerous challenges to deal with. The temporary loss of the use of the school field meant that summer training and the summer tournament had to find a new home. The imminent building of a new 3G pitch at the Accrington Academy means that we are still short of Winter training facilities for all teams and our Parent Survey, whilst very positive overall, has provided some useful food for thought about general behaviour around the pitch and our codes of conduct.

Summer training was transferred to the Read Recreation Ground, and this has been well received by players and volunteers alike, and, with support from our friends at Clitheroe Wolves, the summer tournament was successfully held at Highmoor, Clitheroe, and included for the first time, a 'girls only' tournament.

Discussions are ongoing with our colleagues at the Read Cricket Club and Read Utd Football Club, and we are looking forward to working with them to provide sporting opportunities for the local community.

4. **Treasurer's Report**

- 4.1 2023/24 Financial Report – Vicki provided a summary of the Year End financial report. A significant surplus was achieved due largely to an over cautious estimation of subs income, but also unspent budgeted expenditure and other economies achieved during the year. The club continues to hold a healthy reserve, and it was agreed that clarity was now needed around the club's ambitions, its plans and what resources may be required to achieve its goals.
- 4.2 Appointment of a Verifier - Simon Nutter was appointed as Verifier for the 2024/25 accounts.
- 4.3 2024/25 Subscriptions - in view of the surplus achieved in the previous year, it was agreed to leave subscriptions as they are for the time being, subject to a further review of costs in January. Due to the late loss of training facilities, it was noted that the cost of Winter training facilities is expected to increase. The club's financial position will therefore be reviewed again in January.

5. **Election of Officials**

- 5.1 Resignations were received in advance of the meeting from:
- Andy Osbaldeston - Chair
 - Lindsay Hawkins - Secretary
 - Alan Hawkins - Development Officer
- 5.2 Nominations were received in advance of the meeting for the following roles:
- Chair – Ben Hill (Prop: by L Hawkins; Sec: by V Lambert)
 - Secretary – Alan Hawkins (Prop: by C Waterworth; Sec: by A Bagot)
 - Development Officer - Lindsay Hawkins (Prop: by A Osbaldeston; Sec: by D Rainford)
- 5.3 The following members were appointed to the Committee to serve the club for the 2024/25 season:
- Ben Hill – Chair (elected)
 - Alan Hawkins – Secretary (elected)
 - Vikki Lambert – Treasurer (re-elected)
 - Dean Rainford - Club Welfare Officer (re-elected)
 - Craig Waterworth - Facilities & Equipment Officer (re-elected)
 - Lindsay Hawkins - Development Officer (elected)
 - Emma Hill - Communications Officer (re-elected)

It was agreed that the role of the Facilities & Equipment Officer should ideally be split, and a suitable candidate will therefore be sought to manage the club's kit and equipment.

6. **Alterations to the Club's Constitution & Rules**

There were none.

7. **Date of Next AGM**

The date of the 2025 AGM will be confirmed at the next Club Meeting along with dates for Committee meetings and full Club meetings for the season.

Alan then presented Andy with a small gift from the club in appreciation of his outstanding service to the club both as a team manager and chair of the committee.

The meeting concluded at approx. 8.00pm.

Minutes of the

Committee Meeting

Thursday 22nd August 2024

held at 6 Patrick Avenue, Read at 7.00pm

Present: Andrew Osbaldeston, Vicki Lambert, Dean Rainford, Lindsay Hawkins, Alan Hawkins, Craig Waterworth, Ben Hill.

1. Minutes of the Previous Meeting

The minutes of the meeting held on 4th July 2024 were accepted.

2. Matters Arising *(not covered elsewhere on the agenda)*

Bank Signatories – Andy confirmed that the club's account signatories will be amended following the club AGM, at which point Geoff will come off the accounts and the signatories to all Readstone accounts will be the Chair, the Secretary and the Treasurer.

3. Finance

3.1 Budget Projection 2024/25 - the treasurer's budget projection was considered in some detail and various adjustments agreed, resulting in a projected deficit of c.£1,500. Given the significant surplus achieved in the previous year it was agreed to accept the budget projection.

3.2 Player Subs & Payment Date - it was agreed to propose to the forthcoming AGM that subs remain as they are for 2024/25. Monthly payments are to be made by no later than 25th of the month.

Action: Alan to update the website with this payment information.

3.3 Discretionary Spend - it was agreed that each team will now have a small budget to spend at its discretion on things such as additional tournament entries, team treats, trips or events, and additional friendly fixture costs. This budget will be based on £10 per player, calculated at the beginning of each season, and is intended to cover or subsidise costs incurred and to be payable on production of an appropriate receipt to the treasurer.

4. Administration

4.1 Home Ground & Pitch Allocation - because of the increased use of Memorial Park, Hyndburn Council cannot guarantee that our U13-U15s will not be scheduled to play on the bottom pitch, which we consider to be unfit. Alternative arrangements have therefore been made and our U13-U15 teams will now play their home fixtures at Roefield.

U10-U12s will play their home fixtures at Memorial Park on the smaller pitches.

U7-U9s will play their home fixtures at Stanley Hub 3G.

4.2 Team Registrations - 15 teams are currently registered with the LFA.

U10 Ravens have folded, the U7s do not yet have volunteers in place and the U12s are still looking for additional players with which to form a second team.

Action: Lindsay to liaise with BenK regarding volunteers for the U7s. Dean to advise Lindsay if/when enough players are recruited to form a second team.

4.3 Meeting Dates - it was agreed that the committee should try to meet every 2-3 months, and that Zoom/Teams should be used to deal with any matters that cannot wait until the next meeting.

Club Meetings are to be held as follows:

- first week September - pre-season meeting
- early December – mid-season meeting, to incorporate a social event
- early May - end of season meeting, prior to the Presentation Day.
- mid July – post AGM

5. Facilities & Equipment

- 5.1 Read Recreation Ground – the future use of the Recreation Ground as a summer training facility was discussed and whilst everyone was very pleased with it, it was appreciated that it struggled to accommodate all the club's needs. The continued use of the school field was therefore felt to be an important part of the summer training solution. It was agreed that the club's use of the Recreation Ground needed to be on a more formal basis going forward and that it may be helpful for all relevant parties to now meet and discuss the best way of meeting everyone's needs.

Action: Ben to speak informally with Read FC and Read Cricket Club to understand what each of their objectives are.

- 5.2 Winter Training – Craig provided an update on plans for Winter training and advised that Accrington Academy would no longer be available due to delays in the building of a new 3G pitch. As a finish date could not be provided alternative arrangements will now have to be made and this will be very challenging at this late stage. He also advised that the pitch reserved for U14 Retros at Burnley College had been allocated to another club.

Action: Craig and Alan to continue the search for alternative training facilities.

- 5.3 Equipment – Craig advised that the equipment currently stored in the school yard needed to be relocated.

Action: Craig to explore the possibility of installing a storage unit adjacent to the Read Recreation Ground.

6. Safeguarding

- 6.1 Training Not Completed - Dean provided an update on teams at risk because training courses have not been completed by the relevant volunteers.

Action: Dean and Lindsay to follow up with those teams affected to ensure they are compliant before the season starts.

- 6.2 Play Safe Weekend – this is to be held on 29th September

Action: Dean to work with Emma on a suitable post on social media.

7. Club Development

- 7.1 Training Pool Idea – Ben described how this works at Huncoat and there was general agreement that this was worth exploring. The ability to offer a training pool depends on our ability to secure a venue and the services of someone able to deliver suitable coaching sessions for different age groups.

Action: Ben to speak with Paul English about whether he would be interested in offering his services and Craig to see if we can secure a training pitch.

- 7.2 The Coaching Manual – Alan is in discussion with TCM about finding suitable coaches to work with the club to develop our coaches. He is also exploring the possibility of working with TCM to hold a 4-day summer camp next year.

Action: Alan to progress these discussions and report back to the committee with a proposal.

- 7.3 Equal Game Fund – Lindsay advised the committee of a successful funding application that she submitted for funds to develop girls' football. A grant of £9,980 has been awarded to the club and this is to be used over the next three years to support our girls' programme.

Action: Lindsay to distribute details of the funding application and action plan.

Action: Vicki to issue an invoice to the FA and to set up appropriate account codes so that the income and expenditure associated with the programme can be monitored and reported.

- 7.4 Committee Team links – Lindsay suggested it would be a good idea to connect members of the committee to specific teams to provide them with an easy way of communicating with the committee.

Committee members agreed to act as a point of contact for various teams and this will be shared with Team Managers at the next club meeting.

8. Events

8.1 Presentation Day – this was again deferred to the next Committee Meeting

8.2 Summer Tournament – this was again deferred to the next Committee Meeting.

9. Communications

9.1 WhatsApp Community – work is ongoing to create a club community on WhatsApp and this will require all team managers to give Dean admin rights for their group so that the group can be incorporated into the club's community.

Action: Dean to complete the setting up of the community and confirm when it can be used to share important messages with parents.

10. AOB

There was none.

The meeting concluded at 10.50pm

Minutes of the

Club Meeting

Thursday 11th July 2024

held at the Read & Simonstone Village Hall at 7.30pm

Present: Andrew Osbaldeston (Chair), Lindsay Hawkins (Secretary), Vicki Lambert (Treasurer U7 Rockets), Alan Hawkins (Development), Dean Rainford (Welfare/U12 Rangers), Ben Hill (U8 Girls & U12 Rangers), Jonny Smillie (U8 Rebels), Gareth Entwistle (U8 Rascals), Hollie Roberts (U10 Ravens), Chris Gregory (U10 Raiders), Tracy Turner (U10 Raptors), Ben Toms & Jonathon Crabtree (U11 Rapids), Gemma Sutcliffe (U15).

Apologies: Ben Knight (U6&7 & U14 Reapers), James McIntyre (U9 Girls), Martin Whitaker (U13), Kasey McGuinness (U14 Retros)

1. Minutes of the Meeting of 23rd May 2024

Accepted as an appropriate record.

2. Matters Arising

Lindsay ran through several Team Manager actions from the last meeting:

4.2 Action: Team Managers to advise Craig about the summer training break plans.

4.5 Action: Team Managers to advise Craig about equipment requirements for next season, NB some teams will need respect barriers for the first time this season.

5.1 Action: Team Managers to check whether they have the correctly qualified volunteers attached to their teams ASAP and advise Lindsay of any changes needed.

4.1 Action: Craig to update when a date for a return to the school field is known. A date has not yet been confirmed for the work to start.

3. Administration

3.1 Team Registrations 24/25 Season

Lindsay confirmed that the following teams have been affiliated for next season:

- U8 – Rockets, Rhinos & Robins
- U9 – Rebels, Rascals, Renegades & Roses
- U10 – Raiders & Raptors
- U11 – Rapids
- U12 – Rangers
- U13
- U14 – Reapers & Retros
- U15

We are looking for volunteers to run the U7 team, players for the U10 Ravens & Players for the U12 Royals and would hope to add these teams before the season starts.

Lindsay has now de-registered from the Whole Game System all players who have left the club ready for the new season.

Team Managers should now invite all players to re-join the Club using the membership form on the website.

Only on receipt of membership forms should PRO's for the registered teams register players on the Whole Game System and details on the membership forms should be checked against the details already on the system to ensure that contact info, addresses etc match. Photos will also need updated for some players.

3.2 FA & ELFA Rule Alterations

Lindsay shared that Readstone had been one of 5 Clubs nominated by ELFA for the new 'Dave Pilkington - Club of the Year Award'. Lindsay thanked all the Team Managers for their prompt administration of results etc as this had significantly contributed to our nomination. Clitheroe Wolves took the honours.

Lindsay updated the meeting on the following rule changes for the season ahead:

- Rule 20(M) – Notice required to change / postpone fixture - The League now only require a minimum of 3 days' notice for postponements
- Rule 20(M) – Number of fixture changes / postponements allowed - Teams are allowed 2 postponements in the Season rather than 1 in Part A and one in Part B
- Referee Fees – these have been increased in some age groups. Please see Appendix D of the Rules, circulated with the Agenda for this meeting and on the club website.
- Other changes have been made to the FA's standard code which are clearly marked on the Rules document.

Teams at U7 to U9 teams will no longer use throw-ins. An FA document has been sent to the relevant Managers, and this can be accessed on the Website 'FA Mini-soccer & Youth Futsal Handbook' explaining the changes which Team Managers need to familiarise themselves and their players with.

ELFA will no longer allow girls teams to play down an age group which has affected our U10 Girls. Sadly, four players are affected and have been informed.

