



## **Minutes of Executive Committee Meeting of 28 January 2011, Wembley, London**

**Present:** Theo de Goeijen, President (TdG);  
Lasse Lehtokangas, Vice-President (LL);  
Richard Dowling, Secretary (RD);  
Daniel Koener, Treasurer (DK);  
Palle Lundborg (PL);  
Jan Hlinka (JH);  
Anetta Janda (AJ);  
Andrea Scott-Lewis (ASL), Observer.

### **Apologies for absence**

Apologies for absence were noted as having been received from Marco Paladino.

TdG opened the meeting, thanking RD, ASL and HM Revenue & Customs for hosting.

### **(1) Minutes of the Previous Meeting(s)**

The minutes of the Executive Committee meeting of 10 June 2010 were agreed as a true and fair record.

The minutes of the Annual General Meeting were discussed; no additions, revisions or deletions were suggested.

## **(2) Matters Arising**

AP 21/10: TdG to ask one of the representatives attending the Annual General Meeting (AGM) if he or she will act as auditor.

TdG advised that Frank Agius of Malta had been asked to be the second auditor but that there was some uncertainty as to whether Sven Mandel Hansen was still with Danish Customs and could therefore be first auditor.

AP 10/11: TdG to contact Sven Mandel Hansen to establish whether he can continue as auditor.

AP 22/10: LL to update the lists of Directors-General and representatives on the website.

AP 11/11: LL will put on the website a single list of all representatives and their E-mail addresses.

AP 12/11: RD to draft a standard template for AGM (Annual General Meeting) reports from member states.

AP 07/11: All representatives to check their country's information is up-to-date on the website and to send updated information where it is not.

A demonstration of the website will take place at the AGM. Countries will be advised in their invitations to the AGM to confirm that their information is up-to-date.

AP 08/11: All representatives to consider whether they can nominate a replacement for the Dutch webmaster.

ASL advised that Craig Simpson of the United Kingdom might be a suitable webmaster, as he was currently developing the RCSL external website.

## **(3) Review of the 2010 Annual General Meeting**

The meeting noted the difficulty with the Executive Committee election at the AGM, whereby it was not apparent prior to the meeting that there would be a contested election. It was agreed that:

- Invitations to the AGM would ask for nominations for election to be made in advance, a deadline of fourteen days before the meeting being given;

- Candidates would be invited to provide a statement, of not more than one side of A4, as to what they could bring to the Association if elected;
- Candidates' statements would be circulated to member states no later than seven days before the meeting.

TdG noted that his term as President concludes in 2012. He said that he would seek candidates to succeed him from the Executive Committee (EC) or outside but that if no suitable candidate could be found he would be willing to stand for a second term. It was noted that DK's term as Treasurer also ends in 2012. PL noted that we could temporarily expand the EC (Executive Committee) in order to include possible candidates in order to allow them experience of the work of the EC.

**AP 13/11:** RD to include succession planning on the agenda for the next EC meeting.

It was suggested that due to the considerable number of participants at AGMs, the practice of describing people by their initials in the minutes could make it difficult to identify people quickly. The meeting therefore agreed that in the minutes of AGMs, the first and surnames of participants should be used throughout but agreed that due to the lower number of attendees at Executive Committee (EC) meetings, initials could continue to be used in the minutes of those meetings.

#### **(4) Treasurer's Report**

DK issued a spreadsheet outlining financial activity since the AGM. A correction was made, in that the €150 received on 17 November 2010 was the Irish, not the United Kingdom subscription. The United Kingdom then paid its subscription in cash, RD being issued with a receipt accordingly. DK advised of other updates to the written report. He said that France had again paid its subscription by cheque which would again result in us incurring bank charges. However, he also advised that the French association had met this week and that there was a possibility that in future subscriptions would be paid by bank transfer. DK advised that there was currently a total of €13,386.38 in the two bank accounts; TdG and RD confirmed this figure by examination of the relevant two bank statements.

It was noted that Latvia has not paid its subscriptions for 2009, 2010 and 2011. LL noted that there was a meeting of Baltic States and Finland Customs administration Directors-General on 05 March and said that he would ask his Director-General to raise the matter informally with the Latvian Director-General. Other measures were discussed. The meeting agreed that whilst

Latvian participation in events this year would be permissible, participation in 2012 would not be possible unless the overdue subscriptions were paid.

**AP 14/11:** LL to ask his Director-General to informally raise the matter of the overdue Latvian subscriptions with the Latvian Director-General.

