



Steelcase

## NPUA EXECUTIVE COMMITTEE MINUTES

**Date:** Sunday 23 June 2013

**Venue:** Barns Hotel, Cannock

**Attendees:** Val Sassall (VS), Richard Kirk (RK), Martin Twist (MT), Sean Edwards (SE) and Lili James (LJ)

**Apologies:** Hannah Sanders (HS), Karen Evans (KE), Sarah Chapman (SC), Annika Midwinter (AM) and Richard Glynne-Jones (RGJ)

### 1. Minutes

The minutes from the previous meeting were accepted as a true and accurate record.

### 2. Matters arising

Further to the budget submission, RGJ has asked for a document outlining the rationale behind the sum requested towards purchasing radios.

[Action: VS to obtain information from Tim Benford and communicate to RGJ]

At the last Executive Committee, the decision was taken to suspend assessor appointments for budgetary reasons. Whilst the decision was taken in good faith, and the assessment budget was overspent, it has become clear to us as an Executive Committee that the action was taken without the consultation and communication with members of EHUSP that we now feel would have been appropriate, and that as a result, not all of the facts were available. We have already taken a number of steps to understand why this happened and have further reviewed the processes for communication between EHUSP and the Executive Committee at our next meeting. We will also review this season's strategy for the appointment of coaches and assessors, the balance between these two types of appointment, and how we will manage the budgets for these appointments next year.

It has become clear from the feedback we received that the action taken has upset a number of our members and key volunteers. We apologise for this to anyone who was affected, and have already apologised directly to those who contacted us.

The minutes also stated that only Umpire Manager appointments would be permitted for end of season tournaments. In this respect the minutes did not capture the intention of the Executive Committee (which was that the term Umpire Manager should include Assessors on non-tournament games). As a result the Exec asked EHUSP to make any assessor appointments to any end of season games or tournaments that they feel are appropriate. The Treasurer had confirmed that the cost of end of season assessments was factored in to the revised assessment budget.

We always intend to operate NPUA in the best interests of all our members, ensuring that our resources, both financial and human, are utilised to their best effect. On this occasion, we acknowledge that we got this wrong.

[Action: SE to add news item to NPUA website]

### 3. NPUA Strategy Meeting

At the recent NPUA Strategy meeting, the attendees felt that following recent confusion, assessment and coaching appointments need to be made in conjunction – either by the same person or by two people working together. Clear guidance is needed from the Exec on the rationale for coaching and assessment appointments.

[Action: VS to produce rationale and send to Exec for review, before sending to EHUSP and coaching working group. When agreed, the rationale is to be posted on the website]



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The NPUA strategy group proposed the return of compulsory fitness testing, as it is a requirement of the Level 3 umpire award with EHB. After a discussion on the matter, the Exec felt that imposing this for the 2013/14 season would be a challenge, so will liaise with EHB to delay for a season.

[Action: VS to propose to RGJ that compulsory fitness testing is in place for the 2014/15 season]

The Exec suggested the formation of a B\* Panel, which would include those umpires on the B panel who are eligible for assessment for A panel.

[Action: VS to liaise with webmaster and Chairs of Selection over whether this is possible]

The Exec also proposed that a fitness marking system should be added to the assessment form.

[Action: SE to liaise with webmaster over feasibility and design]

NPUA has 3 clear levels of fitness test – these are FIH level, NPUA level and no fitness test. FIH level tests are the beep or cooper test completed to FIH standard, which are required to be on the premier and A\* panels. NPUA level tests are the beep and cooper tests to NPUA standard, required to be on the A and B\* panels. Other fitness tests will only be accepted in exceptional circumstances and must be confirmed with the Secretary prior to the completion of the test.

A list of approved fitness test watchers should be added to the website.

[Action: SE/HS to add list to website]

The fitness test deadline shall be the Sunday after conference, 8<sup>th</sup> September. This is to be added to the NPUA website for clarity.

[Action: SE/HS to add list to website]

Work is under way with Danny Kerry, EHB Performance Director on areas where EHB and NPUA can work together to improve performance. The Exec are happy for the chairman of EHUSP to lead on this topic.

[Action: SE to communicate to chairman of EHUSP]

Feedback from EHUSP has suggested that the variety in assessment marks makes their job very difficult. The exec proposed an assessor's convergence day to improve this.

[Action: VS to organise/delegate to appropriate leader]

The strategy group proposed the use of a 'weighted average' for assessment marks as an additional source of information for selectors, much like we have with club marks. This would account for anomalous marks for certain umpires or from certain assessors. This will be investigated during the 2013/14 season, but not published to members until significant testing has taken place.

[Action: VS to liaise with webmaster]

In addition, consideration needs to be given to aligning the marking methodologies between indoor and outdoor to increase clarity and simplicity.

