



Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 1st November 2018 7pm at Telford Lodge

Item	Minutes	Action by	Actioned
Present	Jaime Cox (JC), Claudia Ringrose (CR), Mark Hawkins (MH), Matt Bennett (MB), Amy March (AM), Liz Metcalfe (LM)		
Apologies	Jean Smith (JS), Barry Coe (BC),		
Matters Arising	Re twinning. JC has been in contact with Tom P-S at EHF about this.		
1. Feedback of actions from previous minutes	1.1 See actioned set of minutes as circulated. 1.2 JC signed as correct		
2. Junior Academy Report	People Admin: 2.1 Still on the hunt for a JA Secretary, with most tasks taken up by MH & Emma Storey 2.2 Bill Greenwood (BG) has volunteered his time to go into schools. MH to confirm details with BG. Issue around insurance for BG as he is over 80 and does not cover personal accident. MB to ask BG if he is happy to continue bearing this in mind. 2.3 Discussed satellite schools and BG being paid or volunteering. MH to email Andy Dale to ask whether funding would be available. 2.4 Team managers (Caroline Capperauld, Paula Tattersall & Rene Brooking) doing a great job organising teams for junior fixtures 2.5 Rene Brooking taking turns with MH covering the gate, Carla Bennett also volunteered to help with this Finances	MH, MB MH	

	<p>2.6 MB provided a superb report highlighting juniors that haven't paid or owe fees: MH to follow up</p> <p>2.7 Each Tuesday session generating circa £130 (online and cash combined)</p> <p>Players</p> <p>2.8 Girls numbers strong for all age groups</p> <p>2.9 Boys numbers for U8/10 looking good but really suffering for U12/14's</p> <p>Training</p> <p>2.10 Considering dropping Dom and Nick for U12 boys coaching as proposed by Nick. Not enough and those who are there can easily be combined with SM U14 session</p> <p>2.11 Received superb feedback from parent of 2 Oundle U14 boys, in particular the welcome the boys received and coaching, shared with SM</p> <p>2.12 Lucio helping out whenever possible; this is an unpaid, totally voluntary situation with no commitment from either KHC or LP. Will review at xmas break whether to continue</p> <p>2.13 Influx of reception and younger age children - how do we manage this? Too young? Do we need to put a lower limit on age due to training needs/resource?</p> <p>Sponsorship</p> <p>2.14 TGI visiting the pitch on 10th & 11th Nov. Juniors will be invited along at a certain time on the 10th and 11th to be introduced to Rich Necus and he will present each junior member (paid up) with a free TGI gift pack (drinks bottle, gum shield, bracelet).</p> <p>2.15 TGI will have sticks to try for senior and junior players, ready for xmas orders and special offers on the days</p> <p>2.16 MH company - www.focuson.solutions will support TGI Ambassadors at KHC by part funding (£225) demo sticks for the</p>	<p>MH</p>	
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	<p>ambassadors. KHC receive rebate of £10/senior stick & £3/junior stick sold using the KHC discount code online meaning KHC will recover its investment of £225. MH to send Proposal form. Thanks to MH to arranging this.</p> <p>2.17 LM to write letter to MH regarding his sponsorship for his records.</p> <p>AOB</p> <p>2.18 Request for social media and website ads to support TGI event (not to publish prices, just the event, times for handouts TBC)</p> <p>2.19 Request for FB/Twitter ad with call to action for parents to ensure their children are full paid up members</p> <p>2.20 Request for FB/Twitter ad with call to action for U12/14 boys to join up/try out hockey (aim for members to share amongst non-playing friends and family)</p> <p>2.21 Kit - we seem to have grown another two sets of junior shirts!! no need for new shirts</p> <p>2.22 New U10 GK kit arrived, yet to be tried on</p>	<p>MH</p> <p>LM</p>	
<p>3. Senior performance Report</p>	<p>Selection Policy</p> <p>3.1 It was agreed at the last Exec Meeting that no objectives/goals would be set for this season by each team. Each captain and coach understand the capabilities of each team.</p> <p>Selection</p> <p>3.2 Decision making for player movement between teams would be guided by 3 priorities of the Men's section: support the 1's, promote talented youth, 3's promotion</p> <p>3.3 Ladies' priorities differ: Support the 1's in their quest for promotion, promote talented youth, avoid 3's relegation, new players L4's/Development – Nurture share and learn ethos</p> <p>3.4 Starring rules for both Midlands and County restrictive for player movement. L4's/Development have increased their numbers at training. Currently, availability seems to be driving selection. This</p>		

