




Meeting minutes		Tuesday 4th June 2024						
No	Subject	Details that are agreed	Still to be sorted out - Discussion	Link	Deadline	Action	OK!	Comments for next meeting
1	Present at meeting	James Murphy (Maidenhead); Khusro Habib (Mavericks); Andrew Tatarek (Farnborough); Marta Wojtak (Mavericks); Sue Sayers (Newbury); Annika Voss (Oxford); David Morgan (Maidenhead); Fabio Danieli (Basingstoke); Ghisain Laird (Oxford); Hongyi Zheng (Oxford Uni); Karolina (Oxford Uni); Leo (Reading Aces); Marta Wojtak (Mavericks); Sam Yip (Maidenhead); Simona Kral (Spokepaths); Susheel Busi (Didcot);						
2	Missing	N/A						
3	Committee meeeting dates	Will be web meetings, rotated between Monday, Tuesday (not Tat), Wednesday, Thursday. James asks to focus on a particular subject each meeting. All 6-7:30pm web meetings on <a href="http://goto.com/tat">http://goto.com/tat</a> Circulate to Club contacts only, who will pass on.	<b>NEXT BVA MEETING: Wed 21st August 6pm -7:30pm on <a href="https://meet.goto.com/tat">https://meet.goto.com/tat</a></b> Set up dates for 2024-25 season, with the larger items. See what meetings are needed based on season preparation.					
4	Rolling agenda on larger items.	James asked that we have a larger item for the agenda each meeting, so that we can give important issues time.						
5	Khusro Finance presentation	Decision made to carry on subsidising referee courses (details below), until committee changes it. Decision made to refund costs of Adult Safeguarding first time.						
<b>6 ACTIONS FROM AGM &amp; PREPARATION FOR LEAGUE</b>								
7	Adult Safeguarding	<a href="#">James showed Lisa's Safeguarding presentation</a>						
8	VE require Adult Safeguarding	Proposal 5 - Requirements for clubs demanded by VE: 1. A Clubs need to have an Safeguarding Adult Policy (Link to Template, which you might want to edit to suit your beliefs) or just adopt the VE policy and appoint a club welfare officer. 2. The individual will be required to have appropriate safeguarding training. <b>BVA will refund the costs of these two courses taken after the AGM, Sunday 12th May. This is one time per club, after a club official presenting copies of invoices for the course to Khusro. In future cost of training is the club's responsibility.</b> Safeguarding Adult Course: <a href="https://www.anncrafttrust.org/an-introduction-to-safeguarding-adults-elearning/">https://www.anncrafttrust.org/an-introduction-to-safeguarding-adults-elearning/</a> or <a href="https://www.ukcoaching.org/courses/elearning-courses/safeguarding-adults">https://www.ukcoaching.org/courses/elearning-courses/safeguarding-adults</a> Time to Listen: <a href="https://www.sportstructures.com/education-training/our-courses/workshops/safeguarding-and-time-to-listen/cpsu-time-to-listen-workshop/">https://www.sportstructures.com/education-training/our-courses/workshops/safeguarding-and-time-to-listen/cpsu-time-to-listen-workshop/</a> 3. A copy of the policy will need to be uploaded onto your VolleyZone club admin account ahead of your club affiliation for the 2024-2025 and your club welfare officer listed in the role profiles. 4. If a club also has juniors, they will still need to have a policy for Safeguarding & Protecting Children in place, and a safeguarding officer with the course (can be the same person as for adult safeguarding) <a href="https://learning.nspcc.org.uk/training/child-protection-safeguarding-sport">https://learning.nspcc.org.uk/training/child-protection-safeguarding-sport</a> or similar on the VE website.	We cannot successfully push back as this comes from Sports England, on whom VE is dependent for funds. AT send out Lisa's presentation to the clubs.		Implement in time for affiliation - urgent.	AT send out to clubs	!	
