

## **KJFC Committee Minutes of Meeting Held on 4<sup>th</sup> December 2024**

Present- JD, MB, WL, AL, BS

Apologies – JH, KS, AS

### Items Discussed:

1: **'Team Fee'** – Committee discussed the premise of moving to this system from Love Admin. Agreed that there would be a demonstration to ensure that the system was fit for purpose and a further discussion would be held next month.

2: **KJFC 'Status'** -JD enquired how KJFC could achieve two or three star status under Lancashire FA. The main one was seen as a need to expand the number of Girls Teams that the club has. This was noted and discussed. (The chief recognition being that would be a long-term challenge starting at the youngest age groups).

3: **U5s / U6s** – WL/MB updated the committee in terms of the current position of the U6 group (two equally balanced training groups) and the establishment of the Under 5s on Friday nights. It was noted that there had been enormous demand for the Under 5s that the club cannot currently accommodate.

4: **DBS Clearances** - The Committee discussed the length of time being taken to process DBS clearances. Whilst some return quickly, there are some taking an age to come back. There was one instance (SB) where we have escalated as it has gone beyond the standard response time.

5: **Pitch Availability** – The committee discussed the state, availability and cost of our pitches both currently and longer term. All agreed that our fragmented position was tricky and left us somewhat vulnerable.

(Action -JD agreed to progress the application for extension of access to Weeton via DOI)

**6: Team Matters** – The Committee discussed the following:

- A) Under 13 Whites – The Committee decided that they should only play in one league on one day and they should choose before recommencement in January.
- B) Under 14 Blacks - The Committee noted that this ‘back up plan’ was no longer needed and those players could be unregistered from it.
- C) Team Sheet Submission – The Committee noted the proposed sanctions for non/late submission of match reports. We agreed how our vote would be cast and agreed to remind managers of their post-match obligations.

**7: Club Payments**

- The Committee discussed club policy towards the payment of people for services delivered to the club. In particular, to those coaches for sessions ‘over and above’ from a taxation and moral perspective.
- After a wide-ranging discussion, it was agreed that the incentive Honorarium for Committee Members introduced this season should remain but the coaches payments should remain under review and be discussed at the next meeting.
- JH and JD would do some research and share with Committee to inform the discussion.

**8: KJFC Quiz**

- This event was noted and agreed that publicity to club members would be undertaken.

**9: End of Season Undertakings**

- The Committee discussed the period to the end of the season and the various requirements in terms of End of Season Awards (18<sup>th</sup> May), Annual Fundraiser(?), Production of Annual Accounts and then the Annual General Meeting in July.
- There was a discussion about members intentions to continue on the committee and the requirement to ensure that skills and knowledge were shared. Roles, responsibilities and potential people who might take a role were discussed.
- It was agreed that AS would be shown the registrations system to build his understanding of how the admin side of the club operates.

## **10: Equipment Stock**

- There was a discussion about ensuring that we held sufficient buffer stock at Coronation Road for continuing club operations. JD agreed to meet and discuss with KS to stock up.

Meeting Closed – Next Meeting would be 8<sup>th</sup> January 2025