

## Minutes

### MKINL Committee Meeting 30/11/17

#### Present:

Katrina Hird	Chairman	<i>KH</i>	Sara Parsons	Results	<i>SP</i>
Claudette DaCosta	PR	<i>CDC</i>	Lynne Foster-Jones	Minutes	<i>LFJ</i>
Emily Winship	Secretary	<i>EW</i>	Hayley Sinclair	Affiliations	<i>HS</i>
Gemma Loud	Treasurer	<i>GL</i>			

#### Apologies:

Jane Halsey	Vice Chair	<i>JH</i>	Julia Pearse	Duty	<i>JP</i>
Audrey Castle	Umpiring Secretary	<i>AC</i>			

---

#### Action (who / date)

- 1 KH welcomed all members to the meeting.

#### Items still outstanding from previous meeting

- 2 The Committee voted unanimously to produce a Quarterly Newsletter for the league. It is intended to send the first Newsletter via mailshot by 30/9/17 and then one around Christmas-time, March 2018 and May 2018. Initially, JH will be responsible for collating all the information and putting together the Newsletter. EW to circulate.  
*UPDATE – CDC to get from JH and to send to EW to circulate. CDC to add sign-up form to the new website so others can add themselves to the Newsletter circulation list.*  
**CDC  
ASAP**
- 3 The Committee voted unanimously to close the NatWest bank account (which has not been in use for some time) and to move the remaining monies (around £800) to the Lloyds bank account. KH to draft a letter for the previous Chairman and LFJ to sign (as the signatories had not been changed since LFJ resigned as Treasurer).  
*UPDATE – LFJ to ring the bank and see what we need to do to close the account*  
**LFJ  
ASAP**
- 4 AC to assess BP for Prem Approval. *No dates have been provided for a suitable match so still outstanding. AC not at 30/11/17 meeting so update will be provided next time.*  
**AC  
ASAP**
- 5 KH to email Netters Ice regarding the need to have all relevant admin in place before matches commence.  
**KH  
ASAP**
- 6 If MKINL members attend an umpiring course outside of North Bucks, please can they inform AC at [mkinlumpiringsecretary@gmail.com](mailto:mkinlumpiringsecretary@gmail.com). CDC to put this on Facebook as well.  
**CDC  
By 22/2/17**
- 7 JP to try and order a new ZERO for Bletchley Leisure Centre scoreboard  
**JP**
- 8 We can confirm that the first matches in 2018 will start on 16 January 2018. Fixtures for 2018 will be ready for 11/12/17 in order to be published w/c 18/12/17 (to allow time for checking)  
**KH  
By 11/12/17**

## Correspondence

- 9 Email rec'd from **Fusion** querying points deduction for late submission of Master Signature Sheet. Points deduction must stand as the Affiliations Procedure clearly states the deadline and this wasn't met. Please be reminded that teams may submit as many Master Signature sheets as they need to.
- 10 **Coopers** have sent in a request to have a week off on 13 February. KH to consider when doing the fixtures. **KH  
By 11/12/17**
- 11 Email rec'd from **Netball United**; the email address of an under-18 NU umpire has inadvertently been sent out to 3 non-NU umpires. The Committee wholeheartedly apologises for this and will ensure that it does not happen again. **All**
- 12 Email rec'd from **Netball United** requesting that trainee umpires do not umpire their own club. To be discussed at next meeting as AC was not in attendance. **Next  
Committee  
Meeting**
- 14 **Netters Ice** have queried points deductions. We can clarify that:  
\* 2 points have been deducted for the late submission of the Master Signature Sheet  
\* No points have been deducted re the submission of TI documentation  
\* Netters Ice v Coopers – in line with rule 3.3 this match was deemed void; SP to update the results table – apologies for marking it down as a Coopers win. **SP  
ASAP**
- 15 It has come to our attention that Totally Netball (a business run by one a MKINL-registered umpire) has used the contact details on the MKINL umpiring list, to contact umpires in relation to their leagues. We would like to make it clear that MKINL did not and does not endorse Totally Netball and did not give permission for the contact details of our umpires to be used outside of MKINL. **KH / EW  
ASAP**
- KH & EW to email Totally Netball and tell them that MKINL information is NOT to be used outside of MKINL and/or shared with 3<sup>rd</sup> parties.
- JP to write "FOR MKINL USE ONLY" on the lists stored in the duty box at each venue. **JP  
ASAP**
- Totally Netball have requested that MKINL promote their league on our Facebook page & website. In light of the misuse of contact information, the Committee voted against this (6 against, 1 abstention).
- 16 **Longville Ladies** queried Point 34 of the minutes from 26/10/17. We can confirm that the minutes reflected exactly what was noted on the Duty Sheet and the Committee does not have any further information regarding this.
- 17 A proposal for an amendment to the Constitution has been submitted by **Cranfield Roses**. This will be held over until the next AGM.
- 18 **Netball United** have queried when the first half of the season will finish. We can confirm that this will finish after the games of 16 Jan 2018 have been played as at that point, each team should have played each other, once.
- 19 **Leighton Buzzard** Netball Club have submitted their Youth email address to the committee, so any youth queries can be passed on to them. Should any other Club have a youth section and would like to be contacted in the event that the Committee receives queries regarding youth teams, please send your contact details to [mkinlcontact@gmail.com](mailto:mkinlcontact@gmail.com).

