



Minutes of the 108th Meeting of Ulster Hockey's Management Board, held in the Hockey Office on Tuesday 19th March 2019 at 7pm.

Present: Billy Pollock (BP), Gareth Herron (GH), Iain Kelly (IK), Lynn Mills (LM), Mervyn Logan (ML), Ann Rosa & Jonny Rose (JR)

In attendance: Adare Brady (AB), President UH, Terry Templeton (TT), Vice-President UH, Jill Poots (JP) Executive Manager UH

Apologies: Rory Capper (RC) & Peter Kelly (PK),

Item	Comments	Decision/ Action
Chairperson's Welcome	BP welcomed all. The first part of the meeting was dedicated to a presentation from Catherine Cooney, Partner, Charity & Corporate Team, Worthingtons' Solicitors.	
Charity Trustee Training	<ul style="list-style-type: none"> • The Objectives of the Session were to give a better understanding of UH's legal requirements as a charity trustee in Northern Ireland – <ol style="list-style-type: none"> 1. Role of the Charity Commission for N.I. 2. Public benefit Requirement 3. Company Director duties & Charity Trustee duties 4. Personal Liability & Reliefs for Charity Trustees 5. Running your Charity 6. Protecting your Charity 7. Good Governance 	
Conflict of Interest	None declared.	
President's Report	Read. BP thanked the President for her report. It was a busy month for her and she said that it was not a position for just one person. She thanked Terry Templeton for his support and help. There was a clash of important school matches with the semi-finals of the JMEA Burney Cup scheduled on the same day as 5 Girls Schools' Finals. There was an umpiring issue and a letter was received from Castlederg High School about this.	
Minutes of March Meeting	The Minutes were proposed as a true reflection of the meeting by ML, seconded by TT, passed unanimously and signed by BP.	
Matters Arising	<ul style="list-style-type: none"> • BP gave an update on the Complaint issue. • Executive Manager Recruitment & Selection: Exec Manager's Job Description and Personnel Specification were discussed. It was acknowledged that Job Description will change after Incorporation, however the job would be advertised based on the current funded role, with a caveat stating post incorporation amendments would be necessary. The advertisement and JD/PS will be sent to Sport NI for 	

	approval, and then advertised via NIJobs.com, target date 1 st April 2019.	
Standing Committee Reports	<p>Finance:</p> <ul style="list-style-type: none"> • ML apologised for the late report, which was supported by 2 spreadsheets outlining the current situation and the shortfalls against budget. ML proposed ways of meeting these shortfalls over the current funding cycle. • It is still unclear as to how much Hockey Ireland fees will be. • It was agreed that UHU fees have to go up, level to be determined. ML will look again at the fees scenario including youth fees and report back at the next meeting. <p>Schools:</p> <ul style="list-style-type: none"> • There were no representatives from the Boys' Schools at the Joint Committee Meeting. • An update on the Committee Minutes was given showing the winners and runners-up of the 14 Girls' Competitions. Banbridge academy will represent Ulster in the Kate Russell at St Andrews on 21st & 22nd March. • Incidents at Lisnagarvey & Stormont raised concerns on otherwise great finals. Following the Bel Tel Boys Final, flares were thrown on to the new pitch at Lisnagarvey, marking the recently laid pitch. It was noted a Coach received a red card during the final at Stormont. • The Principal of Ballyclare High School, Dr Michelle Rainey thanked the Schools' Committee for their organisation and will write and thank the Belfast Telegraph. • The Girls will hold their AGM on Tuesday 9th April at Friends School, Lisburn. The Executive Manager will arrange to meet Colin Walker and discuss the Boys' AGM. • Sullivan Upper and Wallace High School will play in the Final of the John Minnis Estate Agents Burney Cup Final at Stormont on Thursday 28th March at 7.30pm. A dinner requested by the Sponsor will precede the match at 6pm. <p>Competitions:</p> <ul style="list-style-type: none"> • The incident that occurred at the Junior League Cup 3 final between Mossley and Newry has been referred to the Disciplinary Committee and is still ongoing. • Anderson Cup semi-finals will be one legged and will be played as double header on a date to be arranged. 	

