

# NORTH WEST COUNTIES SQUASH LEAGUE

## Minutes of NWCSL Team Captains Meeting held on 6<sup>th</sup> September 2011 at Alford Sports & Social Club, Manchester Road, Warrington, WA1 3NJ

Present: John Hugall (President), Bernie Gill (Chairman), Dave Goulden (General Secretary), John Cunningham (1<sup>st</sup> Division Divisional Representative) & Steve Eccles (Match Secretary designate)

There were representatives from 69 clubs present, with apologies from 6 clubs out of a total of 103 clubs registered for the 2011/12 season.

The Chairman opened the meeting at approx. 7:35pm.

These minutes are a summary of the meeting and may not contain all the issues raised during the meeting by those present.

### 1. Team Captain's responsibilities / player behaviour

The Chairman covered the player behaviour issues, which included:

- a) Team Captains should attempt to diffuse potential conflicts before they become a problem,
- b) All Clubs know whom their problem players are and should be taking steps to ensure that problems do NOT occur. Clubs also have a responsibility in ensuring that their problem players are dealt with appropriately if problems do occur,
- c) Players do have a duty to respect Markers/Referees, who will always get the full backing of the Disputes/NWCSL Committees.

Team Captain's responsibilities was dealt with by the GS, these included the following:

- a) Player registrations – to ensure whenever possible that all team players are registered before they play and within 7 days otherwise.
- b) Scorecards are correctly filled in, both website and posted copies – please enter website results carefully and check before saving, it is also not unusual to receive posted scorecards with only names and scores entered, with no team names, date of match or match score,
- c) Scorecards still needed to be posted (or scanned and emailed) to Div Rep, as agreed with Divisional Representative. The scorecards are needed by the Divisional Reps.

Disputes – A Disputes Form is now available on the website. Further information, including supporting letter can be sent with the form.

If the form has not been returned within the 7 day deadline, please state on the form the reason for the delay. The Disputes Form must be sent to the appropriate Divisional Rep., with a copy to both the 'new' Match Secretary and General Secretary. This form must be signed by the designated Club Representative.

### 2. Rule Changes at 2011 AGM

The GS briefly covered the Constitution and Rule Changes that took place at the AGM in May.

Up-to-date copies of the Constitution and Rules can be found on the website.

There was 1 proposal covering the Constitution.

- a) Constitution : Item 5.1; 2<sup>nd</sup> Sentence

There were 4 proposals covering the Rules.

- a) Rule 1.2
- b) Rule 4.2
- c) Rule 6.4 & 6.5 (additions to existing rule)
- d) Rule 9.3

Details of these changes can be found in the Minutes of the 2011 AGM, which are available on the website in the Archives section.

### Others Rules

The GS also reminded clubs of the following rules, which cover the majority of issues during most seasons:

4.1 Playing Orders – particularly where clubs have two teams in same sections of a division, the teams must play in ranking order and clubs must not be operating teams as two separate squads

5 Match Date Alterations – the appropriate Divisional Rep must be informed **IN ADVANCE** and agree to any postponement

6 Match Walk-over's – a reminder that 1 walk-over in Divs 1& 2 or 2 in other Divs (3 & 4) can result in automatic relegation

7.6 31<sup>st</sup> Dec deadline – exceptions

If a player has been out during the first half of the season due to injury and business or personal reasons and not been able to play 1 match before the deadline, then permission is normally given for them to play during the second half of the season, subject to rule 7.7. New players to the area may be allowed to play, but each case will be judged independently.

7.7 Last 4 matches – exceptions

Regular players may, with permission, be allowed to play in a lower team if their current club playing order merits it at the time of the matches. See second sentence of this rule.

9 Starting Times

The rule states that matches must commence at 7.00pm and at least 3 players from each team are present. The emphasis is on clubs/teams to comply with this rule. The committee will deal with any issues relating to late start, if brought to their attention.

Where there are late starts, as a result of teams (home or away team) arriving late, then every effort **MUST** be made to play the match. Teams / players **CANNOT** claim a match / tie; this decision would have to be made by the committee.

If all matches are **NOT** completed at the end of the evening (where club have a time to complete by), then the awarding of any unplayed matches/games will be decided by the committee, taking into account late start times.

### 3. Website

Club Playing Lists

GS stated that quite a number of the club playing lists needed to be update and to send him a list of player names and ID numbers that needed to be removed.

Player names are **NOT** removed from the Resultszone database, but are retained as players without a club.

Incorrect rankings

GS stated that if any club believed that they players with incorrect rankings to contact him, along with any reasons.

The GS also reminded club administrators that they should **NOT** use **INCORRECT NAMES** when entering results. The use of incorrect names can have a significant effect on the ranking system.

Transfer of Players

If players are moving between clubs, then the GS should be informed, so that player records can be moved with them. Do **NOT** re-register existing players. If you are uncertain, check first.

New Registrations – need to allocate the correct number of starting ranking points

Check your club ranking list and allocate a starting number of ranking points similar to the players around where the new player will fit in.

#### Team Administrators

The GS informed the meeting that all administrators who had NOT entered a match result since the beginning of 2010 have been removed from the system.

#### 4. New Match Secretary's Role

A Match Secretary's position was agreed at the 2011 AGM.

There had been a volunteer, Steve Eccles, for this position and following this meeting, the Committee would be co-opting Steve into his new role.

The GS gave a breakdown of the two roles for the Match Secretary & General Secretary.

