



Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 27th August 2019 7.30pm Barry's House

Item	Minutes	Action by	Actioned
Present	Jaime Cox (JC), Claudia Ringrose (CR), Barry Coe (BC), Liz Metcalfe (LM), Sophie Reynolds (SR), Mark Hawkins (MH), Jean Smith (JS), Kirsty Smith (KS), guest for first part of meeting Graham Smith		
Apologies	None		
Minutes of last meeting	See actioned set of minutes as circulated. JC signed as correct.		
Matters Arising			
Skymoos 50th Celebration	Jean and Graham Smith both attended the first part of the meeting to feed back information about the Skymoos 50 th Celebration plans to date. Thanks to them both for making such an effort with their plans and preparation and the committee wishes them the best on the day.		
1. Correspondence	<p>1.1 England Hockey AGM resolution document has been circulated; this is in the public domain on EH website. BC and CR have read this and note that it is likely to an impact on clubs bordering two areas. It is also not clear whether EH will choose which area a border club goes into or whether it is for the club to decide for themselves. Potential cost and travel implications involved. JC knows Liz Pelling (author of document) through umpiring. If any Exec has questions please forward to JC and he can ask. Agreed to send this document out as a news item and ask for club member feedback as it is in the public domain, action BC.</p> <p>1.2 Kettering Sports Awards nominations due by 15th September</p> <p>1.3 East Region AGM 12th September – LM to send our apologies</p>	<p>BC, Exec</p> <p>LM</p> <p>LM</p>	
2. Treasury Report	<p>2.1 Actual Income</p> <p>Minimum income received during July as expected.</p> <p>LM handed KS fitness money collected</p>		

	<p>KS stated annual subs have started coming in KS will send email receipts when membership is paid Membership card 2nd version circulated to Exec Discussed those non-payers from last season should settle up any debts before being allowed to play this season JDC coaching - Thanks to Eddie Walker, Nick & Dom Cusk, Pam Farr, Gracie Gault and Jessica Prestige for coaching. LM to send thanks to them all on behalf of the club</p> <p>2.2 Actual Expenditure Social Events Expenditure – Deposit payment made to the venue for 19/20 End of Season Awards event.</p> <p>2.3 Treasurer Matters Outstanding Hockey Pitch Dividers - Grant agreed from Mick George Sports Fund for the amount of £1,500 for the purchase of hockey pitch dividers. Written confirmation has now been received and we are in a position to place an order for these. Various quotes obtained with the following the best option / price: Agreed that 16 is required to fully split the pitch.</p>	<p>LM</p>	
Development Plan – Progress vs strategy			
Senior Performance			
<p>3. Senior performance Men</p>	<p>3.1 Senior Performance team meeting held on 23/7/19 – attendees: CR, AP, RM, MH (junior academy). AS sent apologies. 3.2 Principles of play - AS circulated Men’s principles of play and 1st team principles. Agreed good for M1/2. Diluted version done for all other captains and coaches. Action: AS/AP</p>		
<p>4. Senior performance Ladies</p>	<p>4.1 Senior Performance team meeting held on 23/7/19 – attendees: CR, AP, RM, MH (junior academy). AS sent apologies.</p>		
<p>5. Senior Performance Coaching</p>	<p>5.1 EH Coaching workshop (AS) – too expensive. AS looking into other options but nothing is available currently. AS to circulate principles of play document</p>	<p>AS</p>	

