



WATFORD WALKING FOOTBALL CLUB

AGM Notes to Members

Date: 19-Apr-18, 8:30-10pm

Location: MERIDEN CENTRE

The notes are provided to inform members of the activities to date in setting up the Watford Walking Football Club. It is proposed that these notes are read ahead of time to minimise need for the Steering Group to go through in detail. The initial part of the AGM will provide an opportunity for members to ask points of clarification and ask questions as necessary against the notes below.

The main issues of focus for the AGM are:

- Membership going forward
- Running of training sessions
- Election of new committee to take club forward

1. STEERING GROUP ACTIVITIES

1.1. Finance

1.1.1. Members

60 on the members list; 56 paid the £20 members joining fee; 55 membership forms completed. 45 opted to pay in advance; 13 PAYG, 2 long-term absence on hold.

Payment of Subs:

- Of the 45 paying in advance 1 is currently injured (Sam B); 15 paid 4 months to June 2018, 30 are paying monthly subs
- 11 members have overpaid - total £120 credits due to them; will either receive credits against May or July; or a refund if requested
- Of the current 13 PAYG; 9 have attended sessions and paid £4, plus 2 of Ged's mates
- Injured players do not have to pay subs until they are fit and participating in WF sessions again.

1.1.2. Barclays Bank

Barclays account set-up late January 2018; as at 7th April 2018 the bank balance is £3,006 plus £5 cash. Grant of £1,980 received from Herts CC 22nd February – thanks to Steve Moss and Will McCafferty. Has been spent on Meriden pitches to end of June 2018, and insurance.

1.1.3. Cash Forecast to 30-Jun-18 (End of WWFC financial year)

Herts CC provided £1,968 as start-up costs. Forecast 30-Jun balance is around £2,600, based on members paying a monthly sub of £15. Intention to always retain a buffer of 3 months for pitch rentals and ad hoc costs.

Likely that subs will be maintained around £15 per month for the next 12 months based on sessions costing £70/session at Meriden, and £63 at YMCA on Thursdays from 01-Oct-18 to 31-Mar-19.

1.1.4. WWFC Budget 2018

A budget for 2018/19 will be prepared by the committee following the AGM.



1.2. Insurance

Several people involved in the insurance investigation. Close out was completed by Jonathan Sinfield.

- Public Liability required for Meriden so that was a MUST: *Public Liability Insurance is designed to cover you should you or your organisation be accused of injuring someone or causing damage to their property.*
- Professional Indemnity
- Participant to Participant Liability provides legal support to protect any member be sued by another player, it does not provide support to someone wanting to sue another player.
- Professional Indemnity and Trustees Liability was set up to protect any committee members from litigation: *Committee Members Liability Insurance (also known as Directors & Officers or D&O Insurance) is designed to protect trustees, committee members and others in similar positions should there be claims made against them as individuals or if allegations are made against them personally. Some of the threats that committee members may be exposed to are:*
 - *Alleged breach of statutory duty – e.g. health & safety*
 - *Alleged breach of trust*
 - *Alleged breach of duty of care*
 - *Alleged libel or slander*
 - *Alleged discrimination or harassment*

nsure4sport (with RSA)		Max 3 Teams
Public Liability	Up to £5 million	£ 167.97
Professional Indemnity	Up to £1m	
Participant to Participant Liability (Member to Member)		41.91
20% Introductory Discount		209.88
		41.98
		167.90
Markel		
Professional Indemnity and Trustees Liability		78.40
Total		£246.30

1.3. Session Locations

From 01-Apr-18:

Monday night 8-9pm; full pitch, excluding Bank Holidays, on an ongoing basis.

Thursdays 8-9 pm, full pitch until 30-Sep-18.

From 30-Sep-18:

Meriden can be retained until advised otherwise. However, another venue for Thursday from 01-Oct-18 will be required though the winter. Most likely location is YMCA Leavesden. New committee may review other locations including new venue at Northolt under Middx FA.

Meriden payments made up to 30-Jun-18. Need to be paid in advance each monthly thereafter. Public Liability in place to allow playing at Meriden and other venues (no PL required for YMCA).

The Steering Group would like to acknowledge and thank Richard (Dickie) Cowling securing the YMCA back in Nov-17, and Will McCafferty for negotiating sessions at the Meriden.



1.4. Running of Sessions

We have been fortunate with Ged Mclaughlin providing balls and bibs, and Dickie organising teams. Thanks also to Bill Melsome who turns up each week for both session as referee. How the sessions are run is up for discussion at the AGM. There has already been progress with the start of alternate Thu sessions segregated under the direction of Dickie and Michael.

