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**BASKETBALL ENGLAND COMMITTEE**

**MEETING MINUTES TEMPLATE**

**CLUB NAME – Cambridge Cats**

**MEETING LOCATION - Long Rd Sixth Form College**

**DATE & TIME – May 18/05/24**

**AGENDA:**

* Welcome: RKE
* Attendance & apologises: Lucy Wedderburn (Apologies) All other members present
* Review of previous minutes:

Approved by: Chairman

Seconded by: Vice Chairman

* Agenda (Standard items to include: Financial Report, Membership numbers, Coaches and Officials, Accidents and incidents, Junior Basketball, Grants and Funding, Facility Update and Club Operations Report

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| **ITEM** | **DISCUSSION ITEMS** | **STATUS AND ACTIONS** |
| 1 | Agenda Item: Member Update 2024-25  **BE Numbers**  Total: 345  Men: 237  Women: 108 | No Actions |
| 2 | Agenda Item: Finance Update  **Headlines: We have delivered a balanced budget for 23/24**   * We retain a strong reserve position of approximately 50% of annual expenditure * We have supported growth, and enhanced leadership and management through introduction of 3 paid roles and increasing coaches' bursaries.   Figures:   * 2023/24 Income (projected August 2024)- £104,000 * 2023/24 Expenditure (projected August 2024) - £103,500 * 2023/24 Balance/ Reserves (projected August 2023) - £40,000 | End of Year Budget August 31st - Treasurer |
| 3 | Agenda Item: Roles 2024/25   * Chairman - Ryan Kelsall * Vice Chairman – Pete Charlwood * Treasurer – Lucy Wedderburn * Diego Castoldi – Welfare Officer * Website – Jason Miranda * Club Secretary Pete Charlwood * Fixtures and Officials Secretary Terry Reaves * Director of Coaching Clinton Wedderburn | No Action |
| 4 | Agenda Item: Coaches Allocation and Training Schedule  See slides | Action : Chairman to circulate coaching allocations and schedules |
| 5 | Agenda Item: Registrations and Fees   * We review and re-circulate our ‘idiots guide’ to registration process to try and help members/ parents with this and hopefully reduce issues. * Any recall – Feedback/issues from last season?? * Headlines are:- * **Club Membership/ Subscription** - Players must first register and pay first subscription with the club   + New members must create login   + Old members can just login and renew. * **BE Membership** - Players own their BE memberships/Renewals and Player License.. It is not our responsibility to chase these with **BE** player license. We will continue to assist with getting player license but existing BE members should know the process and be able to renew and update.   Club Fees 2024/25 proposal   * + NL - £400   + Local League - £300   + Development - £300   + 50% payment in September 50% payment in November   + Joining up until December 31st 2024 100%   + Joining from January 1st 2025 50% | Secretary - to Circulate to all coaches and members |
| 6 | Agenda Item: Summer Camp   * **W/B August 5th - U16** * **W/B August 12th – U12** * **Cost: £175 for week or £40 per day** * **St Bede’s School 9.30 – 16.00** | Head Coach to circulate flyer to all Teams and add to website and socials |
| 7 | Agenda Item: Health and Safety and Safeguarding:   * **First Aid** – Please audit and report any first Aid requirements at venues and team bags) * Let us know if you need first Aid update * Let us know if you need Accident report forms * **Accident reporting** - Accident Report Form filled out for anything that needs treatment and sent to secretary for file   **All Coaches must:**   * Complete Safeguarding training * Complete First Aid training * Hold a Level 2 coaching qualification if a lead coach and be hold a Level 1 qualification if assisting. * All sessions should have two adults onsite, if this cannot be a coach a designated parent must be identified to support in emergency | Welfare Officer to circulate to all coaches |

* Date of next meeting: September 2025
* Any other business (AOB): None