



WOKING BLACKHAWKS BASKETBALL CLUB

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Minutes of the 12th Annual general Meeting of the Woking Blackhawks Basketball Club
held on Monday 25th June 2012 at 8.00pm in the meeting room behind Winston Churchill Sports Centre.

Attendees:- Martin and Jenny Marshall, Iain Taylor, Michelle Taylor, Tim Hearn, Sally Dean, Stephen Dean, Chris Pedley, Gerard Sammon

Apologizes :- Keith Farmer, Phil Parry

1. Iain opened the meeting and welcomed everybody, introductions
2. The minutes of the 2012 AGM were accepted by the meeting as a true record .
3. Chairman Report – See attached report from Iain
4. Secretaries Report – See attached attached notes from Martin
5. Treasurers Report – Tim Reported an income of £41,396 and expenditure of £42,257. Current Cash in bank of £4,865. The accounts were being audited and a letter from the Auditor is attached
6. Constitution – the following Constitution changes were agreed,
 - 6.1. The Club name to be amended to remove 'Junior' the name to become "Woking Blackhawks Basketball Club" – Clause 1.1 becomes
 - 1.1 The organization shall be called Woking Blackhawks Basketball Club hereafter to be referred to as "the Club" and shall be affiliated to the National Governing Body (England Basketball and The Great Britain Wheelchair Basketball Association)
 - 6.2. To add the following membership classes to para 3 –
Junior Wheelchair Member (under 18 years of age)
Senior Wheelchair member (over 18 years of age)
 - 6.3. To add to the executive offices to position of 'Wheelchair Officer' to para 4
Amended copy of the constitution is attached
7. Election of Officers – the following positions were confirmed by the meeting.
Chairman – Iain Taylor
Secretary - Martin Marshall
Treasurer – Tim Hearn
Head Coach Senior Men – Damian Knode
Head Coach Junior Boys – Stephen Dean
Head Coach Ladies – Phil Parry
Wheelchair Office – David Kingstone
8. A auditor was will be appointed
9. It was agreed that registration fees will be reviewed at the first committee meeting.
10. A.O.B – Woking College , an update regarding a new court being built at Woking College and possible Club/College link was given by Martin, The Club has been invited back for further discussion, the court construction is starting within the next few weeks.
11. The meeting closed at 9:15 with Iain thanking everybody for attending and inviting people to stay for a 'drink and nibble'



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CHAIRMANS REPORT – SEASON 2011/2012

Having been press ganged into taking on the Chairmanship for the season, I am pleased to report that I have survived unscathed, mainly due to the fantastic work undertaken by the administrators of the Club, the coaches of all of the squads but most importantly, Martin Marshal who does so much to ensure that the club continues to progress. It was him who prepared the way for the Club to receive the £3000 grant from P & G, as well as submitting the entries for the Woking Sports Awards where the Ladies picked up the premier award of Team of the Year. And as we enter the next phase of the development of the Club, he produced the reams of documentation securing the grant from Woking Borough Council to enable us to apply for the Senior Teams to enter the National League next season.

On the playing angle, starting with the Junior squads, two of the National League squads, the Boys U14's and the Girls U16's succeeded in getting through to the play offs and although they were unable to progress through more than one round, valuable experience will have been gained by the players. Congratulations also must go the Boys U14 Surrey CVL team who won their respective play offs with victories over both Kingston and Cobham. All of the remaining squads played throughout the season with great enthusiasm and no shortage of skill, even if at the end of the day results went against them.

On the senior squads, there was success in abundance during the season. Starting with the Ladies, a combined Ladies first team and Towers team, represented Wessex in the annual Warrior tournament, and secured a close victory against the army, coming from a 15 point deficit, and then easily defeating the challenge from Solent and so claim the championship for Wessex. Elaine Montgomery was awarded MVP for the tournament, a well deserved honour. The Ladies first team, a pale shadow of last year's victorious team having lost four key players, played with a lot of heart but finished mid table in Division 1, but did qualify for the playoffs where they were defeated by Camberley. In the Wessex Cup, after being beaten by unfancied Reading, they did better in the Plate and won a close game against Aldworth to win the silverware. The Towers, played with passion despite being outplayed in many of their games but they provided great entertainment throughout the season. A couple of people who should be recognised for their efforts during the season are Helen Price for not only TMing the Towers, but also played in practically all of the Towers and Ladies 1 games in the season. Thanks also go to Paul Sinnick for taking on the coaching of the Towers when Keith Jarvis relinquished the post, and then coaching the Ladies firsts on a number of occasions due to the non-availability of Phil Parry. I also should recognise my own daughters efforts in coming up from Portsmouth on numerous occasions to ensure that the Firsts were able to fulfil their fixtures. In every match she played, she was either MVP or just failed to be MVP.

