

**Tyne & Wear County Netball Association | Committee Meeting
Tuesday 13 February 2018**

Time	18:30-20.30	Guests: Helen Emmerson	
Venue	28 King Edward Road Tynemouth NE30 2RP		
Attendees	Kerry Lessels, Cat Witty, Liz Wisniewski, Sarah-Jane Cross, Emma Dawson, Deborah Percy, Charlotte Hills		
Apologies	Liz Brown, Linda Hall, Katie Davidson		
Number	Item	Lead	Action
1.	Actions from last meeting	SJ	All notes and actions agreed and closed out from last meeting
2.	Academy review conducted by England Netball Deborah updated on the Academy Review conducted by England Netball (copy attached but not for sharing or circulation beyond the Committee)	Deb	Anyone who can help as a volunteer (must have England Netball DBS check) for Saturday 28 th April Liverpool Youth Tournament trip, please let Deborah know If not already DBS checked – Helen to send the committee the links/instructions of how to get one
3.	Committee Positions (inc confirming Helen's new role on the committee & Publicity Officer vacancy) Kerry suggested that Helen E's interim role with the Committee could be standing in as Coaching Secretary to cover Liz D during her maternity leave – Helen Agreed	Deb/Kerry / Helen	Kerry has spoken to Liz who was fine with Helen stepping in on an interim basis. Liz W to change the Coaching Sec email address to Helen's personal one SJ to advertise the Publicity Officer role again on social as no interest received as yet and add diversity statement Liz to speak to her University contacts to see if any Masters Students would be interested from a case study/experience perspective
4.	County Healthchecks & CNA Committee Meetings Kerry went through Lola's recent email regarding County Healthchecks and CNA Committee meetings	Kerry	Committee to complete the healthcheck questionnaire – COMPLETE SJ to send Linda the Finance document for completion SJ to invite Lola to the next Committee Meeting to discuss GDPR (Thursday 12 th April – location TBC) Deborah to send SJ Skills Matrix to help

			<p>when mapping potential skills gaps for the Committee as part of this work – COMPLETE (attached)</p> <p>Liz or SJ send invite out to all clubs to see if one of their representatives would like to attend our next Committee Meeting to see how it all works</p> <p>Liz to send comms out to all clubs about the importance of safeguarding, regardless of if you have Juniors or not – then we will run a Safeguarding Workshop</p> <p>Helen to create a simple decision tree to help clubs understand if they need a safeguarding officer</p> <p>Deborah to speak to contact in Tyne & Wear Sport to see if they can send a rep to run the workshop</p> <p>Liz to work with Helen to create the note to all clubs</p>
5.	<p>Junior Tournament</p> <p>Junior Tournament for summer – Liz suggested 9th or 16th June</p>	Liz	<p>Liz and Charlotte to arrange and write out to Junior Clubs for expression of interest</p>
6.	<p>League Split/queries</p> <p>Liz explained that no clubs had reached out since the general meeting with any suggestions or queries around potentially splitting the league into Performance and Competition sections. Liz outlined her thoughts around how we could segment and everyone was in agreement with the suggestions so far Wildcats had asked for their B Team to be withdrawn from Spring League and then said it should be the A Team afterwards – Committee supported that we are past the date for changes so Liz has now written back now to say that it's too late to change the fixtures Tynedale had also written to Liz asking to join the Spring League, but deadline has passed and this contravenes our agreement with Northumberland County around allowing Northumberland Teams into the League which could prevent space for teams within the region to join us – Liz has written back with Committee support</p>	Liz	<p>Liz to draw up proposals for Committee to officially sign off, she will write out to the clubs in May and request that we run this as a pilot in the 2020 Spring League</p>
7.	<p>Umpire requirement</p> <p>Complaint received from Seatonians following no-show of two umpires to a division 1 league</p>	Liz	<p>Emma to write back to Seatonians with outcome and also fine Greencroft who did not supply an umpire for the match</p>

	<p>final game which resulted in both teams having only three quarters of a game and complete change of umpires – they didn't contest result, but the disruption to the game could have impacted the result in their view. The Committee discussed and agreed that as the captains had the option of asking for a re-play of the game before they started it and decided to play, that no retrospective action could now be taken as both teams agreed to play the reduced match time with the umpires available.</p>		<p>There is a requirement for more mentors for junior umpires across the region. Liz to identify B Award and strong C Award umpires who could act as mentors</p>
8.	Handbook and website content refresh	SJ	<p>Liz will write out to all division winners and ask for pictures for the handbook to be updated and Rachel will assist with refresh</p>
9.	AOB	All	<p>Deborah to provide profile pic for website or Committee will choose from social media profiles 😊 NSL sponsorship package – 12th May fixture agreed v's Manchester Thunder and following VIP's from our longest standing county clubs will be invited to take the complimentary tickets and enjoy the VIP experience: Gill Mason/Pat Scott – Novos, Margaret – Burnside, Yvonne/Liz – Stadium, Brenda – Seatonians, Liz Vuyk – Seatonians, Lynne Booth/Val Trainer – Riverside, Sylvia Pankhurst – Willington, Aunty Anne Stephenson Kerry to write out and invite guests. Liz to contact Jen Rudin re arrangements. Next Meeting is Thursday 12th April – SJ to call 3 mile to try and book room</p>

Actions from last meeting:

If not already DBS checked – Helen to send the committee the links/instructions of how to get done	Emailed to all committee members – 8 th April.
Liz to work with Helen to create the note to all clubs re safeguarding	Note sent to all Clubs 13 th March.
Liz W to change the Coaching Sec email address to Helen's personal one	Done.
Liz or SJ send invite out to all clubs to see if one of their representatives would like to attend our next Committee Meeting	Email sent to all Club Secretaries 3 rd April inviting to committee and mentioning AGM and committee members
Liz and Charlotte to arrange and write out to Junior Clubs for expression of interest in Junior Tournament	Done. Tournament to take place on Sunday 10 th June. Decent entry in U11, U12 and U14. Note: request to raise funds from two young players – on agenda.
Liz to identify B Award and strong C Award umpires who could act as mentors	Done, 9 potential attenders. Date of 5 th June at Blue Flames. Going to be advertised wider for anyone to attend also.
Liz will write out to all division winners and ask for pictures	Email sent, some pictures in.
Liz to send comms out to all clubs about the importance of safeguarding	Note sent to all Clubs 13 th March.
Liz to contact Jen Rudin re arrangements.	Met at Northumbria with Jen. To be discussed in meeting
Kerry to write out and invite guests.	Done. Attenders finalised.
SJ to invite Lola to the next Committee	Going to assume this was done.
Helen to create a simple decision tree to help clubs understand if they need a safeguarding officer	England Netball website clearly outlines what you have to do and we have sent a reminder too all Clubs confirming their responsibilities. So a decision tree might just confuse further. Proposal to discuss at AGM instead and try and get message over verbally.
SJ to advertise the Publicity Officer role again on social	Done.
Deborah to send SJ Skills Matrix – this is re committee members	Done.
Liz to draw up proposals for Committee to officially sign off, re League Proposal	Done. Circulated for discussion.
Deborah to speak to contact in Tyne & Wear Sport to see if they can send a rep to run the workshop – if we do one on Safeguarding.	Information provided for consideration
Umpire No Show - Emma to write back to Seatonians with outcome and also fine Greencroft	Done
Liz to speak to her University contact	Done but Uni contact is moving on so can't help. Anyone else got any contacts?
SJ to send Linda the Finance document for completion	Done, Linda has completed as best she can, just needs a quick run through at committee to fill in gaps.
Deborah to provide profile pic for website	In Progress