ELFA has said that they will be increasing Team Management checks on match days and that if anyone not listed on WGS as a volunteer for that Team is found to be in the technical area, Clubs will be fined, and action taken. Lindsay reminded Team Managers that they need to ensure that all volunteers are appropriately trained.

Action: U7 to U9 team managers to read and familiarise themselves with the new 'pass or dribble in' rules.

Action: Team Managers to check their volunteer training is up to date ahead of the new season.

3.3 2024/25 Season Arrangements

New Season starts on September 8th (U12 to U18 teams may be scheduled a mid-week game in the week running up to this).

Season is due to end on 19th May.

Age group Leagues have now been issued, we are awaiting U9 Rascals query about level.

There will be no use of the Soccer-dome next season as the FA have deemed it to be unfit and ELFA will lose its licence to operate if it does use it. This places additional pressure on our Stanley Hub resource which may mean that some teams are unlikely to be able to have home fixtures here next season. There were concerns expressed about the impact that this is likely to have on the number of games played by these age groups during the season.

Action: Lindsay to check with the League to see if there are any 3G pitches that they don't use at 9am.

The intention is to have Memorial park as our home venue for all teams not playing at Stanley Hub, but we will look to move to Wilsons as and when that becomes available, assuming it meets our needs for 7v7, 9v9 and 11v11 pitches.

All volunteers are asked to renew their membership as soon as possible.

New sponsors confirmed for next season are: U9 Privilege HR, U9 Girls PM+M and U14 Rexel or A.N.Other. We are very grateful to all our new sponsors.

Action: Volunteers to renew their memberships ASAP.

4. Club Development

4.1 Player Questionnaire

Dean was really pleased with the response rate with 142 players submitting their feedback at the presentation day. Overall response was very positive with a small number of players expressing some concerns, which were duly noted.

4.2 Parent Survey

Alan led a discussion on the various concerns expressed by parents. The response rate was significantly lower than last year and there were a few more negative comments made. One learning point to take away is that improving communication from Team Managers to Parents about what they are doing and why, could be helpful. It was suggested that it might be useful to understand why players leave the club during the season.

Action: Team Managers to let the club secretary know when players leave and why (where possible).

Some of the comments suggest that some Team Managers may not be following the Club's Selection and Game Time Policy.

Action: Team Managers should re-read the Selection and Game Time Policy ahead of the season, especially where they are not clear of the Clubs policy and / or are playing in the competitive age group for the first time. The Policy is on the Club website in the Resources section.

4.3 Club Development Report

A report was circulated ahead of the Club meeting. Alan said it was important that everyone was aware of how much had been achieved and that the motivation to produce the report was partly fuelled by a comment made in last year's survey which suggested that the committee didn't do enough.

It was generally agreed that whilst there may still be much work to do, the club has made tremendous progress over the last couple of years and all volunteers should be very proud of their contributions.

5. Safeguarding Report

5.1 FA Courses

Dean reminded everyone that completing the FA courses and remaining 'valid' as a volunteer is really important and asked that when people are alerted to a renewal being required, that it is attended to this quickly. We have had several instances this year where volunteers have had to be told they were no longer eligible to work with their team. This will be all the more crucial this year with the increased checks from ELFA. Dean will continue to alert volunteers when training needs to be completed.

6. Facilities & Equipment

6.1 Winter Training Plan

Alan ran through the current plan and explained that we will budget for 29 weeks of pitch hire to allow for extended use of 3G due to poor weather.

We are awaiting confirmation of the refurb at Accrington Academy which we understand will be built to FA standards and should therefore improve the experience at this venue.

U12s have now requested a Burnley based training venue. U9 training slot was Burnley College but they would prefer to move to Hyndburn 7-8pm on a Wednesday, if possible.

Action: Alan to update Craig.

7. Any other Business

7.1 Responsiveness

Andy asked everyone to be mindful that when someone from the Committee is asking for information that everyone responds promptly. He felt that we are all volunteers and time poor, so when people need to be chased to respond, it becomes even more time consuming to get simple tasks completed.

7.2 Subs Payment Date

This is likely to be set as any date between 1st and 25th of the month but Vicki will confirm at the AGM.

7.3 WhatsApp Community

Dean shared the possibility of setting the Club up with a WhatsApp Community. Ben explained that the girls' team have set one up and they have found it very useful with Club messages being able to be sent out to the relevant groups quickly and easily. Existing WhatsApp groups would simply be pulled into the community so new groups would not need to be set up. Gareth asked what GDPR implications there might be for adopting this technology.

Action: Dean to explore GDPR issues and aim to set up the group ahead of the new season, all teams to join the group.

7.4 Sponsorship Costs

Alan updated the meeting about the new sponsorship packages and explained that where a package includes playing kit the costs on the website are "indicative" because until an order is placed, we do not know exactly what kind of price offer will be available to us. Sponsorship packages involving kit includes the cost of additional kits purchased over the 2-year period of the sponsorship. The actual price of the sponsorship package is therefore finalised at the time of ordering and includes the cost of printing the shirt number, club badge, sponsor logo and player initials where applicable and this naturally increases the costs shown typically on the supplier's Website.

A concern was raised about the difficulty of removing stains on the underside of the arm, caused by friction with the rubber granules on a 3G pitch when a player goes to ground. Team Managers were asked to share any quality concerns directly with Craig who will liaise with our suppliers.

7.5 Additional Spend

Alan led a discussion about what Team Managers felt might be a good use of Club funds given that the club holds a healthy reserve. It was noted that significant reserves will be needed to support any future funding applications for storage facilities and pitch renovations.

Within the context of the club's annual operating budget a number of ideas were offered for consideration:

- Training Pool – setting up a weekly training session for those that could not be offered a place within an existing group, generally thought to be a good idea and worth exploring
- Coach Mentoring – there is a definite desire to explore the provision of coaching sessions delivered by an experienced coach to support the use of The Coaching Manual
- Goalkeeper camp subsidy – generally thought to be a good use of club funds but demand varies greatly across different age groups
- Tournament entry fees – to allow teams to enter more than one summer tournament if they wished, it was generally felt that one tournament was probably sufficient for most teams and any others should be self-funded
- Pitch hire for pre-season friendlies – thought to be a 'nice to have' but not required by all teams
- Team Trips & Gifts e.g. Xmas / Easter – perhaps attractive for younger age groups, but not thought to be an essential
- Mini-bus for Cup Finals – this was considered a good idea and should be club funded and sit outside of any discretionary fund.
- New balls every year for every team – not felt to be a necessary expense, the club should continue to manage this expense as economically as possible
- Discretionary Spend – this was thought to be a good way of allowing teams more freedom to choose how money could be spent on their team, it was suggested that each team could have a fund to be spent on specific things such as Goalkeeper Camp subsidies, tournament entry fees, team gifts and trips, and pitch hire for friendlies.

7.6 Ben Hill

Following Ben's nomination to be Chair of the Committee and the decision to postpone the AGM, Andy explained that Ben has been invited to join the Committee ahead of the AGM to provide an opportunity for an effective handover should he subsequently be appointed.

7.7 The Coaching Manual

Following TCM's visit to the club it was agreed that the club's subscription should be renewed subject to a better renewal price offer being received.

7.8 Poaching of Players

It was brought to the meeting's attention that a Team Manager is in the process of 'tapping up' a player from a team in a lower age group within the club. It was agreed that this practice was unacceptable and in future, should any Team Manager be interested in signing a player from a different team in a lower age group within the club, an approach must first be made to the manager of that team.

Action: The registered Coach for the age group seeking to attract the player concerned agreed to speak with the relevant team manager to resolve the issue.

The meeting ended at about 10.00pm

Minutes of the

Committee Meeting

Thursday 4th July 2024

held at 6 Patrick Avenue, Read at 7.00pm

Present: Andrew Osbaldeston, Vicki Lambert, Dean Rainford, Lindsay Hawkins, Alan Hawkins, Craig Waterworth, Ben Hill.

1. Minutes of the Previous Meeting

The minutes of the meeting held on 25th April were accepted.

2. Matters Arising *(not covered elsewhere on the agenda)*

2.1 Summer Training (Prev Minute 4.1) - Dean to complete the Risk Assessment for Read Recreation Ground.

2.2 Roll of Honour (Prev. Minute 8.6) - Alan still trying to get some time with Sam McGloughlin to set up the Roll of Honour on the club website.

3. Administration

3.1 Committee Resignations / Nominations

Andy will, as previously advised, stand down at the AGM and Ben Hill has expressed an interest in the role of Chair. Ben was invited to attend the meeting with a view to appointing him as a member of the committee pending his nomination for the role of Chair at the forthcoming AGM.

Craig will continue in his role for another year but is keen to see the role split into two roles, Facilities and Equipment, for the following season.

Dean will continue in his role, although he expressed some frustration with the amount of chasing he is having to do.

Vicky explained that she won't be returning to work after her maternity leave and plans to stay on in the role of treasurer. She advised the committee that Geoff has for the most part continued to fulfil the role of club treasurer and remains a signatory to the club's bank account. She also expressed frustration on Geoff's behalf about the interference of others in the finances of the club.

Lindsay intends to step down as Secretary at the AGM but has expressed an interest in the role of Development Officer.

Alan intends to step down as Development Officer but has expressed an interest in the role of Club Secretary.

Action: Andy to speak to Geoff about his involvement in the role of Treasurer and ensure that the signatories on the club bank account are those of the appropriate elected officers, those being the club Treasurer, Secretary and Chair.

3.2 Club AGM Agenda

Lindsay ran through the Club AGM Agenda, Vicky confirmed that she wishes to propose Simon Nutter as the Verifier of the club's Accounts. Simon is the father of a child in the U12's team and a financial advisor with Sandringham Financial Partners.

Action: Lindsay to include this proposal on the AGM agenda.

3.3 ELFA Rule Changes – Lindsay updated on the two key rule changes agreed for this season: postponements have been reduced from 7 days to 3 days' notice; the number of postponements remain at 2, but across the season rather than 1 in each Part. Referee Fees for U11-U16 have been increased and are shown in Appendix D as follows:

U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U18
£10		£15		£24		£26		£30		£35

Lindsay explained that the Soccerdome will no longer be sanctioned by the FA as an authorised venue which means that U7 and U8 girls will have to play outdoors putting pressure on the Stanley Hub resource. Home fixtures are currently planned to be at Memorial Park or Stanley Hub this season for all teams.

3.4 Club Affiliation & Team Registration – Lindsay confirmed that the Club has been reaffiliated as a 2-star Club and that Team registrations have all been completed with the following exceptions:

- U7- team not yet registered as no volunteers are in place.
- U10G - team not registered following FA rule change affecting the eligibility of players playing in the year group below, this leaves an insufficient number to form a team.
- U12 - Royals not yet registered as player numbers are insufficient at this stage.

3.5 Parent Survey Results – Alan shared the survey results, and all agreed that there is some disappointing feedback, some of which may have been influenced by some of the issues experienced in specific teams.

Action: Alan to share at the Club meeting and host a discussion about possible actions.

4. Finance

4.1 Income & Expenditure – Vicki presented the end of year financial report which showed a significant surplus. This was largely generated by an over cautious projection of member numbers, but also effective management of subs income and good cost control. Given the various unexpected expenses incurred during the year, this was felt to be a very positive outcome. On this basis, Vicki proposed that there should be no increase in membership subs for next season.

Some concern was raised that a proposal on subs needed to be based on an agreed budget projection and that there were concerns about a likely drop in membership income for the coming season following the loss of the U16 & U18 teams, the potential for the Royals and the Ravens to fold and the possibility that an U7 team is not able to be registered due to a lack of volunteers. There could therefore be a significant reduction in income and there were also cost increases anticipated that may not have been considered.

As Alan prepared last year’s budget and had discussed anticipated costs with the League and other members of the Committee, he and Craig agreed to finalise cost projections for pitch hire and equipment so that a draft budget could be prepared for consideration by the committee. This would then inform discussions about appropriate membership subs to be proposed to the AGM.

Action: Lindsay to set up an on-line Committee Meeting ahead of the AGM to review and agree the budget and finalise the proposal for membership fees for next season.

Note: as a budget meeting was unable to be arranged, it was decided to postpone the AGM to give sufficient time for a budget discussion.

4.2 Sponsorship – Craig advised the Committee that the new Sponsorship packages were proving challenging to manage as Team Managers and Sponsors didn’t appreciate that the costs on the Pendle website didn’t include printing costs and that actual costs change according to deals that Pendle have at the time of ordering.

Action: Alan & Craig to review the packages and explain the thought process behind the packages at the next Club Meeting.

