



EMPRESA

Annual General Meeting Minutes for Website Publication

Wednesday 16 May 2018 at Taverham Recreational Facilities



Meeting start: 1930

League Management Committee Attendees: Chris Williamson, Avril Mallett, Ruth Aldous, Katy Harris, Aimee Konieczny, Jenny Brine, Glenn Moore

League Management Committee Apologies: Linda Clements, Phil Skinner

Club Attendees: Breckland, Broadland, Carrow, Dereham, Harleston Magpies, Herlings, Loddon, Lowestoft Railway, North Norfolk, Norwich City, Norwich Dragons, Pelicans, Reepham, Thetford, Watton, Yarmouth

Club Apologies: Diss, Evergreens, Hornets, Thetford

Non Attendance: Beccles, UEA

Business Item	Outcome
League Administrator's Welcome	<p>The administrator welcomed all attendees to the AGM, and gave thanks to the LMC recognising the work that goes on behind the scenes over the course of the season.</p> <p>She introduced the members of the LMC present and they provided an explanation of their roles.</p> <p>She notified all attendees that Rob Woods, representing League Sponsors Empresa (IT Solutions Providers), would be presenting the trophies. She expressed everyone's thanks to the ongoing support provided by Empresa.</p> <p>Empresa were confirmed as League Sponsors for the upcoming 2018-19 season.</p> <p>Rob Woods offering thanks to all attendees for coming, and for being great ambassadors for the sport. He gave thanks to the LMC, the county and the community. He was delighted to be supporting a sport that has developed so well within the county, providing opportunities for all from a grass</p>

	<p>roots level through to county and national level.</p>
Presentation of Trophies	<p>Rob Woods presented the following trophies for the 2017-18 season:</p> <p>Boys Development League Winners – Norwich Dragons A Boys Development Top Goal Scorer – Jonty Black (Norwich City)</p> <p>Girls Development League Winners – Norwich City B Girls Development Top Goal Scorer – Evie Brice (Harleston Magpies)</p> <p>Division Three League Winners – Loddon 2s Division Three Top Goal Scorer – Charlotte Harvey (Loddon 2s), Adalice Kraemer (Norwich Dragons 7s), Helen Larwood (Watton 3s)</p> <p>Division Two League Winners – Norwich Dragons 6s Division Two Top Goal Scorer – Maddy Chambers (Lowestoft Railway)</p> <p>Division One League Winners – Pelicans 2s Division One Top Goal Scorer – Katie Lake (Reepham)</p> <p>Premier League Winners – Norwich Dragons 3s Premier League Top Goal Scorer – Helen Brockington (Broadland 1s)</p> <p>Congratulations to all winners.</p>
Previous Minutes	<p>Minutes from last year's AGM were agreed, and there were no matters arising. Proposer: Vicky Mitchell Second: Jane Moore</p>
Reports from League Management Committee	<p>Divisional Secretary Reports: Premier Division Division One Division Two Division Three Girls Development League Boys Development League</p>

	<p>Other Reports: Umpires Results Co-ordinator</p> <p>All reports were placed on record. There were no questions or matters arising.</p> <p>The Administrator gave thanks to all secretaries for their hard work and dedication during the season, especially given the number of rearranged matches due to poor winter weather conditions. Additional thanks were given to Linda Clements for her efforts during a challenging season.</p> <p>The Administrator reminded all Clubs of the value and importance of attending the Clubs Forum during the 2018-19 season.</p>
Proposed Rule Changes for 2018-19 Season	<p>Rule changes proposed by the LMC were placed on record and discussed.</p> <p>Proposed Rule Change: Constitutional & legal changes due to national requirements <i>Photography</i> All Clubs and the League must ensure photos of U18 players are only taken with prior permission of a parent or guardian. Information, guidance and posters from England Hockey are available from the Welfare Officer. Photos that are shared/ reproduced must not have names that can identify individuals.</p> <p><i>GDPR</i> Due to General Data Protection Regulations new clauses and clarifications to existing clauses are required to ensure the smooth operation of the League.</p> <p>Proposed Rule Change: Complaints Revised guidance is to be provided to all Clubs regarding how to make a match day complaint.</p> <p>Proposed Rule Change: Loddon Loddon seek to clarify the League's position on the order of precedence for national, regional, county and league matches and tournaments.</p>

	<p>Proposed Rule Change: Loddon Loddon seek to improve the understanding for Clubs regarding weather-related cancellations and postponements. Greater onus is put on the home team to decide whether a pitch is playable, in agreement with umpires.</p> <p>Vote for all proposed Rule Changes: For – 12, Against – 0, Abstain - 1</p> <p>The rules were proposed by Katy Lake and seconded by Emily Ackers.</p>
League Divisions Composition 2018-19	<p>One wholly new team will be joining the Empresa league in 2018-19.</p> <p>Clubs were given until 10 June to provide a final indication on entering new teams.</p> <p>The Divisions will have the following number of teams: Premier – 12, Division One – 12, Division Two – TBC, Division Three – TBC</p> <p>Final allocation of teams in Division Two and Division Three will be determined after 10 June.</p> <p>Fixtures to be confirmed after 10 June.</p>
Norfolk Hockey Umpires Association	<p>The following report and umpiring update was provided by Alan Jones:</p> <p>Level-1 Umpires and grading</p> <p>The Level-1 Umpiring Course is administered and run by England Hockey.</p> <p>You book a place on a course online. A club can book a course online with EH. And as from next season NHUA will try and book a couple of courses, subject to demand.</p> <p>You need a suitable room next to a hockey pitch. Minimum number for a viable course will be 4/6, maximum will be 24 ish. Part of the L1 course includes a practical session umpiring out on the pitch. The course is 7 ½ hours and can be done in a day - but most likely spread over 2 evenings as people are playing Hockey on Saturday/Sunday and working during the week. You need to attend all the sessions to pass. EH organise the course and assign a tutor.</p>

Before you go on the course you need to take the EH online theory test on the rules of Hockey. It's a multiple choice test (bit like the Driving Test), and you can keep going round the questions till you get a pass.

