

# ENGLISH ICE HOCKEY ASSOCIATION

Board meeting 4<sup>th</sup> November 2023  
NON-VERBATIM



Company Number: 03730185 Register Address: Ice Sheffield, Coleridge Road, Sheffield, England, S9 5DA

The meeting took place in person at EIHA Office, Sheffield and online via Microsoft Teams.

## Directors Present:

Barrie Archer (BA) – Meeting Chair; Mohammed Ashraff (MA); Duncan Hough (DH); Martin Peters (MP); Cornelia Raubal (CR); Alan Moutry (AM); Bruce Douglas (BD)

Remote: Hannah Rigard-Mason (HRM);

Apologies: Daniel Smith (DS)

The meeting started at 0936 hrs.

Action

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## Welcome

### 1.1 Vice Chairman's opening remarks

BA chaired the meeting and thanked everyone for attending.

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## Apologies

DS was unable to attend due to the loss of his vehicle in the storms

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## Conflicts

No conflicts were noted

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## Board Minutes

Minutes have been forwarded to the office, once circulated board members to add comments and feedback.

All

5

## Operations Report

### 5.1 Anti Dopy Policies

Policies were agreed.

*The Board of the EIHA hereby adopts the UK Anti-Doping Rules published by UK Anti-Doping Limited (or its successor), as amended from time to time. Such rules shall take effect immediately and be construed as rules of England Ice Hockey.*

**Anti-Doping** to be a permanent agenda item

HRM

### 5.2 Sport England

Application for release of funds has been completed.

There is a requirement for a skills scan of the board members. BD is in the process of completing

BD

### 5.3 Committees

	HRM discussed the relevant committees. Advertisements for the roles will be completed and released.	HRM
<b>5.4 Pixelot</b>	The annual cost for current Pixelott is £19470 It was agreed that AM will investigate the use of Pixelott and provision to other clubs within the EIHA and report back to Jan 2024. It was discussed that the cost of Pixelott should be accounted for within any registration fees.	AM
<b>5.5 Para Olympics GB</b>	DH will liaise with IHUKL and Para committees in regards to the proposed articles of association	DH
<b>5.6 Articles</b>	DH confirmed there is a need to work with partners and will arrange various meetings and will look to have articles prepared for Jan 24.	DH
<b>5.7 First Aid</b>	Urgent need to source provider of first aid to EIHA members. Podium analytics is a free to use app that can be utilised by the EIHA and its members to chart injuries and the welfare of members. The Board agreed to utilise the app and a contract or MOU will be signed asap.	HRM
<b>5.8 Sport Smart</b>	Was discussed and it would be run by insurances before agreement is reached.	HRM /MA
<b>5.9 Manager Protocols</b>	Protocols will be published shortly. This will include relevant CPD points that can be achieved.	HRM/C R
<b>5.10 Website</b>	Work is still required for a education Management system to be incorporated into the website. MA discussed 3 companies able to provide and will continue this work and link in with HRM – work to be completed latest Jan 24	HRM/M A
<b>5.11 Volunteer Audit</b>	The audit was not completed by GMs, HRM has completed the work and due to this it is suggested a monthly meeting with GMs. Manager GM has already set up the meeting HRM to link in.	HRM/V F
<b>5.12 Insurance Documents</b>	There is a need to publish latest versions on website. MA to forward to HRM	HRM MA
	A discussion was had about insurance and when members travel to other areas and that the EIHA is unable to provide singular insurance. HRM and MA will discuss	HRM MA
<b>5.13 Spectator Conduct Policy</b>	The policy was discussed and agreed for release.	
	HRM will link in with members and rinks to discuss a joint approach to spectators who use racist behaviour.	HRM

6	<p><b>Risk Register</b> BD continues to work on the risk register and will tackle one issue at a time to reduce the risk. To remain an agenda item as risks are removed.</p>	BD
7	<p><b>Finance</b> BA questioned if the audit had now been completed as it was some months since the AGM. The board were informed that the Audit was being completed as a deep dive and all information has now been provided to the auditors.</p> <p>MA will chase the auditors and look to take the final accounts to the members as soon as available.</p> <p>MA gave a report on expense management and discussed the use of a webmaster system that would allow for full transparency and conduct checks on claims made. Work is aimed to be completed by Dec 23</p> <p><b>7.1 Expenses policy</b> The expenses policy will be updated, and completion is aimed for Dec 23 HRM MA CR will complete this work</p> <p><b>7.2 Hotel Booking</b> Agreements had been reached with one chain of hotels to provide corporate booking and work was continuing with other chains.</p>	<p>MA</p> <p>MA/CR</p> <p>HRM CR MA</p> <p>MA</p>
8	<p><b>PINIHL Section Report – MA</b> MA updated the board. No issues outstanding at present.</p> <p>MA advised the board on updates re Swindon Ice rink.</p> <p>MA discussed the cost of paramedics at PINHL there is a need for further investigation work as the cost would fall on the clubs themselves the annual cost is circa £12K.</p> <p>MP asked about Coventry weekend as the events team were looking to commence the necessary work. MA confirmed that talks are in place to ascertain if PINIHL wish to run the event themselves. MA will report back to the board prior to Jan 24.</p>	MA
9	<p><b>National 1 &amp; 2 Section Report - MP</b> MP updated the board.</p> <p>MP confirmed the GM was proactive having regular contact with clubs as this stage there were no issues.</p>	
10	<p><b>WNIHL Section Report - CR</b> CR updated the board on the information available with no concerns.</p> <p>GM is completing work for Playoffs 23/24.</p>	

