



## Kettering Hockey Club Executive Committee

### Draft Minutes of Meeting 11<sup>th</sup> January 2018

| Item  | Minutes  | Action by | Actioned |
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| <b>Present</b>                                      | Jaime Cox (JC), Barry Coe (BC), Claudia Ringrose (CR), Mark Hawkins (MH), Amy March (AM) Liz Metcalfe (LM),  |           |          |
| <b>Apologies</b>                                    | Jean Smith (JS), Tom Sellers (TS)  |           |          |
| <b>Matters Arising</b>                              | 3.6 Coach education. To plan now with aim of putting in place for next season. JC to contact Matt Taylor.<br>11 To put additional item on agenda and minutes for 'next season' to ensure nothing gets missed.  | JC<br>LM  |          |
| <b>1. Feedback of actions from previous minutes</b> | 1.1 See actioned set of minutes as circulated.<br>1.2 JC has signed as correct   |           |          |
| <b>2. Junior Academy Report</b>                     | 2.1 <b>Junior head coach</b> – Junior head coach role. The purpose is to have an experienced coach to coach the young coaches who take the U8/10 and possibly the U12/U14. Developing good young coaches need to be the next priority for the junior section and should pay dividends for the senior section in the future.<br>2.2 <b>U18 fixtures</b> - To organise an U18 boys and girls squad and friendly fixtures in readiness for entering cup competition next season.<br>2.3 <b>Standing down</b> - Due to upcoming work commitments MH needs to stand down as chair for junior academy 2018/19 season due to the role requiring more attention than MH is able to give with work commitments. He is happy to continue as Men's Chairperson is re-elected at AGM. LM sent email to thank Mark for his hard work. | MH        |          |
| <b>3. Senior performance Report</b>                 | 3.1 <b>Coach Education</b> – To be added to 'next season' item on agenda.<br>3.2 <b>Men's section report</b> – Captains and coaches meeting. All captains to prompt unavailable players to be available for earlier/later fixtures if possible, this should help   | LM        |          |

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|                                    | <p>strengthen 3's and 4's teams when possible. Also discussed movement of some players between teams and invitation of juniors to senior training.</p> <p>3.3 <b>Midlands moving to open league</b> – Men’s section are not interested in moving back.</p> <p>3.4 <b>Men’s 1st team</b> - going all out to win the league, playing very good hockey and morale is excellent.</p> <p>3.5 <b>Men’s 2nd team</b> - working hard to finish high as possible. No issues.</p> <p>3.6 <b>Men’s 3rd team</b> - likely to finish near top, youngsters getting better each week.</p> <p>3.7 <b>Men’s 4th team</b> - Morale is up and down as win/lose and need a few more experienced players to steady the ship.</p> <p>3.8 <b>Ladies section report</b> - Squads much the same as before Christmas. Starred players identified and sent to Val Chamberlain (Northants League Sec).</p> <p>3.9 <b>Training next season</b> – Discussion re next season, should 2s gain promotion, potentially need 1s and 2s to train together but be mindful of pitch requirements and coaching arrangements. CM to gather opinions from captains. For discussion at future meeting (LM to add to ‘next season’ item on agenda).</p> <p>3.10 <b>Juniors in senior teams</b> - movement working well, those from academy to 4’s training under Telf’s wing and those from all teams up.</p> | LM/CR                         |  |
| <p><b>4. Operations Report</b></p> | <p>4.1 <b>Christmas party</b> – 9<sup>th</sup> December. Approx £170 raised.</p> <p>4.2 <b>Quiz night</b> – Jacamo sponsoring this for £100 + signed Freddy Flintoff cricket balls. To start advertising and selling tickets.</p> <p>4.3 <b>Easy fundraising</b> - £334.51 raised as at 09.01.18</p> <p>4.4 <b>Awards Dinner</b> – Arrangements ongoing. AM to look into big cheques. To get ticket sales started after quiz night tickets finished.</p> <p>4.5 <b>Bishop trophy award</b> – Suggestions for coach or the year or unsung hero. Discussed and agreed to approach Bishop about coach of the year. BC to see if Bishop happy with this.</p>   | <p>AM</p> <p>AM</p> <p>BC</p> |  |
| <p><b>5. Treasurer report</b></p>  | <p>5.1 <b>Coaching costs</b> – From last meeting. TS &amp; CR to look into coaching cost per team and identify if/why there are variations per team and value for money. To feedback at February meeting.</p> <p>5.2 <b>Outstanding annual subs</b> – CR and MH have contacted captains. Any player who has not paid cannot play in 2018.</p>  | TS/CR                         |  |

