



**Kettering Hockey Club Executive Committee**

**Draft Minutes of Meeting 7<sup>th</sup> September 2017**

<b>Item</b>	<b>Minutes</b>	<b>Action by</b>	<b>Actioned</b>
<b>Present</b>	Jaime Cox (JC), Barry Coe (BC), Liz Metcalfe (LM), Claudia Ringrose (CR), Mark Hawkins (MH), Amy March (AM) Jean Smith (JS), Tom Sellers (TS)		
<b>Apologies</b>	None		
<b>Matters Arising</b>	None		
<b>1. Feedback of actions from previous minutes</b>	1.1 See actioned set of minutes as circulated. 1.2 Last minutes signed as correct		
<b>2. Junior Academy Report</b>	2.1 Shez Coe is also introducing Thursday sessions for Bishop school children as progression 2.2 Aim to create programme through Key Stages and have clear interface with Northants County set up. 2.3 Aim to create some additional small sided fixtures with other schools and promote KHC through these. 2.4 Coaches have all been confirmed: 2.5 Girls U12 & U14 Head Coach is Eddie Walker with Emma Story as Assistant Coach 2.6 Boys U12 & U14 Head Coach is Scott Mulligan with Ross Mathieson as Assistant Coach 2.7 Mixed U8 & U10 Head Coach is Emma Storey overseen by Eddie Walker 2.8 Fixtures, new Registration form & information all been emailed to existing members parents 2.9 Regular inter-county U14 & U12 matches confirmed the season		<b>Work in progress</b>  <b>Work in progress</b>  <b>Work in progress</b>



	<p>2.10 Reviewing the need for a Player Pathway overview to help parents understand what opportunity there is for their child. Discussion around pros and cons of this for parents and juniors. TS reported that the summer camp sessions Eddie Walker provided a list of 25 points which juniors could be expected to learn. TS to get copy to MH. MH to put together a player pathway for next Exec.</p> <p>2.11 Request for Parent Managers sent out - trying to get parents to take on certain jobs to help</p> <p>2.12 Need to start thinking about replacement for Louise Storey for next season - she has stated this will be her last season in this role. Discussions about succession planning. Louise to be asked by MH to write a list of her roles with a view to asking one or more people to take on the job next year. Thank you to Louise Storey for her work with the juniors over the last few years.</p> <p>2.13 BC to look at website design and layout to give juniors more prominence on front page.</p>	<p><b>TS, MH</b></p>          <p><b>MH</b></p>          <p><b>BC</b></p>	
<p><b>3. Senior performance Report</b></p>	<p>3.1 Ladies captains are working together. Squads set. New players, some injured, some moving to University, some left. Back to Hockey players numbers good but not willing to commit to games necessarily</p> <p>3.2 Ladies team objectives and goals – Each captain has set their goals and have been agreed as a group. These will be communicated to players. CR and MH would like to add this as an appendix 2 to the new selection policy (subject to approval by Exec Committee – see 3.3).</p> <p>3.3 Discussed proposed change to selection policy to include aims and objectives. Exec are happy with change and agreed to implement. Policy to be circulated on website,</p>	<p><b>BC, LM</b></p>	



	<p>facebook and gmail. BC to collate and send copy to LM for filing/gmail.</p> <p>3.4 Discussed ladies 1<sup>st</sup> team coach/manager. 13 coaches have been approached. Discussed money for coaching. The Exec will arrange for someone to take ladies 1sts team training next Wednesday and speak to players. JC to phone Captain to feedback about outcome of discussion. JC and CR will plan to attend training next week to speak with players.</p> <p>3.5 Discussed number of GKs, currently have 7 for 4 teams. Leaves 3 players for 1 position in 4<sup>th</sup> team. CR to take back recommendations to Captains.</p> <p>3.6 Discussed potential for moving indoors if outdoors is not playable. BC and CR to liaise with Nathan Smith at Bishop</p> <p>3.7 Entered Ladies over 45 vets, men's 1sts Vase and men's vets trophy EH competitions</p>	<p><b>JC, CR</b></p> <p><b>CR</b></p> <p><b>BC, CR</b></p>	
<p><b>4. Operations Report</b></p>	<p>4.1 Discussed procedure to report inappropriate content of online posts. KHC does not need to necessarily be involved but this can sometimes spill into KHC affairs. LM to approach Nigel Parkes as Child and Adult Welfare Officer about policy for this. Ongoing from previous minutes.</p> <p>4.2 Umpires promotion: Ideas were free membership after umpires a certain number of games; target specific individuals; radio mikes (proposal submitted).</p> <p>4.3 Link fundraising and social events: 30<sup>th</sup> Sept – Bingo night, 28<sup>th</sup> Oct – Halloween party at club, 9<sup>th</sup> Dec – wine and beer tasting Christmas night; 27<sup>th</sup> Jan – Quiz night, 24<sup>th</sup> Feb – Race night, 24<sup>th</sup> March – Pub Olympics night. Clubhouse booked for all socials.</p> <p>4.4 Awards Dinner: Looking at venues and date after season has finished and incorporating it with a club 'Treasure</p>	<p><b>LM</b></p> <p><b>AM</b></p>	<p><b>Email sent to Nigel 31.08.17</b></p>



