



## **Club committee meeting – 9<sup>th</sup> December 2022**

**Time: 19:45pm – 21:00pm**

**Meeting Attendees:** Matt (Club Chairman) / Leon (Club Secretary) / Viktor (Club Welfare Officer) / Vince (Club Treasure) / Enock (Club Webmaster) / Vaughn (Club football Adviser) / Nick (Business and Communications manager)

**Apologies:** James (Webmaster) / James (Football adviser)

## **Agenda**

### **1. Club Membership**

It has been a successful year for HEJ football club as we have been awarded FA star 1 accreditation. It was acknowledged during the committee meeting that this was a good achievement for everyone involved with the football club and a lot of time and effort has been given. The club development plan has been approved by the FA but this needs to be reviewed and updated annually. We now have a HSBC community and charity club account set up and all memberships are paid into this bank account. We now have 32 registered players on the FA whole game system who are assigned to the three HEJ teams. All of these registered players are paying the current annual membership of £130 a year in two payment instalments on the 1<sup>st</sup> of April and October. We now have eight committee members making joint decisions in the best interest for the football club. All of the club volunteers have been DBS checked and if not already completed are in the process of undertaking relevant FA courses. It was recognised that as the club grows and gets bigger we would need to consider finding a larger club venue however Giffard Park school is an excellent football venue at this time. The football club has formed a good working relationship with the school management team.

Hej Reds (u8) have had a successful first year playing football in the MKDDL u7 league and moving up to the u8's league. Hej Reds have gone a whole calendar year unbeaten in the MKDDL league games and continue to have 10 players in the squad. Hej Blues have done well since they started in the U7's league and have now a full squad of players but a few changes of players due to medical reasons. We have recently set up the second u8's team (Hej Greens). We have encountered difficulties finding a team coach / manager for this team. Matt has kindly offered to manage and run this team in the short term and will need to be enrolled on a level 1 FA coaching course. James has completed his play maker course and doing his FA level 1 coaching course in January 2023 and is keen to help out with the coaching and has a lot of experience from his football career. Vaughn continues to manage

the HEJ reds team and assist with his coaching on Fridays and shared his knowledge of Grassroots football with the club committee.

There have been a few issues with players not attending regular training sessions over the last few months but some of the parents are still expecting their child to play in league games on Saturday mornings which is being fairly managed by team managers and coaches. Each team continues to train twice a week on Monday and Fridays at Giffard Park School 6-7pm. There have been some discussions as we are limited on training space during the winter months on the school field but we are making this work the best we can without overplaying on the pitches and the training times will be staggered as from September 2023 on Monday and Fridays. It was agreed Monday and Fridays will remain the club training days.

There has been a reasonably good turnout at training sessions over the last few months and numbers have increased. The committee members acknowledged that we need to rotate the match and training playing areas on the school field to preserve the grass field as best as we can over the winter months.

The football club would like to grow the number of memberships in 2023 and mini kicker training sessions need to start for 5 years olds as from January 2023 with the view of setting up new teams by September 2023 in all the age groups. It was acknowledged that for the club to grow in numbers and be sustainable long term we would need to invest in parent volunteers and the club would need to invest some on the volunteer DBS checks and FA level 1 coaching courses to ensure we meet the FA compliance.

The committee was in agreement that we do not want to grow the club too quickly and not meet the FA compliance and put additional financial pressure on club finances. It was also recognised that we need to carefully manage the club budget and monies for this calendar year in 2023 and ensuring each team has a nice match kit to wear and we have started to plan and review the next year's budget to ensure the club has enough revenue to cover all the team registration costs and funding for the teams and annual presentation and Christmas party.

The club committee remains divided on whether the annual membership fee for each player should be increased by the club as from April 2023. There were suggestions put forward during the meeting that the club's annual membership fee should increase from £11 a month up to £15 a month and there were mixed views and not all committee members were in full agreement of this plan. There have been two payment options put forward the membership remains at £11 a month and parents will start to contribute separately for future match club kits and training kits for their own child. Or the match kits will be included in the membership cost if increased to £15 a month. It was agreed this would be revisited at the next committee meeting at the beginning of 2023. No decision made at this meeting and to be further reviewed but it was agreed the club finances need to be carefully managed to ensure the club is sustained.

It was recognised during the meeting that our first Pre-season tournament on the 9<sup>th</sup> of October 2022 was a great success as this was our first attempt of running a tournament. Positive feedback was received from other teams who attended the event and it was well organised and safely managed. The tournament was good fund raiser and generated £2600 for the club.

## **2. Sponsorship**

The football club received a generous sponsorship from Jungheinrich in June 2022. This money paid for two full Puma match kits with logos, names and numbers on every kit. The remaining sponsorship money covered 8 Puma training kits which were sold for £20 a kit to the newer players. Each team was also given a full first aid kit bag. The club have also received generous donations from Shire's construction, who brought the football club a set of match goals in October 2022 and kindly sponsored the tournament trophies. Flinn construction sponsored and brought 10 training winter jackets for the Hej Reds team. HEJ coffee London sponsored the tournament programmes and recently brought all the members HEJ winter beanie hats. Other local companies brought the football club a set of training and match balls.