- 20 Email rec'd from **LFJ** (umpire) regarding players / spectators for the next match, walking around the court and standing in the umpire's eyeline whilst a match is in play.  
*Can we remind all players & spectators to please re-read the Court Etiquette document and follow it when arriving at venues whilst another match is still in play. Can all Duty Teams also please help out and implement the Court Etiquette document when appropriate.*

KH and EW to email the teams concerned in the specific incident.

**KH, EW  
ASAP**

Can we also remind all those who arrive at Hazeley – please wait for play to be down the opposite end of the court and make your way through the double doors and out of the door to your left, so you can wait in the hallway for your match to start.

- 21 Query rec'd from **SAS** regarding when the fixtures from January will be available. Please see Point 52 of the minutes from 26/10/17

### Affiliations

- 22 24/10/17  
Olney 2 played an unaffiliated player and are deducted 1 point. In line with MKINL rule 3.3, the result of the game will stand as Olney 2 were not the winning team. Player was affiliated on 27/11/17.
- 23 31/10/17  
Olney 1 played an unaffiliated player and are deducted 1 point. In line with MKINL rule 3.3, the result of the game will stand as Olney 1 were not the winning team. Player was affiliated on 27/11/17.
- 24 All Master sign forms have been now received.

### Players who played up

	Affiliated to:	Played up to:
MW	Chelbridge Arrows	Chelbridge Rockets
YK	Chelbridge Arrows	Chelbridge Rockets
AH	Netters Blaze	Netters Embers
KR	Panthers Storm	Panthers Jets
GC	Chelbridge Rockets	Chelbridge Flyers
<b>SP</b>	<b>NU Aztecs</b>	<b>NU Trojans<sup>2</sup></b>
KL	Chelbridge Storm	Chelbridge Arrows
<b>ER</b>	<b>NU Amazons</b>	<b>NU Zodiacs<sup>1</sup></b>
RS	NU Amazons	NU Zodiacs
CG	NU Amazons	NU Zodiacs
<b>RC</b>	<b>Brackley Eagles</b>	<b>Brackley Falcons<sup>2</sup></b>
AB	Netters Embers	Netters Flames
<b>KL</b>	<b>Chelbridge Storm</b>	<b>Chelbridge Arrows<sup>2</sup></b>
EB	Chelbridge Storm	Chelbridge Arrows
ER	NU Amazons	NU Zodiacs

1 Transferred

2 Second time of Playing Up

## Umpiring

- 25 AC is still following up with the Into Officiating course attendees and hopes to assess all of them before Christmas. **AC  
By 19/12/17**
- 26 Three umpires have taken their C Award practical tests over the last two weeks; two have not yet met the criteria but congratulations go to AM, who passed.
- 27 Congratulations to Katie Palmer, who has become our latest B Award umpire.
- 28 Congratulations to Steph Collard on her selection to the Mavericks Super League squad.
- 29 With immediate effect, as per an IFNA ruling, the Bleep test is no longer a requirement to for the C Award test.
- 30 Dates for your diary:  
  
Into Officiating – 25/02/18, Aylesbury, venue TBC  
C Theory paper – January 18 (exact date TBC), Cottesloe School
- 31 As AC could not attend the meeting, the Umpiring Forum on 9/1/18 will be discussed next week. KH to ask AC to email the rest of the Committee with the proposed format for the night. **KH / AC  
ASAP**
- 32 Anyone who is working towards any umpiring qualification, please get in touch with AC at [mkinlumpiringsecretary@gmail.com](mailto:mkinlumpiringsecretary@gmail.com) .