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|  | <p>5.3 <b>Annual subs gathering</b> – Outstanding subs make players in breach of County rules, also health and safety and insurance implications. Players who have not paid are <u>not</u> available for selection until they have proven they have paid. Discussed tightening up rules for next season and need consistent approach for earlier payment by 1<sup>st</sup> October. CR to check insurance rules with TS. LM to add to 'next season' item on agenda.</p>  | <p>CR/TS/LM</p>                                     |  |
| <p>6. <b>Development plan / progress vs strategy</b></p> | <p>6.1 <b>Clubmark</b> – Gained new accreditation, well done everyone! LM to ensure Clubmark logo is on all club documentation</p> <p>6.2 <b>Development plan</b> – Full review of how active Development plan is progressing against stated aims. MH to delegate organisation of some friendlies for U18's in preparation for entering cup comps next season. Discussed umpire development, JC to contact David Elworthy about hosting courses. Coaching, for further feedback at next meeting re costs, also discussed adding coach objectives to next seasons planning with focus on junior coaches.</p> <p>6.3 <b>Exec job descriptions</b> – MH, CR, AM to create their own job descriptions. AM done and to email her job description to CR and MH for consistency. To email to TS once done.</p> <p>6.4 <b>Safeguarding &amp; Time to Listen</b> – LM contacted Lucy Alexander at Northamptonshire Sport. A closed safeguarding training session would incur VAT, an open one would not. Costs discussed. At our venue max numbers are 20 and they would require projector, screen, chairs, tables, etc. Discussed that this option is not cost effective therefore we will continue with the online roll out.</p> <p>6.5 <b>Time to listen course</b> – Being run at Moulton on March 21<sup>st</sup> LM to attend to cover role of Deputy Welfare Office.</p> | <p>LM</p> <p>MH/JC</p> <p>MH/CR/AM/TS</p> <p>LM</p> |  |
| <p>7. <b>Correspondence</b></p>                          | <p>7.1 <b>Proposal sent to East</b> – Initial response received but awaiting feedback from discussion at East's next meeting on 7<sup>th</sup> Dec. MH to follow up for response.</p> <p>7.2 <b>World cup forum</b> – Several dates provided by EH to discuss how to make the most of this summer's World cup for the club. One of these dates we are hosting at Kettering (Weds 28<sup>th</sup> February 7pm-10pm). Exec to decide who will attend. LM to put email out to membership.</p>  | <p>MH</p> <p>LM</p>                                 |  |
| <p>8. <b>Proposals from sections</b></p>                 | <p>8.1 <b>EX4-OP2-AM-15.07.17 – Umpire radio mics</b> – JC reports that the company is not available until 15<sup>th</sup> January, JC to feed back after that.</p>  | <p>JC</p>   |  |

