

# Quidditch UK Annual General Meeting

17th July 2017

**Chair:** Melanie Piper (President)

**Present:** James Burnett (Vice-President), Simon Bidwell (Communications), Jack Adie (Operations Director), Molly Maurice-Smith (Volunteers Director) NON-VOTING REPRESENTATIVE for Reading Rocs

**Minutes:** Yani Ahmed (Secretary)

**Location:** Online Live Stream with open Q&A session

**Start Time:** 7:05pm

**End Time:** 8:28pm

## Attendance:

- Jack Nord (St. Andrews Quidditch Club)
- Hattie Elvins (Bath Quidditch Club)
- Gabri Hall-Rapanotti (Leicester Thestrals)
- Tom Heynes (Velociraptors Quidditch Club)
- Ffion Goodland (Swansea Seven Swans)
- Glory Tan and Kirsty Brown (London Unspeakables)
- Jess Lee (Keele Quidditch Club)
- Simon Bidwell (Werewolves of London)
- Emilia Kuisma (Edinburgh Quidditch Club)
- Lucy Turnell (Chester Centurions) [arrived at 7:33]
- Layla Marsden (Sheffield Quidditch Club)
- Jack Newton (Bangor Broken Broomsticks)
- Gabby Fitzgerald (Brizzlepuffs Quidditch Club)
- Joshua Fogg (Manchester Manticores) [arrived 7:20]
- Kerry Aziz (Southampton Quidditch Club)
- Sam Wainwright (Oxford University Quidditch Club)
- Chris Thomas (Reading Rocs)
- Harry Smith (HogYork Horntails)
- Eamonn Harrison (Tornadoes Quidditch Club)
- Freya Brooks (Liverpuddly Cannons)
- Amy Carl (Nottingham Nightmares)
- Jack Latoy (Portsmouth Horntail Strikers) [left at 7:33]

**QuidditchUK:** As of the most recent Strategic Plan there are **36 member clubs** of QuidditchUK. There were 20 voting club representatives present at the start of the meeting, along with five members of the Executive Management Team and the Secretary to the President. Thank you everyone who has registered so far. We will be getting started soon. If you have any questions during the AGM please state them in the chat and they will be returned to at the end.

## Agenda Points

### 1) *Apologies for Absence*

No apologies have been received for this Annual General Meeting

Melanie Piper, president of QuidditchUK, introduced the AGM, welcomed our members, and confirmed that the meeting had exceeded a quorum. The structure of the meeting will include a

summary of achievements by department, including details of volunteers who have come into and left the organisation. The meeting will encompass details of QuidditchUK's strategic review based on the Strategic Plan covering the 2015-2018 seasons and the 2016-7 season's Organisational Review conducted by a committee of executive volunteers (Melanie Piper, Jack Adie [Operations Director] and Yani Ahmed) and non-executive volunteers (Becca Short, Emma Bramwell and Judith Ballinger). The meeting will conclude with a brief financial summary for the year, with a full report to follow by the end of the month and then the floor will be open for questions.

## 2) *Minutes of the last AGM*

Non-applicable as this is the first Annual General Meeting of QuidditchUK.

## 3) *President's Report - Department Reviews*

### Outreach and Development

- Melanie Piper discussed the bifurcation of the Outreach and Development. This allowed for the expansion of junior quidditch and outreach events with Outreach. This has also allowed Development to focus on new and existing clubs by improving the General Forum system and focus on building better infrastructure around and developing Team UK.
- Quidditch UK hopes to build on successful events and exhibitions attended this year.
- QuidditchUK attended external events such as the Brighton Sport and Fitness Show 2016 and held junior quidditch events.
- Held successful inaugural Development Cup with nine teams, some of whom had never played competitively before. An event to build upon next season.
- Team UK has success at European Games and World Cup, there has been the addition added Exp Squad, coaching team and expanded support staff

### Gameplay

- QuidditchUK has run four official events: two regionals, the British Quidditch Cup and Development Cup
- Creation of tiered referee certification system, quite a rare thing across international quidditch NGBs.
- Established a newly implemented referee payment system, recognising the contribution of qualified volunteers and have created more resources for referees.

### Communications

- Created new regional and national branding
- Increased media coverage for all tournaments in the press with thanks to Tom Ffiske and his team in the new PR wing of the department
- Increased Social Media reach
- Working to improve direct communications between QuidditchUK and member teams through Slack channels. Need to continue to implement Slack more successfully and increase engagement.

