

# Minutes of WSRA AGM Held on 9th May 2016

Venue: Black Horse, Devizes

Date/Time: 9th May 2016 @ 7.30pm.

Attendees:

Dave Burns (Secretary & South Marston)

Clive Morgan (Treasurer & Marlborough)

Dax Mellor (Exec & South Marston)

Dean Watkins (Wessex)

John Peirce (Cricklade)

Brian Brock (South Marston)

Adrian Lewis (Devizes)

## 1. Welcome and review of the year - Dave Burns

Due to the resignation of the WSRA chair by Chris Hardy earlier in the year, Dave chaired the AGM.

Apologies: prior apologies were received from Neil Marshman (League Secretary & Wessex) and Mike Stannard (Cricklade).

Dave proceeded to present county highlights and lowlights for the last 12 months.

Highlights:

- a. A successful county closed was held at South Marston Hotel at the end of January. There were 28 entrants in the main draw. Congratulations to Adam Giles on winning the event and many thanks to the event organisers Dean Watkins and Brian Brock.
- b. Summer and winter leagues were again successful with continued participation by most clubs although the number of participating clubs was down compared to previous years.
- c. Wiltshire fielded teams in Intercounties competition in Seniors, O35, O45, O50 and O55. To date, only a report from O55s has been received. This will be published on the website. As more reports become available, they will also be published accordingly.
- d. There are ongoing efforts to develop squash in the county. Dax to report later.
- e. The level of junior participation in Wiltshire has grown to an exciting level, thanks to the efforts of Dax and others. Teams at many age levels are regularly participating in intercounties events and, provided the level of support and development can be sustained, the future for squash in the county looks very bright.

Lowlights:

- f. Unfortunately, Chris Hardy stepped down as Chairman due to ongoing work commitments and the inability to dedicate enough time to the role.
- g. The executive committee has been undersized and as a consequence, has perhaps not been able to execute on as much as we would like. This was highlighted by the absence of any County O35s, O45s and doubles competitions.

### a) Financial Statements:

Clive presented the accounts for the last 12 months. His written report can be found in Appendix A.

## **b) Development**

Dax presented the development action plan listing all actions on the plan and progress made thus far. The action plan and progress report are published in Appendix B.

## **c) Juniors**

Dax summarised the extensive progress of the Junior development and intercounties participation.

John Peirce personally issued thanks for the great work Dax is doing for the juniors, a sentiment echoed by all present at the AGM.

## **d) Leagues**

League secretary Neil Marshman was not present but his written report can be found in Appendix C.

Neil has chosen to no longer stand as league secretary.

## **2. Elections**

No candidates for Chair were presented. This position therefore remains vacant.

Clive Morgan seconded by Brian Brock was elected to continue as Treasurer.

Dave Burns seconded by Clive Morgan was elected to continue as Secretary.

Dax Mellor seconded by Dave Burns was elected to continue as General Executive Member.

Brian Brock seconded by John Pierce was elected as League Secretary.

Dax to approach Peter Goldson for Junior Chair.

## **3. Constitution**

A proposed new constitution has been previously circulated to County members. This new constitution was unanimously accepted by all present. It was accepted, that although the quorum of 15 as stipulated by the current constitution was not met, the likelihood of achieving that number was unlikely given the low number of affiliated clubs – 9 in total. The new constitution is published in Appendix D and will be published separately on the website.

## **4. Tournaments**

Aiming to hold O45s 25<sup>th</sup>/26<sup>th</sup> June at either Wessex or Marlborough.

Dates need to be set for Seniors closed, O35s, O45s and doubles the upcoming season.

Brian to suggest dates.

Brian to email teams to attempt to ascertain why fewer players are entering the tournaments.

## **5. League Changes - proposals**

1. All division 1 fixtures will take place on a Thursday. – Rejected
1. (Amended) Thursday to be the preferred day for division 1 fixtures, with exceptions with good reason to be allowed by the league secretary. – Approved.
2. Any rules stipulating set days for matches for lower divisions were rejected.
3. Further limitations/penalties for players playing out of order were also rejected.
4. Point per rally (PAR) scoring to 15 for all divisions was approved.
5. Team size reduction to 4. This is to be put out to teams for consultation. Action Brian.
6. The scheduling of fixtures during the school half-term breaks was to be left to the discretion of the league secretary.