9	Update rules from 2023 AGM	See below. Need to get them to Piers in PDF format.						
10	Use VE app for submit score	Proposal 3a - use VE app to report results and submit the score sheet - work out mechanics, implement in the rules.	Work out training requirements, instructions etc Needs input from Simona & Carmel. Probably need entries by 15th August deadline - TBA		Edit rules b4 team registration	Carmel Greenwood; Simona Krall		
11	Player registration for matches and team rosters before each match.	Proposal 3b - register players in adult leagues on volleyzone and use to make team rosters before each match.	Work out training requirements.		Edit rules b4 team registration	Andrew Tatarek		
12	Minimum weekend slots for numbers of teams.	Proposal 2 - 4+ teams needs extra slots per weekend.	Add to rules/registration? Should earliest / latest time be in this?		Edit rules b4 team registration	Andrew Tatarek		
13	Prompt start to matches.	Proposal 6 - Rejected, but remind teams of the need for speed in starting and the gaps between matches.	Add to team entry form or other doc?		Edit rules b4 team registration	Andrew Tatarek		
14	Rule clarification on sex registered at birth	Proposal 16 - add note that sex refers to sex registered at birth.			Edit rules b4 team registration	Andrew Tatarek		
15	Boys no longer play in ladies leagues	Proposal 17 (and many others) - implement boys not allowed to play in the ladies league into the rules. (no change in mixed). And is the definition of National standard OK?	Implement in rules.		Edit rules b4 team registration	Andrew Tatarek		
16	Finances: Fees for entries	Junior teams pay entry fees.						
17	Team entry form	Clarity on the entry form that Junior teams have to pay fees and correction of the bank sort code.						
18	Score sheet prompts	There are things that the competition secretary asks for, like MVP in specific format, so these could be on the score-sheet template, also a software or form prompt when entering score.						
19	BVA plate for 2025	Should we book the plate venue now?						
20	Finances: Bank mandate update	Decision on bank signatories, and update of mandate, including removal of historical signatories. New signatories to be: Khusro, Andrew. Electronic forms - request made for Andy to sign mandate. Signatories will need Barclay's log-in.	This is in progress, forms filled, last stage is to take signatories off. Khusro to try to make a refund payment to Sue, to test it.			James /Khusro /Sue	OK	
21	Late filing of results	Following results were filed late: Wycombe Eagles L206, M109,X208, X202 Farnborough L108, M201 Reading Aces M108 Mavericks M203 3rd Apr added Oxford L107, L111 <b>The meeting agreed to require fines to be paid per what was agreed in the last AGM (£10/late filing). Khusro to send request for payment.</b>				Khusro Habib		
22	Coach and ref survey	Coaching / Refereeing - Marta Survey from Marta – decision required - <b>meeting suggested individual form but sent to club chairs and secretaries to distribute to their refs, sent out 2/4/2024.</b> What do we want to do to support and develop refereeing in the BVA? Observations & Feedback? (YES) Rules seminars? (YES) Annual re-certification? (NO) Other ideas? Any current Grade 4 Referees that wish to be assessed for 3R can now sign-up via VZ	Based on survey results, we may see demand for a local course we could organise - Level 1 coach or Level 4 Ref. We bemoaned the disconnect between VE requiring an L2 coach to run sessions, but 73% of clubs don't have one.			Marta Wojtak		
23	BVA coaching/ref courses	Look on VE website for availability. Marta will publicise when course come available in striking distance.						
24	Referee CPD	Do we have a way to monitor and give feedback.						
		We have an experienced ref willing to attend and give feedback - how do we implement and publicise this?						