- There was less written and video media content this season, however there was a consistent level of photographic content across the season. Filming will be a higher priority next season.
- There have been various issues with the website, it is currently being redesigned - the Communications Director (Simon Bidwell) will be leaving a good foundation for his successor.

### Volunteering

- Department formerly known as Human Resources. Molly Maurice-Smith has recently taken over as Director. This department has struggled with high volunteer turnover and the lengthy vacancy of the Director post. With the addition of a new Director and further volunteers we hope to address volunteer turnover and burnout across the organisation.
- Summer Project Scheme has seen good uptake, including short-term volunteering projects such as Team UK statistics gathering and a census.

### Operations

- Department has been overhauled, and encompasses Finance, Procurement and Logistics to streamline purchases and equipment storage and acquisition. Bank account issues coupled with the departure of the Director (Megan Snape) have been recently addressed with Jack Adie now stepping into the role. We hope to begin rebuilding this department over the next season and improve on work being done across the whole organisation. A lot of important progress has been made this season in centralising equipment storage and putting structures into place to fund departmental projects.

Melanie Piper proposes a vote to approve the departmental reports.

**For** 19 votes

**Against** 0 votes

**Abstain** 1 vote

#### 4) *Strategic Plan Review*

Melanie Piper handed over to Vice-President James Burnett who introduced Strategic Plan Review that measures the progress of QuidditchUK against a Strategic Plan covering 2015-2018. The Strategic plan was written in 2015. The current review looks at our interim targets and whether we are on track to achieving them.

**QuidditchUK:** We will be releasing the full Strategic Plan Review along with the minutes of the agenda as soon as we can after the AGM is finished.

## Membership

- Individual numbers haven't been hit yet, however we are on track to hit expected numbers for clubs and their numbers of teams by the end of the Strategic Plan period.
- Last target was to provide soft benefits, resources and access to other things that are valuable. This is hard to quantify, although we have listed some below:
  - Referee and snitch workshops and testing
  - Epione medical cover discount
  - Access to our competitions
  - The ability to qualify for international tournaments
  - Drill manuals and other coaching and governance resources
  - All In resources produced in tandem with QUK
  - The assistance of the Outreach and Development departments
  - Public liability insurance

## International Relationships

- To continue to support the International Referee Development Programme (IRDP), this no longer applies as the IRDP's role has been filled by IQA rules committee in which the QUK remains heavily involved. James Burnett sat on the committee last season, with Steve Cockram sitting on the committee this season as a representative of our national governing body.
- To continue to support the growth of the European Quidditch Congress and International Quidditch Association. We have provided and continue to provide bids to host international tournaments in the UK, are well represented on international tournament committees such as the European Quidditch Cup, the European Games and the World Cup. Our president, Melanie Piper holds a leading role in the European Committee and QuidditchUK as one of the oldest NGBs in Europe continues to share ideas and resources with European committee to the benefit of both quidditch in the UK and across Europe.
- We collaborate with Quidditch Ireland, and have helped them establish themselves as an NGB and continue to support their growth.

## Events

- We do not yet have enough regions to expand the number of annual events we hold to the six required in 2018. We currently hold four events annually including two regional events.
- We are not currently compliant on a formal tournament leadership structure and financial responsibility and transparency for events, although we are in the process revising tournament guidelines to be in place by end of strategic plan period.
- Recommending equipment and arranging supplier sponsorships, without advertising we have had consistency with the equipment we have been using and have developed working relationships with and are exploring options going forward with the three biggest UK quidditch suppliers: BlueHawk Quidditch Supplies, Emerald Quidditch Equipment and Two Hands.
- By 2018 aiming to provide official sanctioned event with dedicated event co-ordinators. Sanctioned events are not a priority anymore due to lack of need or interest.

- By next year, QuidditchUK will have a minimum level of Health and Safety compliance level for events. There has been consistent monitoring of injuries, in close collaboration with Epione medical services to monitor injuries and trends. We are always receptive to Epione's input on tournament policy and Health and Safety. compliance issues and so feel we are in the spirit of compliance.