40 flat discs have been purchased for use at the Meriden for session and matches.

We have established registration method for Meriden which is required as part of our insurance to know who was in attendance in case of a claim. All attendees will need to swipe in at desk (as previously). Non-Trust members will need to register. Meriden will retain list and provide back to WWFC on monthly basis.

1.5. Referees

WFA holding three referee training sessions for free. Bill is 1st reserve for 21-Apr, Will and Richard booked on 23-Jun session. Possible sessions arranged by WFA for completing locally working with other WF clubs such as Barnet and Cheshunt @ £500 plus venue hire. Alternative being considered is for WWFC trained referees (including Jonathan) to hold session one Sat to instruct wider membership on basic refereeing.

Steering Group agreed need to introduce the Blue Card – sin bin of appropriate length for games e.g. 2 min for 8 min games, 4 mins for 20 min games. Need to agree offences and number of offences to receive blue card.

Steering Group agreed that match referees to be paid £20 going forward.

1.6. Data Protection Policy

Watford Walking Football Club, as an organisation, is required to comply with the General Data Protection Regulations. Designed to protect you the individual and the club against misuse of personal information.

The membership forms will be updated to reflect the compliance requirements. For the existing membership we will need each of you to respond to an email as written below that you agree to the following with a simple “Yes”.

I agree for Watford Walking Football Club to possess hold and manage personal data relating to me for the purpose of membership and management of the club.

I also agree for my details to be shared with third parties where necessary in relation to related club activities. This is will include but not limited to completion entry registration, League registration and insurance cover.

I understand and agree that the data is only held while I am a member of the club. In the event of my leaving the club, any data or information relating to me will be deleted.

1.7. Membership

The Steering Group agreed NO MORE <50 members and to request members not to bring anymore friends for time being. There is a need for a Membership secretary:

- roles would work with Treasurer to ensure payments
- would manage waiting list working with committee on needs of any additional sessions
- look after the session registration list



For the time being, the Steering Group agreed to the follow:

Waiting List For New Members

No more new members, waiting list to be produced. Send out forms as per normal members, put on a waiting list. Availability for joining will depend on session numbers and possible need to extra sessions.

Injured Players

Injured players allowed to stop paying following month until they return when they can either go PAYG to month end or pay full monthly fee.

Non-Injured Players

No re-imburement or switching back and forth between PAYG/monthly will be allowed due to the complexity.

1.8. Asset Register

An asset register has been produced which includes kit bags, three sets of kits, balls, bibs, cones, medical box, etc.

1.9. WWFC Logo

Our new logo has been produced by Michael Adams and the IP rights donated to WWFC.

1.10. Website

A new website has been developed by Steve Dyett and Michael Adams, and should be going live shortly.

2. WWFC REPRESENTATIVE TEAMS

2.1 League Squad

Notes from Gary.

2.2 Friendly Teams

Friendly team originally started in Mar-17 by Andy Roads and Richard Manning in response to attendees wish to play matches. Andy stepped back at the start of 2018 and has now been replaced by Glenn Cato. So far the Friendly team has played 17 friendly matches and 6 tournaments/festivals including winner the mixed gender tournament at Barnet. The Friendly Team has been graced by 47 different players. Most matches Richard and Andy (14), Ken Littleboy and Steve Harrington (12), Alan Cutter and Graham Bell (11).

2.3 Over 50s

Glenn is managing a League quality over 50s (under 60) side entered into the WFA Cup.

2.3 Over 60s

Will McCafferty is managing a League quality over 60s, Jonathan Sinfield a Friendly version. Both are entered into the WFA Cup.



3. AGM

The AGM will be at 8:30 pm @ Meriden after training session. Proposed agenda:

AGENDA:

- 1. Introduction (current committee members)**
- 2. Status information Q&A**
- 3. Formal Approvals:**
 - a) Constitution**
 - b) Rules**
 - c) Codes of Conduct**
 - d) Club name**
- 4. Discussion on Current and Future Membership**
- 5. Going forward – election of officers**
 - a) Chairperson**
 - b) Secretary**
 - c) Treasurer**
 - d) Membership Secretary**
 - e) External affiliations**
 - f) Player representative(s)**
- 6. Going forward – Potential Annex/Adhoc roles invited to meetings for particular topics**
 - a) Social Secretary**
 - b) External funding**
 - c) Training session representative**
 - d) Referees**