**AP 15/11:** TdG to write to the Latvian participant in the Nijmegen marches to inform her that if the overdue Latvian subscriptions were not paid, she would not be able to take part in the 2012 event.

**AP 16/11:** DK to send reminders to those member states who have not yet paid their subscriptions.

TdG advised that Germany had sought a subvention to organise soccer and volleyball events. The meeting noted that under clause 6.7 of the Rules, only the AGM could authorise a subvention. PL asked for a subvention of between €50 and €100 in order to allow for lower entry fees for ECSA participants at the Swedish tenpin bowling event.

## **(5) Calendar of Events**

See Annex 3 for 2011.

**AP 17/11:** TdG to advise Rita de Wolf of the names of EC members who will be taking part in the Brussels 20K road race.

**AP 18/11:** TdG to ask Karl Wappel about whether Austria can host a badminton event in the summer of 2011.

RD said that participants in the UK swimming gala were encouraged to fly to London Gatwick airport if at all possible, this being close to the venue.

See Annex 4 for 2012

**AP 19/11:** TdG to ask Karl Wappel if Austria can host the sniffer dog competition in 2012.

Looking ahead to 2013, the meeting agreed that it was desirable for the Executive Committee to be pro-active in seeking countries to host events, particularly those with no regular homes such as volleyball, shooting, sniffer dogs, swimming and golf, basketball and cycling if the Association starts to lay on these sports.

**AP 20/11:** TdG to write to all member states with a list of events and meetings held in the past and who hosted them and seeking volunteers to host events and meetings in the future.

## **(6) Website**

It was agreed that it was desirable that there should be a list of the sports practiced by each member state, so that member states thinking of hosting an event could gauge how many other member states might be interested in participating.

LL said that it was difficult to get accurate information, or indeed any information, from some countries. He noted that some countries had stated that they undertook all the sports listed on the website, even though this was in fact unlikely. LL said that he would continue to chase up member states for information. It was noted that it had already been agreed that member states would be asked to provide up-to-date information for the AGM (see item 2 above).

## **(7) 20<sup>th</sup> Anniversary**

ASL suggested devising a special logo to mark the occasion, TdG suggested commemorative T-shirts. DK said that if anything was planned for the 2012 AGM then he would need this to be decided at the spring 2011 EC meeting as the Luxembourg administration budget for 2012 would be decided shortly thereafter. He did say that ECSA participation in a running event held on Sunday 07 October could possibly be arranged, if the AGM was held on Friday 05<sup>th</sup> October.

**AP 21/11:** TdG to write to all member states asking for ideas to mark the Association's 20<sup>th</sup> anniversary in 2012.

**AP 22/11:** RD to put the Association's 20<sup>th</sup> anniversary on the agenda for the May 2011 EC meeting.

## **(8) Composite Teams**

TdG explained the background to this item, noting that if a team made up of players from more than one country won a tournament, member states who had worked hard to enter a full team to the event might be upset. It was agreed that we encourage participation in our events and are happy to accept composite teams so as to maximise the numbers of people who can attend. It was further

agreed that the situation was not yet such as to warrant any particular action being taking by the EC but that the situation would be monitored going forward.

JH asked about second and additional teams entering competitions. It was agreed that second and additional teams from countries should not progress beyond the group stage of tournaments and that where countries sent more than one team the teams should not be allowed to exchange players. AJ noted that at the upcoming table tennis tournament two teams had been entered by the United Kingdom and Hungary and that there would be three or four teams from Poland. She said that in light of the decision made the rules of competition would be revised to state that only one team from each country could progress to the knockout stage.

### **(9) Invitation Template**

The meeting noted the invitation template provided by RD but did not feel that it was necessary to have a standard invitation. However, it was agreed that the important items of information (such as the closing date for entries, the organiser's name and the fact that invitations must be issued in English) should be noted in the *Organiser's Guide*.

**AP 23/11:** RD to update the *Organiser's Guide* so that it advises of the important information that invitations should contain and that they should be in English.

### **(10) Competition Rules**

Revisions to the six-a-side football rules were agreed, following a consultation process conducted by ASL; see Annex 5 for the rules.

The volleyball rules were agreed by the meeting; see Annex 6 for the rules.

### **(11) Possible Basketball Tournament**

ASL advised that the United Kingdom, Poland, Lithuania, Hungary and France had expressed definite interest in taking part in such a tournament and that Slovakia, Malta and Germany had expressed possible interest. She outlined the probable format of such a tournament:

- Four quarters per game of ten minutes each;
- Likely to be up to two hours between the start of each game;
- Six group games for each team, over two days;
- Event would be viable with a minimum of four teams;

- Hungary was interested in hosting.