5. Facilities & Equipment

5.1 Read Recreation Ground – All agreed that this has been a fantastic resource for summer training and whilst we would still want to use the School Field in the future, we would also want to continue to use the Read Recreation Ground. Craig outlined the agreed costs of use, which are £1,000 for grass cutting (10 x £100 per cut) and £315 for weed and feed treatment.

- 5.2 Summer & Winter Training – summer training will become challenging on Tuesday evenings once Read FC return to training. A Winter training plan is almost in place, just looking for a better venue for U14 Retros.

Action: Craig to run through the winter training plan at the Club Meeting.

- 5.3 Kit & Training Equipment Requirements - Craig has this in hand currently but will remind Team Managers to advise him ASAP of any additional needs.

6. Safeguarding

6.1 Current Issues

Dean updated the Committee about the various issues regarding two of our volunteers over the past few months. All agreed that action needed to be taken ahead of the Club Meeting.

Action: Andy to meet with the volunteers concerned ASAP.

- 6.2 Player Questionnaire Results – Dean updated the Committee about the results of this survey which provided some really positive feedback about how our players feel about the Club.

- 6.3 Volunteer Training Requirements – Dean expressed some frustration about the lack of responsiveness from volunteers to reminders to complete training. There are a high number of training renewals to be undertaken this year, several of which need to be completed before the season starts.

Action: Dean to keep chasing and alert Lindsay of any specific issues.

- 6.4 First Aid Training – following feedback from Naomi after her son's accident, Lindsay has explored options for additional First Aid training. The next step up from the FA course would be a full day session which is a big ask of volunteers to commit to and would prove very expensive for the Club to fund. All agreed that given our compliance with FA requirements we should not look to implement additional training at this time.

7. Club Development

- 7.1 Club Development Report – Alan shared the Club Development report which outlines the improvements that have been made by the Club over the past two years. As he steps down from the role of Development Officer, he suggested the scope of the role ought now to be narrowed with the overall development of the club being driven by the Committee.

- 7.2 Training Pool Idea – discussion about this idea was postponed to the next Committee Meeting.

- 7.3 The Coaching Manual – Alan updated the Committee following the session run for Coaches recently which had received very positive feedback. Whilst use of the The Coaching Manual platform is not widespread, it was felt that it is the right support, we just need to see if we can provide more direct support to Coaches throughout the year.

Action: Alan agreed to explore how we could reduce the cost of our subscription and work with TCM going forward in other ways.

8. Events

- 8.1 Presentation Day – review of this year's event was postponed to the next Committee Meeting

- 8.2 Summer Tournament – review of this year's event was postponed to the next Committee Meeting

9. Communications

- 9.1 Social Media – review of current activity was postponed to the next Committee Meeting, however, there was a discussion about setting up a WhatsApp Community for the Club. Both Ben and Dean have experienced the benefits of this system, and it was agreed that we should take this to the next Club Meeting for approval.

Action: Dean to explain the idea at the Club meeting and, if approved, look to set up in time for the new Season.

10. AOB

10.1 Ben Hill was appointed as a member of the committee pending his nomination for the role of Chair.

The meeting concluded at 10.50pm

Minutes of the

Club Meeting

Thursday 23rd May 2024

held at the Read Cricket Club at 7.30pm

Present: Andrew Osbaldeston (Chair/U16), Lindsay Hawkins (Secretary), Vicki Lambert (Treasurer U7 Rockets), Alan Hawkins (Development), Dean Rainford (Welfare/U11Rangers), Craig Waterworth (Facilities & Equipment), Anthony Bagot (U7 Rockets), Ben Hill (U8 Girls & U11 Royals), David Harries & Andy White (U8 Rebels), Jonny Smillie & Gareth Entwistle (U8 Rascals), Steven Whitehead & David Venn (U8 Renegades) Naomi Moore (U9 Ravens), Chris Gregory (U9 Raiders), Tracy Turner (U9 Raptors), Ben Toms & Matt Troilett (U10 Rapids), Ben Knight (U13 & U6), Martin Whitaker (U12), Jay Fyles & Gemma Sutcliffe (U14).

Apologies: Hollie Roberts (U9 Ravens), James McIntyre (U8 Girls), Kasey (U13, Darren & Paul (U18)

1. Minutes of the Meeting of 25th Jan 2024

Accepted as an appropriate record.

2. Matters Arising

No matters arising.

3. Events & Fundraising

3.1 Presentation Day – 9th June

Timetable has already been issued, Andy reminded everyone that players were to wear their matchday strips so that Tony Kirk could take photos of all the teams, we have pizza and ice cream vans booked. Managers were encouraged to think about what they want to do with their 'on-field' time and that this does not need to be a football game. If anyone needs any specific equipment, please liaise with Craig W. We will be purchasing a new Club Gazebo which we will be able to use at events.

3.2 Summer Tournament – 15th June

Due to the situation with the school field, we decided to find an alternative venue for the tournament rather than disappoint the 200 or players that would be attending. We are delighted that Clitheroe Wolves have agreed to host the tournament. We are still looking for referees, respect barriers and anyone willing to volunteer on the day especially around set up and tidy up times.

Action: Team Managers to return their respect barriers to Criag ASAP, any volunteers to let Lindsay know, any referees to contact Andy.

4. Facilities & Equipment

4.1 Summer / Winter Training Update

Craig updated everyone about the situation with the school field. The school are not happy for us to use the field while the fencing is unsafe and are currently getting quotes to the necessary work. At this stage we have no dates, but the hope is that the work will be completed before the end of the school year. Craig will maintain contact with the school an update when we have news.

As a result, all summer training will be held at Read Recreation Ground until further notice. Craig is sorting out additional goals, but please be patient and any problems just let him know. Parking will be challenging especially with Cricket have training or matches so please encourage your players to walk where appropriate.

We are currently welcoming lots of new U7 players and would really value some help 6-7pm on Mondays if anyone is able to support Ben. Please let him know.

Craig also advised that Accrington Academy is due to be refurbished in July, we are aware that there are some safeguarding concerns about the venue currently and will continue to find an alternative for the Monday 6-7pm slot.

Action: Craig to update when a date for a return to the school field is known. U7 coaching support please contact Ben.

4.2 Summer Friendlies & Breaks

As we don't have access to the school field currently, any friendlies you wish to arrange over the summer need to be at your oppositions venue or the pitch hire paid for by the parents. We do not have the funds to subsidise friendly fixtures at the moment. We would hope that this situation will change once the fence is replaced.

Teams are encouraged to take a break over the summer for at least a few weeks to give coaches, players and parents a break. Please let Craig know when you will not be training so that we know where we have spare capacity on training nights.

Action: Team Managers to advise Craig about the summer training break plans.

4.3 Storage - update

Craig advised the meeting that the sheds in the school yard are not watertight so please not to store anything in there over the summer. We will review storage plans once the school field is back up and running.

4.4 Kit Requirements & Sponsorship

Craig will send out the new sponsorship packages information which is now on the Club website. Anyone who has a need for new kit next season will need to actively seek out a sponsor. Potential sponsors should, in the first instance, be directed to Alan to talk through arrangements. The kit that will be purchased is the Bayern Yellow with Blue trim.

There was a suggestion that same age group teams are provided with different colour footballs in future to help identify which ones belong to who. All team Managers to advise Craig ASAP of any equipment requirements for the new season.

4.5 Home Venues for Next Season

Craig advised the meeting that he will let everyone involved know if a training venue is called off, however if individual teams / age groups decide not to train due to inclement weather, that is their decision and should be communicated directly to their team through their normal communication method. In these circumstances it is unlikely that the venue will refund the booking fee and this was felt to be an unavoidable consequence of severe weather conditions where the health and safety of our children is paramount.

Action: Team Managers to advise Craig about equipment requirements for next season.

5. **Administration**

5.1 Team Registrations 24/25 Season

Lindsay advised Team Managers that from hereon we will be starting to refer to teams in their 24/25 season age groups. The Club and team Registration process will start next month with teams to be registered by end of June. Any teams who do not meet the minimum volunteer requirements will not be able to be registered, however we will be able to add teams prior to September.

Lindsay will be de-registering all players who have left the club ready for the new season affiliations which will start the week after our AGM in July.

Action: Team Managers to check whether they have the correctly qualified volunteers attached to their teams ASAP and advise Lindsay of any changes needed.

5.2 AGM 11th July

Andy advised the meeting that he will be standing down as Chair at the AGM due to personal reasons and invited anyone interested in taking up the role to contact Lindsay.

Lindsay confirmed that our Club AGM will be held on 11th July. Any Club rule change proposals should be sent to Lindsay by 3rd July.

Action: Anyone interested in being part of the Committee for next season to please make contact with Lindsay.

6. Safeguarding

6.1 Parent Behaviour / discipline

Following a couple of recent incidents, we discussed what actions would be appropriate where we have parents whose behaviour does not meet our code of conduct. Given that specific situations will be different, a fixed approach was not agreed btw rioting to and suspending parents from the sidelines was felt to be appropriate.

It was agreed that drip feeding the respect messages throughout the year would be helpful and rising the profile of the codes of conduct especially around the start of the season would be good. Team Mangers were reminded that their pre-season parent meetings should be the perfect opportunity to re-enforce the codes.

Action: Dean to talk to Emma about increasing the social media messaging.

6.2 Player Survey

Dean explained that as part of the FA's encouragement to Clubs to listen to the children's voice, we would be having a player survey this year. Dean will be holding the survey at the Presentation Day to gain maximum responses. Feedback to be shared at our next Club Meeting.

Action: Dean to make arrangements for the survey and provide feedback at the next Club meeting.

Dean shared his frustrations about the lack of response to his communications regarding completion of FA courses. We have had several incidents recently where people have let their certificates run out before finally completing the courses required. All this adds to the volume of work for Dean so a big call out to all volunteers to ensure that you respond in a timely way and complete the required training.

Action: All volunteers to complete their training in a timely manner.

7. Finance

7.1 Membership Subs - Update

Vicky thanked everyone for their responses to queries about subs which have helped to resolve several issues. At this time of year some parents think they can stop paying because there are no matches, please remind your parents that the membership is for 12 months.

There was a suggestion that there is a grant for children who can't afford to play football.

Action: Lindsay to explore this possibility.

7.2 Payment Method 24/25 Season

Alan has investigated alternative digital payment methods like Go Cardless all of which have associated costs. The conclusion of his research is that our current system with all its own challenges is probably as good as anything that we would have to pay for. The one change that we plan to make is to change the preferred payment date. Vicki to confirm the date at the AGM but it will be between 7th and 21st of each month.

Action: Vicki to decide on preferred payment date for Subs payments.

7.3 Tournaments

Vicki confirmed that all teams can enter one tournament in the year that will be paid for by the Club. Any additional tournaments need to be funded by the parents of the team entering the event.

Everyone was reminded that all official volunteers should be in Club kit, take First Aid kits and have their Squad Lists available for tournaments. Squad lists will need to be printed off before the end of May as the system is updated in June to the 24/25 season.

8. Teams

8.1 Any Issues

Following a couple of recent incidents, we discussed what actions would be appropriate where we have parents whose behaviour does not meet our code of conduct. Given that specific situations will

be different, a fixed approach was not agreed btw rioting to and suspending parents from the sidelines was felt to be appropriate.

It was agreed that drip feeding the respect messages throughout the year would be helpful and rising the profile of the codes of conduct especially around the start of the season would be good. Team Mangers were reminded that their pre-season parent meetings should be the perfect opportunity to re-enforce the codes.

8.2 Celebration of Success

Andy reminded everyone of the Club's successes this season which represented a 10 year high for the Club:

U7 Christmas Cup winners; U12 Trophy Cup winners; U13 Part B League winners; U14 Trophy Cup runners UP and 2nd in the League; U16 Cup runners up

Alan ran through some of the Club metrics ref win:draw:lose stats, goals scored etc.

9. **Volunteer Support**

9.1 Coaching Manual - review

Alan has arranged a training session with the coaching manual for Thursday 27th June. Please can as many people as possible attend the session so we can all understand the capability of the resource. More info to follow from Alan.

9.2 What Next?

Lindsay asked the meeting what they felt they needed next to support them as volunteers. The key response was recruitment support. Ben Hill mentioned something that they run at Hyndburn called a 'training pool' and will forward details to Lindsay.

10. **Any other Business**

No other business was raised.

The meeting ended at about 9.45pm

Minutes of the

Committee Meeting

Monday 25th April 2024

held at 6 Patrick Avenue, Read at 7.00pm

Present: Andrew Osbaldeston, Vicki Lambert, Dean Rainford, Lindsay Hawkins, Alan Hawkins, Craig Waterworth.

1. Minutes of the Previous Meeting

The minutes of the meeting held on 11th March 2024 were accepted.