### Officials

- By 2018 to have a certification process for all officials, we have had issues due to the fragmentation of rulebooks across NGBs with the rulebook for next season and, following on, certification to be confirmed soon following the release of all the various rulebooks. We have always had applicable tests for the Quidditch UK endorsed rulebook so these will have to be adapting if deferring to the IQA rulebook.
- There isn't currently a certification process for timekeepers, scorekeepers and goal referees. Certifying these positions may decrease the number of people volunteering as it increases the barrier to entry and will be taken into consideration as gameplay reviews the officials qualification process.
- An interim objective was to collaborate with IRDP on a standardised training resource package. There exists a fragmented version of these resources within the IQA and we hope to build on this by the end of Strategic Review period - although we cannot confirm this now.
- We have attempted to run snitch and referee training workshops this season. However, had to cancel workshops because of lack of member uptake and lack of interest. We will review this objective although we consider it currently met.
- We have fallen short of qualified referee targets, and the current cohort are overstretched. We are looking to improve these numbers, although this is a difficult issue. By the end of Strategic Review period all clubs are encouraged to be able to field a full team of referees from their club (one head referee, three Assistant referees and a snitch referee). This is hard to quantify as the officials requirements don't align with this strategic goal. Don't think we've met this target yet and are looking to improve volunteer contributions from member clubs.

**Joshua Fogg (Manchester) arrived 19:20**

**Jack Latoy (Portsmouth) left 19:33**

**Lucy Turnell (Chester) arrived at 19:33**

There are now 21 voting members present at the meeting.

### Leadership and Management

- The election of a board of trustees is no longer applicable as we have revised our system for incorporation,

### Sports England Recognition

- To be in the process by the end of the 2017-18 season, which we have been preparing for by holding an AGM and improving financial reporting. Full recognition by 2020 is an ambitious but still attainable goal. We cannot yet measure our progress as the recognition criteria have changed.

- Our target of beginning research into BUCS recognition by end of 2017 is no longer a short term objective.
- Holding a leadership conference is not practical right now and the Outreach and Development department are still producing resources for existing and new clubs on leadership and governance.
- Having three paid employees pending the reaching of financial target is no longer an objective. In the 2015-16 season we decided there were more effective ways to invest money at this point in the sport's development.

### Regional Development

- Aiming for four regions by 2018 and three 2017 had not been necessary. Two regions are adequate for this and next season.
- We have reached the point where qualification through regionals for the national tournament has become necessary through growth of teams and we have met this target ahead of time
- Regional managers reporting from their regions up to the Executive Management Team. There are currently regional expansion managers in the Outreach and Development department for the Southern, Northern and Welsh regions and we are currently recruiting for a Scottish expansion manager.
- We do also have a clubs slack channel for club representatives to talk to senior QuidditchUK volunteers
- To have, at the end of this season, at least ten stable clubs, and fifteen in total as a result of Hooch and other developmental initiatives with one full season as a benchmark of a sustainable team. We have earmarked the following eight clubs:
  - Liverpuddly Cannons
  - Portsmouth Horntail Strikers
  - Bournemouth Banshees
  - Glasgow Grim Reapers
  - Bathilisks
  - Preston Poltergeists
  - Brizzlepuffs
  - Warwick Quidditch Club

### Communications and Community

- By this point to have a publicly available archive of the minutes of all meetings within two weeks. This is currently only the case for the Executive Management Meeting and the General Forum. Departmental meetings are less formal and have no clear archive. All departments do feedback to the Executive Management Team meetings.
- Publicise the QuidditchUK budgets and financial reports. We expect to be able to publish this year's full financial report with departmental budgets by the end of July.
- To host bi-monthly Open Office Hours, where senior volunteers field community questions over a livestream. We reached the decision that bimonthly was too frequent and there was not enough uptake. We feel the number of Open Office Hours held are sufficient for the community need.

Melanie Piper proposes a vote on the report of the Strategic Review

**For** 21 votes

**Against** 0 votes

**Abstain** 0 votes

#### 5) *Organisational Review*

Melanie Piper introduced the Organisational Review report. This was QuidditchUK's opportunity to hear from all levels of the organisation, for volunteers to voice ideas and take stock how things are running. The committee included executive level and volunteers from other levels of the organisation. A full copy of the findings will be published with the AGM minutes.

#### SWOT Analysis

- Development Cup allowed teams missing out on BQC to play competitively, develop as teams and be helped by experienced coaches. These team should be competing in regionals next season as a consequence.
- Public Relations improved across the organisation, with plenty of media coverage this season.
- QuidditchUK has almost reached 50 active teams across the country.
- We were shortlisted for a Sports and Recreation Alliance (SRA) award for our work with AllIn.
- We continue to establish good international relations with NGBs across the world, venues such as Rugeley Leisure Centre and businesses such as Epione medical services.
- We have been included in the national This Girl Can campaign.
- The overall quality of events has improved, although there is always room to do more and problems to address.
- Team UK medalled at the World Cup 2016 (bronze), European Games 2017 (gold) and we had British teams medalling at European Quidditch Cup. UK quidditch is at the forefront of competitive play across the world, which is great for publicity.