The meeting agreed to support an ECSA basketball tournament in principle and that Hungary should be asked to host.

**AP 24/11:** ASL to write to Bernie Sik of Hungary inviting them to host an ECSA basketball tournament.

### **(12) Fair Play Cup**

The meeting noted the suggestions from Malta and the United Kingdom that future football tournaments should feature a Fair Play Cup, in memory of Peter Morris, the host of the 2010 football tournament. It was agreed that such a trophy should be provided at a maximum cost of €150, the UK sourcing the trophy. It would be called The Peter Morris Fair Play Cup and would be inscribed with this and the ECSA logo. It was agreed that the safekeeping and onward despatch of the trophy to the organisers of the following tournament would be the responsibility of the winning country's ECSA representative.

**AP 25/11:** ASL to source a trophy for the Peter Morris Fair Play Cup.

### **(13) Recognising the Contributions of Former Notable ECSA Officers**

The meeting noted that the Constitution permitted the EC to appoint Honorary Vice-Presidents of the Association and there was a brief discussion about possible selection criteria for these posts. However, no conclusions were reached.

The meeting agreed that it was desirable to stay in touch with former Officers of the Association.

### **(14) Any Other Business**

TdG reported that his hoped-for meeting with Mr Walter Deffaa, Director-General of TAXUD, had not taken place. He said that Mr Deffaa in practice delegated consideration of ECSA matters to Robert Andrecs, the TAXUD representative to ECSA. TdG distributed copies of the letter of 11 January 2011 that he had received from Mr Deffaa. This advised that financial assistance from TAXUD to ECSA was not possible but drew attention to the request by the Directorate-General of Education and Culture for proposals for trans-national projects "to identify and test suitable networks and good practices in the field of sport." TdG said that he would pursue this suggestion by asking colleagues in the Dutch Ministry of Finance about it and would also consider whether he

should seek to address a meeting of EU member state Directors-General, perhaps in 2013.

**AP 26/11:** TdG to approach the Dutch Ministry of Finance to find out further information about sports-related projects being sponsored by the EU Directorate-General of Education and Culture.

**AP 27/11:** RD to add an item to the agenda for the next EC meeting about sports projects sponsored by the Directorate-general of Education and Culture.

The meeting discussed the possibility of ECSA corporate colours but agreed that these were not necessary. It also discussed pennants and agreed that ECSA pennants would be a good idea.

**AP 28/11:** TdG to provide an example of a possible ECSA pennant for the next EC meeting.

AJ advised that her Director-General had asked whether a team from Belarus could be invited to the upcoming table tennis event in Poland. It was agreed that they were welcome to attend but not being members of the Association they could not participate in the event on the same basis as Association member states.

LL enquired about the timing of the invitation to the AGM. TdG said that he would send it on or about 01 June. LL confirmed that he would provide the necessary information to TdG before that date.

### **Date and Venue of Next Meeting**

The next meeting of the Executive Committee will take place in Swider, Poland on either Friday 06 May or Saturday 07 May; TdG will confirm the date shortly.

There being no further business, the meeting closed at 4.00pm.

**RICHARD DOWLING  
SECRETARY  
28 JANUARY 2011**

## Annex 1

### Update on Action Points Taken Forward from Previous Meetings

AP	BY	ACTION POINT
		<b>From Annual General Meeting of 01<sup>st</sup> October</b>
32/10	LL	LL to start sending out monthly updates of changes to the website.
		<i>Ongoing</i>
01/11	TdG	TdG to write to member states unable to make the 2010 AGM regretting their absence and hoping they can attend in the future.
		<i>Void, TdG will undertake this when sending out invitations for the 2011 AGM.</i>
02/11	PL	PL to send all member states an invitation to join the ECSA Facebook group.
		<i>Discharged, invitation sent 04/10/2010.</i>
03/11	JH	JH to approach contacts in Slovenian Customs to see if he can find a Slovenian representative.
		<i>Discharged, a contact name has been provided to TdG and is on the website.</i>
04/11	JH	JH to establish whether the Czech Republic can host the shooting in 2011.
		<i>Discharged, the Czech Republic will host the competition.</i>
05/11	RD	RD to establish whether bikes could be available for hire at any UK-organised cycling event.
		<i>Ongoing, E-mail sent to UK Cycling Section 04/10/2010 and reminder phone call 14/01/2011.</i>
06/11	RD	RD to draft a template for official invitations to events.
		<i>Discharged.</i>
07/11	ALL	All representatives to check their country's information is up-to-date on the website and to send updated information where it is not.
		<i>Ongoing, member states will be asked to bring changes of details to the 2011 AGM.</i>
08/11	ALL	All representatives to consider whether they can nominate a replacement for the Dutch webmaster.
		<i>Ongoing, Belgium may have a new webmaster for us.</i>
09/11	ALL	Representatives having information about how ECSA contacts have benefited member state administrations to send this to TdG.
		<i>Ongoing.</i>