## **6. Any other business**

Brian to investigate the possible provision of playing shirts for the intercounties teams.

Meeting closed at 10.10pm.

## **7. Appendix A – WSRA Accounts Summary – April 2016**

Following last year's loss, the county recorded a profit of £866 for the 2105-16 season. This profit can be invested in development activities in the future.

Our main income stream is from team fees. The number of teams fell from 18 last year to 16 this season. This seems to be a continuing trend, probably due to both fewer new players taking up the game and the ongoing reduction in the number of squash facilities around the county. Hopefully, the development programme that is underway will result in more team players and teams in the near to mid-term future.

Other income came from England Squash (ES) Affiliation rebates. This represents a fixed, small portion of the affiliation fees of our clubs to ES. Once again, this provides potential investment for development activities, so it is beneficial to maximise this income.

Expenditure subsidy in support of our five Inter-County teams was surprisingly low at £586, making the profit higher than anticipated.

Development investment in the year was £406. This funded part of the consultancy that audited and made recommendations, addressing all county squash facilities.

At the time of writing this summary, only one (Seniors) of the planned four county tournaments had taken place. This event paid for itself, with no income/expenditure passing through the accounts. It is hoped that the other tournaments can be organised before the season ends.

A summary of income/expenditure is shown overleaf.

Have a good summer.

Clive Morgan – WSRA Treasurer.

## 8. Summary of Income and Expenditure

Opening Balance – 6 April 2015      **£5,779.70**

### Income

Registration fees              £1050.00

County championships          £0.00

ES Rebates                      £828.38

**Total income                    £1878.38**

### Expenditure

**Inter-County                      £586.15**

**County championships          £0.00**

**Development Consulting      £405.60**

**Total expenditure              £991.75**

Closing Balance - 5 April 2016      **£6,665.63**

**Profit for year                    £886.63**

## 9. Appendix B – WSRA Development Plan Update

There is clearly a lot to go through this evening and therefore to save time I have attached an update of the County Development Plan (CDP). If you are attending this evening it would help greatly if you were able to read the update beforehand. Each action point has been colour coded in an easy to understand traffic light system; **Green** denotes action complete, **Amber** = complete in part or work is on-going and **Red** = incomplete or no action recorded. Whilst there won't be time to go through each action point in turn I will emphasise the key ones in order to provide you with the context which I hope will shape how we move forward. I have also attached the South Regional Forum Constitution, of which we are part, which may help decision making regarding our own Constitution.

There has been a lot of activity over the past 7 months some of which will have gone unnoticed to many of you but whilst the CDP is a two year project to have 17 actions already complete and 11 partially complete is good progress and something that I am immensely proud of. It is of course only a start but it is worth stating that **none** of this work would have been possible without the support of England Squash, who itself has recently gone through a period of unprecedented change, and the help and teamwork provided by our neighbouring Counties from within the Regional Forum. The fact that we are now finally connected both Regionally and Nationally to the wider squash community may just about end up saving squash in Wiltshire. The fact that we have come to be where we are is testament that doing our own thing (and often doing it badly) is no longer an option!

Regards,

Dax

### **ACTION 1 Set meeting dates well in advance.**

No future meeting dates have been set. Last meeting held on 5 Oct 15 identified 14 Dec 15 as next meeting; this meeting never happened. In New year next meeting was scheduled for 7 Mar 16 but again this meeting never happened. County Development Plan (DP) recommends the Exec committee meet quarterly. Update required by owner.

### **ACTION 2 Each member to produce role summary.**

Believe this has happened although committee should elect management posts and agree terms of reference iaw new constitution; Chair, Secretary, Treasurer, League Secretary, Junior Chair and up to 3 members (1 position reserved for opposite gender).

**ACTION 3 Review constitution to incorporate racketball and juniors.**

New draft constitution created to include racketball and juniors. Constitution to be voted on at AGM 9 May 16.

**ACTION 4 Join the South Regional Forum.**

Done – constitution attached.