Lots of discussions took place during this meeting about the club's future sponsorship policy. The committee members were all in agreement that we want all of the club members to have equal opportunities and the same standard of match and training kits but further discussions are needed. It was agreed by the committee members that all future club sponsorships need to be agreed by the committee before accepting individual or generous offers. Nick will be reaching out to some local companies to enquire about club sponsorship deals rather than individual team sponsors. All future sponsorships need to be received by no later than June 2023 so there is enough time to order match kits and essential training equipment's and for budget to be planned.

### **3. Club Finances**

The club finances remain tight this year and have been well managed by the club treasurer who managed the club outgoings. All the club money which has been spent is well accounted for. The football club increased the payments to £130 a year in April 2023 this has generated additional money for the club to cover all the extra running costs. The school pitch hire varies each month between £250- £350 a month. However, we have recently increased the pitch bookings on Saturday mornings and it will increase the hire costs again in 2023 when the mini kicker sessions start. However it is hoped the mini kicker sessions will generate the club additional membership money but it will take a few weeks to establish regular attendance.

The pre-season tournament generated a lot of extra money for the club which has gone towards the running costs. The football club invested £450 on new floodlights this year and paid £375 for the new match kits for Hej Greens (u8's). There were further discussions about how club money should be spent moving forward. The committee agreed that it would be a good investment to purchase our own storage container in the near future but we agreed to speak to the school to enquire whether we could use one of the metal storage containers. The school have been using some of our club equipment and training bibs from the storage cupboard over the last few months and some equipment has gone missing and some of the goals have been damaged and has had to be replaced.

To set up new teams each year we have to pay the FA £50 per team to cover the admin and insurance costs and we have to pay the MKDDL league £25 per team to enter the league. The club has been covering these additional costs from the membership fees. The football club currently has around £2,283 in the club HSBC account and there are three more monthly invoices due to be paid before the next set of membership payments are received on the 1<sup>st</sup> of April 2022.

The club has enough football and training equipment but it was recognised during the meeting that we would eventually need to invest in other equipment such as, respect markers, foldable squad benches for match days, training ladders, and we needed to ensure

our football equipment was being taken care of and not misused, lost or damaged as this would cause additional expenses for the club to replace. Discussion around purchasing further flood lights for next year.

#### **4. Safeguarding Matters**

The club committee takes safeguarding matters very seriously. The safety and well-being of each and every member is of paramount consideration. There have been some low-level incidents reported by coaches and parents within training sessions which have been managed internally and resolved appropriately with follow up discussions and advice given. There have not been any significant safeguarding matters reported within the club. There have been a few poor practices observed during league matches from other club managers and coaches displaying inappropriate behaviours which have been reported to the league and FA.

It was agreed that all parents need to be present with their child/children during training sessions and matches. Players should not be left alone under any circumstances. Parents contact details should be regularly updated and stored by team managers and coaches in the event of emergencies. It was agreed that as a football club we need to implement stricter measures at the beginning and at the end of every training session and match to prevent accidental injuries from happening. The football club does not tolerate any verbally abusive or threatening behaviour, no dogs are allowed at the school under any circumstances, no smoking policy and no alcohol under any circumstances. Respect markers are used at every home game to keep players and spectators safe.

#### **5. Future Fundraising**

A date will need to be set for the club summer tournament for 2023 as this is the main source of fundraising and it will take a lot of time and effort to organise.

Club sponsorships will need to be secured by no later than June 2023 which will allow plenty of time for kits and equipment to be ordered before September 2023.

Additional fundraising ideas need to be put forward and considered by the committee.

#### **6. Club Website**

The club website has been created and looks great but further work is required to make the website better over the next few months. It was agreed that a club shop would not be a viable idea at present time as the club is still small in size and would take a lot of time and effort to set up an online shop for only 30 members. Information about individual teams' needs be uploaded onto the club website, match fixtures, and club information to be updated regularly and more photos and testimonials and information about the community work the club is doing.

#### **Success stories**

The football club likes to celebrate success, there are now three HEJ teams set up and running. Our welfare officer Victor has completed his level 1 coaching course this year. HEJ reds were invited to play at Peterborough Academy in May and two teams played at Arsenal Hale End Academy on the 5<sup>th</sup> of November 2022 which was an incredible experience and day out for everyone involved.

#### **Any Other Business**

The Christmas party for all the club members has been arranged for Sunday the 18<sup>th</sup> of December 2022 at Milton Keynes Power league 11:00am – 14:30pm. The Christmas party budget was £200 which was sponsored by HEJ coffee London. There were previous discussions within the club committee about whether members should be charged to attend the party however the club decided to make this free for all. Dodgeball outside and FIFA PlayStation tournament to be held inside and refreshments and pizzas provided to all children and few prizes to be handed out to some of the players. All the final party details were discussed and agreed at the meeting.