## Annex 2

### Action Points Taken Forward

AP	BY	ACTION POINT
		<b>From Executive Committee meeting of 10 June 2010</b>
32/10	LL	LL to start sending out monthly updates of changes to the website.
		<b>From Annual General Meeting of 01<sup>st</sup> October 2010</b>
05/11	RD	RD to establish whether bikes could be available for hire at any UK-organised cycling event.
07/11	ALL	All representatives to check their country's information is up-to-date on the website and to send updated information where it is not.
08/11	ALL	All representatives to consider whether they can nominate a replacement for the Dutch webmaster.
09/11	ALL	Representatives having information about how ECSA contacts have benefitted member state administrations to send this to TdG.
		<b>From Executive Committee meeting of 28 January 2011</b>
10/11	TdG	TdG to contact Sven Mandel Hansen to establish whether he can continue as auditor.
11/11	LL	LL will put on the website a single list of all representatives and their E-mail addresses.
12/11	RD	RD to draft a standard template for AGM reports from member states.
13/11	RD	RD to include succession planning on the agenda for the next EC meeting.
14/11	LL	LL to ask his Director-General to informally raise the matter of the overdue Latvian subscriptions with the Latvian Director-General.
15/11	TdG	TdG to write to the Latvian participant in the Nijmegen marches to inform her that if the overdue Latvian subscriptions were not paid, she would not be able to take part in the 2012 event.
16/11	DK	DK to send reminders to those member states who have not yet paid their subscriptions.
17/11	TdG	TdG to advise Rita de Wolf of the names of EC members who will be taking part in the Brussels 20K road race.
18/11	TdG	TdG to ask Karl Wappel about whether Austria can host a badminton event in the summer of 2011.
19/11	TdG	TdG to ask Karl Wappel if Austria can host the sniffer dog competition in 2012.

20/11	TdG	TdG to write to all member states with a list of events and meetings held in the past and who hosted them and seeking volunteers to host events and meetings in the future.
21/11	TdG	TdG to write to all member states asking for ideas to mark the Association's 20 <sup>th</sup> anniversary in 2012.
22/11	RD	RD to put the Association's 20 <sup>th</sup> anniversary on the agenda for the May 2011 EC meeting.
23/11	RD	RD to update the <i>Organiser's Guide</i> so that it advises of the important information that invitations should contain and that they should be in English.
24/11	AS L	ASL to write to Bernie Sik of Hungary inviting them to host an ECSA basketball tournament.
25/11	AS L	ASL to source a trophy for the Peter Morris Fair Play Cup.
26/11	TdG	TdG to approach the Dutch Ministry of Finance to find out further information about sports-related projects being sponsored by the EU Directorate-General of Education and Culture.
27/11	RD	RD to add an item to the agenda for the next EC meeting about sports projects sponsored by the Directorate-general of Education and Culture.
28/11	TdG	TdG to provide an example of a possible ECSA pennant for the next EC meeting.

### Annex 3

#### Events & Meetings in 2011

<b>Activity</b>	<b>Date</b>	<b>Member State</b>	<b>Comments</b>
EC meeting	28 January	UK	Wembley
Downhill skiing	27 February - 06 March	Italy	
Tenpin bowling	16 April	Sweden	Göteborg
Table Tennis	05 - 08 May	Poland	Swider
EC meeting	06 or 07 May	Poland	Swider
20K	29 May	Belgium	Brussels
<i>Badminton</i>	<i>June</i>	<i>Austria</i>	
Shooting	24 June - 26 June	Czech Republic	
Walking	19 - 22 July	Netherlands	Nijmegen
Running	02 - 04 September	Czech Republic	10K & 1 mile
Volleyball	30 Sep - 01 Oct	Finland	Helsinki
AGM	30 September	Finland	Helsinki
Marathon	02 October	Slovakia	Kosice
Swimming	07 October	United Kingdom	Guildford
Cross-country	14 October	France	Cygoin
<i>Running</i>	<i>12 November</i>	<i>Germany</i>	<i>5 - 20K</i>

#### Note

Activities in *italics* are not yet confirmed.