	<p>Hunt' around town as a fundraiser during the day. Potentially looking at Eden Centre. Ticket cost recommended at £25 a head. For further discussion after more information on breakdown of prices known. AM to discuss with Jan Randle &amp; Kate Metcalfe</p> <p>4.5 Each team to have a social rep.</p> <p>4.6 Suggestion to link our fundraising with a charity and give a proportion of money raised to them. Discussed local charities (proposal form submitted)</p> <p>4.7 Dug outs, JR to look at fundraising, currently not able to fund through the club with other expenses.</p> <p>4.8 Applied to Lions for junior GK kit but this was unsuccessful</p> <p>4.9 Additional fundraising ideas: Raffle at every social, charity collection pot, Music Magpie collection box, Easyfundraising link on website, bonus ball based on shirt numbers. Discussed with Exec, agreed to go ahead, AM to feed back.</p> <p>4.10 Emma Storey to run the Ice-skating again for the juniors at Christmas, plus looking at tickets for the Super 6's for juniors, bag packing in local supermarkets, juniors also keen to be involved in the pitch opening.</p> <p>4.11 Jan Randle to look into sheds and storage and various grants, decision needed by Exec. TS reports that storage shed 3x2 comes flat packed. They will lay concrete base and we pay for time and materials. Club to pay due to lead-time for funding grants.</p> <p>4.12 Jan Randle has put together a letter regarding sponsorship to circulate on gmail</p> <p>4.13 Aviva funding, apply for £2000</p>	<p><b>AM</b></p> <p><b>LM</b></p>	
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	4.14 TS reports KHC has an umpires course running on 8 <sup>th</sup> October. Need to register by 22 <sup>nd</sup> September. LM to resend email round.	<b>LM</b>	
<b>5. Treasurer report</b>	5.1 Subs are now due: £100 adults, £45 year 9 and above and concessions (anyone in full time education, senior citizen O65, unemployed, apprenticeships) £35 year 8 and below, family discount available. If anyone is in financial difficulties to speak with captain/treasurer. LM to send out subs request on gmail (can put account no and sort code on gmail but not on website). 5.2 Rope to provide pitch barrier, MH to do proposal. 5.3 TS has requested 2 or 3 milk crates for balls. AM to ask on Facebook.	<b>LM</b>  <b>MH</b> <b>AM</b>	
<b>6. Correspondence</b>	6.1 Andy Dale EH relationship officer to attend KHC Exec meeting on 19 <sup>th</sup> October. BC to co-ordinate to Andy. 6.2 Hockey Packs and Handbooks to be provided by NCWHA 6.3 County registration forms with captains 6.4 LM trying to update gmail email addresses 6.5 Kettering Sports Awards nominations open, gmail has gone to members for nominations. Jan Randle is nominating KHC as club of the year. 6.6 Bishop Stopford pitch prices agreed: 6.7 LM provided feedback on Back to Hockey, HockeyFest, Summer coaching, Pitch opening match. All well attended and enjoyable.	<b>BC</b>     <b>LM</b>	<b>Andy Dale to attend meeting 19.10.17</b>
<b>7. Update on progress vs strategy</b>	7.1 BC presented update on Clubmark application and what still needs to be completed. Main issue is Development plan. BC to circulate existing plan for Exec input and return before next meeting. Clubmark now 20.5% through it, to	<b>BC, TS, All</b>	<b>Sent to Exec 06.07.17</b>



