

## Kettering Hockey Club Executive Committee

### Minutes of Meeting Monday 12<sup>th</sup> April 2021, 8.00pm via online platform Zoom

**Present:** Jaime Cox (JC), Jean Smith (JS), Barry Coe (BC), Kirsty Smith (KS), Neil Manley (NM), Nathan Thomas (NT), Claudia Ringrose (CR).

**By invitation:** Matthew Bennett (MB) - (for items 1 and 2 only).

Agenda Point	Item	Minutes	Action																																			
1.	Apologies	Mark Hawkins (MH)																																				
2	<b>Covid 19 – Report from Covid Officer and Return to Play</b>	<p>MB circulated report to Exec prior to the meeting. Hockey has been allowed to return to play from 29<sup>th</sup> March at ‘Step 4 – Local Match Play.’ England Hockey released guidance on 25<sup>th</sup> March, 7<sup>th</sup> April and 9<sup>th</sup> April. The guidance on 7<sup>th</sup> and 9<sup>th</sup> April relates to Government’s Step 2.</p> <p>The current EH Guidance is as follows (changes from 25<sup>th</sup> March in <b>red</b>):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;"><b>Govt. Step 1b</b> (from 29 March)</th> <th style="text-align: center;"><b>Govt. Step 2</b> (no earlier than 12 April)</th> <th style="text-align: center;"><b>Govt. Step 3</b> (no earlier than 17 May)</th> <th style="text-align: center;"><b>Govt. Step 4</b> (no earlier than 21 June)</th> </tr> </thead> <tbody> <tr> <td><b>Indoor hockey</b></td> <td style="text-align: center;">Flyerz permitted</td> <td style="text-align: center;">Junior (U18) permitted</td> <td colspan="2" style="text-align: center;">Adult permitted</td> </tr> <tr> <td><b>Changing rooms</b></td> <td>Should not be used with the exception of use by disabled participants, for safeguarding purposes or for serious injury requiring emergency treatment</td> <td style="text-align: center;"><b>Changing room not encouraged, but permitted if necessary</b></td> <td colspan="2" style="text-align: center;">Changing room use to be reviewed</td> </tr> <tr> <td><b>Spectators</b></td> <td>Are not permitted with the exception of safeguarding purposes (one parent, guardian or carer per child (under 18) or disabled participant)</td> <td style="text-align: center;"><b>Spectators not encouraged, but permitted on public land, previous exemptions remain</b></td> <td colspan="2" style="text-align: center;">Spectator permissions to be reviewed</td> </tr> <tr> <td><b>Hospitality</b></td> <td>May provide takeaway services only</td> <td style="text-align: center;">Permitted outdoors</td> <td colspan="2" style="text-align: center;">Permitted indoors</td> </tr> <tr> <td><b>Travel</b></td> <td colspan="2" style="text-align: center;"><b>Travel for sport is permitted, but sport is not an exempt reason for car sharing. Car sharing by individuals outside of household or support bubble groups not permitted.</b></td> <td colspan="2" style="text-align: center;"><b>Travel permissions to be reviewed.</b></td> </tr> <tr> <td><b>Clubhouse</b></td> <td colspan="2">Should remain closed to the public, but toilets permitted to be open from 30 minutes before activity, until 30 minutes after activity</td> <td colspan="2" style="text-align: center;">Clubhouse use to be reviewed</td> </tr> </tbody> </table>		<b>Govt. Step 1b</b> (from 29 March)	<b>Govt. Step 2</b> (no earlier than 12 April)	<b>Govt. Step 3</b> (no earlier than 17 May)	<b>Govt. Step 4</b> (no earlier than 21 June)	<b>Indoor hockey</b>	Flyerz permitted	Junior (U18) permitted	Adult permitted		<b>Changing rooms</b>	Should not be used with the exception of use by disabled participants, for safeguarding purposes or for serious injury requiring emergency treatment	<b>Changing room not encouraged, but permitted if necessary</b>	Changing room use to be reviewed		<b>Spectators</b>	Are not permitted with the exception of safeguarding purposes (one parent, guardian or carer per child (under 18) or disabled participant)	<b>Spectators not encouraged, but permitted on public land, previous exemptions remain</b>	Spectator permissions to be reviewed		<b>Hospitality</b>	May provide takeaway services only	Permitted outdoors	Permitted indoors		<b>Travel</b>	<b>Travel for sport is permitted, but sport is not an exempt reason for car sharing. Car sharing by individuals outside of household or support bubble groups not permitted.</b>		<b>Travel permissions to be reviewed.</b>		<b>Clubhouse</b>	Should remain closed to the public, but toilets permitted to be open from 30 minutes before activity, until 30 minutes after activity		Clubhouse use to be reviewed		
