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**BASKETBALL ENGLAND COMMITTEE**

**MEETING MINUTES TEMPLATE**

**CLUB NAME – Cambridge Cats**

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

**DATE & TIME – September 1st 2024**

**AGENDA:**

* Welcome: RKE
* Attendance & apologises: All members present - Coaches joined after Item 1 Finance
* Review of previous minutes:

Approved by: Chairman

Seconded by: Vice Chairman

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| **ITEM** | **DISCUSSION ITEMS** | **STATUS AND ACTIONS** |
| 1 | Agenda Item: Finance End of Year 2024  Income - £113898  Expenditure - £120, 857  Carried Forward - £39,813  Year End - £34,202 | No Actions |
| 2 | All Coaches joined meeting post financial review.  Agenda Item: Aims 2024/25  Growth   * New Leagues – Premier U18 and NBL Division 3 * New Teams – U12 NBL x 2, U18 Premier and Conference, Girls Development U16 * New Venues – Perse, CRC and Chesterton * New Registration Platform – 360 Player   Priorities/Aims   * Improved communication and financial oversight * Continued development Girls Basketball programme * Continued development towards 3 tier club:   + Premier NBL   + Conference NBL   + Local, Developmental and Recreational | Chairman - Communicate to all Coaches |
| 3 | Agenda Item: Roles and Responsibilities 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 | No Action |
| 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 - Circulate to all coaches and members |
| 6 | Agenda Item: Operations and Logistics   * Use 360 for all communications with teams * We will use 360 for communication with all coaches * Any fixtures and schedule changes need to be agreed with Secretary and Fixtures/Officials Secretary * Any safeguarding concerns need to be reported to the Chairman and Welfare Officer * Any complaints should be referred to the Chairman * Any injuries must be record on First Aid Log (360) and sent to Secretary * Venue Closures * St Bedes – November (shared on 360) * Long Road – January * Please source alternative venues as required and inform chairman to arrange payment, we will also re-allocate existing venues as required to ensure parity of access | Chairman to circulate to all coaches |
| 7 | Agenda Item: Health and Safety and Safeguarding:   * Cambridge Cats Basketball are affiliated to Basketball England and we committed to safeguarding the welfare of children and adults at risk in basketball and will abide by the standards for safeguarding as set in the Basketball England Safeguarding Policy * Which can be found at: [www.basketballengland.co.uk/safeguarding](about:blank) * Basketball England Safeguarding and Compliance Laura Middleton   07508 981256 [safeguardingbasketball@basketballengland.co.uk](about:blank)   * Cambridge Cats Basketball Designated Safeguarding Leader is Ryan Kelsall [ryankelsall2003@yahoo.co.uk](about:blank) * Cambridge Cats Basketball Designated Welfare Officer is Diego Castoldi   [diegocastoldi@ntlworld.com](about:blank)   * Local Authority Designated officer:   01223 727967 [LADO@cambridgeshire.gov.uk](about:blank)   * All Coaches must have an up-to-date safeguarding qualification. If yours has expired this has to be completed via BE – contact Welfare Officer for details * All Coaches must have an up-to-date DBS. If yours has expired this has to be completed – contact Welfare Officer for details * All Coaches must have an up-to-date first aid qualification. If yours has expired this has to be completed – contact Welfare Officer for details * All safeguarding concerns must be referred to Chairman and Welfare Officer in writing * All sessions should have two adults present ideally two coaches but of a coach is not available a designated parent | Welfare Officer to circulate to all coaches |

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