

Committee Meeting Minutes

23rd March 2011

Present:

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| Alain Barbasiewicz | (AB) | Chair |
| Philippe Barbasiewicz | (PB) | Committee Member |
| Steven Bateman | (SB) | Secretary |
| Dave Hillier | (DH) | Committee Member |
| Gav Lyon | (GL) | Committee Member |
| Robin Salt | (RS) | Coach |

Apologies:

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| Colin Barbasiewicz | (CB) | Treasurer |
| Will Ross | (WR) | Committee Member |

MINUTES

Review of minutes and any outstanding actions from last meeting

Action 1: Committee members will approach any members with outstanding forms directly, on a rota basis.

Action in progress (new Action 1). Committee agreed to incorporate list of members with updated forms each month during club competition night. Anyone who has not submitted a form will not have their results counted. SB to action – update at next meeting.

Action 2: DH to investigate BFA social membership with a view to encouraging its take-up at RFC. Findings to be discussed at next Committee Meeting.

Action completed – Social Membership (link [here](#)), includes insurance for fencing at named club in addition to insurance for one local (i.e. County/Regional) competition.

- Action 3:** *SB to approach Mick Johnson with a view to arranging match between RFC and Egham Fencing Club.*
Action in progress (new Action 2). Also possibility of arranging a match with REME. Update at next meeting.
- Action 4:** *AB to update RFC's Welcome Pack, to include further details about available competitions (i.e. LPJS and Elite Epée for juniors, and BB&O and Southern for everyone).*
Action completed.
- Action 5:** *PB to approach Reading Blue Coat School with a view to hiring the sports hall from April 'til September.*
Action completed.
- Action 6:** *AB write job description for Club Coach (including availability to coach, requirement to submit Membership Form, and exemption from subscription fees). Once agreed at the next meeting, club coaches will be asked to submit a Membership Form and details of their qualifications, insurance, and CRB.*
Action completed. Committee members agreed to review documents posted on the Resources page of the website.
Define who the club coaches are: Robin Salt, DH (inactive), AB, Ian Briggs, Mick Johnson, and Naill Campbell.
- Action 7:** *AB to devise a structured coaching programme for juniors, to include two 6-week syllabuses.*
Action completed. The idea of mentoring was discussed: the committee agreed that, whilst no formal mentoring system would be introduced, that the Committee would push for a more visible presence – making them known to members/parents/visitors and indicating that they can be approached for advice..
- Action 8:** *AB/DH to publish details of proposed junior course dates and details on RFC website and Facebook page.*
Action completed.

- Action 9:** AB to write Junior Representative and Welfare Officer job descriptions.
Action completed. The Committee agreed that the two posts would be combined into a 'Junior Representative & Welfare Officer' post, of which two would be elected to the Committee and work alongside.
- Action 10:** DH to investigate BFA guidelines regarding performer:coach ratio (Clubmark 1c).
Action completed – it is 12:1.
- Action 11:** SB to investigate BFA guidelines regarding intra/inter club competitions (Clubmark 1d).
Action in progress (new Action 3). SB found link on England Fencing website titled 'England Fencing Standards', containing information related to the LTAD (Long Term Athlete Development) Plan – to be discussed at next meeting.
- Action 12:** AB to include 'Implementation of BFA Child Protection Policy' as an agenda item for the Club's first AGM (Clubmark 2a).
Action completed.
- Action 13:** AB to enquire if active coaches have attended child protection training course, and obtain copies of attendance certificates (Clubmark 2b).
Action (new Action 4) given to DH to progress – update at next meeting.
- Action 14:** PB to prepare an Equity Action Plan in readiness for next committee meeting (Clubmark 3b).
Action completed.
- Action 15:** AB to enquire if active coaches have attended a scUK Coach Education Programme, and obtain certificates if available (Clubmark 3c).
(“One coach has attended a sports coach UK 'Equity in your Coaching' workshop”).
Action (new Action 5) given to DH to progress. Suggest a list of information re. coaches be made. Update at next meeting.
- Action 16:** AB to include 'Ratification of Club Constitution' as an agenda item for the Club's first AGM (Clubmark 3d).
Action completed.

Action 17: SB to further contact with Reading Borough Council (Clubmark 4f).

*Action (new **Action 6**) in progress – update at next meeting.*

Action 18: AB to prepare/finalise: Development/Action Plan, to incorporate details of Playing Programme, Duty of Care, Sports Equity & Ethics, and Club Management (Clubmark 4g).

*Action (new **Action 7**) in progress – update at next meeting.*

Constitution

A draft of the Club constitution was read through, with several slight adjustments made. The new version will be published on the Club website (under the Resources section).

Action 8: AB to publish the revised draft Club constitution on the RFC website.

Action in progress.

Role Descriptions

The drafted Role Descriptions were read through, with some slight adjustments made.

Action 9: AB to publish the revised draft Role Descriptions on the RFC website.

Action in progress – to be reviewed at next Committee meeting.

Website

Noted that the Club website is kept updated, in particular the News and Results sections, however that some do need a refresh. New website design still in progress. Update at next meeting.

Elections/AGM

The Committee decided to hold the Club's first AGM and elections on Wednesday 1 June 2011, starting at 19:30, and held in the main sports hall (i.e. fencing area) of RBCS. It was decided that members be advised in advance that no fencing will take place on this date until the meeting has finished. The following actions will occur:

- The date, time, and place of the AGM will be advertised to all Club members with plenty of notice (minimum 21 days). Proposed that this be done via the Club website, but in addition emails will be sent to those who have completed a new Membership Form and also a notice posted on the RFC Facebook page.

- A note of all Club Committee positions to be elected will be advertised. These positions are: Chairperson, Secretary, Treasurer, Club Captain, Junior Representative/Welfare Officer (2 positions), and Ordinary Members (no more than 4 positions).
- Invitations will be made for nominations (and must be seconded). All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the Secretary no less than fourteen days before the AGM.
- A list of all nominations will be made available to members no less than seven days prior to the AGM. A note on the Club website is deemed as sufficient.
- All members shall register with the Club Secretary prior to the start of the meeting
- An agenda for the AGM will also be published on the website prior to its start. On conclusion of the meeting, training will begin as usual.

AOB

None.

Date & time of next Committee meeting: 19:30, Wednesday 6th April.