



BRS Coaching Youth Football Club Management Committee Meetings Terms of Reference

1. Members of the Management Committee

- 1.1 Ben Sainsbury – Management
- 1.2 Cai Rolfe – Management (Secretary & Treasurer)
- 1.3 Ben Mason – Chairman
- 1.4 Terry Moore – Football Development
- 1.5 Elliott Hogg – Head of Schools
- 1.6 Sylvia Scrimaglia - Welfare Officer

2. Quorum of the Management Committee

- 2.1 A Management Committee meeting can take place with 4 of the members present (in person or remotely) Ben Sainsbury and Cai Rolfe must be present and form part of the 4.
- 2.2 Where decisions are made with a Quorum present then they are binding.
- 2.2 A meeting may still be held with fewer than 4 members (or without both Ben Sainsbury or Cai Rolfe present) but no decisions can be reached unless they are ratified following the meeting in writing by the management committee members
- 2.3 Ratification of decisions may therefore follow the meeting and decisions may be made electronically via e-mail or social media (e.g. whatsapp group) as long as they are recorded in writing and acknowledged in the next meetings minutes.

3. Decision Making

- 3.1 Where a quorum is present then a proposal may be made by any member of the management committee, and **ordinary** decisions may be made by a simple majority.

Ordinary decisions are matters that are related to the day to day running of **football** activities at BRS and which are not Extraordinary as below, this may include matters such as changes to team personnel, replacement or removal of management committee members (other than Ben Sainsbury and Cai Rolfe), and amendments to policies and procedures at BRS;

- 3.2 Where a quorum is present then a proposal may be made by any member of the management committee, and **extraordinary** decisions may be made by Ben Sainsbury and Cai Rolfe.

Extraordinary decisions are matters that are related to **business** wide decisions that would impact the running of BRS as a business, and materially impact the financial prospects of BRS. The Management committee as a whole shall be consulted and offer guidance and support to decision making but final decisions that relate to the financial running of BRS rest with Ben Sainsbury and Cai Rolfe with a joint decision.

- 3.3 Decisions made at management meetings must be recorded in the relevant minutes of the meeting.
- 3.4 Due to the nature of the discussions and decisions, the matters of the management committee meetings shall be confidential as between attendees. No committee member may, unless otherwise agreed in advance in line with a communications plan, be shared with non-committee members.

3.5 Decisions made at management committee meetings are final and each committee member accepts that collective decisions are binding. No committee member is permitted to work against, defame or criticise final decisions once they have been made and shall support the decision-making process even if the outcome is not to their preference.

4. Meeting frequency and format

4.1 Management meetings will be quarterly (on the last Monday evening of each new Quarter in the financial year (April, July, October, January) each year. The April meeting will operate as the Annual meeting where the Management Committee will summarise the year prior, review policies and development plans and summarise financial reports.

4.2 The meeting may be held remotely via internet call, phone conference call or in person or any combination thereof.

4.3 Formal minutes of meetings shall be made and retained as a record of discussion points and decision making. The content of the minutes shall be shared with the FA on demand, but shall otherwise remain confidential as between Management Committee members.

5. Standing Agenda for meetings

- a. Welcome by the Chairman (BM)
- b. Apologies received from management committee members (BM)
- c. Confirmation of last meeting minutes (BM)
- d. BRS Business update – an overview of BRS performance since last meeting (BS and CR)
- e. Treasurer update (key financials) – (CR)
- f. Team news and updates from JPL and HPL teams – (BS and CR)
- g. ADC updates – (BS and CR)
- h. DC updates – (BS and CR)
- i. Football Development update (TM)
- j. Schools update (EH)
- k. Welfare update (SS)
- l. Actions check from last meeting (BM)
- m. Communications plan (what, who, how, when shall be shared from this session) – (BM)
- n. Review of Actions from this meeting (BM)
- o. AOB (BM)
- p. Next meeting date and time check (BM)
- q. Close meeting – (BM)