2. Matters Arising *(not covered elsewhere on the agenda)*

Safeguarding issue: James Moore-Mortar – Lindsay awaiting insurance claim paperwork from Naomi but should be dealt with this week. Dean updated on the follow-up from the family about the incident and his visit to them where they expressed angst and unhappiness towards the Club. All agreed that we needed to maintain a careful eye on the parents who move very quickly between highly supportive and highly critical.

It was noted that we had agreed to pay the £20 Doctors note fee for James, following discussion it was agreed that this was the correct action in this instance but that we should maintain a position of covering this cost 'at our discretion' as opposed to such payments being a matter of policy.

Action: Lindsay agreed to explore the possibility of providing some pre-season first aid training support focussed on football related injuries.

3. Finance

3.1 Income & Expenditure – Vicki presented an Income & Expenditure report for Q3 (1/7/23 - 31/3/24). Income from membership subs is on track to comfortably achieve budget as the contingent drop in members did not occur. Both Training and Match costs are now expected to be over budget due to the need to extend our use of 3G training facilities, a 25% increase in ELFA pitch charges, and a better supply of referees this season.

3.2 Player Subs – Vicki to decide what is the best date for payment to be made and we'll take that to the AGM. Current thinking is 5th of the month.

4. Facilities & Equipment

4.1 Summer Training – The proposed summer training plan was reviewed with all teams allocated slots at Read Recreation ground until such time as the School Field becomes available for use (working on this being in around 10 weeks). Only problem is Mondays 7-8pm where we have U12, U14 and U9's all wanting to train as Martin is no longer able to move to the Tuesday slot.

Decision: U14's to stay on 3G until the U9's can move back to the school field. The associated cost will be c.£30 per week, so likely to be an additional expense of c.£300.

Action: Dean to complete the Risk Assessment for Read Recreation Ground.

4.2 Read School - Andy provided a further update from his meeting with Fran. It is clear that the school are not generally happy with the impact of the Club's use of the field and the following issues remain of concern:- car parking, toileting, storage of nets, use of the school shed, general communications, thanks and appreciation. Andy and Craig to manage the relationship with the school and liaise about new arrangements once the fence has been installed.

It was felt that the relationship with the school was probably not helped by Fran's children's experience at the Club and that we should work with the current U9 Team Managers to ensure that we do what we can to mitigate this impact.

Action: Someone to speak to the U9's.

- 4.3 Read Recreation Ground - Craig confirmed that the cost of each cut at the Read Recreation Ground is £100 and this will be payable to Read FC who currently manage the grass cutting service.

5. Events

5.1 Presentation Day – Sunday 9th June

The plan for the day was shared with each team having a 30 or 40min 'play time' slot on the field followed by 40mins in the Cricket Club House for their presentations. All Team Managers have been informed. Pizza Tuc Tuc and Ice Cream van have been booked for the day, Cricket Club will open the outside bar area (Tid's Tavern) as well as the inside one. Emma is sorting the boot and kit stall. Activities will be held on the Read Recreation Ground with presentations in the Cricket Clubhouse afterwards. Photographer, Tony Kirk, has agreed to attend to take both formal and informal shots on the day.

Action: Alan to order the new Gazebo – likely cost c£600 including weights.

Action: Lindsay to build in discussion time at the Club meeting for Mgrs to plan their 'play time'.

Trophies: Alan updated that following the return of the trophies we have sufficient cups to present all the older age groups from existing stock this year. New trophies were agreed for the U6 to U11 age groups. Medals for the U12-U18s are in hand and will be engraved 'Season 2023/24'

Volunteer of the Year: It was agreed that this trophy would be called the Geoff Lambert Volunteer of the Year trophy using a high-quality trophy currently in our stock.

Decision: It was agreed to award the trophy this year to James McIntyre for all the work that he has done to develop the girls' section of the Club.

Action: Vicki to ask Geoff if he can present the trophy.

The suggestion of presenting a team photo as a keepsake is to be researched further.

Action: Alan to speak to photographer about how this might work and costs.

- 5.2 U7/U8 Tournament – Tournament is now almost full. The girls' section currently has 6 teams, so looking for 2 more if possible. Venue of Read School is unlikely, given the work to be undertaken on the fence. Alan has spoken to Clitheroe Wolves who are happy to allow us to use Highmoor for the tournament. Decision to be taken on moving at the next tournament meeting on 15th May, when we hope to have a clearer indication of the fence construction timescales.

Action: Advise Justin and proceed as normal until 15th May.

6. Safeguarding

- 6.1 Volunteer Training Requirements – Dean updated the meeting on current outstanding training needs, he will continue to chase and alert people as needed. No major outstanding issues currently.

- 6.2 Giving Young People a Voice – it was agreed that we should seek feedback from playing members on their experience with the club.

Action: Dean to draft a short questionnaire to be completed by players on Presentation Day.

7. Administration

- 7.1 ELFA Meeting & AGM – Alan had previously provided a summary of the ELFA meeting on 18th April attended by himself and Andy see e.mail 20th April.

7.2 Team Updates

U6 – No parents have stepped forward for next season as yet, Ben working on it.

U9 - Adam Clarke is to leave the Raptors at the end of the season.

U11 - the Royals are to be managed by Dean & Laura next season and a new manager/coach recruited, if possible, for the Rangers.

U12 – Warren Eastham will work with Martin to coach and manage the team next season.

U13 – this team is to be called the Retros and now has a kit sponsor (Rexel). The team will train on the Recreation Ground on Thursdays during the summer.

- 7.3 Club Meeting Topics – Presentation Day, Summer Tournament, Summer Training, Kit Sponsorship, Parent Behaviour, Player Survey, Coaching Manual.

8. Club Development

- 8.1 Club Development v Facilities – Andy raised a concern about the club's ability to grow without suitable facilities and it was generally agreed that the club can only increase in number if it is able to recruit suitable volunteers and find appropriate training facilities.

- 8.2 Club Logo – a refreshed logo design was shared, and this was approved for future use.

- 8.3 The Coaching Manual Subscription 2024/25 – the interest shown in the platform and the use made of it was discussed. There is some concern that some team managers have little or no interest in using the platform and whilst this may be for legitimate reasons, we will need to consider whether we wish to re-invest in it next season.

Action: Alan agreed to discuss with Chris Barton and Lee Fletcher at TCM the possibility of an on-site training session to give everyone a better understanding of how it can help us.

- 8.4 Goalkeeper Coaching – Alan reported that several players had taken advantage of the subsidy and that they were all in the junior school age groups. It was agreed that providing this kind of subsidy was a good thing and should be budgeted for in future.

- 8.5 Sponsorship – Alan confirmed that the Club Sponsorship document is now available in the resources section of the website and a link to it can be found on the About the Club/Club Sponsors page.

- 8.6 Roll of Honour – It was agreed to replace the News page on the website with a new page for the Roll of Honour. This will need some technical expertise and has been discussed with Sam McLoughlin who has agreed to help us with this.

Action: Alan to work with Sam to make the Roll of Honour accessible on the website.

9. Any Other Business

- 9.1 Disciplinary Matters – it was noted that disciplinary fines were significantly higher this season, almost wholly attributable to the U16s and U18s.

The meeting concluded at 10.55pm

Minutes of the

Committee Meeting

Monday 11th March 2024

held at 6 Patrick Avenue, Read at 7.30pm

Present: Andrew Osbaldeston, Vicki Lambert, Lindsay Hawkins, Alan Hawkins, Dean Rainford.

Apologies: Craig Waterworth

1. Minutes of the Previous Meeting

The minutes of the meeting held on 15th January 2024 were accepted.

2. Matters Arising *(not covered elsewhere on the agenda)*

There were none.

3. Finance

3.1 Income & Expenditure – It was noted that income from subs was looking healthy. No sponsorship income has yet been secured for the Summer Tournament, but we should receive a response from Fort Vale shortly. Expenditure was in line with expectations although it is anticipated that additional costs may be incurred by extending 3G bookings whilst we wait for the fields to be dry enough to play on.

3.2 Player Subs – there are now 11 players in arrears which is a greatly improved situation thanks to Vicki and Andy's correspondence with parents.

Alan reported on his findings after researching our options regarding employing alternative methods to collect subs. After much discussion and consideration of the costs and benefits of various options it was agreed to continue to use Standing Orders as the required payment method for another year and to see if we can communicate better at the beginning of the season and be stricter with those failing to pay.

Action: It was agreed to review the date on which subs should be paid for next season.

4. Events

4.1 Annual Presentation

4.1.1 Date & Format: the Presentation Day will now take place on Sunday 9th June 2024, and activities will be held on the Read Recreation Ground with presentations in the Cricket Club afterwards.

Action: Andy, Lindsay, Dean and Alan agreed to lead the organisation of the event and they will meet shortly (on Zoom) to discuss the format of the day.

Action: Craig to ensure that the Read Recreation Ground is booked for our use that day.

4.1.2 Club Awards: it was agreed that the three awards to be presented for each team will be:

Player of the Year: Awarded to a player who has brought great value to their team with a range of skills, attributes and qualities which may include: outstanding and consistent performances as a player, great leadership on and off the field; a positive attitude and great enthusiasm for the game; adherence to the club's Code of Conduct and Respect guidelines; a commitment to the team through training, match day availability and the development of their own physical fitness.

Players' Player: Awarded to the player considered by their team mates to be the team's most valuable player, the one they wouldn't want to be without on match day and/or the one they most enjoy playing with.

Most Improved Player: Awarded to the player that has most improved their football skills and abilities. This aligns with one of the club's key objectives which is to focus on the development of our players and provides an opportunity to recognise a player's journey.

The Club may also present two other awards, namely:

Club Volunteer Award: Awarded by the Committee to a club volunteer in recognition of their outstanding service to a team and/or the club.

Long Service Award: Awarded by the Committee to a player or volunteer in recognition of their long-term commitment to the club - usually awarded to players having been with the club for 10 years from U7 to U16 and to those who have served the club as a volunteer for a long period of time.

Action: Alan to share the award definitions with Team Managers.

- 4.1.3 Trophies & Keepsakes: in line with the sentiment expressed at the last club meeting, it was agreed that keepsakes for the secondary school age groups should be changed to a custom-made medal. It was noted that cost savings generated by this change will enable the purchase of better trophies for the three award recipients to keep. The objective will be to avoid any increase in the total budget required.

Action: Alan to explore options for the three trophies and to report back to the committee with a costed proposal.

The suggestion of a team photo made at the Club Meeting is to be researched further.

Action: Alan to speak to photographer about how this might work and costs.

- 4.1.4 Custom Medal: Alan advised that he has met with Greenslate on two occasions to discuss our plans to change our approach to trophies and medals. Greenslate have provided a quotation for 500 custom-made enamelled medals at a cost of £3,325. This quantity would provide sufficient medals for 4-5 years. An alternative supplier, who have supplied ELFA with their bespoke medal, has also provided a quotation at a cost of £1,464. The higher of the two quotations provides no budget saving and therefore no opportunity to improve the quality of the three team awards. A further quotation is expected shortly.

Decision: it was agreed that custom medals need to deliver a significant cost saving to fund three good quality trophies for each team.

Decision: A design for a custom medal was approved.

Action: Alan to place an order for custom made medals with the most competitive supplier.

- 4.1.5 Event Gazebo/Tent: it was generally agreed that the club would make good use of a branded gazebo which could be used by the club at the Summer Tournament and the Presentation Day, and by teams attending other tournaments.

Action: Craig to be asked to consider whether there is a suitable product on the market that would meet all needs and to report back to the committee with a costed proposal, ideally with a view to purchasing the tent in time for the presentation day.

- 4.2 U7/U8 Tournament - The tournament has now been advertised on our social media channels and flyers sent directly to all U7 & U8 team managers playing in the ELFA league. The tournament management App (Tournify) has been purchased and set up and is expected to greatly enhance the experience for all teams involved. Teams will be registered on the App and all results will be posted on to it, so that parents can see the scores more easily as the tournament progresses. All relevant documentation, such as the rules and codes of conduct are also accessible to all on the App.

Action: Alan to complete the risk assessment for the event and share it with the event organising committee.

5. Safeguarding

- 5.1 FA Silent Weekend – this event was notified very late in the day, and it was generally agreed that the FA seem to be losing some of their enthusiasm for it. It was also commonly thought that the existence of the weekend made little difference to those that were inclined to behave poorly at matches.
- 5.2 Volunteer Training Requirements – Dean confirmed that Daniel has now completed his DBS and can support the U7s. Dean also advised that he has had some challenges getting Managers to complete their Safeguarding recertification in time and that we had received an email from the LFA the day

after Justin's safeguarding ran out to advise us that he was now suspended from all youth football activity until the course was completed. We have 6 volunteers due to complete by end of June.

