1. **Apologies for absence**

The following apologies for absence were received by the committee and noted:

Michael Morris – Hauxley

Tina Longden & Anthony Quinn – Falstone

Andy Guy - Grasmere

Paul Clark & Adrian Chiechanowski– Portland

Colin Pearson – Auckland & Lions

Lee Thomas - Barford

1. **Roll Call**

The following provides a breakdown of teams represented within the AGM:

|  |  |
| --- | --- |
| Teams represented: | Teams unrepresented without apology: |
| Hawkhill | Poppyfields |
| Cloverhill (Glanton) |  |
| Longburn |  |
| Ashgrove |  |
| Hauxley |  |
| Aberwick |  |
| Lesbury |  |
| Dunston |  |
| Netherton |  |
| Westray |  |
| Lomond |  |

1. **Election of Management Committee Positions**

The following members were elected to the listed positions:

|  |  |
| --- | --- |
| Chair | John Lines |
| Vice Chair | Craig Cowell |
| Treasurer | Lisa Lines |
| Secretary | Craig Fisher |

The committee noted that the Player Welfare Officer role held by Lisa Gerrett is not an elected position, and stood as the only welfare officer in the club. It was agreed that Lisa Gerrett would continue in this role. The committee requested that any member with an interest in this position should indicate this. John Davies indicated willingness to help where necessary following his tenure as Vice Chair. It is the preference to have three Player Welfare Officers.

Further, the club noted that the Kit Manager role held by Tony Cole is not an elected position. It was agreed that Tony Cole would continue in this role.

1. **Requests for any other business**

Craig Fisher requested that a discussion of County Cup entries be added to the agenda. This was duly obliged.

No other requests for additions to the agenda were heard at this time.

1. **Departures**

The committee note that John Davies has stood down after two decades of service to the club. John is thanked for his service and friendship across this period, contributing to many aspects of the club’s running.

The committee note that Denwick have ran to the under 16s age grouping very successfully. The team will not be continuing into the following season, and Marc Ward will act as coach to Hawkhill entering the under 7s age grouping.

The club thanks Marc for his hard work with Denwick, noting a well-fought 4th place finish in their division, and that multiple players within the team received long service awards to the club.

1. **Welcomes**

The committee welcome a new under 7s age grouping team in Hawkhill, to be represented by Marc Ward and Craig Pugh. The club wishes success and enjoyment in their first season of organised football.

The committee welcome Andrea Cairns as secretary for Glanton at the under 9s age grouping and thank her for volunteering her time and energy to the team.

1. **Proposed Policy changes**

The committee heard two proposals for changes in policy.

1. Kit and Equipment, Website and Branding:

to remove the word “Town” after “Chester-le-Street”.

1. Complaints Policy:

Changes to policy wording were suggested following thorough policy exercise in the year.

Amendments were suggested to clauses: 1.2, 1.4, 7.1, 9.1, 10.9, 10.11, 11.1, 11.2.3

It is noted that both changes in policy were accepted unanimously.

It was not possible to review proposed changes to the Discipline Policy and that will instead be reviewed via email.

1. **Communications to, and expectations of management committee.**

As Chair of the Club, John Lines provided a reminder to all members present regarding communication etiquette and expectations of the management committee held by club members.

It was noted that a general 9pm cut off for telephone calls should be adhered to.

Text messages are welcome after this time; however club members should be aware that they should not expect an immediate response.

Alternatively, club members can communicate with committee members via email, however they should be aware that they should not expect an immediate response.

It was noted that general enquiries should be directed to the club email address in the first instance.

It was noted that the management committee members are volunteers, sharing their time with the club, alongside full-time jobs outside of the club. Further, many committee members are also running a team within the club alongside their positions.

Members were requested to adhere to procedures set out above. It was noted that adherence should cut out previously experienced difficulties, e.g. referee/pitch allocation.

Members were requested to use written communication formats such as email and text messages as this allows committee members to review information rather than rely on memory.

It was noted that social media accounts held by the club are monitored, but this is periodic, not 24/7.

At this point, Tony Cole requested that members be mindful that requests may need to wait until multiple committee members are able to respond.

At this point, Lisa Gerrett noted that welfare concerns should be communicated to her in her role as Welfare Officer immediately. Lisa Gerrett requested that immediate safeguarding issues should be immediately communicated via telephone call or text message for advice.

1. **Treasurer’s Report for the Season**

Tony Cole offered an update to the club accounts for this season ended. The club maintains a cash at bank balance of £18,637.00 at season's end, with a comparative balance of £13,431.00 at the beginning of the season.

The club note goods and services received yet not invoiced for the season ended, including presentation trophies, league fees, pitch fees, and presentation booklet printing.

The club noted the adoption of a financial year end for periods of 12 months ending on the 31st of May each year.