## Annex 4

### Events & Meetings in 2012

<b>Activity</b>	<b>Date</b>	<b>Member State</b>	<b>Comments</b>
EC meeting	January	Germany	Cologne
Skiing	February or March	Italy	Dolomites
<i>Football</i>	<i>April</i>	<i>Malta</i>	<i>If approved</i>
Table Tennis	May	Poland	
EC meeting	June	Italy	Rome
<i>Sniffer dogs</i>	<i>June</i>	<i>Austria</i>	
Walking	July	Netherlands	Nijmegen
<i>Golf</i>	<i>August</i>	<i>United Kingdom</i>	
Running	September	Czech Republic	10K & 1 mile
Marathon	October	Hungary	
AGM	28th September/05th October	Luxembourg	

#### Note

Activities in *italics* are not yet confirmed.

## **Annex 5**

### **Football Rules of Competition (agreed January 2011)**

#### **Six-a-Side**

1. The FIFA laws of the game shall apply unless otherwise stated.
2. Pitch dimensions: 50m X 35m inc. goal size of 2m high by 5m long with a goalkeeping area extending 10m from the goal line.
3. Each squad shall consist of up to ten players, only six of whom may be on the pitch at any one time. All four substitutes may play during the game. Substitution may take place at any time. The player being replaced and the substitute must enter and leave the pitch at the half-way line. The number of substitutions made during a match shall not be limited. A player who has been replaced may return to the pitch as a substitute for another player. Any of the other players, or substitutes, may change places with the goalkeeper. The following conditions must be observed:
  4. Teams shall provide a set of coloured shirts or be prepared to play in alternative kit as required.
  5. Prior to the commencement of the tournament the organisers shall decide the duration of matches but games shall be two halves of at least ten minutes.
  6. After a goal the game shall be restarted from the centre spot.
  7. There shall be no offside.
  8. All free kicks to be direct and throw-in shall be taken by foot.
  9. Captains shall toss for choice of ends. Each half shall commence with a kick-off.
  10. In the group matches, three points shall be awarded for a win and one point for a draw. Group winners (and runners-up if time permits) shall go forward to the knockout stages.

In the event of two or more teams being level on points at the conclusion of the group matches, places in the knockout stages shall be decided in the following order:

- the team with the superior goal difference shall go through;
- in the event of identical goal difference, the team scoring more goals shall go through;
- in the event of identical goal difference and goals scored, the team having the superior record in matches between the teams who are level on points shall go through;
- if teams still cannot be separated, a method of random chance selection shall be employed.

Matches drawn at the knockout stage shall be decided by a penalty shoot-out. The six players remaining on the pitch at the end of the match shall be those who will take part in the penalty shoot out. Should the teams still be equal after six penalties have been taken, the shoot out shall continue on a "sudden death" basis.

## 11. Discipline

Any player who receives *two* cautions (yellow cards) during the competition shall be automatically suspended from playing in the next match that his/her team is involved in.

Any player sent off during the competition may be banned from the remainder of the competition, at the discretion of the organisers.

Referees are asked to inform the organisers of any such incidents.

12. Team organisers shall report to the tournament organiser at least thirty minutes before the start of their first match. In order that the tournament proceeds on time, teams **MUST** be at their allotted pitch at the time stated. Should this condition fail to be met by a team, the organisers may award the game to the opposing team, deeming the score to have been 3-0.

## Annex 6

### ECSA MIXED VOLLEYBALL RULES (agreed January 2011)

1. Unless otherwise stated, current FIVB Volleyball rules shall be used. Any necessary revisions will be notified at the pre-tournament meeting of team captains.
2. The competition and format will be the responsibility of the event host organisers.
3. Uniformed numbered shirts are obligatory.
4. Each team is invited to provide a referee.
5. Match balls will be provided by the hosts and will be Mikasa MVP200, Mikasa MVA200 or Molten. It is the responsibility of participating teams to provide their own training balls.
6. Teams are allowed a squad of up to 10 players, plus one team organiser and one referee. Only one pre designated team per member country is permitted to progress to the knockout stages of the competition.
7. Teams must have a minimum of two females on court at all times.
8. The referee's decision is final in all matters of fact and judgement.
9. The tournament organisers' decision is final in all matters of the application of the rules of volleyball and any other matter relating to the tournament not covered above.