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		<p>There is no impact from EH updates to KHC Covid Guidance.</p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Return to play meeting held with Exec on 29<sup>th</sup> March</li> <li>• Covid-19 Support page (<a href="https://www.ketteringhockeyclub.co.uk/a/covid-19-support-60493.html">https://www.ketteringhockeyclub.co.uk/a/covid-19-support-60493.html</a>) has been updated with latest information</li> <li>• MB has sent emails to:             <ul style="list-style-type: none"> <li>• Whole Club – with attachments: EH Advice to Participants and KHC Preparing to Return (April 2021)</li> <li>• Coaches – with attachments: KHC Covid Risk Assessment (April 2021), EH Advice to Coaches (March 2021), KHC Preparing to Return (April 2021) and EH Covid Infographic (March 2021). To date (11/04 @17:50 3 acknowledgements received). JC advised MB to chase confirmation from ALL coaches</li> <li>• Captains – with attachments: KHC Preparing to Return (April 2021), KHC Covid Risk Assessment (April 2021), EH Advice to Participants and a blank attendance register for organisation [205567]. L1 fixture in Loughborough cancelled (fixtures to remain local and car sharing not permitted other than bubbles)</li> </ul> <p>Q: NM – Who manages the Attendance Sheet for training? A: MB – Staff at BSS manage for training sessions and send to KS who forwards to EH on a Friday, cc MB. Match sheets sent to KS.</p> <p>Q: NM – So spectators remain outside the cage? A: MB – Yes. School is classed as private land.</p> </li> <li>• KS &amp; BC confirmed that Covid Box full stocked up at pitch</li> <li>• <b>O75s 20/21/22 August 2021</b> – MB confirmed that regulations should be relaxed sufficiently for a fairly normal event to take place. However, a risk assessment will need to be carried out and refreshments at Wrenn to be reconsidered. BC to advertise on website. CR to contact Bill Greenwood to update him on the situation.</li> <li>• <b>Fitness (item 4 from previous minutes)</b> – CR sent email sent to Jan Randle explaining EH do not cover fitness training outside of a hockey pitch, it is not considered an organised sport. Main Sports Club could potentially organise. MB and Exec suggest wait until 17<sup>th</sup> May when KHC can re-introduce. No reply received from Jan to date.</li> </ul>	<p><b>MB</b></p> <p><b>MB BC CR</b></p>
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3.	<b>Minutes of the last meeting (29/03/21)</b>	Draft minutes approved and signed by JC.	
4.	<b>Matters Arising (not covered by items on the Agenda)</b>	<p>All action points completed.</p> <ul style="list-style-type: none"> <li>Item 4 – no reply to date re fitness</li> <li>Item 5 – Juniors – fixtures now away at Saints</li> <li>Item 5 – Seniors – training booked at BSS for 3 weeks and local friendlies on 24/4 and 1/5</li> <li>Item 5 – Summer hockey: <ul style="list-style-type: none"> <li>Ladies’ 7-a-side: commencing 20/4 - 4 teams entered, captains in place</li> <li>Exiles: Fee paid, await fixtures. BC to collect match fees and arrange to pay umpires</li> <li>Skymoos: await fixtures. Gary Thorpe and Pam Farr captains</li> </ul> </li> </ul> <p>KS confirmed that no expenses will be paid for fuel this summer. Reduced match fee (£6/£4) to compensate for reduced hockey this season.</p>	<b>BC</b>
5.	<b>Other</b>	<p><b>5.1 Club Future Main Club</b></p> <ul style="list-style-type: none"> <li>Ian Russell has drafted a letter to our members on behalf of the Main Sports Club. Letter explains what has been happening at the Main Sports Club: membership fees paid in full by other sections, grants received, refurbishments. JC also prepared accompanying letter from KHC. Both circulated to Exec prior to the meeting. JC tabled that these should now be sent following this meeting. Exec approved.</li> <li>JC to draft a letter to the Main Club to request cost for hiring the Club house, should we withdraw as a section.</li> </ul> <p><b>Hanwood Park Development</b></p> <ul style="list-style-type: none"> <li>MH informed JC prior to the meeting that nothing formally received</li> <li>MH still waiting to hear from Notts Sport</li> </ul>	<b>JC</b> <b>JC</b>