As far as the men's squads are concerned, congratulations must be given to the Flyers, the Chasers, and the Hunters, all of whom won silverware during the season. Starting with the Hunters, they won the Surrey Plate final after a comprehensive final win against Fetcham. The Chasers, won the Division 2 title of the Wessex League, and also triumphed in the playoffs. They also got through to the final of the Karl Taylor Cup, including taking the scalps of two first division opponents. The Flyers succeeded in retaining their division One crown, however lost out to their main rivals of the Season Windsor in the final of the playoffs. They also represented Wessex in the Warriors tournament and again just failed to repeat their victory of last season. In the final of the Karl Taylor Cup, they eventually put the Chasers to the sword in a competitive game to win the League and Cup double. Finally, the Strikers had a good season, easily maintaining their position in Division 2 of Wessex. A couple of names to mention for their tireless work are Jenny Marshall who Tabled many of the men's squads games during the season as well as ensuring that all of the Blackhawks players were registered to play in all of the competitions.

I am also pleased to report of the continued integration of the Mallards Wheelchair Basketball club under the Woking Blackhawks banner. You will see from the proposed constitution changes, that this is becoming even more evident. The Mallards had a great season with the running of three squads of all abilities, and it is pleasing to see that more junior members joined the Mallards which is helping to secure the future of the section.

I am pleased to report that the Junior and Senior Awards events were a resounding success and quite rightly recognised the efforts of the teams and individuals who did so much to enhance the



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reputation of the Club. My congratulations go to all of the winners, but especially to the two who won my Award, namely Neil Kelly and Christopher Betts.

Other points to note are that we are continuing to support the Surrey Youth Games providing coaches for both the Boys and Girls squads. Additionally, the Club received the Clubmark reaccreditation. Thanks to Martin and Keith Farmer for producing the paperwork on this.

I feel it appropriate at this stage to say farewell to couple of the Club's administrators who have served the club so well over the past few years. Firstly David Betts who has Team Managed junior squads effectively. He has handed over the reins to Chris Pedley and I wish Chris and his wife all the best going forward. Then there is Sue Wright who has departed to the south coast. Sue has Team Managed the Girls and the Ladies squads since the inception of the girls section some 8 years ago. She will be a big loss to the Club but I wish her well and hopefully will see her at some point during next season. I would also take this opportunity of wishing both Vicky Kingstone and Tish Piworak all the best as they TO at this years' Olympics and Para Olympics.

On the finance side of the Club, I would like to thank Tim Hearn for his diligent work in maintaining the accounts of the Club. This year, we have engaged the services of an Auditor and some of the practices that we have used for accounting in the past have been improved as a result and there is now more accountability. Whilst the changes have added to the workload of the Team Managers, overall the changes are for the best as a considerable amount of money goes into and out of the bank account. But we will no doubt hear more from Tim when he gives his report.

And so to next season. We have some big challenges coming up as the Flyers move into the National League. We need to attract new players to strengthen the squads and to this end, we need to hold trials in the not too distant future. We must not be afraid to tap up our contacts in other clubs in an effort to attract more players. The Chasers will hopefully be able to replace the Flyers in Division One of Wessex with the assistance of the Hunters, whilst the Strikers will maintain their challenge for Division 2 honours. We took an executive decision not to proceed with elevating the Ladies Firsts to the National League as their strength had deteriorated since their all conquering previous season. But it remains the long term aim. So they will continue to fight for the Wessex Division 1 title, whilst the Towers will be in Division 2. In the junior squads, we are still aiming to put an additional National League Team out at U15 level whilst trying to get more of our teams through to the NL playoffs. Additionally, we recognise the need to continue to develop the raw talent of the club through the Surrey and Bracknell CVL's. And on the subject of CVL's, we are hopeful that the Bracknell CVL will improve following a decision taken by Wessex to take over the running of it.