**ACTION 5 Seek a female to join committee.**

Item 6 g) within new constitution makes provision for the inclusion of a female committee member. Various female projects have been undertaken to promote interest in ladies' squash – see Action 12.

**ACTION 6 Present audit/consultation report to committee for discussion on recommendations.**

Done – distributed to exec on 13 Sep 16.

**ACTION 7 Adopt a sub-regional split of East, West and South Wiltshire for developmental focus and appoint a sub-regional coordinator for each.**

Adopted for junior activity only;

Paul Chaplin – South

Alistair Graham – West

Dax Mellor – East

**ACTION 8 Establish database of point of contact for each location (Advocates/activators in leisure centres).**

Done. Needs updating following Leaders Award Course held at Chippenham on 5 Nov 15 and then posting on WSRA website.

**ACTION 9 Review coach database to ensure who are active, available and ESR members.**

Done, needs posting on WSRA website. Email sent to all coaches on 15 Mar 16.

**ACTION 10 Meet Wiltshire Sports Development Team (September 2015) to progress their support.**

Done. On-going engagement.

**ACTION 11 Appoint a coordinator/point of contact for racketball.**

To be considered at next committee meeting.

**ACTION 12 Hold at least two female development sessions.**

2 x 8 week 'Squash Girls Can' programmes delivered in Feb & Mar at Chippenham (Sun morn) & S Marston (Thurs eve). 38 females attended sessions and both programmes are still on-going. SM ladies now have FB page and newly formed ladies team. Due to play fixture on 19 May 16 against Chippenham ladies. Regional Girls Festival held at South Marston on 24 Jan 16 – 54 girls attended. 2 x female squash players nominated for Level 1 coaching courses – attended and passed Jan 16. 2 more females nominated for Level 2 courses in Nov 16 & Jan 17.

**ACTION 13 Produce online calendar of this coming year's events.**

Update required by owner

**ACTION 14 Ensure online match results operational and squash levels data transfer.**

Update required by owner

**ACTION 15 Target squash for Sainsbury's school games.**

Squash included within School Games framework for 2<sup>nd</sup> consecutive year. This year's competition to be held on 7 July for Year 6 Primary School pupils – 8 Schools participating. Need to include more Schools in more areas to get squash included as a main stream sport – Phase 1 & 2 competition. School games programme currently being reviewed and awaiting Sport England report.

**ACTION 16 Expand the existing schools programme in the East into South and West sub regions.**

Grass-Root Development Funding (GDF) used to expand County School's programme to South & West regions. 8 Primary Schools in Chippenham & Salisbury received part funding in Feb & Mar. Programme delivered to 360 children. Chippenham Junior Squash Club started in April as a result. An application for Satellite Club funding has been made for Secondary Schools programme in



Chippenham. New Salisbury School's programme being arranged for delivery in Sept 16. East region Schools programme has also expanded; now includes 3 Secondary Schools and 12 Primary Schools.

**ACTION 17 Facilitate the introduction of on-line mini box leagues at all sites with 2 or more courts (Tier 1 and 2) (ESR recommend SportyHQ which is free).**

Leaders Award Course promoted SportyHQ box leagues. I believe South Marston is currently the location using the software.

**ACTION 18 Review County team structures and support with the objective of widening representation.**

To be discussed at next meeting – proposals attached. Aim is to widen representation.

**ACTION 19 Establish sub regional competition creating a pathway to full county participation.**

Sub-regional junior Grand Prix events have been scheduled for 2016/17 season. Senior competitions to be arranged once regional framework has been adopted for Senior activity.

**ACTION 20 Agree a facilities strategy to assist with maintaining and improving court conditions.**

Ongoing. Tier 1 facilities currently receiving funding for upgrades. Oasis LC the most recent - £15K refurbishment programme. Court loss data is being collected by the Regional Forum.

**ACTION 21 Progress discussions with Council sports officers about maintenance.**

Ongoing. Difficult due to mixture of Council appointed operators although most facilities to come back under Council control by 2018.

**ACTION 22 Find someone who knows about squash courts and usage in military sites.**

Update required by owner.