## Duty

- 33 31/10/17
- **Bletchley College:** caretaker turned lights out immediately when last match ended (at 10.03pm). GL to contact venue as this is a H+S concern.
  - **Hazeley:** Ashmore noted that inappropriate comments were made by an Olney 2 player, about one of the Ashmore players. Please can all teams re-read the MKINL Code of Conduct and remember that MKINL is an adult league and as such, all players must be fit both physically and mentally, to play in the league.
- GL  
ASAP**
- 34 7/10/17
- **Hazeley:** no timer in box. The timer was replaced that same week but has gone missing again. The caretaker has advised SP that our duty box and scoreboard are being used by other sports-hall users. GL to contact Hazeley and ask them to put our box and scoreboard somewhere else.  
In the meantime, JP to put a large sign on the top of the duty box to say “MKINL USE ONLY” and to investigate whether we can chain the timer to the box in some way. JP also to order another timer.
  - **Bletchley College:** bell on order as no bell in box
- GL  
ASAP**
- JP  
ASAP**
- 35 14<sup>th</sup> November:
- **Bletchley Leisure Centre:** 7:30 match cancelled, 9:30 match bought forward
  - **Woughton Leisure Centre:** score board still missing. Woughton have agreed that we can deduct the cost of a new scoreboard from their next invoice
  - **Hazeley:** no bell or timer in box (see 7/10/17)
- GL**

36 New Duty pads are ready. GL to pay invoice. SP to pick them up from the supplier once payment has been made. **GL / SP  
ASAP**

#### PR

37 The Committee unanimously voted to go live with the new website and pay the Website Designer £240 per annum, which covers the annual Club League Subs (£80), Hosting (£80) and Support (£80) for 363 days of the year via phone or email. CDC to send invoice to GL to pay. **CDC / GL**

37 CDC to add newsletter signup to the website, send KH instructions on how to update the IP address and then put the website as live ASAP. **CDC / KH  
ASAP**

38 CDC to supply log-in details to SP so she can upload results) and contact details for Web Designer. **CDC  
ASAP**

39 Our domain name is up for renewal in Feb 2019. CDC to speak to Website Designer re potentially transferring the domain name to him, for upkeep (domain name is currently registered to KH through Moonfruit). Can we put in place a contract so that if we want to transfer the domain name back to Committee control, we can? **CDC  
ASAP**

40 There is a Level 1 Coaching Course taking place in Leighton Buzzard. The first day is on 20/1/18. CDC to put on Facebook. **CDC  
ASAP**

#### Results

41 All up to date on the website & Facebook.

#### Treasury & Venues

42 Committee has reviewed the Accountants Recommendations (Appendix 2):  
\* GL will implement Points 3, 4 and 7  
\* Point 2 is no longer applicable as C-Salt invoices are no longer partially settled  
\* Point 9 – Debt outstanding for venue hire is larger than normal as season ran to end of June instead of ending in May **GL  
ASAP**

43 Hole in Shenley centre third has been repaired.

44 All payments are up to date with the exception of KH's 2016-17 AGM expenses. GL to ring Lloyds to get card reader so she can set up payments. **GL  
ASAP**

45 All team Match fees are currently up to date.

46 Hazeley's backlog of invoices have come through – GL is querying the first invoice as they have overcharged us for a week in September. **GL**

47 Bletchley Leisure Centre have finally sent us a credit note for their invoice – they are only charging £5.60 per night for club fees instead of £5.60 per hour. GL to sort out payment. **GL**

48 Shenley have sent through a copy of their Fire Evacuation Procedure. EW to email this to all MKINL Contacts. JP to put a copy in the duty box. **EW / JP  
ASAP**

49 GL to send KH list of dates that venues are booked for. **GL ASAP**

- |    |   |                     |
|----|---|---------------------|
| 50 | Bank reconciliation on cashbook is out by £92 (money is not missing but a figure might be!). GL to look at and sort ASAP. | <b>GL</b>           |
| 51 | LFJ to looks at budgeted sheet of cashbook as there is a problem with the formulae.                                       | <b>LFJ<br/>ASAP</b> |
| 52 | GL to get costs for MK Sports Centre netball courts and confirm number of courts there (2?)                               | <b>GL<br/>ASAP</b>  |

