

Tyne and Wear County Netball Association County Committee - Thursday 29th October 2016

Present: Tori Brady, Liz Wisniewski, Linda Hall, Rachel Cassidy, Katie Davidson, Emma Ross, Kelsy Mavin, Wendy Pinkney, Leanne Watson, Charlotte Hills.

Apologies: Deborah Percy, Kerry Lessels, Kim Richardson

1. Treasurers Report – Linda presented a set of the current accounts.
 - a. Coaching Claim Forms – Linda queried the form we were using for claiming expenses. It is important that the Coaches are taking responsibility for declaring earnings. Helen raised that all Coaches should sign Service Level Agreements when they accept the role, this SLA documents that it is their responsibility to pay any required tax, etc.. **Action:** Tori to get copies of SLA's signed by coaches and forward to Linda.
 - b. Capital Asset Register – following the purchase of some capital items it was identified that we should have a register of equipment we own, who is responsible for it or who currently has possession of it, the value and the likely life, and any disposal information. In addition, we should ask those responsible for capital items to sign something confirming they have the item. Also need to consider insurance. **Action:** Asset Register to be held by Treasurer. **Action:** Tori to discuss insurance with Deborah.
2. County Secretary Report/Correspondence – Margaret unfortunately has had to resign. No specific correspondence has been received. **Action:** Liz to target Clubs for County Secretary. Liz to chase signed Codes of Conduct.
3. Affiliations – Katie was welcomed to her first meeting. Katie has been familiarising herself with the affiliations process from a County Perspective and has dealt with the few queries which have come in. The Bank Account also needs amending. **Action:** Katie to look into amending bank account.
4. Competition – Liz presented a report on Competition and some issues which have arisen since the league commenced.
 - a. Nominations – we have used the new process and it has proved a lot simpler and involved a lot less work for Liz, Linda and Katie. Recommend that we continue with this process.
 - b. Junior Clubs Tournament – This will take place on 22nd November at Blue Flames. Good entry – more than last year. As last year the costs of this tournament will be aided by contributions from both County Associations (Tyne and Wear and Northumberland).
 - c. League Issues – there have been the usual problems with finding umpires and clubs leaving it to the last minute! There have also been some issues with player ill-discipline and these were discussed. It was agreed to circulate the Player Code of Conduct to all club secretaries and also to document the actions/process in the event of a serious case of ill-discipline. **Action:** Liz to draft.
5. Coaching – a report from Kerry was circulated for information.
 - a. An application had been received from a Coach who is working in the North Durham County Academies. This was discussed and agreed the applicant should be advised to check out funding through North Durham County, T&W Sport and Sunderland University first as she didn't meet the criteria around involvement in T&WCNA area. **Action:** Kerry to reply to applicant.
6. Officiating
 - a. Fitness Testing – B Award Umpires have completed fitness tests to 5.1 under the supervision of either Emma Ross or Lolla Daniel. It is proposed that C Award Umpires will undertake a fitness test to 4.1 as part of the Umpiring Seminars. The possible implications of this were discussed by the committee. It was agreed that we couldn't continue to delay introducing this fitness level and that we would deal with any issues after the tests had been undertaken.

- b. Umpire Seminar – planned to hold these in the period between the Winter and Spring leagues. This will allow us to update Umpires on the new rules which may be used in County Leagues from September 2016.
 - c. Mentoring – Emma has confirmed that mentoring of umpires in League matches is only for those who are virtually ready for their assessment and is not an opportunity to practice.
 - d. Umpire Feedback – some feedback has been received. There needs to be an agreed process for feeding back to umpires to help them develop and improve. **Action:** Emma to look into options.
7. Performance
- a. Budget – Deborah had previously circulated a proposed budget for the Performance section. No specific objections were received to the planned expenditure so the budget was declared agreed.
 - b. A query was raised about the purchase of capital equipment (iPads, Laptop) and this was picked up by the Treasurer (see above).
8. Publicity
- a. Website content and updating – Rachel reminded all Secretaries that it is their responsibility to ensure that the information about their area, on the website, is kept up to date and that old information is removed. If you have anything to go on the website, send it to Rachel in Word format and then it will go on the site quicker.
9. Schools
- a. County Schools Tournament – These are organised and the Under 16 tournament has already taken place. The remaining tournaments are Under 19 on 10th November and Under 14 on 24th November. The events are being held at Blue Flames on weekday afternoons, 3 until 6. The move to weekdays, after school, was taken following feedback from the Schools at their AGM. However it is more difficult to get volunteers on weekday afternoons, specifically umpires. Once the rounds are complete we will go back to the schools to review the change and plan for next year.
10. Youth/Junior League – contacted all Junior Clubs but many haven't replied. **Action:** Going to re-contact clubs who haven't replied and set new deadline date after which League will be set up to run out of Gateshead on a Sunday morning.
11. County Plan – copies of the County Play were distributed. Tori ran through purpose of the plan. **Action:** all Secretaries were asked to update their area and send the update to Liz W. Liz will produce an updated version of the plan for discussion at the next meeting.
12. Anyone requiring relevant training contact Tori.
13. Any Other Business
- a. TWNCA have a community account with PC World so we could get discounts on IT equipment or IT accessories – inks, paper, etc.. **Action:** Wendy to check out the details and circulate.
 - b. 90 years of Netball celebration has just been released. **Action:** Rachel to put link on T&W website.
 - c. T&W NDO is Vicky Atkinson currently until Fiona Holden returns from maternity leave in April 2016.
 - d. Date of Next Meeting is 17th December 2015.