##### Match Secretary's Role:

- i) Compile Leagues, including promotion & relegation issues
- ii) Compile Summer League
- iii) Consider various requests from clubs
- iv) Maintain 1st & 2nd Division playing orders (as past of sub-committee)
- v) Arrange Play-offs and finals
- vi) Consider Dispute issues in conjunction with Divisional Representatives
- vii) Manage Resultszone - all aspects
  - :- Create New Season
  - :- Compile Leagues
  - :- Generate Fixtures
  - :- Update Club Details
  - :- Update Player Details
  - :- Merge duplicate player details
  - :- Create Administrators
  - :- Register New Players

##### General Secretary's Role:

This would mainly be administration, following this new season

- i) Send out Club Entry Forms/Invoices
- ii) Send out Invoices for Referee Fees
- iii) Arrange AGM
- iv) AGM Minutes
- v) Compile & Arrange Handbooks
- vi) Arrange Stationery
- vii) Arrange Team Captains meeting
- viii) Team Captains meeting Minutes
- ix) Arrange Committee meetings
- x) Committee meeting minutes
- xi) Arrange Dispute & Appeals meetings
- xii) Dispute meeting correspondence
- xiii) Send out Summer League Club Entry Forms
- xiv) Manage & Update NWCSL Website

#### 5. 1<sup>st</sup> Division team responsibilities

John Cunningham gave an update as far as 1<sup>st</sup> Division requirements needed by him:

- a) If you have a 1<sup>st</sup> team manager or he has changed from last season and you wish him to be circulated on future emails please let JC know by completing the 1<sup>st</sup> division team manager form.
- b) All 1<sup>st</sup> division players are required to be registered with JC on the appropriate form, available on the NWCSL web site. A new form is NOT required for players at your club, for which he has already got a form, providing their details have not changed,

- c) Each club is required to submit the ranking order of their players for the 1<sup>st</sup> 6 matches as soon as possible
- d) Ensure all your players are registered on the NWCSL website. If players are transferring from one club to another do not re-register them, please let Dave Goulden, Steve Eccles or John Cunningham know and we will get them transferred.
- e) JC need the match cards faxed to him at the latest by 5.00pm the next day so he can get the results to the press. Where ever possible please enter the results on the website yourselves.
- f) Fines will be imposed for the following, late results (£5), missing player (£30), late starts (£15 for every 10 minutes after 7.40), not playing in ranking order (£5 per offence).
- 1<sup>st</sup> Division clubs will also be contacted by Kevin Thompson, who has a radio sports show on Wythenshawe FM. He will continue to attend matches and conduct player interviews.

Following this item, the Team Captain's meeting was suspended for the **Extra-ordinary General Meeting** (see separate minutes for details)

#### 6. 2nd Division playing orders

As agreed at the EGM, the 2<sup>nd</sup> Division teams would have to submit a playing order for 2011/12. Following the approval of Agenda Item 1 at this EGM, 2<sup>nd</sup> Division teams would be able to submit a playing order with 2 players ranked at the same position, with either player being able to play above or below the other player.

**NOTE:** At the EGM, the meeting also approved Agenda Item 2, with the 2<sup>nd</sup> Division playing Point a Rally; 11up (as in the 1<sup>st</sup> Division) for season 2011/12.

#### 7. Season Timetable

All though the season timetable was not fully discussed at the meeting, the following is a summary of the 2011/2012 season

1<sup>st</sup> Half of Season - Start 27/29 September, finish 13/15 December

2<sup>nd</sup> Half of Season - Start 10/12 January, finish 27/29 March

Any Division sections with 13/14 team will start 1 week earlier, 22<sup>nd</sup> September & 5<sup>th</sup> January

Free weeks

Divisions of 12 teams

25<sup>th</sup>/27<sup>th</sup> October half term week

7<sup>th</sup> February English National Closed Championships (1<sup>st</sup> Division only)

23<sup>rd</sup> February half term week (divisions 2 to 4 only)

5<sup>th</sup>/9<sup>th</sup> April Easter Friday/Monday

Play-offs (excluding finals)

12<sup>th</sup> April Div 2

12<sup>th</sup> & 19<sup>th</sup> April Div 3

5<sup>th</sup>, 12<sup>th</sup> 19<sup>th</sup> April Div 4

12<sup>th</sup> & 19<sup>th</sup> April Div 5

See below for Play-off Finals

#### 8 Play-offs / AGM

The final of the play-offs and presentations will be all on the same day (Saturday) at the end of April / early May 2012, subject to confirmation of venue.

The three 3<sup>rd</sup> Division promotion play-off matches will also be played, as soon as possible after the end of the season on a Thursday evening, provisionally 12<sup>th</sup> April 2012.

The AGM will be held separately to the Play-off weekend.

#### 9. Handbooks

The GS asked all clubs to finalise their details, including contacts and number of teams, so that the Handbook could be sent for printing.

Due to other commitments, the GS stated that the handbooks would not be available until early October

#### 10. AOB

##### Referee Courses

A number of referee courses are/are being planned by ESR.

Contact Joss Garvey for details : [jossgarvey@hotmail.com](mailto:jossgarvey@hotmail.com)

##### Sponsorship

Major sponsorship had been actively pursued without success so far.

The potential deal with HEAD last season fell through due to unreasonable demand from them and the unlikely event of receiving little or any real sponsorship monies from them during last season.

Stationary – GS reminded club that they should/must use the new stationary during this season following the league stationary & handbook sponsorship with CourtCare. The Chairman also requested that clubs needing any work on their courts should consider using CourtCare,

##### ESR Affiliation Fees

The Chairman reminded clubs that their ESR affiliation fees, where applicable, should be paid before the start of the season. Clubs failing to pay on time, will more than likely lose points in accordance with the NWCSL Constitution.