- The Junior Finals day has been pencilled into the calendar for 6th April.
- Banbridge will be asked to host the Anderson Cup final – the date is to be confirmed.
- With the Intermediate league finishing early - it has been agreed at Committee to introduce the Intermediate cup for the Intermediate league as well as the Sussex Regiment for the Premier leagues clubs not involved in EYHL.
- Malone LHC has written again regards to their stance in playing in Senior 3 - IK will respond to them stating that all 1st X1 teams play in the Senior leagues and not the Junior leagues.
- Pegasus 2s v Mossley 2s - match was abandoned due to serious head injury – game to be rescheduled.
- Free date requested by Instonians 2s for Sat 9th March as they are playing in the IJC on the Sunday - Committee agreed to grant the request.
- Club KV Ladies v South Antrim Ladies - 23/2/19 - South Antrim walked off the pitch, with the result 1-0 to Club KV and still time left in game. It was agreed by committee that South Antrim do not progress in the competition and that they are referred to the disciplinary committee for a matter of code of conduct.
- Annadale withdrew from the Anderson Cup before the 2nd leg against Killeel. They had valid reasons to withdraw from the competition. IK is to write to Annadale that there is no further action taken from withdrawing but that we are disappointed they didn't continue in the competition.
- Clubs are currently being contacted regarding the new registration by Hockey Ireland.
- Rob Abbott made a comment that the Ulster Indoor Tournament was great at the Antrim Forum but would like to see Indoor Hockey more prominent in Ulster.

Umpires:

- Umpire Compliance. The Registration Secretary reported there were Clubs who were non-compliant with Article 6B; the Committee proposed that all clubs are fined £25, except Derg Valley who is fined £50 for a second case of non-compliance. These were agreed to.
- A complaint was received from South Antrim LHC regarding a recent Junior Plate match regarding umpiring. As the

	<p>umpire was not appointed there was nothing that the Committee could do to address their concerns, except to say that a complaint could be pursued under the UH's Code of Conduct.</p> <ul style="list-style-type: none"> • GH raised issues concerning insurance, improving standards, consistency, fairness, and duty of care. • There are Proposals in the Minutes and these are to be looked at for discussion at the Umpires' AGM on 14th May 2019. <p>Coaching:</p> <ul style="list-style-type: none"> • There has not been a meeting of this Committee since the Coaching Committee Chair's resignation. BP and Shirley McCay are in contact with Coaching Committee members. <p>Disciplinary:</p> <ul style="list-style-type: none"> • No report. 	
<p>Executive Manager's Report</p>	<p>The Executive Manager gave a comprehensive report on the work of the Hockey Office Staff:</p> <ul style="list-style-type: none"> • Competition finals. The proposed dinner before the JMEA Burney Cup Final scheduled for 28th March 2019 is going ahead. Next year is the 100th edition of the Burney Cup and if successful it would be proposed to undertake a similar exercise in 2020. • Hockey Ireland Membership System – Dwyne Hill from Hockey Ireland met with Ulster Hockey today to discuss further the membership system. There are still a few clubs to respond and Hockey Ireland would like all in by the end of April. There is no membership fee for next year but if players are not on the system, they cannot play hockey. • The Crowne Plaza has been confirmed as the venue for the Ulster Hockey Awards Dinner on 17th May 2019. The President, Vice President and Andrew Johnston have met to discuss the format. The presentation of the awards will be staggered this year. • Performance reviews for all staff have been undertaken and objectives set for next year. Changes are proposed to certain job roles. The objectives of staff will be included in the Operational Plan along with budget proposals. • Incorporation Little progress has been made in relation to incorporation since the last meeting with limited feedback from clubs on the draft Articles. Clubs have been advised that as this work is being delayed, therefore further comments on the draft articles will be welcomed. • Financial Position Affiliation Fees - the following clubs' affiliation fees are outstanding: - Women's Clubs – Malone 	

LHC who have partially paid – Men’s Clubs – Lisnagarvey has been invoiced for an additional team. A final payment will be made when all affiliations have been received.