Action: Dean to continue chasing and raise any concerns if needed.

- 5.3 Safeguarding Issue – James Moore-Mortar – an incident occurred during a game at the Soccerdome resulting in a double break of the above-mentioned player's arm. Dean has taken statements and is liaising with the club involved (Brierfield Celtic) and the League. The injury is covered by the Club's personal accident insurance policy.

Action: Lindsay to assist the family in the completion of the claim form.

Action: Dean to report back to Committee on the outcome.

Action: Andy to organise a card and small gift for James.

Dean advised that the parent's main concern was that the level of First Aid training evident was insufficient to respond effectively to the situation and they are keen to see that improved. Whilst the Committee were understanding of the concern, the time and cost of providing that level of training would be unachievable.

Action: Lindsay to explore whether some specific training for fractures could be provided and possibly a defibrillator training session.

6. Facilities

- 6.1 Summer Training – A summer training schedule has been prepared but a decision will first have to be made on the condition of the grass pitches and when they can first be used, before circulating. Current expectation is that the field will be ready from w/c 8th April.

Andy confirmed that the last training session for U16s will be 15th May.

Alan noted that the new U13 team needs to be added to the plan for a 90-minute session on Thursday evenings on Read FC pitch.

Action: Craig to confirm last training days at all winter training venues and make arrangements to extend 3G hire where necessary.

Action: Vicky to check what payments were made last year to Read FC for grass cutting.

Action: Craig to confirm grass cutting costs agreed for this season with Read FC.

- 6.2 Read School – Football Foundation Grant Application: A lot of work has been done since the last meeting to explore funding possibilities to buy new storage containers and replace the fencing around the school field. Alan and Craig have met with Fran Agar (School Head) and we understand it is possible for the Club to make a joint application with the school for Football Foundation funding. Alan is working with Fran to prepare a funding application, the success of which will depend on planning permission not being required for the storage containers and the Football Foundation accepting the justification for the project. If successful, the net cost to the Club is likely to be c.£2.2k.

Decision: it was agreed that this would be a worthwhile investment for the club to make

Action: Alan to continue to work with the school and progress an application for funding with a view to completing the project during the summer half term, at the end of May.

7. Administration

- 7.1 Team Updates

U6 – We have not yet established whether Ben will continue coaching this group, but we need to make arrangements ASAP.

Action: Lindsay to follow up.

U11 Royals – Phil G has advised Lindsay that he will stand down at the end of the season.

U12 – Martin stepping down at end of season.

Action: adverts for coaches for both teams to be put on to social media.

U13 – Lindsay and Alan have now met with Kasey McGuinness the new team Manager. He is on with finding a sponsor and very keen to get started.

U16 – Andy confirmed that this team will fold at the end of the season as insufficient players wish to continue to U18s.

Action: Players interested in remaining with the Club to be introduced to Darren.

8. Club Development

8.1 Goalkeeper Coaching – the club has agreed to provide a subsidy to those wishing to participate in a 2-day Goalkeeping Camp during the April half term.

Action: Alan will attend to observe and to explore the possibility of engaging coaches to work with our teams during the season.

8.2 Sponsorship Pack – this was approved and is now ready to be shared.

Action: Alan to add the Club Sponsorship document to the Resources section and a link under the Sponsors section in 'About the Club/Sponsors'.

8.3 Roll of Honour – Our paper record of all trophy recipients since the club was formed in 1989 has now been transferred into a digital format.

Action: Alan will make this accessible on the website and the plan is to make the Roll of Honour more prominent along with a record of team achievements over the years.

9. Communications

9.1 Social Media Activity – Emma is doing a great job publishing match reports on a Sunday evening. Results are problematic because the FA Full Time system does not allow the competitive age groups to be filtered.

Alan felt that the club ought to take the opportunity to communicate the club's policy on some key topics from time to time and offered to create appropriate messages to share on our social media channels.

Action: Alan to develop key messages.

9.2 Club Logo – Alan explained that the work in designing the custom medal has resulted in a modernisation of the existing logo and felt that it would be appropriate to do further work on the logo to ensure that it works equally well for other purposes such as printing on kit and using digitally on social media and the website.

Action: Alan will meet with Justin to see what changes may be needed and bring a proposal back to the Committee.

10. Any Other Business

10.1 Constitutional Club – the matter of paying an annual membership fee to the Constitutional Club was discussed.

Decision: it was agreed, in view of the fact the club no longer uses the Constitutional Club for meetings, the payment of a membership fee was an unnecessary expense and would therefore cease.

Paying for a raffle prize to be won by Constitutional Club members was also discussed with differing views about whether it was an appropriate expense. Alan suggested that perhaps the Constitutional Club may wish to make a donation to our club instead. One for another day.

The meeting concluded at 10.55pm

Minutes of the

Club Meeting

Thursday 25th January 2024

held at the Read Cricket Club at 7.30pm

Present: Andrew Osbaldeston (Chair/U16), Lindsay Hawkins (Secretary/U7 Rockets), Vicki Lambert (Treasurer), Alan Hawkins (Development), Dean Rainford (Welfare/U11Rangers), Craig Waterworth (Facilities & Equipment), Emma Hill (Communications), Anthony Bagot (U7 Rockets), David Harries (U8 Rebels), Steven Whitehead (U8 Renegades) Hollie Roberts (U8G Roses & U9 Ravens), Chris Gregory (U9 Riders), Tracy Turner (U9 Raptors), Jonathan Crabtree, Ben Toms & Matt Troilett (U10 Rapids), Ben Knight (U13 & U6), Phil Goulding (U11 Royals), Martin Whitaker (U12), Jay Fyles (U14), Darren Heslington (U18)

Apologies: Gareth Entwistle (U8 Rascals), James McIntyre (U8 Girls), Justin Nowell (U13)

1. Minutes of the Meeting of 21st September 2023

Accepted as an appropriate record.

2. Matters Arising

2.1 **Action:** Ben to chase date options for Matrix Soccer Coaching CPD session for coaches.

3. Teams

Rather than ask everyone to provide a verbal report which takes a long time, Andy invited anyone who wanted to raise anything for discussion to take the floor:

3.1 **U18s** raised a concern about not being allocated any 3G games which has meant lots of cancelled fixtures. Alan was able to share the U12-U18 stats which showed on average our teams have had 38% of their fixtures cancelled, postponed or not scheduled so far this season.

Action: Lindsay to keep an eye on U18 fixtures and raise with the League as appropriate.

3.2 **U9s** raised a concern about their Soccer Burnley fixture being allocated a 5v5 pitch at Soccer Burnley. It was resolved at the time.

Action: Lindsay to pass on to the League.

4. Facilities & Equipment

4.1 Summer Training Plans

Craig confirmed that winter training venues are booked until the last week of March however if the Read pitches are not fit, this will be extended. Current plan is for the girls to move training to the Read pitch giving access to the Cricket Club toilets on Mondays. This would relieve some of the pressure on the Read School pitches on Mondays. This is still to be finalised by Craig with Read CC when cricket fixtures are confirmed.

Action: Any teams looking to move their training nights should let Craig know ASAP.

4.2 Sheds at Read School

Craig advised everyone that the small shed is leaking and should not have kit stored in it wherever possible. The larger shed is also not in great condition so Craig will meet with the school to explore best solutions as the school own the sheds. Jay advised that a 20mx2m shed would cost around £2k and could be partitioned for shared school / RUJFC use. There was also a suggestion that exploring space by the Church car park may be an option worth exploring.

Action: Craig to explore options with Fran from Read School and agree a plan for replacement with the Committee ahead of Summer Training.

4.3 Volunteer Kit

Craig explained that we need to be sensible with issuing Volunteer kit. If you have a new volunteer that is only going to be called on to stand in the technical area very occasionally, we should aim to lend them kit on that occasion rather than purchasing all items for them. Team Managers were asked to just be mindful of costs but balance that with the need for Club representatives to always wear Readstone kit when in the Technical area.

4.4 Calling off Training

Craig advised the meeting that he will let everyone involved know if a training venue is called off, however if individual teams / age groups decide not to train due to inclement weather, that is their decision and should be communicated directly to their team through their normal communication method. In these circumstances it is unlikely that the venue will refund the booking fee and this was felt to be an unavoidable consequence of severe weather conditions where the health and safety of our children is paramount.

5. **Events & Fundraising**

5.1 Annual Presentation

Alan explained that following the feedback at the last Club meeting the Committee wanted to share a couple of options for everyone to consider about the format of the event for this year.

Option 1 – an evening event where U6 to U11, followed by U12 to U18 were invited to a ‘party style event’ at a venue and each age group was invited hold their own team presentation in a side room rather than being presented to all attendees.

Option 2 – a daytime event where each age group was allocated a time slot during which they would have access to an area to ‘play’ (be that football or any other activity) followed by their age group presentation. Venue would ideally be Read FC pitch with the presentations in the Read CC clubhouse, if the weather is inclement. This venue will depend on there being no clash with cricket fixtures.

Alan explained that neither idea has been fully explored at this stage, what was sought from the meeting was an indication of which type of event was preferred.

This was taken to a vote and the majority vote was for option 2.

Action: Committee to work on developing this format over the coming weeks and share plans with Team Managers ahead of the next Club Meeting.

5.2 Trophies

Proposal 1 – Alan asked the meeting whether the ‘gongs’ that we issue to U12 to U18 players is valued by the players. Consensus is that this age of player doesn’t tend to appreciate the gongs. Alan proposed therefore that we stop issuing gongs for the competitive age groups and consider replacing them with medals which may reduce some of the trophy costs.

This was taken to a vote and the majority vote was to accept this proposal.

Proposal 2 - Alan shared the annual frustration for everyone around the recall of trophies ahead of the presentation. It was proposed that rather than trophy winners receiving 2 trophies going forward (one to keep and one to return) that we present just one trophy which the winner keeps. It was understood that this approach is now taken by many local junior football clubs. To ensure that the legacy of past winners is not lost, Alan proposed that we set up a ‘Hall of Fame’ on the Club Website which people could access and enjoy for years to come.

This was taken to a vote and the majority vote was to accept this proposal.

Queries raised:

- Phil asked whether teams could have some flexibility about the number of trophies issued, it was agreed that this would be possible with the new presentation format, however, the club would continue to provide three trophies per team and any additional trophies would need to be supplied by the team itself.

- There was some discussion about whether the U12 to U18 age groups could have an additional trophy such as a Golden Boot Award. .
- There was also a suggestion that a team photo may be a good option to explore.

Action: Alan agreed to explore costs and options for all awards and prepare a proposed approach for this season.

5.3 Summer Tournament

Andy confirmed that the Club intend to run the summer tournament again this year with Justin's support. Probably the third week of June but the date is TBC at this stage. We will need help from other volunteers and Lindsay asked those who are not involved in U7 and U8 teams to take that load so that the participating teams can concentrate on enjoying the tournament.

Couple of things raised at the meeting for Justin to build into the recruitment of teams. We need to mention no 'academy' players; aim to get some more girls teams; state medium / low ability and ask them to confirm which league they play in and what division they are in so this can be verified.

Action: Committee to set up a Tournament planning group ASAP.

6. Administration

6.1 Weekly Fixture Information

Lindsay sought clarity that there was no unnecessary communication about fixtures coming out from her given the information Team Managers received from Full-Time. All agreed that the weekly fixture info was needed.

6.2 Social Media

Emma introduced herself and asked if there was anything that Team managers needed from her. All agreed that the activity on social media was great but that it had increased expectations from parents about weekly match reports which hadn't necessarily been anticipated. There were requests to advertise for players as the spring approaches. All agreed it can be difficult to think about taking photos and running a team and that having a parent who takes that on may be worth exploring for those struggling.

All Team Managers were asked to share a link to the RUJFC Facebook / Instagram pages on their team communication channel and encourage people to follow / comment and share.

Lindsay asked that no-one posts messages on their own social media on behalf of Readstone but instead ask Emma to post any communications that they want on the Club pages and then to like and share that through their own social media.

Action: Team Managers to keep sending in photos and match reports and ask a parent to help if needed. Team Managers to share links with their parents and ask people to follow, share, like, comment. All volunteers to use the RUJFC social media and not post on their personal accounts.

7. Safeguarding

Dean is in contact with those who have any outstanding training requirements, but we are in a very healthy position now. If anyone wishes to complete the Introduction to Football Coaching (I2CF) course, please contact Dean direct and we can get that set up.