1. **Netherlands Trip 2025**

John Lines offered feedback on a successful outing at the Easter Open tournament in the Netherlands this year for the club.

Members were requested to receive expressions of interest from families as soon as possible to allow for planning of a trip in the coming season.

1. **Charitable Status**

John Lines provided a progress update regarding the club’s move towards charitable status in the foreseeable future.

It was noted that developments in challenges made by any complainants have highlighted that the committee may be seen as liable for any mistakes made during the course of enacting their duties to the club. The club has sought insurance to guard against this possibility.

It was noted that Lyndsey Short, connected to Barford, has experience in this field and will support the club in this endeavour.

When charitable status is achieved, committee members will be duly elected as trustees of the charitable organisation. It was noted that staggered start & end dates for tenures would be implemented.

1. **Kit and Equipment**

Tony Cole provided an update regarding procedures surrounding kit orders and sponsors to shirts. Members were requested to submit kit orders for the coming season as soon as possible.

1. **Conduct**

Lisa Gerrett provided an update regarding conduct of members, including coaches, players and their guardians.

Coaches will be required to share codes of conduct with players and their guardians, having been provided with this through email.

It was noted that coaches have freedom of choice in their method of disbursing the codes of conduct. Further, should issues arise, the first item within the club’s approach will be to ensure that codes of conduct were shared.

Additionally, it was noted that as mandatory DBS checks operate on a 3 year cycle within the FA, the club undertakes an annual declaration for all coaches to declare any changes. Lisa Gerrett shared that failure to engage at this point will result in disciplinary proceedings.

With regard to incident reports, the deadline of 48 hours to report to the club was highlighted.

Coaches were reminded to ensure that they are aware of any medical issues with the players under their care.

1. **Referee procedures**

As the incoming Vice Chair, Craig Cowell has also undertaken to assign referees to teams within the club.

Coaches were reminded to treat referees of their games with respect and dignity, and to stand against any abuse of their referees. Coaches were reminded that referees are incredibly difficult to book.

Coaches are requested to contact Craig Cowell immediately regarding any changes to their games, in order to provide the maximum lead time.

The club note that if any team causes a referee to refuse appointments to club games, Craig Cowell will not continue to source and appoint referees to their games. This may also result in disciplinary action.

Coaches and secretaries were reminded to contact the referee one week ahead of the fixture to confirm details, while copying in Lisa Lines through the club email address.

1. **Registrations**

Craig Fisher provided an update regarding player and team registrations for the coming season. It was noted that all players from the previous season will be registered for the coming season, plus any new players communicated to Craig.

Coaches were reminded to receive the following information fields for player registration.

Name

Address

Date of birth

Parents name, date of birth, address

Photograph for registration

Coaches were also reminded to see a document proving the age of the player during registration.

Craig Fisher shared that the mechanics of registration can be done quickly from the input position he holds, with the majority of the time taken to register due to league turnarounds.

Coaches were reminded that for signings of players from other teams and clubs, league transfer forms for these players may be necessary.

Coaches were also reminded of the importance of the Seven Day Rule for registration, wherein players cannot be registered for the club until seven days after the initial approach to the player. Further, for a second player from the same team, a similar Twenty-Eight Day Rule is enacted. These rules may be waived by the previous team for these players.

Coaches were requested to familiarise themselves with league rules regarding transfers.

1. **Team Viability**

It was noted that through his role as Vice Chair, Craig Cowell allocates enquiring players to teams within the club.

Coaches and secretaries were reminded that Craig Fisher must be informed of any players leaving teams for registration purposes.

Members were reminded that the club has an open door policy for any players wishing to train, such that teams are not short of players.

1. **Presentation Summary**

Lisa Gerrett provided feedback regarding the season-end presentations recently held. It was noted that efforts were made to accommodate requests from all coaches; however last minute changes were unable to be accommodated.

Suggestions were heard to mix age groups within presentations.

Dates for the following season’s presentations were set at the 7th and 8th of June 2025.

1. **Pitch Allocations**

John Lines provided information regarding pitch availability and allocations in the local area. It was noted that there is a possibility of losing a pitch for the coming season, putting strain on arrangements.

1. **Training Allocations**

John Lines provided information regarding allocations for training sessions to each team. It is noted that it is increasingly difficult to obtain new allocations. As at this point in time, allocations are needed for Glanton, Longburn, Superstars and Goalkeeper training.

1. **Any other business**

County cup entries:

Coaches were reminded to inform Craig Fisher by 1st of August 2024 if they wish for their teams to enter the competition.

Coaches were reminded that games may be played on Sundays for several age groupings, and to familiarise themselves with the kick off days and times.

It was noted that there was no other business at this time, and the annual general meeting was duly closed.