- **Budget** - a review of the current budget position has been undertaken with the Finance Committee. Work has also been undertaken with the Chairperson and Treasurer to consider longer-term 4 years financial figures. Huge thank you to those who managed gates over the past two weeks major schools finals.
- **Insurance** – UH is still trying to set up a clarification meeting with McCausland, Light and Rankin in relation to the current club cover that has been sold with the use of the Ulster Hockey name.
- **Anderson Cup** – the Cup has been fixed at a cost of £750. It is hoped some of the costs would covered through Ulster Hockey insurance; however it is proposed that Cookstown HC also contributes to the costs of repair. A discussion followed on whether a prestigious cup such as the Anderson Cup should be kept by the winning Club. Following discussion the following proposal was made: “The winning team will keep the Trophy for 2 weeks and then return it to Ulster Hockey unless it is secured in a suitable safe Clubhouse location and is fully covered by insurance.” This was proposed ML, seconded AR by agreed by all present.
- **Commercial Plan** – a draft commercial plan was presented to the meeting for initial consideration and feedback.
- **Claims to Sport NI** - work has started on compiling the final claims to Sport NI in respect of the Sporting Clubs and Active Clubs programmes.
- **Policies and Procedures Terms and Conditions of Employment and Employment Handbook** – drafts of the terms and conditions and employee handbook have been received and are under consideration. A meeting has also been scheduled with our HR Advisor to go review both sets of documents.
- **Sport Disciplinary, Complaints and Appeals processes** – to date we have not received any documentation in relation to this work.
- **GDPR Audit** - a half day meeting was held to consider the audit and this has been followed up with some more questions on specific areas.
- **Financial Systems Audit (Sport NI)**. Sport NI has indicated that a further audit is due to take place between April–June 2019. It would therefore be appropriate for the Finance

	<p>Committee to review and update our Financial Policies prior to the audit.</p> <ul style="list-style-type: none"> • 'Engage Her' – the 'Engage Her' plan that was produced following the workshops facilitated by Sported has been submitted to Sported for consideration. Key actions will be incorporated into the Operational Plan for 2019/2020. Randalstown LHC, Ballyclare LHC and Ulster Hockey attended a review meeting with Sported on 14th March to share the benefits and proposed actions from being involved in the Programme. • Risks register. The current risk register was reviewed. Most of the controls that are identified are being actioned as planned, however there are controls that require further implementation on an ongoing basis, by both staff, Committees and the Management Board to fully manage the identified risks. Where there are concerns or new controls are needed these are marked in red and it is recommended that they be taken forward. 	
Events	<ul style="list-style-type: none"> • Awards Dinner - discussed earlier in the meeting. 	
IHA	<ul style="list-style-type: none"> • Banbridge Hockey Club will host the World Series Matches in June as the pitches in Dublin will not be ready in time. Question was posed, will there be any umpiring training around it? 	
Four Provinces Meeting	<ul style="list-style-type: none"> • No update 	
Correspondence	<ul style="list-style-type: none"> • NICS MHC – a young IT 'wiz" Club Member is creating a programme which may be beneficial to Ulster Hockey. Jonny McMeekin and Andrew Johnston will liaise and review feasibility. 	
Any Other Business	<ul style="list-style-type: none"> • Jonny Rose will represent UH at Banbridge HC's Sponsors and Partners Event on 30th March. AB & TT are unable to attend. 	
Date of Next Meeting	<ul style="list-style-type: none"> • Next meeting is Tuesday 16th April 2019 at 7pm. 	
Meeting Closed	<ul style="list-style-type: none"> • The meeting closed at 10.26pm 	

APPROVED

L. Kelly
 CITAR ULTU MANAGEMENT BOARD

DATE: 16/4/19