Following the FA spot-checks a couple of weeks ago, Anthony U7s was the only Manager approached on the day and by all accounts answered all the questions perfectly.

Dean also reminded everyone about the decision to ban the use of mini-shin pads at the Club. There was widespread support for this decision.

Action: Anyone interested in completing their Introduction to Football Coaching to contact Dean. Anyone with outstanding training requirements to please complete these ASAP.

8. Club Development

8.1 Coaching Manual

Alan asked everyone for feedback about the coaching manual. Chris Gregory & Dean reported making full use of the resources which they find very helpful, others use some of the resources but not the season plan so much. Some still look to U-tube for ideas. The option to link in your team was explored by Andy and the U16's but he didn't find much take up. U9 Ravens reported that the FA coach (Alan Williams) who had been supporting them had said not to use it but this may have been to do with the development needs of the players at the time. Darren shared that the scenario-based resources were good for the older players.

Action: Alan to think about having a short session looking at the system at the next Club Meeting.

8.2 Growth

Lindsay updated that we have been approached by a new U13 team who wish to join the Club next season. Alan sought confirmation from the meeting that people were OK with this in principle, so long as due diligence was undertaken on the team.

Action: Alan & Lindsay to arrange to observe the team and meet the officials ahead of them joining the Club.

Jay shared that the U14s have grown considerably, and they are almost at the point of being able to field 2 teams.

Action: Jay to update Committee on U14 growth so we can respond accordingly.

Lindsay shared the ongoing challenge for the early years players (U6) in providing coaching support. This has been delivered by Ben for a number of years now and has worked well, however, it is not a sustainable solution in the long term. Committee are considering how we can make this work in the future.

9. Finance

9.1 Membership Subs

Non-payment - Vicky advised that most player payments are being received each month, however we are carrying a shortfall of around £400 on a rolling basis and this 10% of members is taking huge amounts of time to chase.

Andy reminded Managers about the payment chasing process and the key part that they play in the first 2 weeks of each month as soon as they receive Vicky's spreadsheet update. Managers have the relationship with parents so are in the best position to understand if there may be a problem with payment. Andy will liaise with Managers ahead of making contact to understand if there are any extenuating circumstances, however, if payment is not settled without good reason by the end of the month players will not be able to access training or match play. Managers are asked to work with Andy to ensure this is followed through.

Payment Method - There was a discussion about alternative payment methods. Alan explained that he is looking at several digital systems but so far is concerned about the expense that would be passed on to members. Go Cardless was suggested as an alternative option.

Action: Managers to support the new membership payment process and update Vicky promptly on any issues / parent feedback.

Action: Alan to explore Go Cardless as a payment method.

10. Any Other Business

10.1 Hyndburn Leisure Centre

Jay reported an incident at training a few weeks ago with a person videoing players. They were approached and asked for ID and when not able to, they were asked to delete the video.

10.2 Membership Subs

Jay shared his concerns that subs are too low and should be a minimum of £20. Lindsay reminded the meeting that the subs are set at the AGM and that we had agreed on £17 on the basis of achieving a break-even balance at the end of this year. Lindsay asked all Volunteers to consider what added value they would want the Club to provide if subs were to be increased above inflation.

Action: Lindsay to add this discussion to the next Club Meeting Agenda.

10.3 ELFA Inter League Team

Phil reported that 4 of his U11 players had been selected to play for the Inter League team this season. On Friday night they are playing Bolton Wanderers. Everyone shared their delight and asked Phil to pass on our good wishes and get a photo of the players to Emma for our Social Media.

The meeting ended at about 9.45pm

Minutes of the

Committee Meeting

15th January 2024

held at Read Constitutional Club at 7.30pm

Present: Andrew Osbaldeston, Vickie Lambert, Lindsay Hawkins, Alan Hawkins, Craig Waterworth, Dean Rainford.

1. Minutes of the Previous Meeting

The minutes of the meeting held on 10th August 2023 were accepted.

2. Matters Arising *(not covered elsewhere on the agenda)*

Action: Craig to share last year's Football Assessment Report.

Action: Next meeting to consider how we recognise Geoff's retirement with the Club.

3. Finance

3.1 Income & Expenditure – Vicki had distributed the I&E report for the 6mths Jul – Dec 2023 ahead of the meeting. Expenditure was broadly in line with expectations whilst income was ahead of budget partly due to a small increase in membership and the inclusion of 7 months income rather than 6. Discussion about the presentation of the report which doesn't currently reflect the budget headings agreed in August. Alan agreed to support Vicki in restructuring the report going forward.

Action: Vicki to forward the accounts spreadsheet to Alan who will create a revised format and work with Vicki to establish an agreed way of reporting going forward.

Action: Vicki to look into how we account for membership subscription payments in each year's accounts – (i.e. is June part of the following year's income)?

3.2 Unpaid Player Subs – Vicki reminded the Committee how the current process works with Andy becoming involved in chasing parents whose child's subs remain outstanding around the middle of each month. Current situation is that fees are around £500 down on an ongoing basis, despite a huge time investment by both Vicki and Andy in chasing fees.

Committee discussed several possibilities aimed at both improving the current process and looking to how we might manage subs payments in the future. Immediate actions to be taken:-

Action: Andy to speak to Team Managers prior to contacting parents direct to understand actions to-date.

Action: Run through the process again with the Team Managers at the Club meeting and make sure that we have their buy-in to stopping players playing if they are in arrears.

3.3 Player Subs 2024/25

Things we may want to consider in future:-

- Fees for missed payments
- Standing Order payments to be mandatory
- Move to fewer payments in the year rather than monthly.
- Move to a digital collection process.

Action: Alan to explore the option to move to a digital collection process.

4. Events

4.1 Presentation Event – all agreed that a change was needed. Two options were proposed and are to be taken to the Club Meeting for a decision:-

- Activity & Presentation Format – Probably run on Read Pitch with each age group being given a time slot in which they can play a game or have some form of activity followed by a presentation of trophies to each of the age group teams. Assuming that the Cricket Club is not available a marquee / indoor solution would need to be explored. Alternatively, this could be run at an indoor venue like the Leisure box, however the cost of this may be prohibitive.
- Evening Event with Mini-Presentations – this format would involve some kind of ‘party’ type activity taking place in a main room for all attendees while specific Team / age groups go to a smaller ‘presentation room’ to receive their awards. It was envisaged that this event would be split with U6 to U11 attending one event and U12 to U18 another.

Probable dates would be weekend of 8th and 9th June.

Action: Committee to take to Club Meeting for further discussion and a decision on future format to be made. A small sub-committee will then be appointed to organise the event(s).

- 4.2 Trophies – all agreed that the issue of getting trophies back each year was not sustainable. Alan proposed that we establish a Hall of Fame on the Website as our ongoing record of trophy winners which was agreed. The cost and value of ‘gongs’ for everyone was discussed and a decision was made to only provide these to U6 to U11 players in future. The option of a medal rather than a gong is to be put to the Team Managers for U12 to U18’s.

Action: Committee to take to Club Meeting for further discussion and a decision made about the most appropriate end of season memento for each age group.

Action: Alan to research and cost trophy options and present to next Committee Meeting.

Action: Alan to work with Geoff to collect historical data for the Hall of Fame and create a suitable page on the website.

- 4.3 U7/U8 Tournament – All agreed that we would like to run this event again this year. Depending on the presentation format, the prospect of expanding the tournament to a 5v5 U9 & U10 tournament on a second day was felt to be worth exploring (but not if we were running the activity and presentation format).

Action: Lindsay to check with Justin that he is happy to take a lead in the organisation of the tournament structure.

Action: Tournament planning group to be set up perhaps initially with Andy, Alan, Justin and Lindsay to get things in motion.

5. Safeguarding / Welfare

- 5.1 Volunteer Training Requirements – Dean updated the meeting on the current training gaps which are very few now. Some discussion about clothing for volunteers which highlighted a need to think about who let’s Craig know about what to provide people with. Potentially need to revisit this and think about gathering volunteer sizes on the application form.

- 5.2 Mini Shin Pads – Dean explained the issue that has arisen with the recent trend in tiny shin pads. FA guidelines require shin pads to “provide reasonable protection” and the committee was unanimous in its consideration that mini shin pads provide inadequate protection. Mini shin pads will therefore not be allowed to be used whilst playing for the club.

Action: Dean to write to all Team Managers to advise them, Dean to prepare a post for Emma to put on Social Media and Lindsay to add something to the Club Website.

6. Facilities

- 6.1 Summer Training - Craig confirmed that the use of Read CC is unlikely to provide an option for Monday evenings, however, he has confirmed with Read FC that we can have full use of this pitch on Monday evenings. Discussion to be had with the Read CC about access to their toilets but this should provide a solution for our girls for the summer. Craig also confirmed that Read FC will most likely train Tues and Thurs 7-8pm so only a half pitch will be available on those evenings.

Action: Craig to confirm arrangements for use of Read FC in writing, including ½ pitch Tues and full pitch on Mon & Wed. Craig to confirm whether toilet facilities at Read CC will be accessible on Monday evenings. Craig to develop training plan having spoken to Team Managers.

- 6.2 Read School – Craig updated that the roof of the big shed is in urgent need of repair, however this shed is owned by the school. General discussion about the Club's needs for equipment storage and whether a more robust solution might be possible. Craig also raised the question of making a payment to the School for the use of the field, and confirmation was required of the amount due which was increased from £400 to £500 last season.

The school will soon need to replace the perimeter fence as it is in a state of poor repair. It was agreed that it would not be appropriate for the Club to contribute to the cost of this work and that this should be the responsibility of the landowner, the Lancashire Education Authority.

Action: Craig and Andy to meet with Fran (Head of Read School) urgently to discuss what options might be possible for Club storage working in collaboration with the school. Also, to discuss payment and confirm cost for this year.

7. Administration

7.1 Team Updates

U12s - Lindsay made the Committee aware that Martin Whitaker (U12's) plans to stand down at the end of this season and no parent has indicated that they will step forward, so this team is at risk of folding. Lindsay has approached Phil Goulding who indicated at the end of last season that his team may not be able to continue next season with players moving to new teams. This opens the possibility of merging remaining players and Phil's players to play up a year. This solution is unlikely, but Phil is considering it.

Action: Lindsay to follow up with Phil and look to advertise in February, if appropriate.

U13s - Lindsay made the Committee aware that we have been approached by an U13 team who wish to join the Club from next season. Lindsay has had a couple of discussions with the Team Manager and all agreed that it would be sensible to arrange to watch the team to ensure that their approach is in-line with our philosophy.

Action: Lindsay & Alan to observe the team at a fixture prior to the next meeting.

- 7.2 New Volunteer Induction – Lindsay just asked for feedback to make sure that this was meeting everyone's needs. All agreed it was a good step forward and that content just needs to be updated on an ongoing basis.

Action: Lindsay to keep the document up-to-date and review prior to the start of each season.

8. Club Development

- 8.1 Coaching Manual – Alan sought feedback from Andy and Dean about their use of the resource. Dean is a regular user, whilst Andy less so. General agreement that we need to get feedback from the Team Managers prior to committing to another year.

Action: Alan to seek feedback at the Club meeting.

- 8.2 Growth – Lindsay raised concern about how we handle our U6/U7 intake going forward. Ben Knight has been coaching this age group for several years now as his own children have been involved. This is unlikely to be the case going forward so we need to find a new coaching for U6/U7's for this summer. Need to explore costs and options of paying for a coach for this group on an ongoing basis until a parent is found to be Team Manager. Need to explore how we might make that work.

Action: Lindsay to confirm with Ben that he won't be taking the U6's come the summer. Lindsay and Alan to explore local football coaching courses to see if we can find a long-term coach solution.

- 8.3 Sponsorship – Alan reminded the Committee that we had said that we would create a sponsorship package in readiness for next season. Idea would be to offer 3 levels of sponsorship for teams but also to look at tournament / presentation event sponsorship too.

Action: Alan and Craig to prepare initial proposal for next Committee meeting.

9. Communications

- 9.1 Social Media Activity – Lindsay asked for feedback about current activity. All were very happy with what Emma is doing. Some concern raised about potential mixed messages with some teams having their own facebook pages.

Action: Lindsay to check other Readstone facebook pages and mention at Club meeting.

10. Any Other Business

- 10.1 Meeting Schedule – Committee reviewed how everyone felt about the time lapse between meetings given that we had decided to reduce the number of meetings back in August. All felt that a pre-Christmas meeting would have been sensible and that January seemed too long. Given the planning needed for the Presentation event and the tournament, all agreed that a Committee meeting in March would be better than waiting until May.

Action: Lindsay to set up a Committee meeting for March.

