



Executive Meeting Minutes Sunday 7 November 2010

Minutes

1. Welcome – Dave Dowdall (DD), Hannah Sanders (HS), Sarah Chapman (SC), Lili James (LJ), Richard Kirk (RK), Karen Evans (KE), Martin Twist (MT)

Apologies – Tim Benford (TB), Richard Wood (RW), Sandy Richards (SR)

Minutes from previous meeting were reviewed and actions updated with new owners as a result of a change in the members of the Executive Committee (EC).

- Contact alternative IDG panels to gather feedback before appointing IDG leaders in June 2011 for the 2011/12 season. Review to take place in April/May 2011. [Action: DD and HS]
- Determine if indoor milestone matches can be recorded via the web system and how/if this could be backdated for previous seasons. [Action: HS]
- Determine if coaches and assessors' milestone matches can be recorded via the web system and how/if this could be backdated for previous seasons. [Action: HS]
- The NPUA rose pin badges which were distributed at Conference 2010 were very positively received. The design will be reviewed and a new supplier sort. It was clarified these are available to all members who need to contact RK, especially if they are participating in exchange events. [Action: LJ and HS]
- A new caretaker for the Performance Umpiring Plan (PUP) is required as this used to be the responsibility of Martyn Gallivan. [Action: DD to approach a suitable alternative from outside the EC]
- A new 'Welcome Page' for the website needs exploring to provide a suitable landing page for members and external visitors. Content to be crafted and liaison through webmaster (RW) with Tex Solutions. [Action: HS and RW]
- RW to remain as webmaster
- Explore insurance policy details and cover by EHB [Action: DD]
- Explore personal injury insurance [Action: TB]
- GBPOP representative has been confirmed until 2012 and all parties to be informed. [Action: DD]
- EHB's contract with shirt suppliers needs clarification in order to determine if a new supplier can be sought. [Action: DD]

The minutes from the previous meeting were accepted.

2. Conference 2010 and 2011

MT provided a summary of the member feedback from Conference 2010. Overall it was a very successful event with very positive feedback from members. 77% rated the Conference as 'better/much better' than last year's. The most popular sessions were the premier of the new DVD '*Every move you make, every step you take*', the consensus and consistency session on interpreting the aerial ball and 5m / interference and the AGM.

Member feedback will also be taken into consideration to improve next year's Conference.



The Regional representatives were invited to the Conference and one attended. In order to improve take up, it was decided the EC would ask the Regions for a permanent contact, which will then be notified of the invitation to the Conference.

[Action: MT]

It was requested that discussions from the Panel Sessions should be fed back to wider members who couldn't attend conference.

[Action: HS to email Panel Selectors with this request]

It was confirmed that those members who cancelled at late notice ie the week of the Conference, will be charged for the cost of their indicated attendance. This would be reviewed on a case by case basis if a member withdrew for medical reasons etc.

[Action DD and RK]

It was also confirmed that members can allocate a proportion of their expenses, each time they make a claim, towards the cost of conference. This will be available from January 2011. Members would be reminded of this by DD during his EC new items.

It was confirmed that the Conference would remain at Loughborough University, scheduled for 3 and 4 September 2011. It is also the intention to keep costs to the same as 2010 in an effort to assist members as much as possible, depending on cost charges by Loughborough University.

[Action: MT to take forward]

A question was raised about whether or not MOs would be able to attend the NPUA's conferences. It was agreed that David Ellcock / Nancy Sharman will be approached to liaise with EHB to determine what provision is being made for MOs.

It was agreed a conference committee would be developed for 2011, to include Martin Twist, Hannah Sanders, Jack Harris (who previously volunteered) and possibly one or two others who will be approached by MT.

3. Coaching

MT provided an update on the coaching strategy. It was noted the large amount of quality work SR has delivered over the summer, who is leading the strategic aspect of coaching, with John Litchfield (JL) leading the operational element. It was recommended that the operational and strategy groups will be run together until the process is fully operational and sustainable. The organisation structure was approved with some minor suggestions for improving.

[Action: MT to finalise and circulate]

It was suggested that HS and SR take responsibility for the coach candidate registrations, website changes and news items for all coaching topics, in line with other NPUA business and processes.

[Action: HS to agree with JL]

Coach assessors were discussed, it was recognised that more were needed in order to



assist the progression of coaches. The EC were asked to confirm Liz Pelling, Sandy Richards, John Litchfield and David Lane as coach assessors for the interim period, in order to roll-out the coaching strategy and progress the assessment of Level 3 coach candidates.