	<p>5.2 Grant for £1500 obtained for pitch dividers for training. Action: BC to liaise with AS</p> <p>5.3 New payment procedure – Coaches will send their time sheets to AS for sign off. AS will then forward to Kirsty to process payment. Kirsty to present this at meeting on 2/9</p> <p>5.4 Coaches jackets - MH explained coaches at junior academy will no longer receive payment but will receive a Club ‘Coach’ jacket as it makes them identifiable to parents.</p> <p>5.5 Back 2 Hockey – started 13/8/19 for 3 weeks. Numbers are good, 13 different people 5 male, 8 female. Some of these are already attending senior training. LM has given details of membership to attendees. Julia Telford has been leading the coaching. Ricky Payne, Nick and Dom Cusk, Gary Thorpe, Bill Greenwood and Jan Randle have also been helping. LM to send thanks to her on behalf of the club</p> <p>5.6 Fitness – AP and RM have asked captains to promote fitness with Ricky. Hale training commenced on 12/8</p> <p>5.7 Astro training – Men have made a loss, need to question whether 2 hrs is needed next year. To be discussed at future senior performance meetings</p> <p>5.8 Ladies training - RM raised issue of numbers at ladies training once the season starts, particularly L4. Action: RM to monitor and alert CR</p>	<p>BC, AS</p> <p>AS, KS</p> <p>LM</p> <p>RM, CR</p>	
Junior Academy			
<p>6. Junior Academy</p>	<p>6.1 Engaging Games for Children – MH explained young coaches programme</p> <p>6.2 U16/U18 fixtures – Andy Dale contacted MH re fixtures. Rob Mahony enquired how to obtain data/stats from Pitchero. Action: MH/RM to liaise</p> <p>6.3 Hockey Heroes – MH explained this EH initiative. Aimed at upper KS1, parents pay and sign up for a set number of sessions. Kids also receive items such as 2 hockey sticks, a t-shirt, etc to keep. Starting on 17th Sept. MH to put together leaflets for schools. Discussion about how we can successfully transfer those juniors to full club membership. Exec to consider how to manage this.</p>	<p>MH, RM</p> <p>Exec</p>	
Operations			

<p>7. Operations Communications -social -social media -webmaster -sponsorship</p>	<p>7.1 HockeyFest - SilverFX are unable to come. SR has requested they come on 14th Sept when majority of teams are at home so people can try kit on. Will put in newsletter and online when confirmed Opro are currently still coming, however only 1 person has shown interest therefore may not attend. SR to follow up with them. Plan of the day - Fixtures at 10am and 11.30am. From 12.30pm, people can register for mixed ability 7-a-side fun games to start from 1pm likely 15 min matches. From 4pm BBQ and fun games at the clubhouse. SR and BC will manage registration of 7 a-side players and assign to teams using a whiteboard and pens. Depending on numbers will determine the format of the games (round robin or other format). SR has options for this. One player from each team to umpire the following game KS has microphone for announcements Need to check music K H C balloon for the clubhouse - agreed Membership sign up stand to be in clubhouse, KS to organise and man this. Have we got a banner? Possibly in the ladies changing rooms under the benches. SR to contact Tom Sellers to check. Respect the umpires sign – BC working on this but likely to be after club day TGI will be present on the day at the pitch with sticks and equipment for sale Jake Randle is doing BBQ, LM and CR to help with this. Budget is £300 kindly donated by Bishop Stopford. Food to be ready and available by 4.30pm. LM to speak with Jake about what help he needs with preparation and feed back to CR. Possible cake sale at clubhouse Raffle – to ask for donations from club members. Some prizes already offered.</p> <p>7.2 Website - Website regularly updated with KHC info. Our position in the Pitchero 'league' has been around the top ten but dropped to 22 wc 18 August. With all payments to be made by website this should start going up again. BC has created a 'captains guide' to how to use Pitchero effectively.</p>	<p>SR</p> <p>SR</p> <p>SR, BC</p> <p>KS</p> <p>SR</p> <p>SR</p> <p>KS</p> <p>SR</p> <p>BC</p> <p>LM, CR</p> <p>BC</p>	
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	<p>7.3 Socials - 14th or 21st September there will be an Over 18s pub golf. Will need to go on to website calendar and newsletter. Rugby World Cup is on in Sept-Nov SR suggested having big screen.</p> <p>7.4 Newsletter - SR waiting for last few bits to come in. To launch newsletter on Hockeyfest day 31st August.</p>	SR	
<p>8. Operations Playing -umpires -fixtures -pitch booking</p>	<p>8.1 Umpires - Level 1 course bookings close on Thurs 29th August - currently 4 places remaining. Young Umpire Course - info is out there. Just waiting on take up. 2 bookings to date. Umpires are sorted for first few weeks.</p> <p>8.2 Pitch booking – Pitch booking and timings have been difficult this year with an extra team and limited match slots at Bishop, however it is being managed by Nathan Thomas</p>		
<p>9. Operations Admin -membership -main club -kit</p>	<p>9.1 Kit – New hoody colours to go on website soon at no extra cost</p> <p>9.2 Membership Card - Once membership has been paid/payment plan in place, members will receive a membership card and number</p>		
<p>10. Feedback from sections not covered by above headings</p>	<p>10.1 Confidentiality Agreement – All committee post holders, captains and coaches need to sign to agree to keep personal data information in respect of members of the Club confidential as per GDPR. CR has devised confidentiality agreement for all to sign. CR to print copies and bring to HockeyFest and meeting on 2nd Sept. LM to organise log of all committee members in same format as CR's safeguarding register and keep all forms centrally.</p>	CR, LM	
Other			
<p>11. Welfare and safeguarding</p>	<p>11.1 Safeguarding/ Wellbeing meeting – To be held Monday 2/9/18, 7:00pm at Clubhouse, attendance register to be taken. CR has received several apologies. Nigel Parkes has offered to do catch up sessions on Safeguarding for those who can't attend. LM to co-ordinate this with Nigel.</p> <p>11.2 Tony Heath has asked that we reiterate the club policy about transporting juniors to matches. CR has contacted Nigel about this.</p>	LM CR	