	<p>needs to be addressed during the Christmas break ready for second half of the season. We need to look at how we bolster numbers with players coming through from the 4's, whilst balancing the introduction of these players, particularly juniors, with the physical demands and skills required of higher league hockey.</p> <p>Training</p> <p>Men:</p> <p>3.5 AS noted small group of players not training to the same level of others during Wed night sessions – could lead to potential disruption and negative influence with younger squad members. Noted by captains to reinforce ethos of self-motivation at training.</p> <p>3.6 Space on pitch issue for both Wednesdays and Tuesdays. MH challenged anyone to devise suitable timetable for next season – a successful timetable for all teams would win a bottle of champers (donated by MH)</p> <p>3.7 ¾ training a little challenging for intensity due to variable skill levels. Action: NC to apply shorter time drill/activities, smaller group & revisit/repetition. Seek solutions from AS if required.</p> <p>3.8 Request for L4's to finish at 8.30 so M3/4's have full pitch for final half hour. Action: MH/CR</p> <p>3.9 Could do with separator (foam, rope, flexi pipe...) – Action: AS to explore and propose solution. Also BC to ask Ollie Smith if he can still get access to this via his job.</p> <p>Ladies:</p> <p>3.10 4's – High numbers. CR suggested some be sent up to 3's training.</p> <p>3.11 Pam spending a lot of time at training keeping tabs on new members, monitoring number of sessions attended and thus becoming members, talking to parents. Could this be delegated?</p>	<p>MH, CR</p> <p>BC</p>	
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	<p>3.12 Permission received from those staying of til 9pm having attended junior training earlier in the evening.</p> <p>Coaching</p> <p>3.13 Sophie Reynolds to attend Coaching for Club Players course 26/11. Club to reimburse entrance fee upon completion of course and cover petrol expenses. Add to Development Plan. Action: BC</p> <p>3.14 Coach Education Workshop? If not, then coaches meeting? Head Coach for next season? Action: CR</p> <p>3.15 Letter to be sent to Jamie Dodd to thank him for coaching. Action: LM</p> <p>3.16 GK coaching – Barry Coe and Shez Coe attended Tuesday night training to coach M3/4 and L4 GKs. External coaching requested by AS. Action: MH</p> <p>AOB</p> <p>3.17 M3/4 and L4 – Mutterings of a 5th team!</p> <p>3.18 Utilise w/o men’s fixtures as 5th team friendly fixtures. Action NM</p> <p>3.19 Discussed structure of Exec, some roles need changing and amending to reflect workload within some sections. Agreed to look at Exec structure to have in place for next season.</p> <p>3.20 JC wishes to pass on thanks to MH and CR for their work this season</p> <p>3.21 Discussed pitch suitability with weather issues over the winter. Nathan Smith to pitch check and CR is point of contact for him to call. TS provided an email with some instructions about who to notify, this to be checked and forward on to captains.</p> <p>Squad summary</p> <table border="1" data-bbox="414 1326 1400 1437"> <thead> <tr> <th></th> <th>Men</th> <th>Ladies</th> </tr> </thead> <tbody> <tr> <td>1's</td> <td> <ul style="list-style-type: none"> 2's stepping up has been a success </td> <td> <ul style="list-style-type: none"> JD no longer 1's coach due to work commitments. Coaching to </td> </tr> </tbody> </table>		Men	Ladies	1's	<ul style="list-style-type: none"> 2's stepping up has been a success 	<ul style="list-style-type: none"> JD no longer 1's coach due to work commitments. Coaching to 	<p>BC</p> <p>CR</p> <p>LM</p> <p>MH</p> <p>Exec</p> <p>CR</p>	<p>Done 01.11.18</p>
	Men	Ladies							
1's	<ul style="list-style-type: none"> 2's stepping up has been a success 	<ul style="list-style-type: none"> JD no longer 1's coach due to work commitments. Coaching to 							