[Action: Exec]



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#### 4. Umpire Managers Pathway

VS provided an update on the UM pathway. On behalf of the coaching working group, she requested that the UM pathway be piloted this season with two members – Dawn Bonner and Gary Stent, with Jane Nockolds and Val Sassall as assessors. The Exec agreed with this proposal and thanked the coaching working group for their excellent work on this pathway in such a short period of time. Particular thanks were made for the work of Jane Nockolds.

[Action: VS to communicate with working group]

[Action: SE to ensure this is communicated at the conference]

#### 5. Coaching Update

The coaching working group (CWG) met in April and VS provided an update on the work that has been completed so far. The Exec agreed that the work completed so far is excellent, particularly on the coaching matrix. The Exec propose that the CWG continue with this piece as a Working Group and consider how this may be rolled out and supported in the future.

The Exec will consider the policy document and TOR and feed back through VS.

[Action: VS to collate feed back from Exec and communicate to CWG]

[Action: SE to ensure CWG have opportunity to present work at conference]

#### 6. EHUSP / EHIUSP Update

EHUSP met the previous weekend and VS provided an update from this meeting.

The minutes from the EHIUSP meeting have still not been published. The Exec did not feel that this delay was acceptable and asked that the minutes be published as soon as possible.

The NPUA's aim is that all minutes are published within 10 days of a meeting.

[Action: VS to chase EHIUSP chairman and communicate system for review and publishing of minutes]

#### 7. Executive Committee Changes and Succession Planning

Due to time and work commitments, VS will be standing down from her role as chair at the AGM. The exec thanked VS for her hard work as chair and encouraged her to stay involved with the association going forwards.

HS will be stepping down as Secretary at the AGM, as per the recent news item. SE is willing to stand as replacement, as yet no other nominations have been received.

LJ will be stepping down from her role as NPUA Shop Coordinator: VS thanked her for the hard work she has put in over recent years. Daran Cass will be replacing her.

The Exec feel that we are lacking members who can drive the association forwards, and will be looking to recruit several volunteers at the AGM. Any interested parties are asked to contact HS.

[Action: SE to liaise with HS and produce news items]

#### 8. EHB Update

SE provided an update from EHB HUA conference the previous week. RGJ also provided a written update that the Exec reviewed.

[Action: VS to ask RGJ for NPUA representation at the umpire competencies update meeting on 5 July]

#### 9. Conference Update

SE provided an update on conference planning, including special arrangements planned as it is our tenth anniversary year. He also asked for confirmation on budget and which NYUPL members are to be invited. Further to NPUA/NYUAG discussion with EHB, the A panel of NYUPL will be invited to conference, with a £50 subsidy provided by EHB.



[Action: SE to communicate to NYUAG]

Previous winners of NPUA awards that are no longer members are to be invited to the conference gala dinner, with accommodation provided. Those that are still members will be invited through the website in the usual way, at the standard cost.

[Action: MT to invite former members that won awards]

[Action: SE to produce news item asking for photos of NPUA early days]

The Exec agreed the special award winners for the 2013 NPUA conference.

#### 10. Conference Update

The kit launch is very close and setup is complete. A news item will be published including the final order date to ensure conference delivery.

[Action: SE to liaise with shop team and produce news items]

There is some confusion around how long serving match shirts are triggered through the website.

[Action: SE to liaise with webmaster]

#### 11. Selectors for 2013/14 season

The Exec discussed the feedback received from EHUSP. It was accepted that they feel they are a person short and the Exec discussed possible additions to the team.

[Action: VS and MT to talk to potential selectors, as well as chairman of EHUSP and propose potential additions to the Exec]

#### 12. Finance

RK proposed an additional bursary for Colin Barthorpe due to the exceptional work levels during the bad weather this season. At the end of the season there were several days where Colin operated almost 24x7 to uphold the NPUA's 100% record in appointing umpires to all EHL games. The Exec approved this unanimously and recorded a vote of thanks to Colin for his hard work.

[Action: RK to communicate to Colin]

#### 13. AOB

A discussion took place around insurance for our members given that most have their own policy through county/regional associations. It was agreed to remain in our current policy given the low cost.

[Action: RK to renew insurance policy]

A low cost opportunity has arisen to rebrand some of our key NPUA documentation. This would be a good project for a new Exec member after the AGM.

[Action: SE to ask webmaster for data on how often documents are viewed]

VS has asked David Lane and the webmaster for an update to the website for selection, which breaks down fixtures by match category to provide functionality for outdoor selection like that built for indoor appointing.

[Action: VS to chase]

On behalf of NPUA, VS recorded a vote of congratulations to Sally Munday, EHB CEO on being awarded an MBE.



**14. Date of next meeting**

Friday 30<sup>th</sup> August at Loughborough University

Meeting closed at 17.35