	<p>continue to complete. BC has requested bank account details from TS</p> <p>7.2 TS to complete Fixtures Live affiliation</p> <p>7.3 TS to send round job descriptions for Exec input</p> <p>7.4 All above points are ongoing from previous meeting.</p>	<p><b>TS</b></p> <p><b>TS, All</b></p>	
<p><b>8. Proposals from sections</b></p>	<p>8.1 EX2-SP2-CR-13.07.17 – Men’s 7 a side - returned to section, more info required who to organise, costings etc.</p> <p>8.2 EX3-OP1-AM-15.07.17 – Website domain name – 10 years agreed and signed off at £72.90. AM to advise if change of email signature is needed.</p> <p>8.3 EX4-OP2-AM-15.07.17 – Umpire radio mics – Chris Rowland Jones is MCWHA umpire co-ordinator. JC to confirm price and feedback to LM to add to letter. Passed and approved via NCWHA funding.</p> <p>8.4 EX5-OP3-AM-15.07.17 – Dates for socials – agreed and signed off, with exception of dinner dance where more information on venue, costs etc is required to be returned by Exec meeting on 7<sup>th</sup> Dec 17.</p> <p>8.5 EX6-OP4-AM-15.07.17 – Charity fundraising – Exec agreed that this is a good idea to support one or two charities per year and to provide a percentage (TBC) of the net fundraising profit to be put towards equipment for the charity. JC to approach both charities after AM has provided him with contact details.</p>	<p><b>LM</b></p> <p><b>AM</b></p> <p><b>LM, JC</b></p> <p><b>JC, AM</b></p>	
<p><b>9. Club development plan</b></p>	<p>9.1 To be moved to next meeting</p>		
<p><b>10. Any other business</b></p>	<p>10.1 <b>Membership</b> – currently 3 membership databases, TS has excel spreadsheet, plus gmail and Pitchero. TS to look into streamlining this.</p>	<p><b>TS</b></p>	



	<p>10.2 <b>Disciplinary appeals procedure</b> – move to next meeting</p> <p>10.3 <b>Umpire administrator</b> – Tom Sheffield has had Umpires admin session with TS and will be taking over from 23<sup>rd</sup> Sept. Claire Jones will also be mentoring him. Claire to meet with Tom asap.</p> <p>10.4 <b>Junior holiday cover</b> - Scott and Ross Matheson discussed how to manage juniors and men’s development whilst Nick Cusk away. Scott has also approached Ben about potentially supporting him with men’s coaching.</p> <p>10.5 <b>Men’s coaching</b> – currently going on to 9.00pm but hadn’t originally planned to do this. TS has advised that we will be hiring the pitch until 9.00pm. To review at Christmas</p> <p>10.6 <b>Coaching types and payment</b> – Needs to be more formalised and consistent. TS to email round to Exec for comments and feedback.</p> <p>10.7 <b>Satellite hockey sessions</b> – Eddie Walker wants to do more satellite sessions in schools. Need to decide which schools to approach. MH to look into this as part of junior sub-committee</p> <p>10.8 <b>Tom Sellers</b> - TS has advised that he will be stopping hockey admin activities next year and this season will be his last one. All Exec members thanked him for his years of volunteering at KHC. Discussed succession planning. TS to provide list of his roles to Exec.</p> <p>10.9 <b>Injury protocol</b> – To re-iterate club policy about wearing protective equipment. Captains to be reminded to keep their first aid kit on pitch side. Also Captains to be advised that staff members have first aid training.</p>	<p><b>LM</b></p> <p><b>TS</b></p> <p><b>TS</b></p> <p><b>TS, All</b></p> <p><b>MH</b></p> <p><b>TS</b></p> <p><b>LM</b></p>	
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	10.10 <b>Player welfare was discussed.</b> 10.11 <b>Code of conduct</b> - End of selection policy has code of conduct, TS to send code of conduct round for review and comments	<b>TS</b>	
<b>Date of next meeting</b>	<b>Thursday 19<sup>th</sup> October 2017 7.30pm clubhouse</b> <b>Start time 19.30 – Finish time 22.40</b> (Section reports, proposals and update on actions to be submitted to LM by 12 <sup>th</sup> October)		