	<ul style="list-style-type: none"> • Availability level at a consistent 13, could do with a min 14. Barring injury and other commitments the full squad is 15/16 players without impact on other teams • Higher standard of hockey <p><i>East League: 2N</i> <i>Results: W = 2, D = 1, L = 3</i> <i>League position: 7 of 12</i></p>	<p>be shared between Cath Irvin, Jess Austin and Sophie Reynolds.</p> <ul style="list-style-type: none"> • Availability should improve over the next few weeks. Waiting for first league win. <p><i>Midlands: Div 2</i> <i>Results: W = 0, D = 2, L = 3</i> <i>League position: 9 of 10</i></p>		
2's	<ul style="list-style-type: none"> • Solid core team of 14-15 anticipated for most of the season <p><i>League: 4NW</i> <i>Results: W = 3, D = 0, L = 3</i> <i>League position: 7 of 12</i></p>	<ul style="list-style-type: none"> • Some heavy and not so heavy league defeats. Team keeps going • Challenge to keep spirits up • Some youngsters have been used from 3's <p><i>Midlands: Feeder East</i> <i>Results: W = 0, D = 0, L = 5</i> <i>League position: 10 of 10</i></p>		
3's	<ul style="list-style-type: none"> • NM to think about a core squad for promotion and identify players for 2's, noting they may not be the strongest of players that would typically apply but could accelerate development for the chosen and help short term priority of 3's promotion 	<ul style="list-style-type: none"> • New squad made up of 6/7 from 4's. • Good youngsters coming up from 4's/junior development. • Lacking striker/goal scorer • Narrow defeats but achieved first league win! • 4's highlighted a number of players to attend 2's/3's training <p><i>County: Div 1</i></p>		

	<ul style="list-style-type: none"> Great 11-0 win v Peterborough 7 <p>League: 6NW(S) Results: W = 4, D = (0), L = 1 League position: 3 of 12</p>	<p>Results: W = 1, D = 0, L = 4 League position: 8 of 10</p>		
	<p>4's</p> <ul style="list-style-type: none"> Too many players! Squad of 20+ with a good team spirit Regular 4-5 players not getting games each week. JS to manage carefully so as to not lose players Potentially spread younger development players across 3's and 2's Rewarded with some excellent results Freddie Drake-Lee to be invited to Wed training sessions <p>League: 6NW(S) Results: W = 2, D = 2, L = 1 League position: 5 of 12</p>	<ul style="list-style-type: none"> 30+ at training. Challenge to ensure everyone gets the ball Sophie Reynolds assisting as a coach at training Played M4's/M5's in a friendly <p>County: Div 2 Results: W = 1, D = 1, L = 3 League position: 5 of 7</p>		
<p>4. Operations Report</p>	<p>4.1 Cancelled murder mystery due to poor ticket sales in advance 4.2 Bingo night, all in hand, refreshments from chip shop at Broughton organised by Claire Jennings. 4.3 To look at venues for Awards Dinner soon and feed back some details for next meeting.</p>		<p>AM</p>	
<p>5. Treasurer report</p>	<p>Insurance</p> <p>5.1 Insurance: One claim progressing One claim to be progressed</p>			

	<p>5.2 EH have confirmed that they are unable to provide personal accident insurance for over 80s.</p> <p>5.3 If a player wants physio for an insurance claim, they have to have referral to GP first and get physio to sign it off. LM to look at potential list of physios who could be suggested on the website.</p> <p>5.4 Umpires payment is £20 for out of County matches (excluding Market Harborough).</p>	LM	
<p>6. Welfare and safeguarding</p>	<p>6.1 Nigel Parkes (NP) attended meeting to feedback about the recent welfare issue. Issue to remain confidential but NP will keep records which can be passed confidentially to the next welfare officer if he stands down. Process worked well, no further action needed.</p> <p>6.2 Discussed the development of a child friendly leaflet regarding all aspects of the club including playing in adult teams, photography, welfare, social media etc. Exec agreed this was a good idea. LM to ask NP to co-ordinate this.</p> <p>6.3 Nigel and Claire Jennings to meet up soon. Christine Mayes also interested in being part of safeguarding team. Discussed setting up a network of people who are involved in welfare. NP to follow up.</p> <p>6.4 NP suggested a formal review / audit of our current safeguarding practices. EH have a self-assessment checklist we can utilise. BC to put on development plan.</p>	LM BC	
<p>7. Development plan progress vs strategy</p>	<p>7.1 Junior Mentoring (BC) – Document submitted by BC for consideration. Discussed with Nigel Parkes from welfare angle. Idea is around training and matches skills-based mentoring for young players in senior teams. NP reports it does not need specific welfare input but the process needs to be transparent. BC proposal is for the mens section. Exec agreed that this is fine if it is a trial, however if trial is successful the process would need to be equitable across mens and ladies sections and available to everyone</p>	BC, All	