Other challenges that we face are to continue to attract more volunteers within the club for TM's, coaches, TO's and referees and other posts. There will be a requirement this year for qualified TO's for Wessex and NL games. We also have the challenge of the increase in costs of running the club as court fees and NL costs continue to increase. We have maintained the cost to the players for training and match fees for a few years now and we will be reviewing whether there will need to be an increase to keep our heads above water. We face the challenge of the need to look for sponsorship and again I need a volunteer to put some time into this key aspect as the grant we received from Woking is a one off grant. In relation to costs, we have entered into discussion with Woking College whom are building a new Sports Centre and they are keen to form a partnership with us so that we could possibly make that our home for the Junior Squads and for training for some of the senior squads as well. Discussions are at an advanced stage and there will hopefully be more to come on this in the coming months.

And so my first year as Chair is over. I have survived and I have learnt a lot during my tenure. My original goal was to see all of the squads, both Junior and Senior during the season. I succeeded in doing this but next season will also look to embrace the Mallards in my goal. I have seen a great deal of basketball this season and the skill and commitment shown by all is a tribute to the Club. Long may it continue.

Thank you for your support.

Iain Taylor, Chairman



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Secretaries Report 2011 - 2012

Membership

	Season						Playing Members			
	2011-12	% inc	2010-11	2009-10	2008-9		2011-12	2010-11	2009-10	2008-9
Female	71(32%)	-5%	75	80	62	Ladies	12	11	10	9
Non Players	8	60%	5	7	7	Senior	29	25	27	24
Ladies	29	16%	25	27	24	Junior	34	45	46	31
Under 14	20	-	27	26	16		63	70	73	55
Under 16	11	-26%	12	5	15	Men				
Under 18	3	-	6	15		Senior	46	51	54	43
		50%				Junior	91	90	86	89
							135	141	140	132
Male	148(58%)	-2%	151	151(65%)	142(70%)	Senior				
Chasers	9	0%	9	14	15	Men	46	51	54	43
Flyers	8	-	14	14	13	Ladies	29	25	27	24
Hunters	12	-	14	15	15		75	76	81	67
Strikers	17	14%	14	11		Junior				
Non Players	11	21%	10	11	10	Boys	91	90	86	89
Under 12	27	-	37	27	25	Girls	34	45	46	31
Under 14	33	27%	20	18	23		125	135	132	120
Under 16	17	65%	18	24	27					
Under 18	14	-6%	15	17	14					
Other Volunteers	11		10							
Total EB Membership	230		241	231	204					

- Overall Club membership reduced by 11 members
- The above numbers do not include the Wheelchair

Thanks to Jenny for keeping track of of the membership database

Club Mark Reaccreditation – 4 Star Club Mark Accreditation was reconfirmed – thanks to Keith

P&G Community Award – Club entered and were awarded £3,000 which was used towards funding of the Junior National League Squads

Woking Borough Council Community Grant – awarded grant for entry of senior NL teams in 2012-13 season

Wessex Basketball Association - Acted as Open Divisions Manager for the Wessex Basketball Association.



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Blackhaws represent Wessex at the Warriors Tournament in the Senior Ladies Senior Men and Under 23 tournament.

Local Awards The Ladies were awarded Woking Sports Team of the Year and were entered into the County Volunteers Awards

Web Site Continues to be a vital communication tool within and externally to the Club, generally squads kept there sections up to date. A Facebook page has been opened

Communication – series a club emails circulated as and when possible.

Press Coverage – From Christmas Woking News and Mail regularly reported on Blackhaws.





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Treasurer Report - Financial Summary

Income Summary	In	Out
Central Income (ie not from squads)	£5,598.11	
Income from Squads	£36,353.50	
M Marshall	£6,022.50	
G Sammon U12	£4,559.00	
H Price Towers	£2,405.00	
J Brogden Strikers	£1,919.00	
M Bennett U14 NL	£4,577.00	
DBettsU14Boys	£4,285.00	
S Wright Girls	£1,920.50	
S Wright Ladies	£2,447.00	
R Bleackley U16 NL Girls	£1,664.00	
P Allen U18 Boys	£3,003.00	
J Springall U16 Boys	£2,996.50	
P Sinnick Chasers	£555.00	
Total Income	£41,951.61	