AOB

- |    |  |                    |
|----|--|--------------------|
| 53 | Can we remind everyone that all grievances need to be emailed to <a href="mailto:mkinlcontact@gmail.com">mkinlcontact@gmail.com</a> within 7 days of the incident.   |                    |
| 54 | If teams are advised that the game they were due to umpire is being used for assessing umpires and their umpire is no longer needed, the Umpiring Secretary will advise the teams but it is the team's responsibility to advise their umpire.  |                    |
| 55 | North Bucks meeting cancelled due to lack of attendees.  |                    |
| 56 | KH has chased North Bucks for a response to the email sent to them by JT of Netters Ice and will continue to chase.  | <b>KH</b>          |
| 57 | The Committee would like to thank AC for going out of her way to ensure that a C Award test could go ahead. The game that the test was due to take place on was cancelled and AC liaised with all teams so that the 9.30 game was brought forward to 7.30 and the test could go ahead. Thanks AC.  |                    |
| 58 | GL to contact Bletchley College and move date of next meeting from 28 Dec to 4 Jan   | <b>GL<br/>ASAP</b> |
| 59 | The number of phone calls / emails / text messages received on a Tuesday night can be quite a lot. Please can all teams note that the Committee will do their best to help you / respond to you but it is not always possible as we also have matches to play & umpire. So if you do not receive a response, we are not ignoring you, we are just unable to get back to you. |                    |
| 60 | Summer League to be discussed at next meeting  | <b>All</b>         |

Next Committee Meeting

4 January 2018

## **Appendix 1**

### **MKINL Correspondence**

- Email received from player looking for a team – put in touch with team looking for players
- New email address received from CB, LB Bombers – team contact list updated
- Amendment to mobile number received from AB, LB Comets – team contact list updated, umpire list updated
- Updated team contact list sent to all MKINL members
- Updated umpire list sent to all MKINL members
- Email received from DB, Longville Ladies, regarding point deduction for failing to hand in master signature sheet. DB has queried if this should have been Longville Netbusters as Longville Ladies handed master signature sheet to duty team on 12<sup>th</sup> September. MKINL Minutes checked – confirmed it was Netbusters who failed to hand their master signature sheet in by the deadline. Results to be amended.
- Email received from umpire HW, asking to be added to umpire list as beginner authorised to umpire division 2 by Umpiring Secretary, checked with Umpiring Secretary who replied not at present – awaiting assessment by AH (NBNA Umpiring Secretary). HW informed.
- Email received from player looking for a team, put in touch with a team looking for players
- Email received from player looking for a team, put in touch with a team looking for players
- Email received from Fusion with explanation for the late submission of their master signature sheet – to be discussed at next committee meeting on 30<sup>th</sup> November 2017.
- Email received from player looking for a team, put in touch with a team looking for players
- Email received from DG requesting information regarding online payments – forwarded to Treasurer
- Email received from player looking for a team, put in touch with a team looking for players
- Email received from player looking for a team, put in touch with a team looking for players
- Email received from SO, umpire unable to attend umpiring forum due to work commitments – forwarded to Umpiring Secretary
- Email received from Coopers, special circumstances request regarding fixtures for second half of the season – to be considered when finalising fixtures
- Email received from TI regarding contact details of a netball united umpire, TI reminded Umpiring Secretary that AM's email should not be used, all emails for AM should be sent to netball united email address
- Email received from member asking for Results – directed to MKINL website and facebook pages
- Email received from parent of U13 player – signposted to Netters and netball united
- Email sent to all MKINL members regarding EN Rule update 2018
- Email received from player looking for a team – put in touch with a team looking for players
- Email from JT querying Netters Ice points deductions – to be discussed at committee meeting on 30<sup>th</sup> November 2017.
- Email received from player looking for a team – put in touch with a team looking for players
- Updated Umpire list sent to all teams.
- Email from DB querying when fixtures for second half of season are to be published – reply sent confirming they will be sent out during week commencing 18<sup>th</sup> December 2017
- Email from HH, Breezers, requesting insurance certificate, forwarded to MKINL Treasurer
- Email from SH, Chelbridge Flyers, with new email address, team contact list updated and sent to all MKINL Members.
- Email from KR regarding incorrect placement on umpire list, umpire list corrected and sent to all MKINL Members – apologies KR
- Email from AB, Leighton Buzzard, regarding master signature sheet – forwarded to Affiliation Secretary
- Email received from HT, Rockers, regarding team contact list – confirmed that Rockers are on the list on page three.
- MKINL October Minutes emailed to team contacts, umpires and committee.
- MKINL AGM Minutes (July) emailed to team contacts, umpires and committee.
- Email received from DB, Longville Ladies, regarding October minutes and reported comments made on duty notes on 26/09/2017 – to be discussed at committee meeting on 30<sup>th</sup> December 2017