It was confirmed that a coach assessor role has been designed which these members fit. The intention of the committee is to develop a robust process for coach assessors going forward and to expand the number of people who fit this criteria. Therefore these four suggestions will be added as coach assessors for the interim period. Once the coach assessor criteria is fully implemented these four suggestions will be required to meet the new criteria for a coach assessor, as will any other member wishing to be a coach assessor.

[Action: HS and MT]

The process for developing and suggesting Umpire Managers was discussed. It was agreed a robust process for appointing UMs was required. It was recommended a new panel is established in order to review and appoint UMs domestically and deciding which members who apply should be nominated to EHB for the Continental List and International opportunities.

The Panel will consist of Chair of Panel Selectors, Representative from EC and Coaching Manager.

[Actions: HS to change permissions on website]

[Actions: DD to inform other members to ask for their acceptance]

It was noted that Coach Candidates applications are now going directly to EHB and not the NPUA, without prior consultation with the NPUA. This means the NPUA has to accept the application for candidacy without review to determine if their application is valid. SR is taking this up with EHB to clarify the process.

[Action: SR and MT to update on clarification of process via email]

An update on the Coach Skillset Model was provided, which now incorporates feedback which coaches provided at Conference 2010. The EC were asked to approve the updated Model which addresses how to develop our existing Level 3 umpire coaches.

[Action: EC to provide further feedback on Model by 30 November]

Coaching Conference feedback

Feedback from the coaching conference was provide to the EC. It was agreed this will be circulated to Jane Nockolds and SR in order to inform them of member feedback. As a result of the feedback, it was confirmed that such a Coaching Conference should be every two years, with the possibility of at least one development group provided during the alternative season. The feedback, will be reviewed again when planning for the next EHB / NPUA Coach Conference starts.

It was noted how well received the gamebreaker session was. It was agreed that members should be informed that the NPUA now has access to a MAC with gamebreaker. If members wish to use the system they need to contact TB.

[Action: TB to manage gamebreaker distribution]



4. Fitness testing

Annually, the fitness test process is reviewed to improve the process where possible. The fitness test process for approving watchers and completing fitness tests were discussed, as it was highlighted some aspects did not work so well this year.

- **Approval:** it was agreed an additional person who can approve watchers is required, as on several occasions DD and Chair of Selectors were not available. Therefore, it was confirmed that the Secretary will be able to approve watchers for 2011/12. As per usual, those not completing the fitness test at Conference will need to gain prior approval from one of the three authorised personnel before taking the test. This also applies to international umpires who are completing the test in front of an approved NPUA watcher at a tournament.
- **Process:** it was confirmed the Membership Secretary must be cc'd into emails when gaining approval for the watcher, in order to confirm the approval has been agreed. SC will then be the only member of the EC who will add fitness tests to the results, for all members and NYUPL umpires.
- **Watchers:** EC agreed to clarify who can watch a fitness test, with suggestions for who to approach, such as assessors, coaches, national programme club coaches etc.
- **Submission of results:** will need to be sent via the fitness test form on the website to SC, cc'ing their Panel Selector. The form will be required to ensure members supply all the necessary information, as many members are not submitting the level reached which increases the need for additional correspondence and delays the process.

[Actions: DD to follow up with Selectors on any umpires who have not completed fitness test, yet still have appointments at Premier Level]

[Action: RK to check if SC has access to full fitness test results by panel and ensure above captured in future communications to members]

Support for fitness testing

KE updated the EC on those members who are receiving additional support to pass a fitness test. 14 members are being assisted by KE in order to complete a fitness test which they can participate in due to their medical condition. It was recommended that this will be made available to umpires again for next season.

5. Appointments

Feedback was provided concerning the process and timeliness of appointments during the end of the summer months.

[Action: DD to feedback to Selection Panel]

6. Technology

A summary of technology progress was provided by TB in advance of the meeting. DD provided a verbal summary in his absence.



- GPS - it was confirmed that due to budgetary constraints and current investigation into this technology, it is unlikely the NPUA will be able to access the system this season. However, information from the recent report will be passed to KE for review.
- Gamebreaker – it was confirmed the NPUA now has one MAC with the required gamebreaker software for members to use.
[Action: DD to follow up process for storing footage of U18s]
- Mics – these have been rolled out to all members of the IDG for use in the National Programme – very positive feedback has been received to date. It was agreed that where there is a surplus of mics, as IDG members are not available to umpire and use them, the Premier Panel Selector has the discretion to redistribute the mic to another member of the Premier Panel. This is in an effort to roll-out the mics to other members of the NPUA. Based on our limited budget, ideally the intention remains to roll them out to Conference umpires when funds become available. It was reminded that the mics will be available for the Indoor season and end of season tournaments.