You then print off your pass certificate. The L-1 course tutor can't pass you as level-1 without this certificate.

On completing the L-1 course you are a Level-1 Umpire – unassessed – Grade B

After some on-pitch umpiring a candidate can ask to be assessed.

You can be assessed on an U15 game or higher club game 11-a side and the game must be a full-length game.

You need to arrange for an assessor to watch the candidate for the whole game – speak to Peter Woodrow our Chief Coach and Assessor. Assessors are umpire coaches, and senior umpires. Details of who these are should be on the website.

EH have produced guidance notes for assessors and the assessor will fill out a report form. There are sections covering various aspects of the game and a score (0 to 5) is given. We normally expect to see 3, 4s & 5s. Sometimes an aspect of the game is not tested – e.g. no violent play (cards shown) and so N/A or not tested is given. The pass mark is generously low at 60 out of a possible 100. Actions points – comments or advice are given for any particular aspect. The assessor will debrief (5 to 10 minutes) the candidate after the game and forward the assessment form to the candidate AND A COPY TO ME.

This is so I can record the umpire's details on our membership list. I then forward the form to EH. I don't know if EH contact the umpire to conform they are now an assessed Level-1 umpire – Grade A.

If they do, then the new umpire is on the national register and good to go.

Problems arise when the assessors don't send me the form. If candidates don't hear from EH in say a

	<p>couple of weeks after assessment they should contact me to find out where their form is. Some assessors are very slow in getting the forms back to me. As far as I am concerned the umpire is assessed as Grade A when the assessor says so after the game.</p> <p>It's difficult for me as EH don't give me list of Norfolk candidates from the courses unless the candidate has given permission – which I believe is a checked box on their course registration form. We have Level-1 umpires out there who are not on our membership list. The onus is on the umpire and their club – who may have paid their course fee - to make sure they are on my list.</p> <p>If an umpire is not on my list we don't know if they are a Level-1 umpire Grade A or B. This causes a big problem for your League Secretaries who check all the team sheets. If the umpire is not at the correct grade the relevant team could forfeit the game.</p> <p>As you can't have failed to notice, from May 25th there are new privacy laws in place.</p> <p>Basically we data holders have to be more careful on how we hold and present data. Data being your name, address, phone & email, hockey club and EH reg number along with DoB, male or female, date of passing L1. The NHA webmaster and Empresa have removed from public view our Level-1 Active Umpires list. To access the list for next season It will work a bit like the player staring system whereby you'll need an account to access the list on the website. League Secretaries I believe already have access and I would hope all the ULOs will too, along with any umpires who register with the site. This puts the list of names and contact details behind a password protected firewall – not visible to the public at large. The actual membership spread sheet that I work from sits protected on my computer. You are free to check with me as to an umpire's bona fide.</p> <p>At the start of the new season I send a list of their club umpires to each club ULO. There are always additions and leavers. The clubs then arrange NHUA subs to be paid en bloc (still £7.50 per umpire and £15 match fee) to mean that each umpire is a fully paid up member of NHUA and therefore good to umpire in the East and Norfolk Women's Leagues.</p>
Additional Teams and New Kit	All Clubs were requested to notify the NHA Secretary of kit or team changes by 10 June 2018.
Election of Officers	There is a vacancy as Division Three Secretary.

	<p>The administrator expressed her deepest thanks to Jenny Brine who has been Division Three Secretary for the past four years. She has tirelessly worked to ensure the smooth running of the Division, and provided great support to the LMC as a whole especially on the whole IT/ website upgrade and the complexities of GDPR.</p> <p>Following the AGM, Emily Ackers volunteered to be Division Three Secretary for the 2018-19 season.</p> <p>There is a vacancy as Boys Development League Secretary.</p> <p>The administrator thanked Katy Harris for her commitment and huge effort in organising the administration of the Boys Development League.</p> <p>There were no volunteers for the role and the vacancy remains open.</p> <p>All other Committee members have agreed to remain in place and this was agreed following a vote: For – 11, Against – 0, Abstain – 1</p>
Upcoming Boys and Girls Junior Development Meetings	<p>It was agreed that a meeting should be called on Tuesday 5 June at Taverham Recreational Facilities.</p> <p>Boys meeting: 1900-1945 Girls meeting: 1945-2030</p>
Any Other Business	<p>Clubs were reminded there are new League team sheets that need to be used during this 2018-19 season. This is particularly important as there is an additional statement relating to data processing under GDPR.</p> <p>All Club secretaries have requested that team sheets are emailed securely (rather than posted) wherever possible.</p>

Meeting Close: 2030

The next Annual General Meeting of the Empresa Women's League is 15 May 2019.