



Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 1st October 2019 7.30pm At the Clubhouse

Item	Minutes	Action by	Actioned
Present	Jaime Cox (JC), Claudia Ringrose (CR), Barry Coe (BC), Liz Metcalfe (LM), Sophie Reynolds (SR), Jean Smith (JS), Kirsty Smith (KS).		
Apologies	Mark Hawkins (MH),		
Minutes of last meeting	See actioned set of minutes as circulated. JC signed as correct.		
Matters Arising	Charity walk was done by JC and MH, some amendments are needed to the route. Email has been sent by JC to club members who stepped down last season regarding confidentiality and GDPR, awaiting confirmation from them that they agree with the email. 14.8 – Balls are sorted now, still to be manufactured and delivered. Sponsorship to be lengthened until end of 2021 season due to long lead-time to get them in situ.	JC, MH	
Skymoos Celebration	Skymoos event will be on Sunday 6 th October. Approx 110 people returning to the club. 14 original members of Skymoos from 1969 coming. Matches to start 11.00am. 3 teams playing. 3 matches of 15 mins each way. Some money to be paid on the night to Jean Raffle prizes Skymoos themed. To sell raffle tickets at the clubhouse on Saturday as well as Sunday. Raffle to be drawn Sunday about 5.15pm. Presentations around 5.30pm Plan to Skype Sue Reynolds on the night about 6.00pm. JC congratulated Jean and Graham on organising the event and thanked them both for their efforts.		
1. Correspondence	1.1 Affiliation to England Hockey (EH) is now open. Richard Lashbrooke is going to add our affiliation details and invoices will be generated to Kirsty.	KS	

	<p>1.2 AGM resolution update. JC spoke with Liz Pelling who asked whether our relationship manager Andy Dale had been in touch with us. Questions raised by the club membership have been sent to her by JC. Liz will come back to us with answers to our questions likely next week and JC to chase.</p>	<p>JC</p>	
<p>2. Treasury Report</p>	<p>2.1 Monthly Management Account Report to 31st August 2019 2.2 Bank Statement for August 2019 2.3 Actual Income - Income received during August as expected. 2.4 Actual Expenditure - Annual Insurance paid for period from 1st September 2019 – 31st August 2020 Hire of Facilities in August 2019 Umpire Affiliation Fees League & Cup Affiliation Fees Operational Expenditure relates to annual subscription cost of Pitchero for 19/20 2.5 Known Income for September 2019 JDC Income from Northampton Hockey Membership Match Fees 2.6 Known Expenditure for September 2019 Club Coaching for August 2019 DBS Fees JDC Coaching Costs 2.7 Outstanding payments – Only 2 ladies and 4 men outstanding for membership (who have played this season so far). KS produced spreadsheet of players and current payments list. 2.8 Membership cards – Kirsty’s card printer person is off sick, cards to be done when he returns 2.9 Junior training – Register is now being taken on the gate by Karen Mayes. Currently we do not know how many juniors we have but will have clearer numbers in the next couple of weeks.</p>		

	<p>2.10 Handover – Kirsty has meeting with Matt Bennett on Friday morning to go through various things including HMRC.</p> <p>2.11 Membership Types – Need to consider other types of membership/subscriptions to reflect the variety of new types of player who does not fit into the traditional categories e.g. Back to Hockey or Hockey Heroes. Hockey section gains with family membership paying over less to the main club for this category.</p> <p>2.12 Main club subscription - We are still paying a big percentage of our annual subs over to the main club. KS has requested a main club set of accounts.</p>		
Development Plan – Progress vs strategy			
Senior Performance			
3. Senior performance Men	<p>3.1 Pre-season training at CBA to be reviewed next season. Await final figures but ran at a loss</p> <p>3.2 League Campaigns under way</p>		
4. Senior performance Ladies	<p>4.1 Pre-season training at CBA to be reviewed next season.</p> <p>4.2 League Campaigns under way</p>		
5. Senior Performance Coaching	<p>5.1 Coaching – Meeting with Senior Treasurer (Kirsty) and in consultation with Junior Academy Chair (Mark). Discussed costings of coaches and pitches. JC thanked CR, MH and KS for sorting out the coaching costs situation.</p> <p>5.2 DBS - Clarification from the Safeguarding meeting with respect to insurance and DBS. If the coach is a member of the Club or employed by the Club then we will pay for their DBS and their insurance will be covered by the Club’s insurance. However, if the coach is not a member of the Club, then they will need their own insurance and DBS or pay us for this. Any queries to Tom Sellers.</p> <p>5.3 Coaches letter - All coaches have now received a letter confirming coaching hours, expenses and the insurance and DBS status.</p>		

	<p>5.4 The Coaching Claim Form is in use – coaches submit hours to Andy, then to CR for authorisation, on to Kirsty for payment.</p> <p>5.5 Coach Development Evening - NSYHA hosted a coach development evening for Academy Centre coaches on 25th Sept, to be run by Gary Johnson, EH Coach Developer and Head Coach at Yorkshire Performance Centre. Focus will be on effective session design and delivery around the national development themes.</p>		
Junior Academy			
<p>6. Junior Academy</p>	<p>6.1 Training Started well with numbers beginning to increase for boys U12 and U14</p> <p>6.2 Coach Hub - Andy Sellers briefed all coaches and provided session planning materials together with Coach Hub area on our website</p> <p>6.3 Hockey Heroes still not enough registered to start the programme - need 6 and we have 4. All registered players offered free weeks until the min number reached, hopefully next week. U8 and HH combined to provide some kind of session in the mean-time</p> <p>6.4 Registration - Karen Mayes on the gate adding new players or registering attendees on the Pitchero app - to be reconciled with those paid. Non- payers can be chased via Pitchero and links to pay sent directly to them</p> <p>6.5 U16/U18 girls training - Rob has requested a session from 6-7 on a Thursday for U18/U16 girls, ½ pitch, Eddie will assist to help with the transition from U14 training on a Tuesday to senior training on a Thursday.</p> <p>6.6 U16/U18 girls fixtures on the same day as some U12/U14 - Rob is concerned the clash will mean he won't have enough players - over to Rob to work out</p> <p>6.7 Fixtures: All fixtures live on the website and can be found by searching by team</p> <p>6.8 Pitchero - All team managers using Pitchero Manager app to organise teams and communicate with players/parents</p> <p>6.9 Umpires - MH to speak with SR about emailing out to young umpires to volunteer to umpire at the junior tournaments, no payment. SR in agreement, MH to provide dates for tournaments.</p>	<p>MH, SR</p>	