[Action: TB to inform and liaise with Premier Panel Selectors. Then to distribute remaining mics to umpires as indicated by Premier Panel Selectors]

7. Budget

An update on the Budget 2010/11 was provided by DD and RK. The NPUA's budget has been reduced by 30% by EHB and the challenge has been to determine which activities the reduced funding will impact and how to minimise this impact to ensure it is not detrimental to members.

Priorities from strategy

- Identifying female umpires
- Develop coaching strategy and implement

Expenses

It was noted that a news item is required to ask members to indicate whether or not they would provide accommodation to other members, given the difficult financial climate. Members should also remember to book accommodation in a timely manner in order to allow the Expenses Administrator time to approve the expense.

[Action: HS and RK]

It was agreed an incentive to encourage members to provide accommodation should be explored, this could be facilitated through the expense claims section of the website under 'other costs' when completing the expenses for that game.

[Action: RK]

It was agreed that some members are still not inputting their expenses in a timely manner after games. This does not mean claiming expenses, merely inputting the figure into the website.



It was agreed that members have been given sufficient reminders and that outstanding expenses from last season and any over three months old will not be allowed to be submit from 20 December 2010.

[Action: HS to post a news item]

8. Communications

HS provided an update on the Communications Plan and new channels of communication.

- HS and DD to provide next Quarterly news letter at the end of the first half of the season, in December 2010.
- A news item publishing the EC minutes and summarizing discussions to be written by DD.
- Website new landing page – content to be drafted [Action: HS]
- Facebook – it was confirmed that there is an NPUA page on facebook but that it is not owned by the EC and has not been used for some time. The Administrator has agreed to give the EC responsibility for this page and four Administrators, who are regular users of facebook, will be asked to assist with management of the page. The Page will be developed on a six month trial period, with criteria for its use established.

[Action: HS]

- Club feedback process – several members have fed back about how to improve the club feedback process. Several new feedback categories were discussed, in an effort to improve the communication between clubs and umpires and for umpires to use this as part of their development. This will be reviewed fully with a view to implement this for the beginning of 2011/12 season, as it cannot be changed this season due to reduced finances and a change at this point in the season would cause a discrepancy for umpire feedback for this season.

[Action: HS and MT]

It was clarified that Panel Selectors are required to follow up any club ratings with clubs that submit a mark of 1 to an umpire. They are required to follow this up with the umpire and club within the week.

[Action: DD to clarify with Selection Panel]

9. Clothing

Phase 2 of the clothing range was discussed, with several samples examined. It was agreed Phase 2 of the clothing range would be launched for December 2010, with the intention to showcase the full range at indoor events.

Further detail on the ordering process & order volumes is required.

[Action: HS and RW]

The following items were approved, for Phase 2:

- Men's & women's track suit bottoms in black with white piping



- Waterproof jacket in black with white piping
- Hoody in black or red with white piping

Existing range:

- Remove gust jackets from range as no longer similar to original design and TK product will be a suitable replacement.
- Keep underarmour base layers

AOB

- **Female umpire working group:** several members have emailed the EC to support the NPUA's strategic goal of developing more females in umpiring. Dawn Henning has expressed an interest in helping to lead this activity with several other members (yet to be identified), who can develop ideas and a process to improve the number of women in umpiring and then make recommendations for the EC's approval. The EC will work closely with Dawn to progress this.
- **Mentoring:** LJ has been exploring further a possible mentoring scheme, specifically targeted at younger female umpires. Julia Gill has also expressed interest in this process.
[Action: LJ to liaise with Julia Gill on a process]
- It was agreed a new Selector representative should be invited to attend EC meeting, on a rotational basis between Selection Committee members.
- It was agreed that funds would be made available to enable a development group to attend the Indoor World Cup.
[Action: DD and RK to confirm budget to Chair of Indoor Selectors]
- Development opportunities were briefly discussed with the option to explore further one day events in the domestic programme. [Action: HS to circulate paper]
- Indoor National Finals will be held at Wembley Arena. The EC will explore the possibility of hosting a stand at the venue to promote umpiring and NPUA.
- Volunteers from membership – it was agreed a surveymonkey questionnaire should be initiated to record skills and time of who can volunteer. Thanks to all those that have already indicated their time and skills. [Actions: HS and DD]
- Awards: HS and LJ to develop awards structure for 2011 and explore other awards.
- Skype: EC will explore a monthly Skype option for a 30 minute catch up session, in order for the EC to update on progress more regularly, other than simply by email. The aim is to increase further the dialogue between EC members. It was agreed this would be trialed for the first Wednesday of every month, at 8pm. [Action: HS to circulate information on Skype]
- The date for next EC meeting is Saturday 5 February 2011 at Cannock, Barns Hotel.

Meeting closed at 15.40