

# Oxfordshire Squash and Racquetball Association

## Minutes of Committee Meeting

**05 September 2019 at Cutteslowe Top Pavilion. 5pm start.**

- 1) **Present:** Aubrey Bell, Lucia Bell, Adrian Cassidy, David Quinn, Alexandra Perry, Ken Reid.
- 2) **Apologies:** Chloe Marshall
- 3) **Minutes:** The minutes of the last meeting held on 06 June 2019 were accepted as a true and accurate record.
- 4) **Matters arising from the minutes of the last Committee meeting:**
  - a) **Markers Course:** scheduled for 11am-2pm on 20 October at Cutteslowe Park. It was decided to offer it for free and without the organisation of a deposit scheme which could put people off and would be tiresome to administrate.  
  
On a wider issue, Adrian to speak to ClubNet as to the possibility of organising a database of email addresses for all league players which could be used by OSRA to get our messages out.
  - b) **Public Liability Insurance:** This was investigated and revealed that Officers of OSRA are covered for professional liability through England Squash's insurance policies.
- 5) **Matters Arising from the minutes of the AGM:**
  - a) **Annual Report:** In accordance with the wishes of the membership, it has been amended in the Constitution that the Annual Report be distributed pre-AGM. It was suggested that any questions on it should also be submitted pre-AGM (via the County Secretary).
  - b) **Surplus Reserves:** It was agreed that a surplus of £10,000 was ideal, being one year's worth of expenditure. Alex will obtain confirmation from HMRC of OSRA's tax dormancy status, which is usually granted on the basis of spending in full any income and therefore maintaining insignificant profits. In the meantime, Committee members were asked to consider any spending wish list.
- 6) **Coach's Report:**

In Chloe's absence, Alex read her report. The main points were:

  - a) **Marker's Course:** organised (see above).
  - b) **Coaching Courses:** There is a schedule of coaching courses. DQ to advertise to clubs.

**c) Junior Closed:**

- i) Entries are trickling in slowly for this year's event. With 3 weeks to go current numbers are: Thame: 7 juniors entered, Abingdon: 5 juniors entered, Witney: 1 junior entered, Berkshire (approved): 1 junior entered
- ii) Chloe is hoping the poor entries have been down to the summer holidays and expects this number to double over the next week.
- iii) To bolster numbers, it was suggested holding exhibition matches on the day of competition featuring top county players.
- iv) In addition: One county is doing a raffle, hiring out a 'selfie area', and basically planning a load of non-squash activities to liven up the day. Perhaps these days a simple squash tournament is not enough and we need to think of other ways to entertain and entice the kids in.

**d) Senior Closed (23 November):**

- i) Poster and entry forms will be sent out next week for our graded event. Once Chloe has sent them out it would be great if all committee members could print a handful and take them around to all AWAY matches and bluetac them up on a board and tell everyone to enter! Let's emphasise the fact that is a graded event, as the status of a 'county closed' seemed to deter people from entering last year.
- ii) It was agreed that the organisation of the competition be handled by Thame Racquets and OSRA would help out financially in terms of prizes, if required. Alex to speak to Chloe about this.

**e) County Training:**

- i) Commences on Sunday 15 September in preparation for County Closed and new ICC season. The new format will see TWO sessions running:
  - (1) Session 1: U9/U11/U13
  - (2) Session 2: U13/U15/U17
- ii) U13 players will be advised which session to attend based on standards
- iii) Format of the new sessions is:
  - (1) 1st hour – technical work / movement
  - (2) 2nd hour – tactical practice / conditioned games / match play
- iv) Chloe will be running the September squads at Racquets.

- f) **Junior ICC:** Chloe has sent out a few emails to gauge interest for ICC this year. The prediction at this point is that we will be entering U13, U15 and U19 boys' teams. Unfortunately, we won't have large enough squads to enter any other teams.
- g) **Welfare Officer:** Lucia has taken up office with immediate effect. See later for Officer's Role.
- h) **100-up challenge:** If anyone would like to last minute sign up to our 100-up challenge that we are running this Saturday at Racquets, you would all be more than welcome! It is purely a social event, and an opportunity to sharpen up before league starts next week. We currently have 22 people signed up for the competition which will run approx. 4pm-6pm. The aim of the game is to be the first person to get to 100! Non-members £10 entry.
- i) **World Juniors in Malaysia:** Chloe was out there helping on the coaching side. For Oxon, Evie Coxon came away with Bronze from the U19 Girl's Team event.

7) **Coach – Job Structure and Accountability:**

- a) This was raised at the AGM where members felt they wanted to know more about what the coach does and how performance could be best assessed. It was agreed that Aubrey would work with Chloe to address this with particular but by no means exclusive reference to:
  - i) Clear and transparent job description
  - ii) Pre-distributed Annual Report to AGM
  - iii) Consideration of measurement indices

8) **Welfare Officer:**

- a) Lucia Bell was approved by the Committee as the new and first OSRA Welfare Officer.
- b) Amongst her initial responsibilities it was agreed she would:
  - i) Ensure that the OSRA website has the right policies and links in place to support players/parents/coaches.
  - ii) Supply links to online training (advise on most suitable)
  - iii) Be the main contact for any guidance and support needed to deal with welfare issues
  - iv) Create a welfare officer job description
  - v) Create a disciplinary procedure for safeguarding breaches

- vi) Update our current Codes of Conduct (player, coaches, parents)
- vii) Organise and run any safeguarding/welfare workshops if appropriate and useful
- viii) Write up a circular for distribution to players, coaches and parents introducing herself and outlining her role together with reasons why people may want to get in touch with her.

9) **Accounts:**

- a) August shows £2,815 income for the month and expenditure of £482, giving us a profit ytd of £1,777.
- b) Against forecasts for the financial year (to 31 May 2020), **we should make a profit of £709.**
- c) On the **balance sheet**, we owe 2018-19 programme deliverers (coaching programmes) £1,762, providing targets are achieved, and we are owed £1,654 by ES in turn; a further £881 is already in our bank account re 2017-18 and due to be paid out. This is no change since 31 July.
- d) The targets set for the deliverers via the app are unrealistic but we still hope to recoup the monies as ES have little choice unless they wish to disincentivise the coaches.

10) **League News:**

- a) Winter 1 – 41 teams across 6 divisions, up from 39 in 5 from Winter 2. Gained Thame 4, Chipping Norton and one more from Defence Academy but lost Bicester 1.
- b) Season starts w/c 09 Sep and finishes w/c 09 Dec.
- c) For the Ladies League, 7 Wednesdays have been pencilled in.

11) **Mailchimp:** Adrian to speak to ClubNet about MailChimp or similar.

12) **Website Update:** The News Page is just not good enough in either look or content. Adrian will have a look at other counties and see what can be suggested.

13) **Meeting Dates:** The next meeting will be on 18 November at 6pm, venue to be confirmed.

14) **Any Other Business:** Aubrey Bell will speak to Robin Sparkes and Simon Pick in consideration of a Fair Play Award to be presented at the annual County Closed and funded by OSRA.

Meeting Closed at 8pm.