	<p>6.10 Bishop Café - Volunteers stepping up to run the 'Bishop Cafe' for refreshments for our home fixtures - just need to work out where everything is stored/accessed as different people doing it each time</p> <p>6.11 Meeting - KHC invited to present at Northants Sports meeting at Bishop on Jan 7th - a way to engage with more schools, MH ok to present</p> <p>6.12 Admin: Mandy Starsmore-Young in control of communicating with team managers and opposition for fixtures</p> <p>6.13 MH to meet with RL to complete the process for capturing Junior specific finance to then be reported back to KS</p> <p>6.14 AOB Coach jackets still need to be ordered. I have all Junior coach sizes and numbers do just need Seniors details then I will order altogether</p>	<p>MH</p> <p>MH</p>	
Operations			
<p>7. Operations Communications</p> <ul style="list-style-type: none"> -social -social media -webmaster -sponsorship 	<p>7.1 HockeyFest went really well and had lots of positive feedback. Would like to encourage the same format going forward. Next year perhaps we should consider a HockeyFest for the junior section? Or elements of the day that juniors could get involved with too. Thanks to Sophie for organising.</p> <p>7.2 Website - The website has seen its highest prolonged usage in the last month. In the Pitchero table we have been number 7,11,22,24,6,8 and 5 (average 12) for the last 7 weeks. Above us currently are Reading, Woking, Sevenoaks and City of York, all very big clubs. Captains, and junior managers, have been given packs on how to use website.</p> <p>7.3 Socials - next one 6th October Skymoons 50th Celebration. Jean and Graham have everything under control. Weekend after that 12th October is BINGO at the clubhouse.</p> <p>7.4 Lee Paris is also looking at organising a Charity Golf Day fundraiser sponsored by Metro Removals. SR needs a list of cup fixtures from BC.</p> <p>7.5 Newsletter - Emma Storey is now in charge of collating information ready for the newsletter. Next one is scheduled for release on 12th October.</p> <p>7.6 Whats App policy – Neil Manley has asked for the club’s policy on this following the Safeguarding meeting minutes. The policy is that it is not an official method of communication endorsed by the club. LM to ask Amy March</p>	<p>BC</p> <p>LM</p>	

	to come up with some wording that we can send round on Pitchero. LM also to feed this back to Neil.	LM	
8. Operations Playing -umpires -fixtures -pitch booking	<p>8.1 Umpires - Dom Cusk has very kindly offered to confirm details of any M1 home fixtures with the CHUA pool umpires.</p> <p>8.2 New umpires - Trying to get as many of the new umpires games as possible around their own playing commitments and trying to find games to ease them in gradually and build confidence. Several players who also attended the course last year have still not been assessed.</p> <p>8.3 CHUA pool is also under control. Discussed the umpires we should declare for the East league. We have not registered any umpires on the website since we moved therefore will add if we are chased.</p>		
9. Operations Admin -membership -main club -kit	9.1 Main club rep – Eddie Walker no longer main club rep. LM to approach Neil Manley to take this role on. If not, put out general advertisement. BC has put a report together to send to the main club in lieu of a rep.	LM	
10. Feedback from sections not covered by above headings	10.1 Bar staff – Hockey to possibly help out Charley on Bingo night if it is busy.		
Other			
11. Welfare and safeguarding	11.1 Safeguarding meeting done on 2 nd Sept, excellent session. LM following up with those who did not attend.	LM	
12. Facilities	12.1		
13. Proposals from sections	13.1 None received		
14. Any other business	<p>14.1 Bobble hats ordered, break even and some in stock.</p> <p>14.2 Who's the umpire – EH initiative. Who's the umpire for availability. Instead of putting an umpire's availability into several websites, it just goes to one place and appointments are made from there. To be rolled out for clubs</p>		

	<p>soon. Can also produce information for the treasurer. To consider for next year.</p> <p>14.3 Late night under lights – EH trying to get people to play later in the day to get more people to then stay on for socials in the evening.</p> <p>14.4 Indoor – To consider if we want to enter any of these competitions.</p> <p>14.5 Ladies 5th Team – to consider for next year if numbers are sufficient.</p>		
15. Items for future	<p>15.1 September 19- start Clubmark renewal (Due 04.07.2020) - ongoing</p> <p>15.2 This season – goalkeeper training</p> <p>15.3 November 2019 to review club policies as annual check</p> <p>15.4 January 2020 – To collect trophies back in to get them serviced and checked with possible replacements for those which are broken</p> <p>15.5 Planning for new pitch space</p> <p>15.6 5-year financial plan</p>		
16. Close	<p>16.1 Meeting closed at 22.15</p>		
Date of next meeting	<p>19th November at KHC clubhouse 7.30pm start (Section reports, proposals and update on actions to be submitted to LM 2 weeks prior) Dates for 2019/20 Exec meetings: 27th August, 1st October, 19th November, 10th December, 14th January, 18th February, 24th March.</p>		