



# EMPRESA

## Management Committee Minutes for Website Publication

### October 2018



Start: 1925

Committee attendees present: Chris Williamson, Avril Mallett, Katy Harris, Glenn Moore, Caroline Illings, Ruth Aldous, Emily Ackers, Aimee Konieczny, Linda Clements

Previous Business	Outcome
This was the first meeting of the 2018-19 season	
Correspondence	
Dereham have requested to remove their lowest team from the League	<ul style="list-style-type: none"> <li>Dereham 5s have disbanded and Division Three is now one team fewer.</li> </ul>
Temporary kit change	<ul style="list-style-type: none"> <li>One Club has had difficulties in sourcing new branded skirts. The LMC agreed shorts could be worn by new Club members on a temporary basis.</li> </ul>
League Report: Premier	Broadland 1s top of the Premier Division Discipline: 4 x green
No games have been conceded so far	
The Secretary has requested that emailed team sheets need to be sent as early as possible after each game	
Wrong team sheets are being used. Wrong scorers are also being recorded, and reasons for cards are not being recorded	<ul style="list-style-type: none"> <li>Administrator to provide update/ reminder to all Clubs via newsletter</li> </ul>
Doubling Up – players who are doubling up must have this recorded on the relevant team sheet	<ul style="list-style-type: none"> <li>Administrator to provide update/ reminder to all Clubs via newsletter</li> </ul>
Starring – Clubs submitted their starred players by the correct date	
22.09.18 – Use of non-classified umpire	<ul style="list-style-type: none"> <li>Loss of points and 3-0 score line to opposition</li> </ul>
06.10.18 – Late team sheet	<ul style="list-style-type: none"> <li>£10 fine issued</li> </ul>
22.09.18 – Late team sheet	<ul style="list-style-type: none"> <li>£10 fine issued for not sending away team sheet</li> </ul>
League Report: Division One	Diss are currently top of Division One

	<b>Discipline: 2 x green</b>
29.09.18 – game conceded	<ul style="list-style-type: none"> <li>• Points awarded to the opposition</li> </ul>
The Secretary has observed a low number of players within several clubs. This could impact the ability of the clubs to fulfil fixtures all season	<ul style="list-style-type: none"> <li>• The LMC will monitor the situation</li> </ul>
Doubling Up – players who are doubling up must have this recorded on the relevant team sheet	<ul style="list-style-type: none"> <li>• Administrator to provide update/ reminder to all Clubs via newsletter</li> </ul>
Some Clubs are using Suffolk registered umpires. These umpires need to be added to Norfolk Umpire List	<ul style="list-style-type: none"> <li>• Clubs are reminded to ensure all Umpires are correctly affiliated for the Norfolk League. Umpire details are to be sent by Clubs to Alan Jones to be added to the Norfolk Umpire List</li> </ul>
06.10.18 – Late team sheet	<ul style="list-style-type: none"> <li>• £10 fine issued</li> </ul>
Starred players haven't been fulfilling the match quota	<ul style="list-style-type: none"> <li>• Secretary to monitor and advise Clubs accordingly</li> </ul>
<b>League Report: Division Two</b>	<b>Harleston 6s top of Division Two</b>
	<b>Discipline: 3 x green</b>
29.09.18 – games conceded	<ul style="list-style-type: none"> <li>• Points awarded to the opposition</li> </ul>
The Secretary advised that notes are being recorded on the back of the team sheet but these are not always being sent, so the Secretary and the LMC cannot review queries/ issues	<ul style="list-style-type: none"> <li>• Clubs are reminded to send both sides of the team sheet to Secretary if there are any comments on the back</li> </ul>
Team sheets are completed with the wrong colour ink and are often ineligible	<ul style="list-style-type: none"> <li>• Clubs are reminded to complete the forms electronically if possible, otherwise black ink and block capitals should be used</li> </ul>
Shirt numbers were not correctly recorded by one team	<ul style="list-style-type: none"> <li>• Warning issued by the LMC</li> </ul>
Incorrect kit is being worn across the Division	<ul style="list-style-type: none"> <li>• All Clubs are reminded to wear the correct kit as confirmed with the LMC at the start of the season. Kit advice is available within the League Rules</li> </ul>
Queries have been raised over starring	<ul style="list-style-type: none"> <li>• Update sent to Clubs</li> </ul>
Umpire numbers need to be on team sheets	<ul style="list-style-type: none"> <li>• All Clubs are reminded to ensure the HOME captain ensures the team sheets are completed correctly, including obtaining Umpire numbers if they haven't been provided</li> </ul>
<b>League Report: Division Three</b>	<b>North Norfolk &amp; Thetford top of Division Three</b>
	<b>Discipline: No cards issued</b>
Dereham 5s have disbanded	
A team has requested a temporary change in kit for new players owing to delays in obtaining Club branded skirts	<ul style="list-style-type: none"> <li>• Affected players will be allowed to wear shorts on temporary basis</li> </ul>