**ACTION 23 Draw up plans and pursue opportunities for a Regional Centre of Excellence/Academy in Wiltshire.**

Discussions with County Sports Partnership and England Squash are ongoing. Has been raised as a priority due to threat of recent court closures within County. Partnership arrangement with Swindon New College has recently been discounted.

**ACTION 24 Collate coaching information from Audit with the current database information.**

Done – see ACTION 9

**ACTION 25 Target 2 female coaches to work with Dax Mellor.**

Done – see ACTION 12

**ACTION 26 Offer a level 1 coaching course in Wiltshire in 2015 and a Level 2 in April 2016.**

County Level 1 Coaching Course delivered on 10/11 October at Chippenham – 5 x Wiltshire candidates qualified.

Squash Leaders Award Course delivered on 5 Nov at Chippenham – 14 x Wiltshire candidates qualified.

Female Level 1 Coaching Course delivered on 16/17 January at Kenilworth – 2 x Wiltshire candidates qualified.

Regional Level 1 Coaching Course delivered on 27/28 February at Reading – 4 x Wiltshire candidates qualified.

Paul Carter conducting two coaching workshops at South Marston – 23 May 'Innovate your Coaching' aimed at Wiltshire Club coaches and assistant coaches. 24 May 'High performance coaching programme' aimed at Regional Coaches responsible for delivering advanced County programmes.

Female Level 2 Course scheduled for 26/27 Nov – 2 x Wiltshire candidates nominated. County Level 1 & 2 Courses earmarked for Spring 2017.

**ACTION 27 Hold a referee workshop in Devizes in November - aim to qualify 10 more at club level.**

Held on 10 Nov 2015. Number of candidates that attended was low.

**ACTION 28 Coordinate some rules training for Juniors who represent Wiltshire.**

Marking and refereeing coaching now given at Junior County training days.

**ACTION 29 Establish a volunteer's database.**

Update required by owner.

**ACTION 30 Find a marketing coordinator to give impetus.**

No action recorded.

**ACTION 31 Find someone to establish press contacts for the 3 regions and get monthly articles inserted, Commence social media Wiltshire Squash focus.**

Contact made with Wiltshire Gazette & Herald, Salisbury Journal and Swindon Evening Advertiser. Recent press articles have featured the Junior Squash Girls Festival and the threatened closure to South Marston.

**ACTION 32 Ensure all key people have digital imaged Wiltshire Squash logo and headings for posters/fliers etc.**

No action recorded.

**ACTION 33 Take all reasonable steps to secure external funding for participation projects.**

£2500 of GDF external funding was received via the Regional Forum on 28 Jan 2016. As agreed by Exec at last meeting this amount should have been match funded with a contribution from ourselves of £1250 which has yet to be received.

A Sport England small grants application of £10,000 has been applied for. Money should be in place by September 16. In addition, the South Regional Forum have made a £9000 bid to the National Forum for a Mini-Squash Schools programme which will fund delivery in Wilts, Hants & Bucks.

**ACTION 34 Review county team expenses policy.**

I believe this has been done and the new policy has been updated to the WSRA website although this version, shown as a footnote to the existing constitution, is shown as being revised 5 Jan 15. Is this the new policy and if so has it been agreed by the Exec?

**ACTION 35 Seek County sponsors for programmes.**

Sponsorship has been found to assist with purchasing Junior County Team Shirts for the 2016/17 season. Two other sponsors have also offered to assist financially with the running of two Junior events; Wiltshire Junior Open and Wiltshire Junior County Closed.

**ACTION 36 Review constitution and amend to allow individual membership.**

New version of the constitution includes provision for a membership subscription to WSRA although the fee and structure for which the fee is paid has still to be decided.

**ACTION 37 All locations operating mini box leagues or activity programmes should introduce ESR individual membership.**

New version of the constitution includes provision for a membership subscription to ES.

## **10. Appendix C – League Report 2015/6**

Firstly, my apologies for not being present at the meeting to present this report in person. Work has again regrettably intervened.

This season the summer league comprised of six teams so the standard home and away format was used. There was some discussion as to the home team's paying for hospitality but this was overruled in favour of the standard summer arrangements.