#### Weaknesses

- We have had website and email issues and we thank you all for your patience in registering to attend AGM. The website and emailing system is in the process of being overhauled.
- Most people are unaware of who our volunteers are and what they do, even internally, we need to better recognise our volunteers and hope a newer and more user-friendly website will help with this.
- Deadlines are not always being met, as we are all volunteers, with a majority of executive volunteers balancing duties with full-time employment.
- We currently have a lack of response to event feedback, and hope to improve upon this for next season.
- We struggle to film events and will be focusing on this next season.
- There is currently a lack of engagement on slack, we need to better engage and communicate with member teams.

### Opportunities

- To focus on developing more community teams, to widen demographic and move away from being solely a university sport.
- To continue moving towards Sport England / Wales / Scotland recognition.
- Continue to invest in the Team UK development squad which has been instrumental in recognising UK talent at an elite level with player Callum Lake of the Development Squad contributing the final's winning catch at the most recent European Games.
- Continuing to work with Quidditch Ireland to formalise their NGB status.
- Continuing to work with the Sports and Recreation Alliance, and receive advice and support on developing as an NGB.
- Coaching development and qualifications are being explored by Hannah Watts in the Development department. These qualification schemes should benefit our member clubs.
- Holding more schools and junior quidditch outreach events, as this is a proven and successful endeavour.
- Continuing to grow the sport, which in turn grows quidditch businesses who provide better quality equipment and services.

### Threats

- Volunteering power is an issue as nobody works for QuidditchUK full time, some positions remain vacant for long periods - including Director positions. We need to address this. This includes tournament volunteer burnout and high volunteer turnover at all levels of the organisation.
- Threat to the growth of the sport due to international rulebook discrepancies. QuidditchUK is invested in moving towards a globally unifying IQA rulebook.

### EMT and Presidential Reviews

- A Presidential review and Executive Management Team review were also carried out. Becca Short observed Executive meetings as part of the review and this is to be made available with minutes of the AGM.

Melanie Piper noted that this season the organisation has had to contend with vacant volunteer and director positions and high staff turnover and has had to adapt to retain volunteers will keeping up with the large remit and responsibilities of a national governing body in a sustainable manner. QuidditchUK feels this year has been successful despite the challenges the organisation has faced.

Melanie Piper proposes a vote on the contents of the Organisational Review Report

**For** 20 votes

**Against** 0 votes

**Abstain** 0 votes

**Missing** 1 vote

- Financial Review

Melanie Piper detailed issues relating to bank account access after a turnover of volunteers. These issues have recently been resolved but as a consequence there are still reimbursements to made to volunteers from the QuidditchUK accounts and a final report for the season is not yet available. The Operations Director is able to provide a brief and current summary. All member clubs will receive a copy of the full and final year's account at the end of July which will be voted upon.

Melanie Piper hands over to the Operations Director, Jack Adie, for the financial summary.

#### Largest Income Streams

These came from memberships and tournament, player and team fees for events. There was also significant income from merchandise.

#### Largest Expenditures

These were allocations for tournament. The inaugural Development Cup was heavily subsidised by QuidditchUK to make it as affordable as possible for new teams. The accounts are in a good place for next season and we hope to be able to be more specific about allocating money for certain projects and departmental needs going forward in line with the aims of the organisation.

Unable to access account for large part of the year

#### **Financial Statements (last three months):**

16th March - 15th April: £12,554.27

16th April - 15th May: £9,924.08

16th May - 15th June: £8,502.56

**PayPal:** £878.33

**Merchandise Sales for BQC:** £1,700.00

**Total: £11,080.89**

Melanie Piper proposes a vote on this initial financial summary

**For** 19 votes

**Against** 0 votes

**Abstain** 1 votes

**Missing** 1 vote

- AOB

***Jessica Lee: How well has the snitching certification played out and have people been using it for tournaments? Will this be something reviewed for recruitment? (Just adding on from that: is their a review of the numbers of people who have been snitch certified in comparison to how many certified snitches are used at QUK official tournaments?)***

- James Burnett: Caused problems at regionals as there were game requirements and it was very new. There were teething problems but no signi issues at BQC and dev cup for qual snitch. It is currently under review in gameplay. Seems to have helped identified talented snitches. Quantify and pay snitches in line with other officials. EQC and EG have borne out that UK snitching is amongst the best in Europe. The certifications are doing their job and tournaments haven't really struggled for numbers of snitches. I don't have the numbers of current certified snitches to hand.