	<p>7.2 Junior pathways – Discussed the need for a pathway for any young people who want to be umpires or coaches. JC to look at links with Midland young umpires.</p>	<p>JC</p>			
<p>8. Correspondence</p>	<p>8.1 Northamptonshire Club Forum 26th Nov. CR and LM to attend and feedback 8.2 Membership of Midland Region Hockey Association Ltd – MRHA has dissolved and become a limited company. We do not need to do anything just be aware</p>	<p>LM/CR</p>			
<p>9. Proposals from sections</p>	<p>9.1 EX22-OP16-BC-08.10.18 Mini goals – Agreed and now in place at Bishop, a good asset. 9.2 TGI ambassadors – MH to forward proposal form. Agreed by Exec 9.3 Goal keeping pads juniors – JC to forward proposal form. Agreed in advance and purchased 9.4 KHC Logo for Club of the Year banner – CR to forward proposal form. Quote for sticker received. Agreed by Exec 9.5 Proposals - Discussed that for small value items, the section chairmen/women can authorise suitable requests up to £100 and advise MB after the fact.</p>	<p>MH JC CR Exec</p>			
<p>10. Any other business</p>	<p>10.1 Sports Awards update – KHC won Kettering Sports Awards Club of the Year 2018 and Tom Sellers won Arthur Nicholson Trophy at Wicksteed Park in October 2018. Both have been put forward to Northamptonshire Sports Awards at Sywell Aerodrome on 8th November. Filming has taken place for both awards at training this week. Several members to attend the awards ceremony. JC to update the gmail signature. 10.2 Review club policies as part of annual check (from Nov 2017 minutes) – to agree who should check each policy. BC reports update from development plan:</p> <table border="1" data-bbox="510 1369 1400 1484"> <tr> <td data-bbox="510 1369 952 1484"> <p>Policies adopted from EH: Pregnancy Safeguarding Adults</p> </td> <td data-bbox="952 1369 1400 1484"> <p>These will automatically update with EH changes as long as EH does not change the link.</p> </td> </tr> </table>	<p>Policies adopted from EH: Pregnancy Safeguarding Adults</p>	<p>These will automatically update with EH changes as long as EH does not change the link.</p>	<p>JC</p>	
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	<p>Safeguarding and protecting young people Transgender Respect code Equality</p>			
	<p>KHC Policies Data privacy Data protection Discipline Selection Policy Twitter Policy</p>	<p>Up to date (Oct 18) Obsolete after new data privacy policy introduced Reviewed (Oct 18) Needs review Needs review (less admins)</p>		<p>CR/MH, All AM, All LM</p>
	<p>10.3 For next meeting (Dec 2018) Over 75 tournament, Bill Greenwood has offered to attend next meeting to advise current progress and help needed. LM to invite Bill to first 15 minutes of next meeting and to request that he organise a small subcommittee to organise the event and advise Exec who he has approached.</p>			<p>MB, AM</p>
	<p>10.4 Facebook – junior questions to MB to feedback to AM until more junior assistance is found.</p>			<p>Exec</p>
	<p>10.5 Succession planning – need further work on this.</p>			
11. Items for future	<p>11.1 Over 75 tournament organisation (Dec 2018 meeting) 11.2 Coaching cost analysis 11.3 Coach education 11.4 Head coach ongoing 11.5 5-year financial plan 11.6 November 2019 to review club policies as annual check 11.7 Sept 2019 start Clubmark renewal (Due Jan 2020)</p>			
12.	<p>12.1 Meeting closed at 10.20</p>			
Date of next meeting	<p>6th December 2018 7.00pm VENUE TBC AS CLUBHOUSE ALREADY BOOKED (Section reports, proposals and update on actions to be submitted to LM by 25th October 2018)</p>			



	(Meeting dates 2018/19: 27 th September clubhouse, 1 st November VENUE TBC, 6 th December VENUE TBC, 10 January clubhouse, 28 th February clubhouse, 28 th March clubhouse)		
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