



Executive Meeting Minutes

Date: Saturday 5 February 2011

Venue: Cannock

Minutes

1. Apologies

Several members emailed their apologies in advance of the meeting: Sandy Richards, Lili James and Karen Evans.

2. Minutes

The minutes from the previous meeting were reviewed and clarified with regards to one item concerning club scores of one.

3. Matters arising

- **Reviewing IDG:** it was confirmed this review would be undertaken in April [Action: HS and DD]
- **Indoor milestone matches:** an update was provided and it was confirmed that to record all the games each umpire officiated in the Indoor programme would require manual input on a regular basis as tournament appointments are not entered onto the web system. However, a question was raised as to the criteria of games that would qualify towards the tally, as not all games appointed through the web system for the outdoor programme contribute towards the finally tally, such as U16 matches etc. It was agreed this needs further investigation and understanding of the commitment to enter each appointment. [Action: RW to investigate further]
- **Coaches milestone matches:** an update was provided and it was agreed this should be investigated with Tex Solutions, possibly recording the number of coach/assessor appointments, dating back to when the web system was first introduced as it records all appointments. A similar milestone recognition process as used for umpires could then be introduced for coaches/assessors. Further investigation and costs to be scoped. [Action: RW]
- **Pin badges:** an update was provided on stocks and it was agreed that pin badges will be issued to new members and re-issued at Conference 2011 to those existing members who do not have one yet. A new order will be looked into, depending on stocks in September 2011. [Action: SC]
- **PUP owner:** An update was provided and it was confirmed that an "owner" for the PUP had not been determined, DD to find a new owner outside of this Committee. [Action: DD]
- **Insurance policy:** EHB provided useful information regarding insurance policies for international umpires. It is to be confirmed if this includes EHF appointments and training games. Additionally, it was confirmed the EC need to clarify personal injury cover costs and how this compares to regions. [Action: DD]
- **GB POP representatives:** In December Martyn Gallivan confirmed he would step down from GB POP. The NPUA were asked by GBPOP, through EHB to make nominations. The NPUA undertook a process to ascertain willing nominees and made suitable recommendations. The recruitment process is currently ongoing.
- **Umpire shirts:** it was agreed the Committee would further explore the provision of new / replacement umpiring shirts. [Action: RW]

4. Priorities in 2011

The EC reviewed the priorities for the NPUA, which were originally identified at the strategy workshop in June 2010. Given the reduced budget and capacity of the Association, these were discussed and clarified for 2011, including areas of responsibility for each EC member, improving ways of working and response time to queries.



It was agreed that the areas of responsibility would be made more visible on the website in order to inform members of who best to contact concerning different issues, therefore reducing the number of people involved and ensuring members receive a timely response by contacting the correct person directly. The purpose of which is to improve efficiency and the service to members.

It was also confirmed that any emails to the Chair requesting a decision to be made, should be cc'd to the Secretary. This process will need adding to the web handbook and clarified on the website through a news item. [Action: HS]

It was suggested that the web system may be able to provide a facility where members can submit queries or suggestions that are then directed to the appropriate person via drop down selection boxes etc. This will be explored further to determine if it would provide a more efficient service to members. [Action: RW]

The development of women's umpiring was also discussed. It was confirmed that Julia Gill was investigating channels to develop Level 3 Umpires already in the association, with the possibility of establishing this group during the current season. This was in addition to the offer from Dawn Henning to explore ways to work with regions to encourage more female umpires into hockey and to achieve their Level 3. To be followed up with each individual [Action: DD]

5. Budget for 2010/11

RK provided an update on the Budget and the EC discussed members who have not paid their full subscription, as the deadline was 31 January 2011.

In order to make the process more efficient, a trigger for when young members turn 21, so that their membership status can be clarified, will be investigated. [Action: RW]

It was agreed those who had not paid their subscriptions would be contacted directly. [Action: RK]

A question was submitted by a member, concerning the budget for accommodation costs during the Indoor programme. It was clarified that all NPUA accommodation is paid for from the EHB budget.

The EC were delighted that since the last EC meeting and reminder news items regarding entering expense claims into the system to help manage the budget more closely, nearly all members have done so, for both the first half of the Outdoor programme and the entire Indoor programme. A news item thanking the membership for inputting their expenses in a timely manner, which has significantly helped the EC manage the budget over the last quarter, will be added to the website. [Action: HS]

6. Conference 2011

MT provided an update on Conference 2011. It was agreed a similar programme to last year will be used, with a few adjustments for new content and time constraints.

It was agreed that several people will be approached about contributing to the individual sessions and that those who offered assistance with the organisation of the Conference will be contacted. [Action: DD, MT and HS]

A news item to advertise that members can start to save some of their expenses towards conference will be added to the website. In addition, the cost of Conference will also be explained to ensure members are informed. [Action: HS to add news item, RK to confirm cost to HS]

MT to circulate the draft programme and all to feedback by 19 February. [Action: MT and ALL]

7. Webmaster



RW provided an update on the possible changes to the website as suggested by Tex Solutions. The EC agreed which changes could be authorised.

[Action: RW]

8. Clothing

RW and HS provided an update on the new casual clothing range. The new range of TK casual clothing has been well received and orders are increasing. The full range has now been launched and new photos have been commissioned for the website thanks to willing volunteers who have donated their time and skills. The new photos will be used as part of an additional marketing campaign which will be sent to all members and channelled through the website and Facebook.

