

**Minutes Sussex Squash and Racketball Committee Meeting**  
**Tuesday 13<sup>th</sup> September 2022 at 7.30PM Zoom Meeting**

**Attendees**

Simon Tunley (ST), Karl Manning (KM), Chris Markham(CM), Lee Wicks (LW)  
 Kelly Eastament (KE), Paul Millman (PM), Stephen Holliday (SH), David Evans (England Squash)

**Apologise**

Bill Jefferies (BJ)

	<b>Action</b>
<p><b>1. <u>Apologies</u></b></p> <p>Bill Jefferies</p>	
<p><b><u>2 &amp; 3 Matters Arising from minutes of last meeting 19<sup>th</sup> April 2022</u></b></p> <p>No outstanding action points. David Evans from ES introduced himself and confirmed his remit with specifics on trying to support county squash. Discussion on best practice for coaching qualifications and should encourage to update and process and they are informed when qualifications have expired so important should follow up.</p>	
<p><b>4 <u>Governance</u></b></p> <p>DE confirmed first stage of the process which is the self assessment which Sussex have submitted. We need to satisfy the governments requirements by having a strong baseline to work from. LW confirmed first draft highlights where the gaps are and what advice DE can provide. Length of service is not mandatory however DE believes it is important to try and rotate members where possible and best practice to do so. There is perhaps a need to target players and clubs based on their skillset and what they can add to the committee. All to discuss who to target and have a succession plan. PM mentioned whether incentives might help attract sign up. DE suggested you can sell the experience angle which helps on the career front. DE stated we need to ensure that there is no perceived conflict of interest working or voting on the committee. We need to ensure it is noted in the constitution and self declaration. Making sure our EDI's in place looking at the make up of the committee and are seen as inclusive; this applies to committee and across the board. LW mentioned having someone with the role of an EDI officer to support this, we perhaps need to challenge ourselves on what the committee looks like. ALL to discuss how to make it more inclusive. Culturally we need to report that we are inclusive and what are we doing across the county to reflect diversity in line with ES. What are we doing in regards EDI and what progress are we making and what should we be focusing on in the next 12 months. All to look at and target where the pockets of diversity is required. DE stated we need to ensure we have a risk register and PM asked is there a template for this and DE confirmed he was going to ask the question. ST to try and ascertain a template we can use. Thoughts on a safeguarding officer and trying to get club safe guarding who might want to work with the committee. We need to review and encourage a separate individual to look at</p>	<p align="right"><b>ALL</b></p> <p align="right"><b>ALL</b></p> <p align="right"><b>ALL</b></p> <p align="right"><b>ST</b></p>

the safe guarding issues. All to discuss who best to take on the role or approach. Conversations on policing clubs about trying to ensure coaches are qualified to coach and we need to prompt clubs that all their coaches need to be qualified. LW mentioned you can use update service for DBS. Something to communicate.

## **5 Mens, Juniors and Womens and Business League Updates**

KM confirmed season has started. KE asked about the ladies however as yet no info has come through. The development leagues are up and running and more teams have entered, fixtures to be produced by KM. SH confirmed he had chased CM on the womens leagues and would be keen to help support it. SH to liaise with KM to try and sort some fixtures out for the womens league. KE thinks should be easy to sort however perhaps needs to be more flexible. To look at drafting an email to confirm with the interested clubs. CM to send email details to SH so he can draft.

**SH/KM**

**CM/SH**

## **6 Junior County Squads**

LW/KE have agreed on the process and have confirmed there will be a squad and a development squad. Dates have been agreed plus looking to run a county closed. BH happy to host at Hove. LW looking at an electronic entry option. Squads dates have gone out to those on the lists and they are also looking at where the gaps are in the age groups to try and work with club coaches to try and feed players through. Looking at reduced squad sessions need to look at the prices and a reg fee. Spoken with Johnny Powell about sponsorship for the squad. Look at potential a two payment squad fee. For development squad looking at north and south in and around the squad dates and rotate around clubs to help with travelling. BH happy to be the main squad coach at Hove and in regards development still deciding who may lead. ST asked about a reg fee and LW agreed trying to put a package together that all are happy with and meets the costs. Look to base income and costs on previous seasons. BH was £100 and Kit £75 courts costs at Bluecoats £36 and Hove Fitness was free. Lee to send out a communication this week to all parents to gauge interest. CM suggests getting people to pay in advance is much easier.

## **7 Budget**

CM confirmed budget drafted based on the one presented at the AGM. Nothing to report this early on in the season, some clubs still owe league fees as well as levy CM to chase.

## **8 Sussex Development**

KE confirmed we have secured ES funding for a number of projects so has been working on setting up. One fund was for talent and we are looking at three women to get their level 1 qualification to help support womens squash and the girls side of the junior squads. Further funding was to target womens squash and run a number of taster sessions to get more engagement and also more teams in the leagues and county teams. Looking to run in womens

<p>week which is next week. KE looking to do one at West Worthing and also one at Crowborough. Option to look at Lewes as another venue although SH says may struggle to find a gap. KE to push out via social media</p> <p><b>9 <u>Social Media Update</u></b></p> <p>Going ok and being used wherever possible and have encouraged coaches to send stuff through</p> <p><b>10 <u>Website</u></b></p> <p>KM all going ok and need to update coaching database. LW to contact KM around info for more juniors.</p> <p><b>11 <u>Senior County Teams Entered/Womens Captain</u></b></p> <p>ST confirmed we need to agree on the entries for both the junior and senior Teams. ST to drop ES an email on closing dates for entries. LW to confirm dealdline for the junior entries</p> <p><b>12 <u>England Squash Matters</u></b></p> <p>PM mentioned the two focuses are squash stars and governance</p> <p><b>13 <u>AOB</u></b></p> <p>CM needs to touch base with All about updating bank details and our charity status which are overdue in regards reporting. Charitable status may help with our governance. Next Meeting 6<sup>th</sup> December 2022 ST to book</p>	<p><b>LW</b></p> <p><b>ST/LW</b></p> <p><b>CM</b></p> <p><b>ST</b></p>
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**Summary of Action points**

Kelly Eastment

1. To push woemns taster sessions and

Simon Tunley

1. To book next committee meeting
2. Contact ES about deadline for entries to county teams

### Chris Markham

1. To send email contacts for woemns league to Stephen
2. To complete relevant forms around our bank account and charitable status

### Lee Wicks

1. To work with Karl to update coaching database and junior info on the LMS
2. Finalise details with parents for the upcoming county squads

### Karl Manning

1. To work with Lee on the coaching database and junior info on the LMS

### All

#### **Governance related work.**

1. To try and pin point new committee members to ensure there is succession planning for the committee and there are new faces to support
2. To ensure we have an EDI policy in place and look at what are objectives are around this over the next 12 months and how to progress
3. Ensure we have a risk register in place and ST to source a template
4. To look at finding a safeguarding officer
5. To ensure all county coaches have the relevant qualifications to work for us.