<p><b>11</b></p>	<p><b>Blood Kits</b>  <b>MP/CR</b> reported to the board that money had been raised outside of the EIHA to provide trauma blood kits to all senior teams. Sponsorship for these kits had been achieved by the same group.</p> <p>The use and storing of the kits would be a club rink decision like defib kits and would require training. The EIHA commended the work completed by this group.</p> <p>Insurance company to be contacted to discuss endorsement of such equipment.</p>	<p><b>MA</b></p>
<p><b>12</b></p>	<p><b>Juniors – MP</b>  MP discussed the introduction of the Fair Play Cup which will be based on the number of penalty minutes a team acquires during the season. It will be referred to as the Val Wilkinson cup.</p> <p>MP discussed an approach from Hendricks Camp Cardiff to apply for submission of a U18 team for the forthcoming season. The board discussed this and confirmed more due diligence is required in regards effect on local team and leagues. Once completed relevant paperwork should be completed.</p> <p>MP proposed a playing up policy to be implemented. The board discussed the proposal and felt there is a need for some further confirmation work and the policy should be referred to as Elite Pathway policy and should be available for the elite players. The paper will be returned for Jan 24 board.</p> <p>MP presented a paper regarding the current media strategy and provision. The paper was approved by the board.</p> <p>HRM to liaise with DS to complete a strategy By Jan 24. The board discussed potential costings of having the work outsourced, CR confirmed she would conduct this work and liaise with DS. MP to contact named individual to complete media work until strategy in place and give notice on current company. Full report to board for Jan 24.</p> <p>MP discussed the ENTP programme and progress being made. 2 teams for each age group will compete in competition around Europe a full schedule will be published shortly.</p>	<p><b>MP</b></p> <p><b>MP</b></p> <p><b>MP</b></p> <p><b>MP/ DS /CR /HRM</b></p>
<p><b>13</b></p>	<p><b>Education (Managers)</b>  CR is developing a training package for the managers for June 24.</p> <p>CR discussed the recruitment of managers for showcase and will discuss this further outside of the board with MP</p> <p>CR discussed the need for identification cards for managers and coaches within the organisation, the expected cost is £500. It was decided that ID badges should be reintroduced for season 24/25 with CR leading.</p>	<p><b>CR MP</b></p> <p><b>CR</b></p>
<p><b>14</b></p>	<p><b>Education (Coaches)</b>  AM advised the board there are currently 700 coaches with a further interest of 250 to complete coaches. The current issued is the availability of instructors. AM will continue to</p>	

	<p>look for opportunities to deliver courses and succession planning to ensure the availability of instructors.</p> <p>AM also advised that he has been speaking with Dr Simon Quick who is interested in developing the pedagogy of the coaching programme.</p>	
15	<p><b>DOPS, Safeguarding, Para, Rec Section Update - BA</b></p> <p><b>15.1 DOPS</b> BA updated the board.</p> <p><b>15.2 Rec Hockey</b> The board were updated.</p> <p><b>15.3 Para Hockey</b> The season has now completed; BA will arrange a meeting with GM to discuss the forthcoming season.</p> <p><b>15.4 Safeguarding</b> The board were updated.</p>	BA
16	<p><b>Strategy</b></p> <p>DH advised the board that there had been no comments from the GMS regarding the socialising and would now move to socialise with IHUK.</p> <p>There is an aim to produce the strategy Dec 23 with the new look website.</p>	
17	<p><b>External Affairs DH</b></p> <p>Articles – DH is continuing work on the articles and will report back to the board Jan 24</p> <p>BVALCO = 6 month review meeting booked for 13 Nov BA DH to attend</p> <p>IHUK – conversations to be arranged in relation to MOU and articles – ongoing.</p> <p>Wales Sport – A formal meeting is yet to be arranged.</p>	
18	<p><b>Gatterwell lottery – BD</b></p> <p>BD discussed gatterwell with the board. The company organises lottery schemes that can raise money for the those involved as well as provide a prize fund for winners. The initial cost for set up has been advised at £5K. It was agreed by the board that members will be surveyed to ascertain if they would be interested.</p>	BD
19	<p><b>Secretarial Update - CR</b></p> <p>CR updated the board on the office and IT.</p>	
20	<p><b>AOB</b></p> <p><b>20.1 Skills training for the Board</b></p> <p>BD informed the board that once the skill set had been completed a training provider will be sourced – this is a requirement of Sport England</p>	

	<p>BA added that there is a need for a further review of the board as stipulated by Sport England – BVALCO will be approached to conduct this work the board agreed.</p> <p><b>20.2 Clothing</b> MP proposed the purchase of training shirts for the ENTP programme and purchase of hoodies for volunteers.</p> <p>The board decided that this should be brought back to the board in Jan 24 once the strategy and website had been released.</p> <p><b>20.3 Company Secretary course</b> CR discussed with the board the need for completion of the above course to ensure that the EIHA remained compliant.</p> <p>It was agreed by the board that CR should complete the course as soon as possible the cost is circa £1800.</p> <p>BA asked CR if on completion of the course would she be willing to serve in this role for a period of 5 years even if voted off board of directors to ensure cost effectiveness for the board. CR agreed in principle.</p>	
<p>Date of next meeting 6<sup>th</sup> January 2024 at 09:30 hrs, in person, Sheffield Office</p>		
<p>Meeting closed at 17:06hrs</p>		