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25	Subsidising grade 4 ref courses.	<p>Policy is: BVA will refund 50% of any full rate (£70+ card fee in 2023, no refund on top of other subsidies) grade 4 referee course since the course Sue Sayers organised in Newbury in November 2022.</p> <p>This is for all members of clubs in the BVA, whether the course is passed or not.</p> <p>A request for refund has to come through a club, to assure us that it is for a BVA member.</p> <p>The club has to supply a copy of the invoice from VE to BVA Treasurer, with club bank details for payment.</p> <p>The Treasurer will make the repayment of 50% of the total invoice value to the club.</p>	<p>AT: should we have a document for "current policies" like this, so we don't have to hunt through the minutes to remember what we should be doing in a given instance?</p> <p>Also this sort of thing needs to be publicised, so clubs are aware.</p>			Marta/ Khusro			
26	BVA plate for 2024	<p>Book the Bucks University place - £800? Bit hot and cramped. Concern about the short courts. Effect on insurance? But attractive cost, makes those liveable. Braywick not viable £2k turned to £8k.</p> <p>Can we pin down the date now and Lisa is happy to look for venues.</p> <p>Bradfield college good but unreliable - last minute cancelling.</p> <p>Reading University has 2 courts - worth checking. Lodden Valley is possible.</p> <p>Farnborough Garrison is unreliable if army needs it.</p> <p><b>Or don't do the plate?</b></p> <p><b>Meeting decided on Arborfield Green - compromise between cost and court quality Sat 11th May 12:30-18:30 and Sun 12 May 11:00-5:00. Sue, Lisa and Simon organising.</b></p> <p>Juniors Plate TBD – Sue and Khusro organising</p> <p>Format TBD based on entries</p> <p><b>AGM Location: The Poachers Gastropub, RG41 5DF</b> <b>Date: 12th May Time:17:30-19:30</b></p>	<p>Confirm booking</p> <p>Pay as needed</p> <p>Organise competition format and entries. (limit on number of entries?)</p> <p>Andrew to make and send out entry form.</p> <p>Andrew to send out AGM notice, and request for rule changes.</p>			Lisa Mitchell James/ Andrew	OK		
27	Courts to be booked for play-offs	<p>18th May 14:00-18:00 – Ladies.</p> <p>19th May 10:00-14:00 Men; 14:00-18:00 Mixed.</p> <p>£40 * 12h = £560 – costs to be shared by competing teams (~£63 per team)</p> <p>Winners of Div 2 provide first and second referee, non-playing teams the scorers and line judges. We're looking for volunteers to help organise.</p>				Piers	OK		
28	Competition issues	<p>We have a lack of score-sheets, could be a problem of people not knowing where to send them.</p> <p><b>James asked, meeting agreed, all teams re-send to <a href="mailto:berkshirevolleyballassociation+scoresheets@gmail.com">berkshirevolleyballassociation+scoresheets@gmail.com</a>.</b></p> <p><b>Andrew Tatarek to email all clubs to ask for this to be done.</b></p> <p>Scoresheets Process *</p> <ul style="list-style-type: none"> <li>* 1 scoresheet per email to <a href="mailto:berkshirevolleyballassociation+scoresheets@gmail.com">berkshirevolleyballassociation+scoresheets@gmail.com</a></li> <li>* subject is the match number only e.g. L102a</li> <li>* Need all scoresheets for the entire season to be sent to this address (past and going forward)</li> </ul> <p>Website entries</p> <ul style="list-style-type: none"> <li>* MVP – initial. Surname Only 98 of 366 meet this requirement</li> <li>* Referee- initial . Surname (if friendly – put referee name as "Friendly")</li> </ul> <p>Only 55 of 183 entries meet this requirement</p> <ul style="list-style-type: none"> <li>* Team Name needs to as per the BVA website</li> </ul>	<p>Needs monitoring to see if all the sheets come in. Less than half on 4th April.</p>			AT Sent out immediately.	James Murphy	OK	
29	How to help enforce late result filing rule.	<p>AGM decided to enforce it, but Dave will not have more time this year than last year. How can we help this to happen?</p>	<p>Piers will look at whether there are late filings, and report next meeting.</p> <p>Reluctance to fine retrospectively without notice was expressed by some.</p>			Piers Lawson	OK		
30	2022/23 season loose ends	<p>Any outstanding venue payments from playoffs - there has been some communication on that. Spikeopaths paid for Wren, need to bill BVA, BVA needs to bill teams.</p>	<p>Khusro needs to ask for details from Dave Fox.</p>			James /Khusro	!		