The meeting concluded at 10.45pm

Minutes of the

Club Meeting

Thursday 21st September 2023

held at the Read Cricket Club at 7.30pm

Present: Andrew Osbaldeston (Chair/U16), Lindsay Hawkins (Secretary/U7 Rockets), Vicki Lambert (Treasurer), Alan Hawkins (Development), Dean Rainford (Welfare/U11Rangers), Craig Waterworth (Facilities & Equipment), Anthony Bagot (U7 Rockets), Gareth Entwistle (U8 Rascals), David Harries (U8 Rebels), Steven Whitehead & David Venn (U8 Renegades) Hollie Roberts (U8G Roses & U9 Ravens), Chris Gregory (U9 Riders), Tracy Turner (U9 Raptors, Jonathan Crabtree, Ben Toms & Matt Troilett (U10 Rapids), Justin Nowell (U13), Ben Knight (U13 & U6), Jay Fyles (U14), Darren Heslington (U18)

Apologies: Dan Wilson (U9 Raptors)

1. Minutes of the Meeting of 5th July 2023

Accepted as an appropriate record.

2. Matters Arising

2.1 **Action:** Ben to chase date options for Matrix Soccer Coaching CPD session for coaches.

3. Chairs Update

3.1 Club Philosophy

Andy revisited the Club philosophy just focusing everyone's attention on the need to have fun and develop our players. He reassured everyone that the Club will always support actions taken to support the philosophy and acknowledged some of the challenges we can all face in applying it.

3.2 New Volunteers

Our new U18 Manager Darren Heslington was welcomed to the Club.

4. Finance

4.1 Membership Fee Payments

Vicky advised that 17 players have not had their standing orders increased to £17. Given the issues that we have experienced as a Club historically in collecting fees each month Vicki and Andy explained the following new system:-

Payment receipts will be checked by Vicki in the first week of the month and Team Mgrs will be updated with a list of payments made by their team members. Mgrs are expected to chase those not up to date. Vicki will re-check payments mid-month and details of any players who remain in arrears will be passed to Andy who will take the matter up on behalf of the Club directly with the parent concerned. Any players with outstanding payments by the end of the month will not be permitted to train or play until their debt has been settled. Managers are asked to support the Club in following this process. We will review this at our next meeting.

Action: Managers to support the new membership payment process. Lindsay to add review to next Club meeting Agenda.

5. Club Development

5.1 Pre-Season Meetings

General discussion about pre-season meetings, many had not yet taken place and Mgrs were encouraged to make these happen ASAP.

Action: Managers to conduct pre-season meetings ASAP.

5.2 Selection and Game Time

An open discussion about applying the policy revealed challenges in losing the teams shape as you try to stick to pre-set changeover times. Concerns were raised about the loss of rhythm that happens with lots of subbing but there was overall agreement that it was a challenge worth tackling and the right thing to be doing.

5.3 Management of Growth

Another open discussion about some of the challenges of growing numbers especially at the younger age groups. Alan encouraged Mgrs to welcome new players wherever possible with a view to growing the number of teams in the early years. The long-term health of the Club will rely on growing our membership in the primary school years to enable big enough squads for 11v11 format. Alan also talked about the benefit of providing regular 1-1 feedback and coaching for players throughout training and matchdays and the importance of maximising time on the ball at training and in warmups.

6. **Safeguarding & Welfare**

6.1 Play Safe Weekend – 1st October

Dean handed out the Playsafe armbands and badges and reminded everyone about the key messages of the weekend. 'Let the kids play' – avoid over-coaching from the sidelines. Positive support – speak to your parents to remind them about the need to stay positive in their support. There will be a post on our social media platforms which can be shared.

Action: Dean to arrange social media post with Emma ahead of Play Safe weekend.

6.2 Pulse Check on Respect Experiences

Open discussion about volunteers' experiences which seem to have been good so far this season with only an occasional issue.

6.3 Reporting Process

Dean reminded everyone about the reporting process which he sent out by email recently. The League would like any problems to be reported so that they can start to tackle issues before they get out of hand.

7. **Facilities & Equipment**

7.1 Read School Field

Craig advised the meeting that the level of usage on a Monday is not sustainable going forward so we will be looking to make some changes for next summer's training.

7.2 Winter Training

Bookings will commence at all venues on wc 25th October, Craig will be sending out information and a map to those moving to Stonyhurst.

7.3 Wilsons Playing Field

Craig confirmed that we will use Wilsons as our home venue for U11 to U18 fixtures until Christmas, but it is likely that the venue will be closed for a period thereafter, so a new home venue will be found.

Action: Craig to explore alternative home venue options for post-Christmas.

7.4 Equipment

Craig reminded Managers that the equipment they are provided with needs to be looked after and asked people not to leave it in the shed once we move to winter training. Bags are tagged and ready to collect from the shed for the U7 / U8 and U9 teams.

More bibs needed for U8's and U9's, pegs needed for all teams at Wilsons.

Action: Craig to order and supply additional equipment as above.

Action: Manager to collect and look after their equipment.

8. Administration

8.1 Team Communications

Lindsay checked whether the Club communications to Managers and volunteers were OK and whether there was anything people felt was needed / not needed.

8.2 Future Club Meetings

Lindsay explained that the Committee had felt that there may be too many meetings overall and it was agreed to cut the number of Club meetings down to 4 in total over the year, including the AGM.

8.3 New Communications Role

Lindsay advised the meeting that Emma Hill (wife of Ben) had offered to run the Club social media on Facebook and Instagram. She will post weekly fixture summaries and photos and any other messaging that is needed including adverts for players. Emma can be contacted on emmapage@live.co.uk in the short term but she will be setting up a social media WhatsApp group and inviting team Managers to join. The purpose of the group will be to post match reports and any photos that can then be used to report on our social media, it is not meant for general correspondence. Lindsay to be advised if a different person needs to be added to the group and we will review how this is working at our next Club meeting. Managers were reminded to check if any of their children are not to have their photos used.

Action: Lindsay to speak to Emma about setting up the WhatsApp group and review progress at next Club Meeting.

Action: Managers to send in match reports each week via WhatsApp group and check for any children that don't wish their photos to be used.

9. Any Other Business

9.1 Coaching Manual

Alan led a brief discussion about the use of the Coaching Manual and whether it was proving helpful. This identified some issues with access to the materials by assistant coaches and issues for the younger teams in finding age-appropriate material. Some Managers are making good use of the resource and Alan suggested returning to the topic next time.

Action: Alan to resolve access issues where possible and Lindsay to add to Agenda for next Club meeting.

The meeting concluded at about 10.00pm

Minutes of the

Committee Meeting **10th August 2023**

held at 6 Patrick Avenue, Read BB12 7QQ at 7.30pm

Present: Andrew Osbaldeston, Vickie Lambert, Lindsay Hawkins, Alan Hawkins, Craig Waterworth, Dean Rainford.

1. Minutes of the Previous Meeting

The minutes of the meeting held on 1st June 2023 were accepted.

2. Matters Arising (*not covered elsewhere on the agenda*)

None

3. Events & Fundraising

3.1 U7/U8 Summer Tournament – Everyone agreed that the tournament had been a success and that overall, it was a very well run event. Observations and things to consider for next year were as follows:-

- Need to remember to complete a risk assessment in advance
- Consider moving the Official Tents to the open area as you arrive onto the field probably backing onto Straits Lane
- Move the food offer to the same area probably backing onto the church path.
- Readstone to run the 'sweets and drinks' offer rather than the school and locate it next to the tombola.
- Improve signage generally but, in particular, to the toilets.
- Re-think how we set up the respect barriers, possibly creating a more substantial barrier ourselves.
- Definitely have a traffic monitor in place to minimise the parking issues and or get hold of some traffic cones if we can before next year's tournament.
- Send letter to residents a week before the tournament ideally next year.

Action: None at this stage.

3.2 Presentation Evening – all agreed that we could do with re-thinking the approach to the presentation evening following the challenges we had this year with behaviour. The issue of teams watching other teams being presented was felt to be the key thing to avoid if we want to make the event more enjoyable. The main option discussed:-

- Hold an event / events at the cricket club at which teams have a fun 'match' eg. Against the other age group team or a parents v players for the older ages followed by a presentation for that age group only. It would need to be held in June and may need to be several events. The fewer days involved the better and perhaps an option to have 'stalls' that would raise funds for the Club.
- Trophies were discussed. The annual issue of getting trophies returned was felt to be a problem that we could do without. The potential to issue one trophy to the 3 team 'winners' that they keep and the creation of a 'virtual' gallery (roll of honour) of past winners used to record the Club history was felt to offer a more practical alternative. All felt that we should re-look at the gongs and consider whether there is a more cost-effective way of recognising players each year.

Action: Vicki to share the full cost of the trophies with the Committee.

Action: Committee to reach a decision about revised approach to share at Club Meeting.

4. Communications

- 4.1 Lindsay shared that she had been approached by Ben Hill's wife, Emma, who would be very happy to take on the Communications Officer role for the club. Emma has previous experience of social media from her own business and has a few ideas about how she might develop the role. All agreed that this support was very welcome, and that Emma should come to the next Committee / Club meeting to introduce herself.

Thoughts about what she might do:- Sunday updates from teams, adverts for new players, attract potential sponsors, support any Play Safe campaigns.

Action: Lindsay and Alan to meet with Emma and develop a basic calendar of activity and set her up ready for the new season.

5. Finance

- 5.1 Unpaid Player Subs – Committee discussed how we would address non-payment and minimise the loss of income which amounted to c£1k last season. Process to be that Victoria sends out info to Team Managers at the end of each month as normal with a 2-week window to chase non-payment. Andy to review with Victoria mid-month and following a check with Team Managers, he will follow-up directly with any parents not yet paid. Membership for any players not paid after 2 months will be suspended and, therefore, they will not be able to play.

Action: Victoria to write to Managers to advise new process. Lindsay to advise Managers that any players who have not paid fees over the summer but are re-joining need to settle their outstanding fees.

- 5.2 2023/24 Budget Projection – Alan shared a revised budget projection for 2023/24 based on a break even at EOY. All agreed that there will be an element of unknown over the year and that the figures are a guide for us all.

Action: Victoria to monitor income and expenditure against the budget and update the committee periodically with an I&E report.

6. Facilities

- 6.1 Winter Training - Craig confirmed that all winter locations are now booked as per the winter training plan on Dropbox. Teams are due to move to winter training venues from Monday 25th Sept.

- 6.2 Stonyhurst - Requirements need to be communicated to relevant managers ASAP to allow parents time to source correct footwear.

- No studs or blades will be allowed on the pitch - footwear must be trainers / astroturf trainers.
- Urinating on or around the pitch will not be tolerated and if anyone is caught doing this, the whole club will be banned from future hire - Toilets are situated at the nearby sports centre.
- No litter or chewing gum (pitch must be left clean and tidy)
- No smoking on the premises
- No food or canned drinks

Action: Craig to prepare a brief to be issued to all parents via Team Managers about the rules of using Stonyhurst. Craig to run through these at the Club meeting with the relevant Managers.

A risk assessment needs to be provided to Stonyhurst.

Action: Alan and Craig to visit Stonyhurst and prepare a risk assessment.

- 6.3 Read Pitch – Craig requested that the £500 payment for grass cutting to the end of September is made promptly to avoid any potential debate about access during September.

Action: Victoria to make a second payment of £500 to Read FC.

- 6.4 Accy Academy – as Wilsons is not available all U11 to U18 home fixtures have been moved to Accy Academy. Concern was raised about the condition of the pitches and equipment, including respect barriers. Lindsay reminded the group that there would be an option to request an alternative venue at late notice, so to raise any concerns as early as possible during the season.

Action: Andy and Craig to visit Accy Academy to speak with relevant personnel to check everything is 'in order' for the new season.

- 6.5 Kit – Craig has received requests from the U14s for various adaptations to the normal kit. After some discussion it was agreed that all teams should use the standard club kit (yellow shirts with royal blue trim, plain royal blue shorts and socks) and if a sponsor wished to invest further, they should be directed towards training kit and jackets rather than creating an 'away' kit. This year the U12s will receive the Readstone Construction sponsored kit.
- 6.6 9-a-side Pitch on School Field – Dean had asked whether marking out a 9-a-side pitch was feasible to reduce pitch hire costs and enable more teams to play locally. The big issue would be the fitness of the pitch and the proximity of the overhanging trees. Craig explained that work was done last year to explore FA Football Foundation facility improvement funding, and this was not pursued due to the complexities of land ownership and the significant contractual requirements involved. All agreed that whilst improving the school field is desirable, it would not be feasible for the club to make this happen as the costs far outweighed the benefits.