22.09.18 – Missing team sheet	<ul style="list-style-type: none"> <li>£10 fine for not sending away team sheet</li> </ul>
06.10.18 – Missing team sheet	<ul style="list-style-type: none"> <li>£10 fine for not sending away team sheet</li> </ul>
06.10.18 – Missing team sheet	<ul style="list-style-type: none"> <li>£10 fine issued</li> </ul>
The Secretary has noted that team sheets are often completely illegible	<ul style="list-style-type: none"> <li>All Clubs are reminded to correctly and clearly complete team sheets. It is the HOME team's responsibility to ensure team sheets are collected from the AWAY team, and all details are accurate and legible</li> </ul>
<b>League Report: Girls Development</b>	<b>Harleston Magpies top placed</b>
One Club is struggling with admin and team management. Adults reluctant to play	<ul style="list-style-type: none"> <li>The LMC recognise managing junior squads can be challenging, but Clubs are encouraged to persevere to ensure the future of junior teams in Norfolk continues</li> </ul>
One Club is playing with 3 adults, but is conceding games to reflect this	<ul style="list-style-type: none"> <li>While the situation is not ideal, the LMC recognises that playing with an extra adult is allowing games to go ahead on a "friendly" basis and it enables a better quality hockey game for both teams</li> </ul>
Clubs are to be commended for hard work and development over at least the previous 3 seasons. The one Club particularly, their efforts are now paying off	
Changes because of GDPR proving challenging for team managers	<ul style="list-style-type: none"> <li>Date of birth no longer required on team sheets. A reminder will be added to the newsletter</li> </ul>
Contact with team managers from several Clubs is proving difficult for the Secretary and other team managers	<ul style="list-style-type: none"> <li>All Clubs with a girls development team are reminded that a team manager is required and this person should be contactable during the season</li> </ul>
<b>League Report: Boys Development</b>	<b>Norwich Dragons and Norwich City both top placed</b>
Changes because of GDPR proving challenging for team managers	<ul style="list-style-type: none"> <li>Date of birth no longer required on team sheets. A reminder will be added to the newsletter</li> </ul>
06.10.18 – Team sheets missing	<ul style="list-style-type: none"> <li>Team manager to be reminded of importance of team sheets</li> </ul>
Scorers missing regularly from team sheets	<ul style="list-style-type: none"> <li>Team managers are reminded to record ALL goal scorers for players to be eligible for top goal scorer at the end of the season</li> </ul>
27.10.18 – Game to be rearranged	<ul style="list-style-type: none"> <li>Results co-ordinator notified</li> </ul>
<b>Results Co-ordinator</b>	
Everything is OK so far and results are being notified on time	
All girls development games for one Club have been conceded, but goals being recorded	<ul style="list-style-type: none"> <li>All results recorded as 5-0 for conceding, but goal tallies for both teams are being separately recorded for the end of season goal scorers competition</li> </ul>
22.09.18 – Update Premier fixture following ineligible umpire	<ul style="list-style-type: none"> <li>Results co-ordinator notified</li> </ul>

<b>Umpires Representative</b>	
Umpire coaching now available with Peter Woodrow	<ul style="list-style-type: none"> <li>• Another Level 1 course may be run shortly at TRF. Details to be provided separately</li> </ul>
Headsets being used and making a difference to umpiring quality	<ul style="list-style-type: none"> <li>• Update on newsletter. Radio headsets may be purchased by the League to support umpire development</li> </ul>
<b>AOB</b>	
Starring	<ul style="list-style-type: none"> <li>• All starring was submitted on time. All Secretaries were thankful to Clubs for sorting this without chasing</li> </ul>
Welfare	<ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>
Clubs Forum dates	<ul style="list-style-type: none"> <li>• Dates confirmed as 26.11.18 and 11.03.19 TRF at 1930</li> </ul>
Website information updates	<ul style="list-style-type: none"> <li>• All changes done except one set of minutes. Only historic AGM minutes will remain available; previous committee minutes will be archived</li> </ul>
One Club did not provide their fixtures online at the right time	<ul style="list-style-type: none"> <li>• £50 fine issued</li> </ul>
One Club completed all fixtures online and on-time but then rearranged all home games without prior approval of the Secretary	<ul style="list-style-type: none"> <li>• £50 fine issued and Club made aware of the possibility of further sanctions</li> </ul>
The refreshments offered by one Club are below an acceptable standard	<ul style="list-style-type: none"> <li>• The situation will be monitored by the committee and penalties issued if required</li> </ul>

End: 2100

The next committee meeting is 14 January 2019.