31	AGM preparation - league awards	<p>We chose to give medals with engraving rather than certificates (narrow vote 5:4) and Khusro will sort out the medals.</p>				Khusro Habib	OK		
32	VE Regions and counties discord forum	<p>Invitations circulated from James.Need somebody - James is on Andrew Tatarek is on (but it's one thing too many for him).</p>					OK		
33	Do all clubs have a Safeguarding / Welfare officer for u18s?	<p>VE policy recommends as best practice to have one, not a requirement, although there are vulnerable adults and bullying/taking advantage is not unknown. Almost mandatory if dealing with U18s to avoid being like swimming.</p> <p>VE site club welfare officer lists training.</p> <p>Lisa is checking if each club has a welfare officer - every club has one, as of spring 2023.</p> <p>Safeguarding training is available on VE, requirement for level 2 coaches, and at least one person in the club.</p>	<p>VE want to bring in safeguarding for adults.</p> <p>Safeguarding training recommendations is available on VE, requirement for level 2 coaches, and at least one person in the club. The least painful is the NSPCC online course for about £30.</p>			Lisa Mitchell			
34	Junior development path.	<p>Ongoing conversation.</p> <p>Piers Lawson has created and circulated a discussion document, with existing rules summarised and possibilities, including additional leagues. We will have a discussion so this is thought through before the next AGM, and possible action for coming season.</p>	<p>Discussion needed about integration of the growing number of junior players – new (good) problem, needs creative thought, to make sure we do them justice and retain them.</p>		Ongoing	Piers Lawson			
35	BVA Constitution	<p><a href="https://www.volleyballengland.org/uploads/docs/Club%20Constitution%20Template%20%282%29.docx">https://www.volleyballengland.org/uploads/docs/Club%20Constitution%20Template%20%282%29.docx</a></p> <p>Turns out there is one in our Google Drive in "Key Documents"!</p>	<p>Save this for a time we are discussing governance.</p>			Future meeting			
36	<b>ITEMS FOR PRE-AGM DISCUSSION / NEED WORK</b>								
37									
<b>Admin issues</b>									
39	Team and club contacts - make sure people are clear on who to contact for what.		<p>Tat: need to make the live/updated versions available through the season via a link, rather than send out a spreadsheet, so that as individuals change in a club or team, the right people are contacted. Also Committee contacts should be available, and a central contacts list with instructions on who to contact about what.</p>			Not AGM material - administrative	Andrew Tatarek		
<b>PAST ITEMS BELOW FOR REFERENCE</b>									
3	BVA Chair election	<p>Per AGM and EGM, James Murphy is Chairman.</p>					OK		
42	Google drive access	<p>Access to BVA Google drive for those that need it, then I guess - agree all BVA work is stored there. Google account details for Marta, Gareth, Lisa, Andrew, Khusro. At the moment, too much data is spread on personal computers, which is not secure and cannot be shared.</p>	<p>Anyone still needing access, ask Tat</p> <p><b>Note: access to files is much easier with a Google account.</b></p>			Andrew Tatarek	OK		

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43	Issues so far with league	Issues Andy Bickle reported so far: 1. Scoresheet submission - a little attention to detail please and make sure that you include match no. Additional remarks are for playing up or down, not for rants! 2. Juniors - if players were over 16 on 31st August 2022, they are classed as helpers, not juniors and different rules apply. Aim is to maximise the number of Juniors. 3. Junior on VE talent pathway can still play as juniors, unless they are names as part of any national squad. 4. BVA website / league tables - these are manual, so please have a little patience. 5. Players who play up or down are considered to have transferred to the team once 10 games completed. 6. Treat referees with respect - they are volunteers and make the matches possible. Only captains may talk to referees. Things like accusations of bias are not welcome. One issue to be sorted by AB.				All clubs	OK	