After a good ten weeks of matches the league was won by Wessex 2 by a single point over Trowbridge. Congratulations to both teams and to all of the other teams who took part.

As has been the case for a number of years the winter league was split into two "seasons". The first half proved very competitive and was won by Defence Academy, South Marston and Marlborough C respectively for divisions 1,2 and 3.

The second half of the season was again competitive throughout with promotion and possible relegation issues going down to the last matches. The second half victors were Cricklade 1, Marlborough B and Cricklade 2.

In the play offs the division one match was close fought being closely won by Cricklade. South Marston were struggling for eligible players in the division playoff against Marlborough B. Notwithstanding this the result again came down to the final match and was won by Marlborough. I have not seen the result of the division three match and cannot comment on this.

Although a more harmonious season than last there was one issue which caused friendly debate. This related to the belief (wrongly as it happens), that division 1 matches had to be on a Thursday. I have accordingly put forward a number of proposals so that this can be clarified and then embodied within the rules. Personally, I have no preference but I do have the desire to see MORE teams in the leagues rather than less. I am not a fan of "double headers" and would suggest these no longer happen.

On a general note it is of concern that notwithstanding the excellent work put in by Dax Mellor at a lower level within the county we are losing players, teams and venues from the leagues. We do need

to address this across the board but with impending possible closures at South Marston and Cricklade, the loss of teams from Melksham, Chippenham and Corsham in recent times and the very high costs of fielding a team from a leisure centre, urgent action, I feel nationally and probably locally, needs to be taking place to encourage more players to participate in county league squash.

Neil Marshman

May 2016

## 11. Appendix D - Constitution

# WILTSHIRE

## Squash Rackets Association

### 1 Name

The Association shall be called "Wiltshire Squash Rackets Association" (WSRA)

### 2 General

England Squash has incorporated racketball into normal activities and all references to "squash" shall be deemed to include "racketball".

### 3 Objectives

- a) To represent the England Squash (ES) and act on its behalf and under its authority within geographical boundaries of Wiltshire as defined and agreed mutually between the WSRA and ES.
- b) To maintain and uphold the rules and objectives of the National Governing Body (ES)
- c) To adopt and implement ES child protection guidelines and procedures.
- d) To maintain an Equal Opportunities policy and to ensure that county practices and procedures reflect equal opportunity. To act without distinction of sex, or of political, racial, national, religious, or other opinions.
- e) To develop, promote and encourage the game of squash and to further its growth and development at all levels within the county in conjunction with ES initiatives.
- f) To train, select and manage county teams for inter county matches; to arrange individual county championships and other competitions as it shall deem necessary for the fulfilment of objectives.
- g) To reinvest surplus income and assets for the benefit of the aforementioned objectives. Neither surplus income nor assets can be distributed to WSRA members or non members.

### 4 Members

Clubs, organisations and individuals who are appropriately affiliated to the ES

### 5 Subscriptions

- a) Members shall pay to ES, subscriptions determined from time to time by its Board of Directors and published as a Byelaw of the Association.
- b) Members shall pay to WSRA any league fees and levies set by the WSRA as determined at the Annual General Meeting of the WSRA.
- c) Any fees due to WSRA shall be paid by 1<sup>st</sup> August if related to winter league activity and by 1st April for summer league. If league fees and or levies remain unpaid three months after the due date, the member, at the discretion of the committee, may immediately be suspended and forfeit all rights within the WSRA until such fees are paid.
- d) Any organisation or individual wishing to return from suspension will be responsible for payment of any outstanding liabilities incurred earlier and remaining unpaid.

