

## Kettering Hockey Club Executive Committee

### Minutes of Meeting Wednesday 8<sup>th</sup> July 2020, 8.00pm via online platform Zoom

**Present:** Jaime Cox (JC), Barry Coe (BC), Kirsty Smith (KS), Neil Manley (NM), Nathan Thomas (NT), Sophie Reynolds (SR), Mark Hawkins (MH), Claudia Ringrose (CR)

Agenda Point	Item	Minutes	Action
1.	<b>Welcome</b>	JC welcomed everyone to the meeting, in particular those new to the Exec.	
2.	<b>Apologies</b>	Jean Smith, Liz Metcalfe	
3.	<b>How The Exec Works</b>	<p>JC highlighted the aim of the Exec is not only to run the Club but work to taking the Club to the next level. JC clarified the following:</p> <ol style="list-style-type: none"> <li>1. Meetings held monthly, approximately six per season. JC to set dates with CR.</li> <li>2. Given the success of meetings via Zoom, Exec will continue with this platform until further notice. KS to look into costs of purchasing higher package of Zoom.</li> <li>3. Each Section Chair deals with the day-to-day running of their section and report back to the Exec in between meetings, where necessary.</li> <li>4. Section Chairs circulate their report to the Exec prior to the meeting, allowing for questions and any clarification at the meeting.</li> <li>5. Items for the Agenda to be sent to JC as Chair.</li> <li>6. Proposals, standard item on the Agenda, any members wishing to raise a Proposal should submit to the Section Chair for approval. Section Chair to forward to CR as Secretary to circulate to Exec for discussion at the meeting.</li> <li>7. Section Chairs may spend up to £50 without full approval by the Exec. KS to be kept informed.</li> <li>8. MH is invited to attend Exec Meetings in his role as Development Officer, though no voting rights.</li> <li>9. Exec WhatsApp Group – JC has updated to include incoming and removed outgoing Exec members.</li> <li>10. Emails – BC has updated individual addresses to Club contacts – NM for Senior Performance, NT for Junior Academy, CR for Secretary. BC to create an email for Club Development, to be assigned to MH.</li> <li>11. Nigel Parkes available for any Welfare issues. Standard item on the Exec Agenda.</li> </ol>	<p><b>JC</b> <b>KS</b></p> <p><b>BC</b></p>

4.	<b>Minutes of last meeting (19/05/20)</b>	Accepted and signed by JC	
5.	<b>Matters Arising</b>	<p>5.1 Shirt numbers to new kit supplier</p> <p>KS and BC have been working through the data. A number has been used 6x in the men's section and a number has been used 2x in the ladies. BC has completed the 100 numbers for the men. Ladies to be completed. KS needs to pass on this info so ladies can place orders. Numbers for non-members have/will be reallocated. BC to forward copy of number allocations to NM.</p> <p>Members were shocked and deeply saddened by the sudden passing away of Gavin Ferries. The Exec agreed to retire no. 65 shirt for the Men, for the foreseeable future, in Gavin's honour. NM looking in to how to honour his memory.</p>	<p><b>BC/KS</b></p> <p><b>NM</b></p>
6.	<b>AGM (16/06/20) Action Points</b>	<p>6.1 Charity donations – reduced to 20%. Payments to be sent to recipients</p> <p>6.2 Match fee increase -Match fees are not covering costs. Discussed in full match fee increase to Senior match fee from £10 to £12 and Junior match fee increase from £5 to £6.</p> <p>6.3 Training fees – increase income. KS confirmed: Juniors to move to cashless. NT to communicate to parents. Seniors not having paid a match fee – KS working on how to collect from those attending training for 'free'</p> <p>6.4 JDC – KS confirmed that the Club will suffer a loss of £1500 as this will not be able to run during the summer. Discussed what else could run in its place later on, e.g. small sided games or October camp. NM and NT to look into this when clearer guidelines are available from EH.</p>	<p><b>JC/KS</b></p> <p><b>NT KS</b></p> <p><b>NM/NT</b></p>
7.	<b>Vacant Committee Posts</b>	7.1 JC advised that it is up to each Section Chair to approach members to fill various posts and then confirm appointments with the Exec.	<b>NM/SR/ NT</b>