44	BVA Plate 2023.	Braywick have now emailed a quote for £63.50 per court per hour, 9 hours per day for 2 days = £1143 after the £8k quote. Book it now! (Since then, silly numbers again, so back to the drawing board for venue!)				Andrew Bickle	OK	
45	BVA Plate 2023.	Andrew Bickle to talk with Braywick to see if a booking is possible for next year at a reasonable price - result was £8,000, which is about 4x what might be reasonable.  Andrew Tatarek to call Bracknell to see if it could be a potential venue. Result - no nets for the second court, so only one court for volleyball.	The BVA uses the team entries (£60/team x 34 teams = £2040) to hire a hall, double court for 2 days. This year the venue cost for Braywick was £2000 (£62.5 /court/hour assuming 9-5pm), negotiated down from £4000. Other halls considered: Bradfield College: Nightmare to book Reading Uni: difficult to book and uni activities take priority Arborfield: Loddon Valley: No Bracknell - has 2 courts - would they do it? Aldershot Garrison - Army priorities can cancel booking.		Thu 30-Jun-22	Andrew Bickle	OK	
46	AOB 01/02/23 Beach Courts		Could we have more in our area? £30k cost to build and somebody has to run, collect money and maintain, so out of immediate reach.				OK	
47	Dates ahead	SIVA tourn is Men Sat 13th May 13, Ladies Sun 14 May 23.					OK	
48	VE Transgender policy	BVA will adopt the VE transgender policy under the default approach - adopt VE policies unless agreed otherwise by the BVA.	Andy B will write a response to Pablo at Basingstoke.			Andrew Bickle	OK	
49	Rule change AGM item 1.	Send new fines details to Piers for adding to website for 2022-23.			Thu 01-Sep-22	Andrew Bickle	OK	
50	Rule change AGM item 2.	Dave Fox is going to edit the team entry form to incorporate signing up to the player code of conduct as part of entering a team. Dave is looking to use Google Forms for entries.			As soon as draft entries are wanted.	Dave Fox	OK	
51	Rule change AGM item 4.	Update the BVA rules to reflect the change that if a match can't be completed, the side with most points at the time wins.			Thu 01-Sep-22	Andrew Bickle	OK	
52	Rule change AGM item 6.	Update the BVA rules to reflect handing in team sheets to the scoring desk immediately at the start of the triangular. They must be clearly written or printed with the names of those not present for the match crossed out.	Tat: Do we have a convention of name and surname, Initial and surname, Name and initial? Worth having that specified on the team sheet template? Noting the requirement for MVP to be the name, not number, would it pay to have that on the score-sheet template and specify that we use BVA template score-sheets? Or a reminder on the team sheet, as this is a hardy perennial.		Thu 01-Sep-22	Andrew Bickle	OK	
53	Rule change AGM item 9.	Change the number of people in rule 1.6 to allow max 2 instead of max 3 NVL players in a team. This does not affect NVL division 3 players.			Thu 01-Sep-22	Andrew Bickle	OK	
54	Rule change AGM AOB.	James Murphy to send details of FIVB rule changes to Andy Bickle for incorporation into BVA rules. Rule change regarding Libero being team captain adopted, checking with James for any other changes that may affect us. Rules are now on the website.			Thu 06-Oct-22	Andrew Bickle	OK	
55	Arising from AGM	Nobody present from Oxford Uni, James to send them a fine. Corrected - they were not missing. No fine.			Wed 15-Jun-22	James Murphy	OK	
56	BVA Plate feedback.	This year's tournament was good, with more entries, and a good tournament all round.					OK	
57	Season start timing	Dave Fox is away in early September so cannot schedule then. Matches to start 2nd weekend of October. Therefore Deadline for league entries is Friday 19th August. Next committee meeting Monday 5th September 6pm.	Dave Fox commented that the ladies teams numbered 11 last season, which was the nightmare number for scheduling. If it happens consider drafting another team.		As soon as draft entries are wanted.	Dave Fox	OK	
58	Ladies league numbers	League entry form to be available early to allow Dave Fox to get an indication of entries, as early as June or July.					OK	
59								