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|                                     | <p>8.2 <b>EX10-OP7-TS-29.11.17 – Branded hats</b> – Awaiting more information from TS on price breaks and minimum order quantity. To remove from minutes until further information available.</p> <p>8.3 <b>EX11-OP8-TS-10.01.18 – Playing shirts incentive</b> – Proposal initially from Neil Manley (7.2 above), proposal form submitted by TS for discussion. Discussed pros and cons at length, agreed to fund a buy one get one free playing shirt for new players in senior teams who have already paid their annual subs for this season only. BC to put on website. TS to gmail specific relevant members including details of refund for those relevant players who have already bought 2 shirts.</p> <p>8.4 <b>EX12-OP9-TS-10.01.18 – Face Masks</b> – Proposal form submitted by TS. Agreed in principle at last meeting. Discussed and agreed amendment to proposal to purchase 8 face masks initially rather than 12 as ladies and men’s 1<sup>st</sup> teams already have them. To purchase more if required in the future. TS to purchase 8 face masks.</p> <p>8.5 <b>EX2-SP2-CR-13.07.17 - Mens summer 7’s</b> – MH to contact men’s captains to gather more information about how they propose to make this happen.</p> | <p>TS</p> <p>BC/TS</p> <p>TS</p> <p>MH</p>        |  |
| <p><b>9. Any other business</b></p> | <p>9.1 <b>Disciplinary appeals procedure</b> – brought forward from previous meeting. CR to speak with Martin Wilkes and look at ACAS procedures and feedback. To add to development plan and move to section 11 to look at in the future</p> <p>9.2 <b>Date for AGM</b> – Confirmed for 24<sup>th</sup> April 2018, room booked and advertised in newsletter. To advertise more closer to the time.</p> <p>9.3 <b>M1 Promotion/umpire pool</b> – BC checked East rules on putting a club umpire into a pool if men’s 1sts gain promotion. Discussed naming Jaime Cox as our nominated umpire.</p> <p>9.4 <b>Photography</b> – AM reports photos of L4 ongoing. Date in place</p> <p>9.5 <b>Infrastructure grant</b> – LM emailed Martin Reece, sent out email for suggestions as to improvement to the clubhouse/grounds to membership, 3 responses to date. LM to collate and feedback to Martin by 20.01.18.</p> <p>9.6 <b>CUD evening</b> – JC informed Exec of plans to host an umpire development course at KHC. Details to follow.</p>  | <p>CR</p> <p>BC</p> <p>AM</p> <p>LM</p> <p>JC</p> |  |

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|                                    | <p>9.7 <b>New player policy</b> – New player pack to be devised with info about how to join the club e.g. kit, payments, expectations, to look at in conjunction with annual subs policy. For section 11.</p> <p>9.8 <b>Masters summer championships</b> – New EH initiative. Awaiting further details from EH.</p> <p>9.9 <b>Storage container at BS school</b> – Container ordered by BS school, approx. 3 week delivery lead time. School planning to lay base at half term w/c 12.02.18. Kirsty Smith to confirm details.</p> <p>9.10 <b>Hacking</b> – Louise Storey received a fake email about payment of money, it appears someone has gone on website and got information about club names and positions. Exec to be aware and sub committee chairpersons to feedback to their sections to be cautious.</p> <p>9.11 <b>Goalkeeping coaching</b> – session sorted and in place. BC to advise which teams the players are in to JC as requested. GK coach intending to use GPS and drone technology as part of the training. BC to check with Bishop school about their policy to see if filming in this manner is allowed.</p> <p>9.12 <b>Old kit</b> – Jan Randle to sell old kit at discounted prices – agreed to sell off at next few social events. LM to feedback to JR.</p> <p>9.13 <b>Award nominations</b> – LM to send out email from nominations@ email address to gather membership opinions for main awards. LM to work out when is best to send this out and may need a separate short meeting to decide winners.</p> | <p>LM</p><br><p>BC/JC</p><br><p>LM</p><br><p>LM</p> |  |
| <p><b>10. Items for future</b></p> | <p>10.1 Before March meeting to decide on club awards.</p> <p>10.2 Training night / configuration review for next season</p> <p>10.3 Captain and coaches changes for next season</p> <p>10.4 Annual subs collection and insurance implications for next season</p> <p>10.5 New player policy</p> <p>10.6 GDPR regulations / membership database streamlining</p> <p>10.7 Head coach ongoing</p> <p>10.8 Online/electronic payments</p> <p>10.9 Disciplinary appeals procedure</p> <p><b>10.10</b> Jan 2020 start Clubmark renewal</p>   |   |  |
| <p><b>11.</b></p>                  | <p><b>11.1 Meeting closed at 22.20</b></p>  |   |  |



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| <b>Date of next meeting</b> | <b>Thursday 22<sup>nd</sup> February 2018 at 7.30pm – At the clubhouse</b><br>(Section reports, proposals and update on actions to be submitted to LM by 15 <sup>th</sup> Feb 2018) |  |  |
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