	<p>11.3 Nigel to run through the club's policies on safeguarding / wellbeing, update us on any new points and answer any questions or concerns</p> <p>11.4 KS to run through protocol for collection of membership and match fees, the procedure for non-payment of fees in line with the Selection Policy and payment of expenses (including coaching fees)</p> <p>11.5 Amy March to redefine all the dos and don'ts of social media and protocol for photography</p> <p>11.6 BC will talk through the tools available to captains and coaches on Pitchero.</p>	<p>KS</p> <p>BC</p>	
12. Facilities	12.1 MH to see if the pitch playing strategy is out yet.	MH	
13. Proposals from sections	13.1 None received		
14. Any other business	<p>14.1 Charity Walk – MH and JC to walk route on 13th Sept to check suitability, then suggested possible 27th October for date although some cannot attend this due to half term</p> <p>14.2 Charity Match – Suggestion made by BC to hold charity match Grammarians/Wellingborough vs Old Rothwell and Desborough to reflect the two charities. To look towards end of season for this.</p> <p>14.3 Skymoos – JC to update gmail sign off with Skymoos 50th Celebration and also add to this season's correspondence.</p> <p>14.4 Committee leavers – LM to send list of those committee members who stepped down last season to JC.</p> <p>14.5 Membership application – BC to continue to deal with this online.</p> <p>14.6 Poster – Training times etc to be advertised in schools, request via SR</p> <p>14.7 Mens 1, Mens 2, Ladies O45, Girls U16, Mens O50, Boys U18 TBC – Knock out competitions entered this year.</p> <p>14.8 Balls – BC needs assistance with artwork for sponsored balls.</p> <p>14.9 Trophies – Quality of some trophies is poor, therefore to collect in during January to discuss at February meeting, KS to speak with Karl Sports about getting good prices for replacement trophies</p>	<p>JC, MH</p> <p>BC</p> <p>JC, LM</p> <p>LM, JC</p> <p>BC</p> <p>BC</p> <p>BC, CR, KS</p> <p>LM, KS</p>	

	<p>14.10 Hockey Heroes – MH has banner which he will put up close to the clubhouse</p> <p>14.11 Change date of November meeting from 05.11.19 from 12.11.19 to miss Bonfire night. All agreed.</p>	<p>MH</p> <p>Exec</p>	
15. Items for future	<p>15.1 September 19 – Bobble hats proposal – to advertise and purchase at start of next season – BC has spoken to Ross Matheison, Exec has agreed to purchase 25 which we believe will sell quickly</p> <p>15.2 September 19- start Clubmark renewal (Due Jan 2020)</p> <p>15.3 This season – goalkeeper training</p> <p>15.4 November 2019 to review club policies as annual check</p> <p>15.5 Planning for new pitch space</p> <p>15.6 5-year financial plan</p>	<p>BC</p> <p>BC</p>	
16. Close	<p>16.1 Meeting closed at 22.15</p>		
Date of next meeting	<p>1st October 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, 12th November, 10th December, 14th January, 18th February, 24th March.</p>		