

Succession Planning Secretary

Being new to the HCA and with no understanding how the HCA operated I offered to have a look at what the processes appeared to be based on a list of Roles on a Meeting Agenda and a vague description of some Roles. I was told that one to one meeting would be arranged but this did not happen so I started to make my own contact.

There was one Role "Fixture Secretary", which I assumed would refer to Steve Law, but on contacting Steve this related to the County Fixtures, so miss leading from the start.

So looking at EACU and SCCU . . .

County Fixtures Secretary [9]	<i>vacant</i>
EACU liaison	Matt Ball
County Open team captain	Currently N/A
County u1850 team captain [4]	Matt Ball
SCCU liaison	Mike Flatt
County u1650 team captain [5]	Ewan Davids
County u1450 team captain [5]	Andrew Smith
ECF LMS Match updaters	Andrew Smith (apsmith) Ewan Davids (edavids)
ECF LMS Match updaters	Matt Ball (mball) Corinne Mountford (cjmountford)

I followed the links from the HCA Website to both the ECF LMS for both the EACU and SCCU to navigate the site to see what was available, which included County Registered players and detailed Reports down to showing which players were listed as likely to have "Pay to Play" fines applied.

I emailed the County Captains asking what processes they followed and if they used the information on these sites to manage what was needed, including what some of the process could be.

The u1850 Captain informed me he was busy leading up to the Christmas period and didn't really have time to look at this, but did indicate he didn't make use to the details on the site holding the information used on his own computer. I did point out the HCA website was out of date and made a few suggestions how it could be improved. There has been no further contact.

The SCCU Captains were also emailed, including Martin Hill who was listed on the HCA website. I had no response from any of these.

From the list above, is a Fixture Secretary Role relevant?

Treasurer	<i>Mike Price [1]</i>
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As the Treasurer was planning to step down he had created some hand-over documents which he provided. I also obtained a copy of the spreadsheet used to record the transaction and to present for Auditing.

In summary there are 3 Signatories for the Account.

Only the Treasurer holds the digital reader to enable access to the Account.

The Treasurer holds the spreadsheet local to him.

Loss of the Treasurer and access to his spreadsheet is an issue.

I believe that having a copy of that spreadsheet even from the previous year it can be blanked and re populated from access to the Bank Account from scratch. What would improve the recovery is if the spreadsheet was from time to time uploaded to a secure area somewhere (eg website) where certain officers could accesses.

Working through the copy of the spreadsheet I had I initially found overwhelming, it was very detailed, but did not logically link through, a lot was based on the knowledge of the Treasurer's use of it and how it was made to work.

So working through the handover documents, the spreadsheet and then needing to align to the HCA Constitution and the Competition Rules slowly the picture began to take shape.

I made a number of changes to my version of the spreadsheet so that I could understand it, reviewing the actual Stock Codes / Ledger descriptions and adding my version of the description. I found a few errors in the report which were corrected.

What then became apparent was the need of the Treasurer to chase many clubs for outstanding Competition Fees and Pay to Play ECF Fees. There was a tab in the spreadsheet re ECF Pay to Play, but the players listed there didn't match the value, so I asked further detail on who they were. The Treasurer receives a list from the ECF who then has to trail through the ECF Rating Database to see if relevant and if so who they lay for. While this may seem a simple job it became apparent that there were repeat offenders. These outstanding fees, when not paid by a certain date as detailed in the Constitution, should then have a knock-on effect that would appear to being ignored.

Therefore I emailed the President, Secretary and League Secretary using an actual example, asking "were St Albans a Default Club"? The Player was a Default Player, and as such the Club became a Default Club with details of what actions should be applied. I only received one reply saying we didn't want to apply such things and the Clubs had other things to detail with.

So to ensure your players were ECF Members when required to be so was too much work, but the Treasurer was expected to do this for them, but then the Clubs were happy to let it continue the following season. What is a 2 minute check of ECF Membership for the Players within your club is too much to do, but you expect the Treasurer to spend far more time resolving the issues that the Club have created.

Trophies organiser	Andrew du Boulay
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It had been suggested that the Trophies be reevaluated for insurance purposes. Andrew had previously stated he would not be carrying this out.

I also identified that the Trophy Insurance with the ECF had been incorrectly calculated in the Treasurer's spreadsheet.

I tried to identify who had previously been engaged for the Valuation but was unable to identify.

The Cost of Silver (Royal Mint) on 01 Sept 2015 was £9.57, as of 23 Jun 2026 was £47, a five times increase, earlier this year it did reach above £80.

While retrieving a returned trophy from Stevenage some others were located as well.

It was also highlighted in the minutes of the last AGM that a couple of trophies were not available to be presented. The outstanding one was for Stevenage, the Montague Jones Board, I twice emailed Letchworth asking as they were the holder, but never received a response. It was eventually passed to Stevenage around April 2026.

Andrew also mentioned the company he used for engraving had closed.

I did see an email from Andrew asking who actually had the Trophies from last year. There is a tab in the Treasurer's spreadsheet where these can also be recorded.

League Secretary [2]	Steve Law
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This Role was identified as possibly the most Critical Role within HCA due to the bespoke tools used.

The Role has two core elements, being 1: e2e4, 2: C+ Fixture Creation.

1: e2e4

Was ensured by Steve that the Code was backed up on multiple devices and can easily be retrieved.

Believe Steve is the Sole developers and Administrator so while Steve is around it can be recovered.

Fixtures and Results are available within the system.

Should we lose Steve and e2e4 is still available, the data can be retrieved and can proceed with a manual process for that year.

But would need to stop using e2e4 for Result Cards and Uploading, any errors would be sent to Steve.

Need to look to using the ECF LMS to Initially control uploading Results.

Longterm will need to implement a project to migrate the leagues etc to the ECF LMS that other clubs use.

This Migration would likely mean it aimed at HCA only and be unlikely to include what I'm told are unique requests made.

2: C+Fixture Creation Tool

Steve has himself suggested that this Tool had a more serious level of concern due to the many unique requests programmed into it.

Steve has been carrying out some enhancements to this tools and the intention was to provide the President with access to test. He also suggests providing myself with access to try it out for a couple of divisions.

President	J Fraser-Mitchell
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The President was emailed re his Role and also as the Vice Presidents appear in the Constitution and Treasurer's spreadsheet as to what their Role is. I've had no response.

Secretary	Martin Hill
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Spoke briefly last year, Martin said we needed to get together. Nothing happened.
Sent an email asking re role, no response.

Webmaster	Andrew Roderick
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Sent email re role, was asked for phone number to discuss, sent it, but no follow up.