### 6 Management

The powers vested in the Management Committee relate generally to the requirements that are necessary to enable the fulfilment of objectives of the WSRA as stated in section 3. These powers include:

- a) Determining policies in harmony with those of the National Governing Body, appoint an ES Council delegate, decide on matters referred to by ES and seek guidance from ES if necessary, on legal matters
- b) Creating such sub-committees as deemed necessary, e.g. coaching, disciplinary, juniors, league, selection and ensure that actions and decisions of the sub-committees are ratified
- c) Ensuring that the day to day running of the County Association is competent, determining the level of league fees and levies employing county funds in such a manner as deemed most effective and in the best interest of the WSRA. Nominating authorised cheque signatories: at least two signatures will be required when funds are drawn from the county's account.
- d) Co-opting members to fill vacant positions on the Management Committee
- e) Deciding on county awards for distribution or merit and to propose higher awards to the ES
- f) The Management Committee shall consist of members elected annually to cover the following positions  
Chair, Secretary, Treasurer, League Secretary, Junior Chair and up to 3 further members.
- g) One of the committee members shall be of the opposite gender. If there are no candidates available to meet this requirement, at least one vacancy on the committee will be maintained until such time as a suitable candidate can either be elected or at least co-opted.
- h) Additional (non voting) members may be coopted to the Committee as deemed appropriate.
- i) A quorum for the committee shall be 4 but must include 2 from Chair, Secretary and Treasurer.

## **7 League**

- a) The Wiltshire Squash Leagues will be open to teams whose home venue is currently and appropriately affiliated to ES. Affiliation fees to be paid by 1<sup>st</sup> August or within 1 month of their renewal affiliation date. The committee reserve the right to refuse entry to the league to non-affiliated clubs.
- b) The Team entry fee will be determined at the AGM of the Wiltshire SRA and is due, at the latest, by 1<sup>st</sup> August. Teams whose fees have not been paid may be excluded from the league.
- c) A League secretary, under the jurisdiction of the WSRA Management Committee will be responsible for routine activities. Changes to the rules must be proposed at the WSRA AGM and each club will have 1 vote.
- d) Divisional trophies are the property of WSRA will be held for one year by the winning team/club but are to be returned to the league secretary within 14 days on request.
- e) Every ESR affiliated club within the defined WSRA boundaries is strongly encouraged to send a representative to the WSRA AGM..
- f) Detailed league rules will be maintained as an Appendix to this constitution.

## **8 Annual General Meeting**

- a) The AGM will be held during May or June each year.
- b) Not less than 21 days written notice shall be given to clubs and organisations, stating the business to be transacted and providing a copy of the previous AGM minutes.
- c) Copies of the current Annual report and current balance sheet should be provided - in advance preferably, but at least handed out before the meeting commences.
- d) Mandatory items for the AGM are - Approval of previous minutes and matters arising, annual report incorporating league results, adoption of the accounts, election of management



committee, league rule changes, other business (subject to fulfilling the appropriate notice period)

- e) Any other business items should reach the secretary in writing at least 7 days before the AGM
- f) All nominations for elections shall be proposed and seconded by a current member entitled to vote at an AGM and shall be made in writing to the secretary at least 7 days before the AGM.
- g) All affiliated clubs and organisations are strongly encouraged to appoint and send at least one nominated representative to the AGM to vote on their behalf.
- h) Voting will be primarily by show of hands with a simple majority required for matters unrelated to the constitution. A secret ballot may be conducted if requested by 10% of the members present and entitled to vote. Each ballot paper shall show the name of the member organisation, representative and the way the vote is cast in support or against the motion. In the event of a tie, the Management Committee Chair has a casting vote.

### **9 Extraordinary General Meeting**

- a) The Management Committee may call an EGM at anytime, stating the business to be transacted and giving clubs and organisations at least 21 days notice in writing.
- b) An EGM may also be called by a number clubs or organisations providing that they are appropriately affiliated to ESR. The number required will be no less than 25% of the affiliated clubs for that year. A letter signed by an officer from each of the clubs or organisations requesting the EGM must be lodged with the WSRA secretary giving details of the business which it is proposed to discuss. The EGM must be held within 28 days of the receipt of such letter.
- c) A representative from each club or organisation calling the EGM must be in attendance at the EGM.
- d) Voting entitlement is the same as for an AGM (see para 8h)

### **10 Alterations to Constitution**

Alterations to this constitution can be changed only at an AGM or EGM and require a 75% majority of those present and entitled to vote.

### **11 Dissolution**

In the event that dissolution of the WSRA is necessary, the assets of the WSRA should be converted into cash in order to discharge any liabilities. Any balance remaining must be transferred, with a closing balance sheet and report, to ES as the National Governing Body (also see 3g).