		7.2 Exec agreed that we need to work on Sponsorship. NM mentioned former member Anna Holmes has some experience in this area. JC questioned whether we need to have a budget for this in order to outsource to a firm. NM to find out more about Anna and let MH know.	NM
8.	<b>Handover Procedure</b>	JC requested that all handovers should ideally be completed by the end of July. Senior Performance: CR to NM, Junior Academy: MH to NT, Secretary: LM to CR	CR/NM MH/NT
9.	<b>Welfare &amp; Safeguarding (Officer Addition)</b>	9.1 JC reported that Nigel and Claire have completed 2 of their 3 years in the post. CR to confirm this with Nigel and Claire. 9.2 Nigel confirmed to JC that Karen Mayes has been appointed as an additional Welfare Officer for juniors only. 9.3 Safeguarding – JC to contact outgoing members of key posts and remind them of GDPR protocol. CR to organise confidentiality agreements for new people in posts.	CR  JC CR
10.	<b>Training and Fixtures</b>	10.1 EH Guidelines – JC confirmed that EH are still asking clubs to plan for September start. However, should the start be delayed to October, then the season will end in May. East have still to release their fixtures. 10.2 Pitch re-opening for lettings – KS confirmed that Bishop will be issuing their Risk Assessment by 17/07/20. All being well outside lettings will commence mid August. There will be no changing facilities, only 1 toilet will be available. Parents will have to drop juniors off in the car park and then the appointed coach will then escort them to the pitch and then back again. No other adults or spectators will be allowed on the pitch. Club will then need to review and decide what our policy will be with regards to social distancing. NM is in the process of organising a Senior Performance meeting. To be discussed further.	NM All
11.	<b>EH return to play and training</b>	Upon receipt of Risk Assessment from Bishop, Exec will then need to agree of procedures, protocols, etc for pre-season training. NM to discuss with Andy Sellers as Head Coach. NM to contact Andy Dale, EH Relationship Manager, for any further information.	NT

12.	<b>New Kit Update</b>	<p>12.1 JC confirmed that orders have been placed.</p> <p>12.2 Sponsorship – BC confirmed orders being placed for Men’s hoodies, as sponsored by Justin.</p>	
13.	<b>Hanwood Park Development Update</b>	<p>13.1 Hanwood Park – MH confirmed that the artificial pitches were not included on the planning applications as previously stated. Members have written to KBC to complain. Mark to attend the planning meeting.</p> <p>13.2 KLV astro - MH has contacted James Bambridge, Hawkes Football, to see if there is any truth in them using the astro, or it being relaid as a 3G/4G pitch. No reply received. MH was looking into whether we could somehow receive support from EH to resurface, manage and use the pitch. MH to contact Andy Dale.</p>	<p><b>MH</b></p> <p><b>MH</b></p>
14.	<b>Main Club</b>	<p>14.1 NM reported that the Main Club accounts are with the auditors at present.</p> <p>14.2 No AGM date set yet, await the above.</p> <p>14.3 NM reported that discussions are taking place with regards the reopening of the Clubhouse.</p>	
15.	<b>AOB</b>	<p>15.1 Awards Dinner - CR confirmed that she had contacted The Ritz to cancel the Awards dinner. They will contact KS to arrange refund of £300 deposit. Exec looking into holding an outdoor awards ceremony at the Club, combining junior and senior awards. Suggested members bring along a picnic. Hopefully the bar will be open. JC to discuss possibility with Ian Russell, avoiding cricket fixtures.</p> <p>15.2 Newsletter – SR looking to send out a Club newsletter mid August.</p> <p>15.3 Clubmark – BC reported that the Development Plan needs to be completed by Christmas. BC pleased to report that we are on target to meet that deadline.</p>	<p><b>KS</b></p> <p><b>JC</b></p> <p><b>SR</b></p>
	<b>Close</b>	<b>Meeting closed at 22.10</b>	
	<b>Date of next meeting</b>	<b>Key items to be discussed further - Monday 13<sup>th</sup> July, 8:00pm</b>	