



Worcestershire Disability Football Club



CHARTER
STANDARD
CLUBS



Annual General Meeting 25th October 2015 – Worcester University

Present (Board)	Dave Alban (Chairman), Derek Cunningham (Vice Chairman), Michael Fowle (Treasurer), Steve Redmond (Head Coach), Laura Lillis (Junior Coach), Kirstie York (Secretary), Fred Whiston (Welfare officer)
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Present (Members)	Please see attached attendance list
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Apologies	David Milberry
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1. Welcome

DC opened the meeting with a welcome to all present. He explained the AGM is an administrative procedure to decide who should manage the business of the Club for the year ahead and to agree the Club Accounts.

The AGM should be held once a year (ideally in October) but was delayed last year due to outside circumstances. The agenda will usually follow a standard format from year to year.

2. Chairman/Vice Chairman's Report

DA commented that since the previous AGM in February the club has seen the end of one season and the beginning of the next.

At the previous meeting the difficult decision was made to raise subscriptions for training and to begin charging for attendance at the Three Counties League matches because the Club was losing between £1,500 and £2,000 in expenditure over income each year. While the ethos of the Club has always been to remain accessible for all it was important to plug the financial gap. DA reminded those present that the last time subscriptions were raised was approximately 7 years ago.

The Club has received grants and donations over the years which have been used to cover some of the losses and, while funding is always being actively sought, achieving grants is more difficult in the current financial climate. DA stressed his thanks to the players for finding the additional subscription money each week.

DA extended thanks to Process Evolution for their continued financial support and further donation this year.

Thank you to Mr and Mrs Hewitt for the Junior kit and £250, which it is planned to spend on matching hoodies for the Juniors.

McDonalds has provided the Club with another Junior kit as part of their Charter Standard sponsorship and this will probably be used to support another Club with their development. DA noted the huge difference it makes to a team to wear their first kit and would like it to help someone else to grow the sport in the local area.

DA commented on the fact that other commitments mean he has not been able to attend training and matches as often recently, and thanked those who can and do commit their time as he recalls the huge amount of work he did with the Club in previous years.

Special thanks go to all the student and volunteer coaches without whom the Club couldn't survive or develop.

Thank you to the parents and carers who consistently bring their children to the sessions and to those who step into coaching. Congratulations to Steve Redmond for achieving his Level 1 Coaching qualification and agreeing to take on the role of Head Coach.

Thank you to fellow Committee Members who all invest a lot of time and effort in ensuring the Club runs smoothly; DC who acts as Vice Chair and Charter Standards Co-ordinator, MF for keeping the finances in order and the Club solvent and legally compliant, FW for taking on the Welfare Officer role and monitoring CRB checks to ensure a healthy Club. All of these people keep the wheels turning to make the Club successful and keep the players happy.

This year the Club has taken the decision to employ a professional secretary to relieve some of the burden from the volunteer committee members and thanked KY for taking on the role.

The Club has entered three teams in the League this year and is receiving good feedback about close games. The Club has made some changes to the team compositions this year, moving from having two multi-ability teams to a little more differentiation of skill levels in order to compete more effectively with other League teams who have a recognised A and B team. Hopefully this will maintain the enjoyment and continue to grow our players.

DC and LL have been working alongside David Milberry, who works for the FA and has also become a member of our Club, on the Individual Learning Plan Scheme which they began to implement with the Juniors halfway through last season and hope to extend to the Seniors shortly. The Club is also in discussions about the FA Mentoring Scheme.

Thank you to our players; the Club is all about you! Thank you for turning up and playing regularly and to the parents and carers who make this possible.

The Club stated four aspirations last year and they remain the same for this year.

1. **Appoint a full time Head Coach** – SR is now qualified and has agreed to take on the role

