

**OXFORDSHIRE HOCKEY UMPIRES ASSOCIATION**  
**COMMITTEE MEETING**  
**WEDNESDAY 26<sup>TH</sup> JULY 2017**

**MEETING MINUTES**

Attendees: Lesley Potter, Clive Briant, Steve Curnock, James Boylan, Andy Gwinn, Bridget Midwinter, Tim Dudgeon, Mark Cummings, Colin Toms and Ellen Schallig.

**1. APOLOGIES FOR ABSENCE**

- Ashley Hurden
- Neil Holdstock

**2. APPROVAL AND MATTERS ARISING FROM PREVIOUS MINUTES**

- No minutes were available for approval.
- We need to attract more people to attend the AGM. Thoughts were requested on how to achieve this [**Action: all**].

**3. PLANS**

- Need to consider what is our vision statement. Something along the lines of "Aspire to excellent service to members and clubs".

**4. ADMIN**

**4.1 Finance**

- The HSBC bank account needs a new set of signees. It was decided that these would be Ashley (as treasurer), Bridget (as chair) and Andy (for continuity). These are able to make changes to the bank detail. Transfer forms were going to be signed after the meeting. [**ACTION: Ashley, Bridget – ensure this gets completed**]
- Separate to this is officers given access to the internet banking who can see the account details and perform transactions. Bridget would be the controller for this and give access to Ashley and Andy. [**ACTION: Ashley, Bridget – ensure this gets completed**]
- The joint bank account with Berks that is managed by Paul Stanley and used to pay umpire expenses for Trysports and S3A leagues is causing concern due to a lack of transparency and audit. One proposal was for OHUA to stop using this and use its own systems for Oxfordshire based games, but this would have some added complications where Berks umpires handled Oxfordshire matches, and vice versa, and seems a regressive step when we should be looking for better integration among the 3 counties. Paul Stanley is resistant to change. Nothing can be done for this coming season but Ashley will talk to Paul Stanley and Bridget with Jacqui Barlow to try to work out a path

forward for next season [**ACTION: Ashley, Bridget**] [See footnote 1 for additional information on this topic].

- Bank balance is approximately in line with what was reported at the AGM, less payment for 10 radios and some expenses.

#### 4.2 Constitution and rules

- Bridget is reviewing the constitution as it is a few years old and will propose amendments at a future meeting when this is complete
- Ditto for the members handbook and code of conduct.
- [**Action: Bridget**]

#### 4.3 Committee Structure

- Jobs and roles of committee members were reviewed. Some updates were proposed. An updated document will be generated [**Action: Bridget**].

#### 4.4 Web site

- Tim needs access to web site [**Action: Ashley**]
- Lesley need access rights to update umpires club affiliation site [**Action: Ashley**]
- Bridget created a form to circulate to club umpiring coordinators to facilitate gathering information on registered umpires [**Action: Lesley to circulate to clubs**]
- Updating the web site security is a high priority (e.g. protecting personal information)
- We need to have a copy of the contract with the web site provider [**Action: Ashley to dig this out and provide to James**]
- Training on using the web site is needed for a number of people. This needs to be done by Ashley. Not clear whether this should be a single session or whether Ashley trains James and then James trains the others [**Action: Ashley and James to decide on strategy**]

### 5. UMPIRING MATTERS

- It is expected that there will be a shortfall in umpires this year. Need to approach clubs to find new umpires.
- Need to work with clubs to stamp out abuse
- Maybe provide clubs with incentives for providing umpires?
- Decided to set up a meeting with the umpire coordinator(s) from all clubs around the start of the season which can allow us to set up a better channel of communication with the clubs and facilitate smoother promotion of umpires up the chain. Proposed date for this is 21 September. [**Action: Lesley to gather the information about the clubs and provide to Colin. Colin to organize this meeting with the clubs and talk with John Dykes**]

## 6. MISCELLANEOUS

- Bridget to talk with John Dykes about closer relationship with OHA.  
**[Action: Bridget]**
- Andy attended the Trysports AGM.
- Forwarding needs to be set up on a number of email addresses to ensure emails reach the right committee members **[Action: Ashley]**
- James proposed to send out a survey to OHUA members. We need to think about the questions that will be included **[Action: all]**.

## NEXT MEETING

Proposed to be on 21 September in conjunction with the meeting with the club umpire coordinators.

Meeting closed around 2130hrs

**Footnote 1:** Following the meeting we received this clarification from Ashley Hurden on the topic of the joint bank account with Berks:

*There is a confusion here, between*

- *the Trysports Umpiring bank account ,*
- *the Joint website accounts (which are just for Umpire expenses, paid out of the Trysports Umpiring Bank account), and*
- *the wider Trysports Accounts which would record all the income and expenses associated with Trysports Leagues.*

*Apparently someone asked at the Trysports AGM for Trysports Accounts to be published . The Trysports Umpiring bank account is operated by Paul Stanley as Trysports Umpire Treasurer. OHUA has no role in Trysports Umpire Treasurer operations . We have no access to or sight of the Trysports Umpiring Bank accounts. Teams pay a fixed fee per season into Trysports Umpire Treasurer and umpires get paid expenses from these monies. Paul Stanley agrees the fee per team with Trysports League Committee, receives the fees and pays the expenses.*

*The OHUA and BHUA website is designed ( the 'Joint Accounts' ) to manage these Trysports Umpiring accounts automatically. However Paul Stanley is not recording the income on the website. He has his own set of accounts. So OHUA have no sight of these figures – this is an item of contention, since he is negotiating, without our agreement , the rate at which OHUA umpires are paid!*

*However, a major problem that has affected us is around the charging of OHUA annual umpire subs against an umpire's Joint umpiring expenses. This has not been operated properly and this has impacted on OHUA ability to complete its own accounts. In effect, unless Paul Stanley chases all OHUA umpires to complete all the expenses claims ahead of April 30<sup>th</sup>, OHUA can't complete its own accounts for April 30<sup>th</sup> ( for our year end). This is just one of many problems. Our website accounts do not match the bank accounts.*

*The Proposal : It is possible to overcome this Accounting problem by changing the accounting set up so that each County receives the umpires fees from teams in its County and pays the umpire expenses in that County. An end-of-season adjustment ( payment to/from Berks ) may be needed to compensate for eg Berks umpires used on Oxon matches . This doesn't impact on hockey – it makes it a lot easier to manage the accounts.*

*Note : Change for this season may be essential and may need to be made at very short notice within the next few weeks. This has only become clear in the last 24 hours.*