		<p><b>Hockey in Schools</b></p> <ul style="list-style-type: none"> <li>MH informed JC prior to the meeting that Compass Primary School have requested coaching during PE lessons. MH to appoint a coach.</li> <li>MH looking at the possibility of a “Teach the Teacher” course after school hours at BSS. MH to discuss further with Paul Smith, School Sports Development Officer Kettering SSP, at Northamptonshire Sport</li> </ul> <p><b>5.2 Correspondence</b></p> <ul style="list-style-type: none"> <li>CR confirmed that all correspondence had been circulated to appropriate member of Exec, Welfare and Covid Officer</li> <li>CR sent email to Richard Munns of East region requesting 5 home/5 away fixtures per week due to pitch capacity</li> <li>CR confirmed there will be no final AGM for NCWHA. KS confirmed cheque now cashed.</li> </ul> <p><b>5.3 Treasurer Report</b></p> <ul style="list-style-type: none"> <li>KS circulated the Income &amp; Expenditure and Bank Statement to 31/3/21</li> <li>Match fees - KS to write to senior players who have ‘unspent’ match fees to either offset against summer leagues or offer a refund</li> <li>Junior sessions - KS to issue refunds to juniors for unpaid sessions</li> <li>Deadline of 26/4/21 for any member wishing refund of membership (genuine hardship)</li> </ul> <p>All refunds to be paid by end of April for year end accounting.</p> <ul style="list-style-type: none"> <li>Awaiting final membership fees for 2021/22 from Main Club.</li> <li>Sponsorship &amp; Marketing - MH informed JC prior to the meeting that the Club is continuing with applications for grants for the Club (school hockey, young leaders, etc). New structure of Council may have an impact</li> </ul> <p><b>5.4 KHC AGM</b></p> <ul style="list-style-type: none"> <li>To be held as a virtual event. Monday 17<sup>th</sup> May 2021.</li> <li>All reports from Exec to be sent to CR by 3/5/21. CR to send last year’s AGM minutes to Exec for reference</li> <li>CR to collate into one document by 7/5/21, finance balance sheet will be separate document.</li> <li>JC to write Notice to members: <ul style="list-style-type: none"> <li>- Request for attendance to be sent to <a href="mailto:secretary@ketteringhockeyclub.co.uk">secretary@ketteringhockeyclub.co.uk</a>.</li> <li>- Nominations by 6<sup>th</sup> May to <a href="mailto:nominations@ketteringhockeyclub.co.uk">nominations@ketteringhockeyclub.co.uk</a></li> <li>- Members only able to view Draft Minutes of AGM 2020, Reports and Finance Spreadsheet for AGM 2021 and Agenda</li> </ul> </li> </ul>	<p>MH MH</p> <p>KS KS</p> <p>ALL CR CR JC</p>
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	<b>Close</b>	<b>Meeting closed at 22.00</b>	
	<b>Date of next meeting</b>	<b>Thursday 13<sup>th</sup> May, 8:00pm, via Zoom.</b>	