<p>2. Obtain more funding – This will remain on every agenda as a standing item. The committee are constantly looking for grants but DA asked every Club Member to consider whether there are opportunities for sponsorship or donations when they are talking to businesses or individuals.</p> <p>3. Attract more volunteer helpers – The Club has received a brilliant response to its request for volunteer helpers this year but will always need more. DA stressed that the Club wants to support and offer development to its volunteers by supporting attendance at training courses and events.</p> <p>4. See more players join the Club – The Club is all about its members and will always want to support more players joining and enjoying the sport.</p>	
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<h3>3. Report from Coaches</h3>	
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<p>SR delivered his first Coaches Report. He has been attending with Tom for the last 7 years and has seen how the teams and individuals have developed. He has taken time to explain to the players that they play as a team, with no A, B or C teams within the Club and has been developing the current mixed ability teams to support the more able players in encouraging and bringing on the less able. The last game against Telford A was very close (3-2) and shows the ability within the Club.</p> <p>DC acknowledged the significance of mixed ability play but tempered this with the importance of not always ‘setting the Club up to lose’. For this reason, some experimentation will be done this season with fielding an A and B team in order to reflect the structure of some of the opposition Clubs in the league.</p> <p>DC also stressed the aspiration to develop the Juniors as they get older and work towards a strong U16 team in the future.</p>	
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<h3>4. Presentation of Club Accounts. Treasurer’s Report</h3>	
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<p>MF presented the Club accounts and wished to recognise the contributions from Process Evolution and Mr and Mrs Hewitt.</p> <p>The effect of the increase in subscription charges will not be reflected in the accounts until next year.</p> <p>The main costs to the Club are venue hire and transport.</p> <p>There is a new line in the accounts for secretarial fees as the Club has chosen to pay for professional secretarial support to improve the administration of the Club and relieve some of the time pressures from the Committee so they can concentrate on the players’ needs.</p> <p>Again, the Club has spent approximately £1,500 more than its income for the year and this has been subsidised by using part of a £10,000 grant given to the Club a few years ago. The current account balance is £4,000 which is approximately one year’s operating costs. DC confirmed the aspiration is to</p>	
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<p>hold 2 years working capital in the account.</p> <p>DC pointed out that whilst the venue hire may appear costly the University charges are substantially subsidised on their normal rates. There is the option of finding cheaper premises but they would not offer such good facilities. DC requested a vote on remaining at the University venue - unanimously in favour.</p> <p>DC mentioned that Worcestershire FA are setting up an initiative to help clubs set up a bid application template document and identify potential funding sources.</p> <p>A question was received from the floor on how much revenue is expected to be received from the increase in subscriptions. MF confirmed he is working from a conservative figure of £2,000 due to the fluctuating attendance each week. DC confirmed he is actually collecting approximately £100 each week, with the Club meeting for 30 – 40 weeks of the year</p> <p>DA noted that some of the currently available grants have specific conditions attached which can be very difficult to meet. MF confirmed they are usually for development ie, to set up new teams or refurbish club house facilities etc, although DC did manage to obtain funding last year to start up a new team.</p> <p>The meeting voted to accept the Club Accounts. Proposed by Darren and Seconded by Derek. Carried unanimously.</p>	
5. Election and Retirement of Officers	
<p>DA confirmed all current officers were happy to continue in post and no further nominations had been received.</p> <p>Proposal to re-elect the current Committee unanimously carried.</p> <p>Dave Alban – Chair Derek Cunningham – Vice Chair/Charter Standard Co-ordinator Michael Fowle – Treasurer Fred Whiston – Welfare Officer Kirstie York - Secretary</p>	
6. Subscriptions	
<p>No further change will be made to subscriptions this year. The Club will continue charging £3 per session/match for Juniors and £4 per session/match for seniors.</p>	
7. Safeguarding	
<p>FW agreed to take on the Welfare Officer role in February when Sharon announced she would need to step away due to illness. It is a large role within the Club and FW has had to complete a number of training courses in order to become qualified. He successfully completed his Safeguarding and</p>	

<p>Club Welfare Officer courses towards the end of July and gained full access to the DBS system by the end of August.</p> <p>FW confirmed he has now done a number of DBS checks and is confident in the checking of documents and updating the relevant IT systems. FW will now work with KY to implement a spreadsheet to hold all the vetting and training information and show when individual renewals are due.</p>	<p>FW/KY</p>
<p>8. Charter Standard Update</p>	
<p>DC confirmed the CWO role is crucial due to the regulations of Charter Standard Club status. All coaches and volunteers will be subject to vetting regulations due to the mixed teams and roles within the Club making it impossible to ensure they will only have contact with the adult players. In addition, this is seen as good practice for the Club due to the vulnerable nature of the players.</p> <p>The Annual Charter Standard Review is due for completion by March but is currently on hold due to a migration of data from the Worcestershire FA Member Services system to the FA Whole Game system. In the meantime, the Club are double checking their information is up to date and correct and are expecting no problems with meeting the deadline.</p> <p>DC confirmed that Magdalena has now returned to the Club. She has attained her Level 1 Coaching Certificate which is a particular achievement as she has special needs herself and she is contributing well to the Club's coaching process.</p> <p>The County now has more special needs teams this season which DC is hopeful may provide some opportunities for local competitive games outside the Three Counties League.</p> <p>The Charter Standards are being updated over the next 3 years and by 2017 every club with a Youth Team will be required to have at least one coach holding the Youth Module qualification. The FA are having difficulty arranging suitable delivery of this course and have already had to cancel one scheduled to be held over two full weekends due to lack of take up. They have asked for Club input into the best times/days to run the courses. They may also be able to arrange to run bespoke courses locally if clubs within an area can get together to suggest suitable timings.</p> <p>All coaches with at least the Level 1 qualification are strongly encouraged to join the Licensed Coaches Club via the FA Website and there are new Charter Standard targets coming into force for the percentage of coaches within a Club who are members of the scheme. DC stressed that it is free to join and there are a range of benefits available to members.</p> <p>KY introduced the new membership brochure which can be used by anyone when talking about the benefits of joining the Club or about sponsorship opportunities. DC will add a printable copy to the website and arrange to print a small stock which can be collected from him.</p>	<p>COACHES</p> <p>DC</p>

9. Constitution and Policies

DA confirmed that the Constitution and Policies are all available on the Website and include items such as the Clubs Aims and Vision, policies for the how the Club is run and documents which set out the standards of behaviour expected from players, coaches, parents and carers etc.

KY confirmed she is working on putting this information into a handbook which can be given to new members.

DA reinforced the importance of having policies and mentioned that at the end of last season they had to take the regrettable decision of asking a player not to return. This would not have been possible without published standards of behaviour and policies on how to deal with situations like this, rare though they are.

KY

10. Any Other Business

LL raised the matter of storage and confirmed she is about to lose the current storage space at her parent's home. SR volunteered storage space at his home and confirmed he is willing to take items like balls and kit etc. There was a brief discussion on the amount and type of equipment owned by the Club and it was agreed to move everything into one place and inventories. LL/SR/DA to arrange.

LL/SR/DA

The meeting closed at 12:33

David Alban (Chairman) signed 25/10/2015