- Email received from CB regarding U14 players being directed to only 2 clubs – email reply sent – CB confirmed that LB would like to be included in the future – MKINL confirmed – youth queries to be sent to lbync@outlook.com
- Email from player looking for a team – put in touch with team looking for players
- Email from TI, netball united, asking if the 19<sup>th</sup> December is the end of the first half of the season – to check with Committee at meeting on 30<sup>th</sup> November 2017
- Email received from 2 players looking for teams – put in touch with teams looking for players
- Email received from LFJ regarding spectators in hall during matches – reminder to be sent to teams that players for the next match need to wait outside the hall so as not to impede umpires/distract teams. LFJ would like to know what to do in this situation – to be discussed at Committee meeting on 30<sup>th</sup> November 2017
- Email received from EH asking when fixtures will be available for the new year – to be published week commencing 18<sup>th</sup> December 2017
- Email received from AB regarding contact lists – number was changed on lists yet the number that was removed has been used by Totally Netball – Committee to discuss at meeting on 30<sup>th</sup> November 2017



## Appendix 2

25<sup>th</sup> July 2017

Dear Katrina

Thank you for instructing me to inspect the accounts, which I received on 4<sup>th</sup> July, I have inspected the payments and expenses, and have provided a report based on my findings below:

Accounts of MKINL year ended 31<sup>st</sup> May 2017

The bank balance as per statements at 31<sup>st</sup> May 2017

Lloyds £10220.74

NatWest £784.68

- There was no cash held at 31<sup>st</sup> May 2017, no inspection has been made of cash based transactions.
- The accounts are prepared on a cash basis, with payments being recorded as they are made.
- All cheque payments not cleared at 31<sup>st</sup> May 2016 have now been cashed.
- There are £200 cash/cheques marked as received in the books, but not received in the bank account, there are cheques paid in early in the new financial year totalling this amount.
- Actual receipts are measured against expected income.

Recommendations and notes

1. There is no paper record for the annual Moon fruit payment £11.99, all other payments are backed up with an appropriate invoice or expenses claim.
2. It would be helpful to keep a separate record of payments made to C Salt, where invoices are partially settled on a regular basis.
3. It would be helpful to include invoices and credit notes contra`d in the cashbook.
4. It would be helpful to have the pay in slip recorded on the spreadsheet for ease of reference.
5. All receipts & payments are recorded in a spreadsheet correctly,
6. The paying in book containing Receipt number 500001, paid in 4th April is missing, however the receipts have been correctly recorded.
7. Keep a record of cheques received but not cleared at year end.
8. At the end of 2015/16 an accrual was made for various expenses which were paid for in 2016/17, there is £120 of this amount unused, no accruals have been made for 2016/17.
9. There is a significant debt outstanding for venue hire, not in line with the previous years. The expected costs need to be checked.

BlackCat Accounts Ltd Registered in England and Wales no. 08104816

In conclusion, I can confirm that the attached accounts have been prepared from the books, vouchers and information supplied and I certify them to be in accordance therewith.

Please let me know if I can be of any further assistance

Yours Sincerely

*By email*

Claire Disley Black  
BlackCat Accounts Ltd

### Appendix 3

#### Matches to be considered for re-playing at end of Fixtures

Date of Game	Match	Reason
19/9/17	LB Bombers vs. Chelbridge Arrows	LB Bombers played unaffiliated player & won match
19/9/17	Netters Ice vs. Ashmore	Cancelled by Committee due to M1 closure
10/10/17	Coopers vs. Netters Ice	Netters Ice played unaffiliated player & won match
3/10/17	MKL Sapphires vs. nu Trojans	Cancelled by Hazeley
3/10/17	Futureprint vs. Brackley Falcons	Cancelled by Hazeley
3/10/17	Netters Diamonds vs. Chelbridge Flyers	Cancelled by Hazeley