**Jack Nord: Regional managers were mentioned briefly earlier in the strategy report. Could you expand on the progress that has been made in filling those roles?**

- Melanie Piper: All bar the Scottish expansion manager post are filled - the Scottish position is open for applications (one in already).

**Bath Quidditch: Any idea when regional dates and locations will be announced?**

- Melanie Piper: Waiting on venue confirmation, one issue with a venue will tell you all as soon as possible.

**Layla Marsden: Is there a concern that requiring timekeepers, scorekeepers and goal referees to be qualified will put people off volunteering?**

- James Burnett: There is, one of the main things we're looking at when implementing. Need to make sure we're not excluding people as a cost of improving quality. We've never struggled for volunteers in those positions as the requirements are not as stringent.

**OUQC: "I don't see important news items until the deadline has nearly passed. Maybe I'm just not proactive enough but it keeps happening. How is QUK news publicised and could it be better?"**

- Simon Bidwell: Everything is posted on our website, social media and clubs slack. There's always scope for QuidditchUK to improve but people do also need to be more proactive and clubs should be more proactive in sharing with their members.
- James Burnett: Check QUK news section on website - or switch on notifications from QuidditchUK facebook pages, or clubs slack or more than one of those. Every announcement is posted everywhere multiple times - not everything is shared in the UKQ facebook page. Noticeboard in clubs slack - making it clearer what channels there are.

**Jack Nord - Could more of the major QUK tournaments be held further north, with consideration to the travel times for Scottish teams?**

- Melanie Piper: We would like that aswell, it is dependent on available venues. We approach venues but are also reliant on clubs to suggests venues and make bids. We do always try to take national travel distances into account.

- James Burnett: Not sure if there a link to Development Cup and it's being so far south. We didn't have much choice in that case as we did an expression of interest for teams and thought we would be catering for a mostly southern cohort of teams.

**Joshua Fogg - What will the format of the financial review meeting be, and is their an estimate for when it will be?**

- Simon Bidwell: We didn't say it would be a meeting, although Melanie Piper said teams will be able to vote on it. I predict that it will take the same format as the review from last year.
- Jack: Can we have an email vote on the published document?
- Melanie Piper: Will be released as a document in the style of last years, available on website, clubs to email in to vote to the President, so teams can look through the document in their own time.

**Chris Thomas: (This may have been mentioned and I missed it) Is there a plan in place to increase benefits of making a tournament QUK official?**

- James Burnett: It was touched on, club hosted non quidditch tournament - there used to be QUK events support for this in return for events meeting certain requirements in the short term there is no plan to increase the benefit - based on the way we were running sanctioned event with the level of support QUK could make for this events (not enough) - there was diminishing interest from event organisers and it was not worth the administrative hassle. This might change in the mid-term if for example we have volunteers that can focus on this.

**Unspeakables: With regards to improving on livestreaming matches, are there any plans for investment in that area (budget for data or relevant tech, incentives for volunteers, etc)?**

- Simon Bidwell: I don't think livestreaming is a priority, we said we'd done poorly on it but other things are to be improved first like just straight recording games.
- Melanie Piper: Having quality footage is own main aim to help teams improve, hopefully with a departmental budget behind it.

**Joshua Fogg: Is there an ETA for the rulebook and referee tests announcement?**

- Melanie Piper: Being worked on as we speak, working out the best option for us now all rulebook are out

**Emilia Kuisma: Was there supposed to be a BQC review coming out?**

- Simon Bidwell: Yes, I gave feedback to the Events department, don't know what had happened to it - maybe European Games is causing a delay?
- MP: Yes along with a Development Cup review

**Gabby FitzGerald: Despite the delays, do you have an ETA for when regional locations and dates will be released?**

- Simon Bidwell: Can only announce it when the venues are confirmed. We're doing our best honest.
- MP: It may be a phone call away or a few weeks, I'm afraid I can't give a concrete date.

***Chris Thomas: Is it only team managers who can join the slack/can a team have more than one representative in the QUK Slack?***

- Simon Bidwell: Currently only one but teams are invited on their club emails so multiple email can log into the same account.
- James Burnett: Yes and no, invites are for clubs who have one account - most teams have one external point of contact (Captain, Coach or President) you can have a club email and have various people log in and check

Melanie Piper thanked all attending teams and acknowledged that this inaugural AGM was an important step in moving towards wider recognition. QuidditchUK is one of the biggest NGBs in the world, will continue to improve with your support.

**Melanie Piper closed the meeting at 8:28**