Expenditure Summary	In	Out
Central Expenditure (ie not from squads)		£28,287.13
Squad Expenditure		£13,367.65
M Marshall		£3,482.88
G Sammon U12		£1,577.90
H Price Towers		£508.35
J Brogden Strikers		£311.00
M Bennett U14 NL		£984.97
DBettsU14Boys		£1,556.67
S Wright Girls		£855.35
S Wright Ladies		£527.80
R Bleackley U16 NL Girls		£925.03
P Allen U18 Boys		£968.10
J Springall U16 Boys		£1,272.00
P Sinnick Chasers		£397.60
Total Expenditure		£41,654.78

Operating Surplus	£296.83	0.71%
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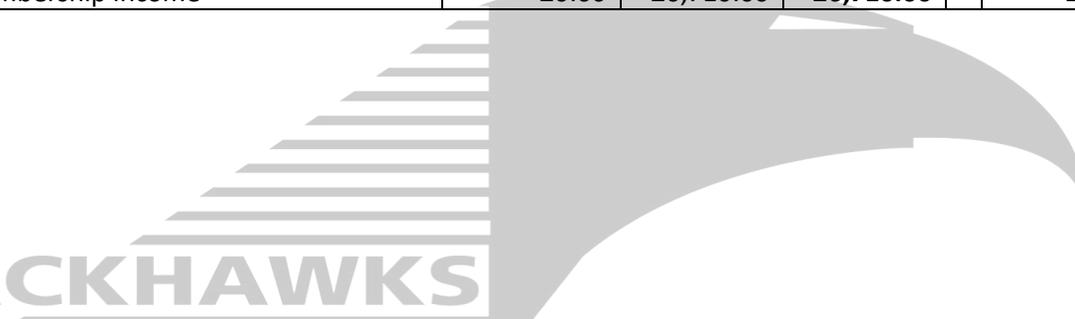


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Income/Expenditure category summary						
	Inc. Central	Inc.Squad	Total Inc.	Exp. Central	Exp. Squad	Total Exp
Sub-totals	£5,598.11	£36,353.50	£41,951.61	£28,287.13	£13,367.65	£41,654.78
Awards	£576.00	£160.00	£736.00	£1,082.73		£1,082.73
Equipment/kit costs	£54.00	£300.00	£354.00	£1,969.53	£258.83	£2,228.36
Miscellaneous Income/Costs	£3,350.85	£36.00	£3,386.85	£598.27	£1,678.42	£2,276.69
Governing Bodies income/Costs (league entries, player regs, income from EB)	£1,466.00	£0.00	£1,466.00	£4,826.00	£0.00	£4,826.00
Shooting Shirt income/costs	£0.00	£227.00	£227.00	£0.00	£463.67	£463.67
Training/Education costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Venue costs	£151.26	£0.00	£151.26	£19,810.60	£4,136.63	£23,947.23
Referees costs	£0.00	£0.00	£0.00	£0.00	£6,830.10	£6,830.10
Subs income	£0.00	£28,920.50	£28,920.50	£0.00	£0.00	£0.00
Membership income	£0.00	£6,710.00	£6,710.00	£0.00	£0.00	£0.00



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Rookwood Accounting Company
5 Rookwood Avenue
Sandhurst
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GU47 0TW

The AGM Committee
Woking Blackhawks Basketball Club
Woking
Surrey

24 June 2012

Dear Mr Chairman & Committee Members

During the 2011/2012 basketball season I was requested by Tim Hearn, the club treasurer, to assist in carrying out an audit of the clubs finances and regulate the methods used to manage the team's handling of these matters.

The managers and team members all work voluntarily and therefore cannot be expected to have the necessary experience or qualifications to handle their team's finances as well as one would like. I myself am not a qualified auditor either, however as I have been operating in a similar role for more than forty years, I feel that my experience is sufficient to fulfil this audit.

Tim and I have met on regular occasions to carry out a comprehensive check that the recording of the incomings and outgoings of the club team's finances are acceptable to accounting standards. The detailed banking records are excellent with relevant cross checking to facilitate easy reckoning of the income and payments.

During this past year we have improved the processes for money collection and recording across the squads, I have a good degree of confidence that the accounts presented are a fair and accurate representation of the club's activities for the season.

