

Notes from Badminton Herts Performance Centre meeting

**4.30pm Monday 23 June
at 57 Bradmore Way, Brookmans Park**

Present: Malcolm Fraser, Angela Blowers, Marion Conway, Duncan Conway, Pat Walker, Gill Bartlett, Dave Bartlett, Bob Green, Tim Fitches, Steve Willis.

The main purpose of the meeting was to consider the BE response to our concerns about the Offer conditions and Agreement and identify the way forward.

AB identified that decisions made at this meeting, including actions agreed, would have to be ratified by the HSBA Committee at their meeting tomorrow, Tuesday 24 June. [Confirmed by AB 26/06/08]

1 Head Coach Agreement

MF's draft based on the BE template had been circulated. Minor amendments were agreed by all present, with a query on 6.4 to be referred to Colin Walker.

ACTION: PW to ask CW about 6.4. MF to edit with all agreed amendments accordingly .

2 Offer: Conditions required before 1st (Interim) Payment

Standard Conditions

PC1 [Submission of Form A completed and signed in Acceptance of Offer] Agreed:

- Start date August 2008
- MF to sign as authorised official
- CW to countersign

PC2 BE Satisfied

PC3 [Submission of Form B Contacts Form] TF had confirmed that "The officer who will fulfil the conditions of the Agreement" meant "The officer who will communicate the fulfilled conditions of the Agreement" and was not someone other than the Project Contact or M & E . Agreed authorised contacts:

- M & E/ Project Contact GB
- Payment Requests/Cheque Recipient CW

PC4 TF was present when the Head Coach Agreement was discussed, and agreed to all amendments. BE satisfied

PC5 BE Satisfied

PC6 TF confirmed that the condition is satisfied although we had not yet found a Fundraiser.

Specific Conditions

SPC1 BE satisfied

SPC2 BE satisfied

Conclusion: All the conditions required before 1st (Interim Payment) are satisfied when we return completed Forms A and B.

ACTION: MF, CW and GB to sign appropriately. Signed forms A & B to be returned to Julia Strong at BADMINTON England.

Completed Form C (Payment Request) to be sent to Tim Fitches. [Tim, could Colin send this to you electronically?]

3 Offer: Conditions required before Part B (second instalment) of 1st Payment Specific Conditions

SPC3 This condition is satisfied when TF/BE accepts our finalised schedule of Performance Centre sessions and our Operational Model [See PC8 below]

SPC4 CW will work to develop sustainable 4-year budget when Agreement is signed.

4 Offer: Remaining conditions

Standard Conditions

PC7 Scheduling review meetings with RDM and NDC was not seen as a problem. **Satisfied.**

PC8 Integration of Performance Centre Pathway. TF identified that this condition would be satisfied if we provided:

- A schedule of Performance Centre sessions [MC presented a draft schedule]
- An Operational Model based on the Performance and Club Pathway model [DB presented a draft].

Both drafts were discussed. Agreed both drafts to be finalised:

- **Schedule to be finalised by MC/DC by end September**
- Information from Appendix 1 to be incorporated into the Operational Model [DB/GB]

Agreed to be completed by January 2009:

- assessment of squad and potential squad players, using Talent ID Tools
- Transition to PC three-tier system (Integration of Performance Pathway) as set out in the schedule, to be completed by January 2009.

PC9 Head Coach to have personal CPD programme (Deadline: 4 months from appointment)

ACTION: SW

PC10 Not seen to pose a problem

PC11 Not seen to pose a problem

PC12 Not seen to pose a problem - Required in 3 years' time!

PC13 BE flexibility confirmed regarding turnaround time allowed for Annual Checks.

Specific Conditions

SPC5 HBA Foundation Club accreditation "nearly there" (Deadline: 6 months)

5 Executive Committee

Although the relevant PC is satisfied, it was decided to discuss the Performance Centre structure at this meeting, including the composition of the Executive Committee and the depth of the Support Team.

It was identified that most of the current Committee represented more than one member organisation. However, we have to look ahead to the implications of its composition in the future. Changes to the Executive were discussed, and it was agreed that:

- the Minute Secretary should not be a member of the Exec Committee
- there should be 3 HSBA representatives (in addition to any HSBA representative elected to the role of either Chairman or Deputy Chairman)
- club representation should remain at a **maximum** of 3.

ACTION: Update and approve the Proposed Constitution according to the agreed changes. [Post meeting: I have also changed Administrator to Administrator/Liaison Officer to clarify the current role; amended the Member Clubs to include Baldock JBC; and inserted DC's suggested amendment of final bullet item 4. See attached draft 4.]

ACTION: For your approval. [Post meeting: all replies approved.]

6 2nd PC Seminar on 10 July

At the 1st Seminar we were able to send 3 reps (Coaches MC and BJ; Admin GB) because we had not at that stage identified a Head Coach. The Admin info is said to be the same as before, but the Coach programme has moved on and there will be new info.

SW confirmed that he had received an invitation, and would be attending.

MC and AB took copies of the invitation letter and Agenda to identify potential HSBA squad coaches who could/would attend. [Post meeting: Tony Clarke is considering. GB to send Agenda]

GB suggested CW might consider going ???

7 AOB

SW identified the need to involve high profile BE involvement (preferably from Mike Woodward, the National Development Coach) to increase credibility of the Performance Centre with parents and players.

At our meeting on 7 April MW had stressed the importance of communicating and gaining commitment from parents and children on the Performance Pathway, and referred us to TennisParents.co.uk. He hinted at plans to do something similar for badminton.

ACTION: TF to investigate how far MW's plans have progressed, and possibility of MW's personal support.

6 DONM : Inaugural AGM and full PC Executive including Head Coach
8pm Monday 15 September. **ACTION:** AB to try HSV for free room