Action: Craig to share last year's Football Assessment Report.

7. Safeguarding / Welfare

- 7.1 Volunteer Training Requirements – Dean summarised current training needs. Sadly, James McCarthy has decided to stand down, so the U8s are in need of an additional team manager and assistant coach. They are also hoping to expand to 3 teams and have 2 new volunteers, but they are not trained, as yet. U7s need a little more work to be ready for the season, and there are a few DBS applications in process for additional DBS parents but overall looking healthy currently.
- 7.2 Emergency Medical Plan – Dean shared that following his completion of the FA First Aid course, he has become aware that we ought to have a medical plan for our home training grounds. He has prepared one for Read School which he will issue to everyone ahead of the pre-season meeting.
- 7.3 FA Play Safe Campaign – Dean reminded everyone that this would take place again on 1st October and that we would just do some social media around it. General feeling is that the initiative has minimal impact but that we should continue to be supportive.

Action: Dean to liaise with Emma about messaging around the campaign when the materials come through.

8. Club Development

- 8.1 Girls Football – Lindsay updated that the U9 Girls team has had to be registered officially as an U10 team as one of the players would have missed out, however, the League will enter them into the U9 League. The team should still be referred to as the U9 Girls though.
- 8.2 FA Future of Youth Football Project – Alan shared an overview of this initiative. Mini-Soccer formats were introduced in 1999 and in 2010 there was a Youth Development Review. This project is described as "the next step in the journey" and is focusing attention on the player pathway and the competition strategy. The aim is to ensure players are fully active and developing skills and they have been analysing specifically the number of players involved and the size of the pitch they play on to see how much of the time the ball is out of play and how often players get a touch of the ball. They are also exploring whether different pathways need to have a different approach. Football in 40 different countries have been examined and comparisons made for benchmarking purposes. It is said to be a wide-reaching project which will shape the future of grass roots football. There was a suggestion that a new 3v3 format was under consideration for the Mini-Soccer age groups.

9. Administration

- 9.1 ELFA AGM 13/7/23 – minutes distributed, no questions arising, Lindsay noted the increase of permitted subs to 7.
- 9.2 Membership Letter – letter was approved for distribution with one amendment - to encourage recipient to share the letter with any other carers of the child.

Action: Lindsay to distribute the letter to parents prior to season start.

9.3 AGM Quorum – the issue was explained, and it was decided to amend the Club rules as proposed.

Action: Alan to amend the Club rules regarding the quorum.

9.4 New Volunteer Induction – Lindsay to develop a 'self-managed' format that can be shared with new volunteers according to the role that they will play for the club.

Action: Lindsay to prepare a draft volunteer induction checklist.

9.5 Meeting/Event Dates 2023/24 – proposed dates were shared, and Dean raised a query about the number of meetings scheduled. Following the meeting it was agreed to now reduce the number of meetings.

Action: Lindsay to review all meeting dates and propose a revised schedule for 2023/24.

10. Any Other Business

10.1 Geoff Retirement Gift – no success so far with arranging a special treat, however, the new U18 Manager has contacts within Burnley FC and will explore possibilities.

Action: Lindsay to re-imbursed the costs incurred to-date.

The meeting concluded at 10.00pm

Minutes of the

Club Meeting

Wednesday 5th July 2023

held at the Read Cricket Club at 8.00pm

Present: Andrew Osbaldeston (Chair/U16), Lindsay Hawkins (Secretary), Geoff Lambert (Treasurer), Alan Hawkins (Development), Dean Rainford (Welfare/U11Rangers), Craig Waterworth (Facilities & Equipment), Anthony Bagot (U7 Rockets), David Harries (U8 Rebels), Ben Hill (U8G Roses & U11 Royals), Tracy Turner (U9 Raptors), Hollie Roberts (U9G Ravens), Jonathan Crabtree (U10 Rapids), Martin Whitaker (U12), Justin Nowell (U13), Ben Knight (U13), Jay Fyles (U14), Darren Heslington (U18)

Apologies: Gareth Entwistle (U8 Rascals), Chris Gregory (U9 Raiders)

1. Minutes of the Meeting of 11th May 2023

Accepted as an appropriate record.

2. Matters Arising

- 2.1 Team Managers to ensure they let Craig know if their team will be taking a Summer Break.
- 2.2 Lindsay to prepare a welcome letter for parents.
- 2.3 Ben to chase date options for Matrix Soccer Coaching CPD session for coaches.
- 2.4 Any teams looking for new players to advise Alan ASAP.

3. Administration

3.1 2023/24 Team Registrations

Lindsay confirmed that 15 teams have been registered for the 2023/24 Season, sadly we won't have an U15's team as there are not enough volunteers to take the team. Our younger age groups were invited to adopt a Team name rather than use colours and all teams from U7 – U11 have now chosen a name beginning with the letter 'R'.

3.2 ELFA Proposed Rule Alterations

Lindsay checked whether there were any questions about the proposed rule changes and clarified that everyone agreed to vote against the proposals to remove the registration deadline, the increase of subs to 7, and the fee for non-qualified referees to be significantly lower than that charged by qualified referees.

3.3 2023/24 Season arrangements

Season start date will be 3rd September 2023, so if any teams are unable to field a team for the first week, please advise ASAP. Season will end on 19th May 2024. Our playing locations will be as follows:- U7 Rockets & U8 Roses to play at the soccer dome. U8 to U10 home games Read School field to end Sept and then move to Stanley Hub 9am. U11 to U18 Wilsons playing fields BB5 5SF (tbc).

4. Finance

- 4.1 2023/24 Budget Projection - this was deferred to the next Committee meeting pending clarification of expenditure and the inclusion of increased subscriptions.

5. Club Development

- 5.1 Parent Survey Results - these were shared with all present. In summary:

- response rate was 49%
- 97% of our children are “really happy” or “happy enough” playing football with Readstone.
- 90% of our children have developed as a player and as a team member

- 96% are sure that the club offers a safe and inclusive place to play football
- 90% have not witnessed any unacceptable behaviour by anyone associated with our club
- 94% would recommend Readstone United Junior Football Club to others

Specific comments and feedback provided in the survey were then shared and discussed, and these are to be distributed to everyone with the minutes of the meeting.

6. Safeguarding & Welfare

Dean ran through the current outstanding DBS, Safeguarding, Playmaker, First Aid and Intro to Coaching needs. We are in a very healthy position now, and all those highlighted as needing to complete any training are asked to do so promptly in time for the season start. We have increased pressure from the FA to ensure that all training and matchday officials are DBS and safeguarding compliant and spot checks are expected to take place. Play Safe campaign will run on 30th Sept again, more details to follow at the pre-season Club meeting.

7. Facilities & Equipment

Craig asked all managers to review their current kits and equipment and advise him of their requirements as soon as possible, so that orders can be placed. Managers were asked to seek out sponsorship for kits wherever possible as this makes a significant contribution to Club costs.

Action: Craig to write to all Managers asking for clarification about kit and equipment needs.

8. Communications

A pre-season letter will now be sent to all parents reminding them of the club's expectations regarding the payment of subscriptions, general player and parent behaviour and codes of conduct, sources of important information, and the need for volunteers. If anyone feels there is anything that needs to be included in the letter, please let Lindsay know.

Action: Lindsay & Alan to prepare a letter.

9. Any Other Business

- 9.1 Membership Renewals - Managers are asked to invite all players to complete the membership renewal through the website and advise them of the increase in subs effective from 1st August.

Volunteers are also asked to complete their membership forms.

Player Registration Officers are asked to check WGS details against the membership forms and ask parents to update WGS where appropriate.

The meeting ended at about 10.00pm

Minutes of the

Annual General Meeting

Wednesday 5th July 2023

held at the Read Cricket Club at 7.30pm

Present: Andrew Osbaldeston (Chair/U16), Lindsay Hawkins (Secretary), Geoff Lambert (Treasurer), Alan Hawkins (Development), Dean Rainford (Welfare/U11Rangers), Craig Waterworth (Facilities & Equipment), Anthony Bagot (U7 Rockets), David Harries (U8 Rebels), Ben Hill (U8G Roses & U11 Royals), Tracy Turner (U9 Raptors), Hollie Roberts (U9G Ravens), Jonathan Crabtree (U10 Rapids), Martin Whitaker (U12), Justin Nowell (U13), Ben Knight (U13), Jay Fyles (U14), Darren Heslington (U18)

Apologies: Gareth Entwistle (U8 Rascals), Chris Gregory (U9 Raiders)

Andy welcomed Anthony Bagot (U7 Rockets) and Hollie Roberts (U9 Ravens) to the meeting as new Team Managers. He thanked everyone for their input over the past 12 months and acknowledged Geoff's decision to resign from the role of Treasurer.

1. Minutes of the previous Annual General Meeting

These were accepted as a true record. (Prop: Alan Hawkins; Sec: Craig Waterworth) and there were no matters arising.

2. Secretary's Report

2.1 Lindsay reported several notable achievements for the Club this season:-

- a competitive Girls team at U8's was formed, and they have given us all a lot of joy. Huge thanks to James and Hollie for establishing the team.
- the Committee now consists of 6 members which has enabled lots of progress to be made on the management of all aspects of the Club.
- our U7/U8 Summer Tournament returned after a 3-year break - huge thanks to Justin who led the tournament arrangements.
- we wrote directly to our parents at the end of the season, looking to increase the number of communications during the season.
- we held our first full Club survey which has highlighted lots of positives and some potential areas for us to think about.

We have had some issues during the year, mainly around the ongoing challenges relating to team growth and expansion, splitting teams by ability and tensions that sometimes arise when a team grapples with competing priorities, those of being competitive and wanting to win and delivering fair game time.

3. Treasurer's Report

3.1 2022/23 Financial Report - Geoff provided a brief overview of the accounts and advised that these were not yet verified as our verifier was on holiday. A small surplus was achieved, and the club continues to hold a healthy reserve.

Income

Subscriptions increased in line with the growth in the number of teams registered, grant funding received for our Girls' programme was not yet spent and a successful Summer tournament had raised a further £700 for the club.

Expenditure

Costs generally increased in line with the growth in the number of teams, Awards Presentation costs were significantly higher as they included costs for the previous year, access for all qualified coaches to a new on-line coaching platform has been introduced at a cost of £1,250 p.a. and a new mower has been purchased at a net cost of £600.

- 3.2 Appointment of a Verifier for the 2023/24 Accounts - subject to his acceptance, Roy Lane ACIB was re-appointed as Verifier for the 2023/24 accounts.
- 3.3 2023/24 Subscriptions - in view of the inflationary pressure on costs it was agreed that subscriptions should be increased to £17/month or £204 p.a. It was noted that this remained lower than most other junior football clubs.

4. Election of Officials

After 34 years of service to the club, Geoff Lambert resigned his role as Treasurer. The Chair thanked Geoff for his dedication and commitment to the club since its formation in 1989 and gifts were presented to Geoff as a token of everyone's appreciation.

The following members were re/elected to the Committee:

Andy Osbaldeston	Chair
Vikki Lambert	Treasurer
Lindsay Hawkins	Secretary
Dean Rainford	Club Welfare Officer
Alan Hawkins	Club Development Officer
Craig Waterworth	Facilities & Equipment Officer
Not Yet Appointed	Temporary Communications Officer

Alan agreed to continue to fulfil the role of Communications Officer and the Committee will continue to look for suitable nominees. This role primarily requires someone who is familiar / skilled in the use of websites and social media, able and willing to gather information and imagery from all teams and prepare appropriate content to inform our members / followers and generate interest in the club.

5. Proposals

The following amendment to the Club's Constitution & Rules was approved:

Add new Rule 6 as follows, and re-number subsequent rules:

"Fines, Administration Charges & Suspensions

Players or Officials representing the Club whose conduct, before, during or after an official club activity, gives rise to a fine and/or administration charge issued to the Club by the League, or the FA, shall be responsible for re-imbursing the Club within 14 days of being notified of such by the Club Secretary. For Players, the responsibility for re-imburement rests with the Parent / Guardian.

Failure to re-imburse such a fine or administration charge will result in a suspension from training and/or matches, over and above any suspension issued by the relevant authority, until the club is re-imbursed in full. In exceptional circumstances, the Committee may consider an appeal and, at its discretion, may amend or waive the requirement to re-imburse the Club for its outlay."

6. Date of Next AGM

The date of the 2023 AGM will be confirmed at the next Club Meeting along with dates for Committee meetings and full Club meetings.

The first full Club meeting (attended by the Committee and Team Managers) will be held prior to the start of the season on Thursday 31st August 2023.

The meeting concluded at approx. 8.30pm.