One or two areas can still be improved upon, e.g. the regular banking of subscriptions and membership fees. This could be further enhanced with the introduction of an annual membership (as in a gym), which could be paid by direct debit.

This annual fee would cover the Basketball Association membership, training meetings and matches and would also remove the responsibility of money handling from the managers and allow them to concentrate on the game itself. Furthermore any purchases made via the internet or suchlike should always be supported by an invoice or a printout of the transaction carried out at the time.

If required I am happy to continue working with Tim on an ad hoc basis in future.

Yours sincerely,

Myra Hunt



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Constitution

Title

1.1 The organisation shall be called Woking Blackhawks Basketball Club hereafter to be referred to as "the Club" and shall be affiliated to the National Governing Body (England Basketball and The Great Britain Wheelchair Basketball Association)

2. Objectives

2.1 To foster and promote the sport of Basketball at all levels, providing opportunities for recreation and competition.

3. Membership

3.1 Membership of the Club shall be open to any person, regardless of race, age, gender, sexual orientation or ability, who completes a membership application form and pays the relevant subscription/joining fee as determined by the Annual General Meeting of the Club Members.

3.2 The classes of membership available shall be.

3.2.1 Full Member (over 18 years of age)

3.2.2 Junior Member (under 18 years of age)

3.2.3 Junior Member (under 12 years of age)

3.2.4 Non playing Volunteer Full Member.

3.2.5 Occasional Full Time Student – for over 18's in full time education playing during the holidays only

3.2.6 Full member - (Over 18 wheelchair)

3.2.7 Junior Member - (under 18 wheelchair)

4. Officers

4.1 The Officers of the Club shall be as follows:

Chairperson

Secretary

Treasurer

Head Coach – Mens Basketball*

Head Coach - Ladies Basketball *

Wheelchair Officer

*these positions can be split (Senior/Junior if appropriate)

5. Election of officers

5.1 All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members of the Club.

5.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

6. General Committee

6.1 The affairs of the Club shall be controlled by a General Committee comprising the Officers of the Club and a maximum of 10 other Members elected from, and by, the Full Members of the Club. The General Committee shall meet at agreed intervals and not less than four times per year.



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6.2 The duties of the General Committee shall be:

6.2.1 To control the affairs of the Club on behalf of the Members.

6.2.2 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be audited before every Annual General Meeting. The Club shall maintain a bank current account(S) and the following Officers shall be authorised to sign Club cheques: two from the Executive Officers (Chairperson; Treasurer and Secretary) or one Executive Officer and one other Officer. 6.2.3 To co-opt additional members of the Committee as the Committee feels this is necessary. Co-opted members shall not be entitled to a vote on the Committee.

6.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

7. General meetings

7.1 The Annual General Meeting shall be held not later than the end of June each year. 21 clear days' written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member at their home address(or via email if they have agreed to receive communication in this manner) and posting the notice on the Club website. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.

7.2 The business of the Annual General Meeting shall be to:

7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

7.2.2 Receive the audited accounts for the year from the Treasurer.

7.2.3 Receive the annual report of the Committee from the Secretary.

7.2.4 Elect an auditor.

7.2.5 Elect the Officers of the Club i.e. Chairperson; Secretary; Treasurer; Head Coaches and other General Committee Members.

7.2.6 Review subscription rates and agree them for the forthcoming year. Note: The subscription rates can be reviewed at the AGM and then subsequently agreed at the first General Committee meeting following the AGM.

7.2.7 Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

NOTE: The agenda could provide for "Any Other Business", but Members are encouraged to refer other items to the General Committee and give the required notice for important Annual General Meeting business.



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7.3 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 25 Full Members of the Club. At least 21 days' notice of the meeting shall be given.

7.4 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 10 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.

7.5 At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Club or by Full Members attending the meeting.

7.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

7.7 A quorum for a General Meeting shall be 2 Full Members and 3 Officers of the Club including 1 from the Chairperson; Secretary and Treasurer.

7.8 Each Full Member of the Club shall be entitled to one vote at General Meetings.

8. Alterations to the Constitutions

8.1 Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

9. Dissolution

9.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

9.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

9.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to some other voluntary Club having objects similar to those of the Club.

10. Child Protection

10.1. The club will comply with the child protection policy and procedures of the National governing body (England Basketball and The Great Britain Wheelchair Basketball Association).