Marketing literature will be circulated to the membership detailing options, sizes and cost. [Action: HS]

New photos to be added to the members' shop [Action: RW]

The option to offer a service to print names on the back of umpiring shirts, at Conference 2011, will be explored [Action: TB and RW]

It was confirmed a Members' Shop at Conference 2011 will be provided, showcasing the clothing range, with stock present for members to purchase items on the day and marketing clothing on racks and displays [Action: TB and RW]

9. Coaching

SR provided a written update on the coaching competence model, which MT delivered. SR has been working closely with EHB to align the model with current EHB thinking.

The coach candidacy assessment criteria are to be circulated for the EC to review. Feedback to SR and MT by the end of February [Action: SR].

Any available budget that may be used for coach assessor development will be investigated and confirmed [Action: RK]

It was confirmed Gamebreaker is still available via Tim Benford (EHB supplied MAC), but does not come with a camera. DD to follow up with EHB concerning the camera to complete the package [Action: DD]

A reminder to coaches, via a news article, that Gamebreaker is available will be issued with a possible development opportunity for coaches on how to use it at Loughborough University [Action: HS and TB]

DD provided an update on the facilitation and operational side of coach appointments through John Litchfield, The EC expressed their thanks to John.

10. Development Opportunities

HS provided an update on development opportunities. Two dates have been confirmed, one for each gender: Saturday 5 March at Beeston for Men's A*/A and B Panel umpires and Sunday 13 March for Women's A*/A and B Panel.

The intention is to keep costs to the Association and membership to a minimum, which is why these events are only for one day and in central locations. They are of a new format with the aim to provide consensus and understanding sessions, combined with watching a premier league game, whilst returning as much value to members as possible. RK to provide HS with details of the available budget for these events [Action: RK]

It was also confirmed that the KO16 in Blomendaal and EuroHockey Nations in Monchengladbach (August) will be used as informal development groups. They will not be funded by the NPUA but



members will be encouraged to attend if they can, with event details and advertising facilitated through the website and Facebook. [Action: Paul Box-Grainger to draft news item]

It was confirmed that the organisation of the domestic development groups was only a temporary solution and a permanent person/group of people were needed to organise them going forward. All EC members to investigate this and explore options with other members who may be interested and the role defined. [Action: ALL and HS]

11. Selection

The Selection Committee were not represented at this EC meeting and the importance of ensuring close links between the two groups was emphasised. Scheduling of meetings will be reviewed to attempt to increase the possibility of selectors attending. It was agreed that the selection committee should be requested to provide a report to EC.

DD provided an update about the approval and appointment of UMs. For this season, the EHUSP will appoint UMs to end of season tournaments, and manage nomination of UMs to the EHF Continental UM list, for EHB's consideration.

In addition, the EC will review the proportion of coaches and assessors appointed as UMs during the rest of the season with a view to identify UM development opportunities [Action: DD to follow up with John Litchfield].

A discussion was held regarding EHUSP for 2011/12 season, with possible ideas to gather more feedback on Selection, structure of the panel and suitable candidates to develop for succession planning. Many ideas were discussed with a view to review and comment on by the end of February. [Action: ALL and DD to follow up]

12. Technology

TB provided an update on the use and roll out of mics from the Outdoor and Indoor season. It was noted that a number of mics and earphones had been damaged as they had not been looked after appropriately.

It was confirmed that there are five packs for the men and five for the women for the second half of the outdoor season, with one set of three, for coaching use. These will be posted for the first weekend available, after members have confirmed in writing they have accepted responsibility for looking after them. [Action: TB]

It was confirmed the mics will be used at end of season tournaments, as was the process last season. TB to confirm dates for end of season tournaments where the mics will be redistributed and to confirm any cost implications of headsets, charges and micpacks. [Action: TB]

TB to finalise document to accompany all packs and to be emailed to umpires before tournaments by UMs. [Action: TB and HS]

13. AOB

- **Fitness testing in regions:** a query was raised regarding fitness testing in the region. It was confirmed that NPUA members can complete a fitness test back in their region if they follow the NPUA process for gaining prior approval for the test.
- **Fitness testing:** there was a discussion concerning the enforcement of fitness testing. The EC have reaffirmed the fitness test requirements and will work closely with EHUSP to find an appropriate and workable solution to enforcing the requirements where availability of umpires is limited. High standards of fitness are vitally important to driving the Association forward and achieving a higher level of umpiring. It was confirmed the fitness test would remain as is for next season. It was also confirmed the EC would highlight fitness test support available



through Karen Evans for those who for medical reasons cannot complete the traditional tests, via the website.

- **Umpire experiences:** It was suggested that Andrew Kennedy could be approached to write of his Indoor World Cup experience [Action: TB to follow up]
- **Honorary Lifetime Membership:** it was agreed a new category of membership for the Association would be proposed at the AGM 2011. This category would honour those members who had made outstanding contributions to the NPUA and so deserved to be made honorary lifetime members. Criteria for such an award would be drafted and circulated to all members in advance of the AGM 2011. [Action: RW and HS]
- **Annie Allum dissertation:** Annie has approached the EC about the possibility of doing a dissertation which may involve the NPUA. The EC are very supportive of this and would be willing to work with Annie to help facilitate her dissertation. The EC discussed several topics of priority to the NPUA. [Action: DD to feedback to Annie Allum]
- **Overnight accommodation:** the current allowance for overnight accommodation is £40. It was suggested this be increased to £45 to allow for VAT increases. However, we encourage members to first seek accommodation with family, friends and other members of the NPUA in an effort to keep costs to a minimum. It was noted that the most of members are doing this and they are thanked for their consideration. [Action: RW/RK and HS to add to website/Handbook]
- **Awards:** the retirement certificate which was awarded to those members who had retired from umpiring was discussed and clarified. It was agreed the process and wording would be reviewed to refresh for 2011. [Action: SC to organise for 2011]

Meeting closed at 3.47pm