

## Kettering Hockey Club Executive Committee

### Minutes of Meeting Monday 12<sup>th</sup> October 2020, 8.00pm via online platform Zoom

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

Agenda Point	Item	Minutes	Action
1.	<b>Apologies</b>	Sophie Reynolds	
2.	<b>Minutes of the last meeting (14/09/20)</b>	Draft minutes approved and signed by JC.	
3.	<b>Matters Arising (not covered by items on the Agenda)</b>	<p>4. CR still to write to players/officials that had retired thanking them for their services.</p> <p>5.2 MH had not yet spoken to the contact within the Club who was keen to help with applying for grants.</p> <p>12.3.1 EH AGM – CR attended zoom meeting. Notes taken by CR circulated to the Exec and highlights published on KHC website. The results of the vote for the new governance was announced the following day – members approved the new governance. EH still hoping to be in place for 2021/22 season. More info to follow from EH.</p>	<p><b>CR</b></p> <p><b>MH</b></p>
4.	<b>Correspondence</b>	<p>4.1 CR confirmed that all correspondence had been circulated to appropriate member of Exec. CR thanked the Exec for dealing with these swiftly, particularly those Covid related.</p> <p>4.2 CR to contact NCWHA re L3 trophies for winners of Div 2 last season.</p>	<b>CR</b>
5.	<b>Treasurer Report</b>	<p>Treasurer’s report circulated to Exec prior to the meeting (including Monthly Management Account Report to 30<sup>th</sup> September and Bank Statement for September 2020).</p> <p>5.1 <b>Actual Income</b></p> <p>5.1.1 Income received during September as expected.</p>	

		<p>5.1.2 Comparison to 2019/20 season shows the only difference in income for season to date is the loss of the JCD income</p> <p>Q: from CR, what is the extended deadline date for membership? A: from KS, due to delayed league start and Covid in general, deadline was extended by 4 weeks.</p> <p>5.1.3 Donation of £250 received for score board. Donations totally £600 received towards contributions for printing of MIND logo on shirts Printable Promotions will inform the Club when reached £300. JC has verbally thanked donators JC to write and formally thank them.</p> <p>5.1.4 Donations totalling £80 received for MIND so far. JC to write to and thank for donations.</p> <p>5.1.5 Hoodies – orders received, Refunds to be offset against sponsorship.</p> <p>5.2 <b>Actual Expenditure</b></p> <p>5.2.1 Annual Insurance paid for period from 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021.</p> <p>5.2.2 Hire of Facilities in August and September 2020 not paid yet, due 20/10/20.</p> <p>5.2.3 Affiliation Fees – no payments requested yet.</p> <p>5.2.4 Operational Expenditure relates to annual subscription cost of Pitchero for 20/21.</p> <p>5.4 <b>Actions to be undertaken in October 2020</b></p> <p>5.4.1 Membership payments to be reviewed fully by Friday 16 Oct – all captains to be issued with a register of players that can be selected for matches from this date. This register will be issued to all interested parties.</p> <p>5.4.2 Review insurance policy re insurance cover for umpires who are not paid members for KHC. KS confirmed that she has checked the insurance policy with Howdens (also EH recommended insurer). The policy states:</p> <ul style="list-style-type: none"> <li>- If you are a member of the Club, i.e. KHC, then you are covered by the Club’s insurance when umpiring for KHC, or on behalf of KHC (this would apply to appointed umpire for East.</li> </ul>	<p>JC</p> <p>JC</p> <p>KS</p> <p>KS</p> <p>KS</p> <p>KS</p>
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		<ul style="list-style-type: none"> <li>- You are not covered by KHC’s insurance when umpiring for other clubs.</li> <li>- However, an umpire can agree to sign as a member, just for the day, and agree to follow KHC’s Code of Ethics. BC has issued form to Lee Paris, newly appointed KHC Umpires Secretary to administer.</li> </ul> <p>Q: from CR, How does this apply to coaches who are non-members but coaching at KHC? A: from KS, Coaches should have their own insurance. KS will check with EH.</p> <p>5.4.3 Fundraising last season for chosen charities – Exec agreed this should now be issued. KS to write to charities and issue cheques accordingly.</p> <p>Q: from JS, Money raised from KHC pens, approx. £150, will this be included for the charities? A: from KS, JS to decide where the monies should be allocated. A: from JS, add to the charities funds for last season.</p> <p>Final amount to be confirmed.</p>	<p><b>KS</b></p> <p><b>KS</b></p> <p><b>KS</b></p> <p><b>KS</b></p>
<p><b>6.</b></p>	<p><b>Covid-19</b></p>	<p>Covid Officer’s report circulated to Exec prior to the meeting.</p> <p><b>6.1 Procedures/Risk Assessment:</b></p> <p>6.1.1 SR raised concerns that matches are not running on time due to time taken for teams to leave the cage before the next group can join. SR suggested adding 15 to 30 minutes to the start time of fixtures in order to give both home and visiting teams opportunity for a proper warm up and fixtures to then start at the given time. Exec discussed the matter.</p> <ul style="list-style-type: none"> <li>- BC confirmed that teams were becoming quicker exiting and entering the cage.</li> <li>- NT had replied to SR, cc to Exec, confirmed that there should be sufficient time and there should be no excuse for late running times; 70 mins for a game of hockey, plus 5 mins for half time. This gives 15 minutes per match for warm ups. Umpires should control timings.</li> <li>- NT reminded Exec that planning constraints state we need to finish by 6pm, so any time extensions would not be possible for 5 home fixtures.</li> <li>- Exec agreed to continue with the current timings.</li> <li>- NM to remind captains entering/exit procedures of cage.</li> </ul>	<p><b>NM</b></p>

		<p>6.1.2 JC had sent a reminder to SR that teams must remember social distancing rules during matches, e.g. not to be in huddles. England Hockey will issue fines to offending teams. NM to send reminder to all captains.</p> <p>6.1.3 JC raised the question of what hockey we could offer members should EH return to stage 2. BC suggested inter club games, but would need to see what EH stipulate. KS reminded the Exec that we would need to consider how we would cover the cost of training without full match fees.</p> <p><b>6.2 Facilities:</b></p> <p>Nothing further to report.</p>	<b>NM</b>
<b>7.</b>	<b>Senior Performance</b>	<p>Senior Performance report circulated to the Exec prior to the meeting. NM stated that it had been quite a tough month behind the scenes and thanked Mandy, Ant and all the captains for their support and efforts. NM confirmed the following:</p> <p><b>7.1 Men</b></p> <p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>• M1 had started the season well</li> <li>• Despite losing 20 members, all 5 men’s teams managed to fulfil all fixtures and compete well</li> <li>• Very good performance from youthful M2 side; 9 of the 13 players on 13/9/20 were U18</li> <li>• A lot of youngsters have moved up to M4, however M5 have been left with quite a mature team</li> </ul> <p><b>Challenges</b></p> <ul style="list-style-type: none"> <li>• A lot of juggling has been required on the men’s side. This is compounded by only having 4 regular keepers for 5 teams</li> </ul> <p><b>7.2 Ladies</b></p> <p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>• Mandy has done a great job getting captains in place across all Ladies’ teams</li> <li>• L5 being run between Carla Bennett, Mary Schwier, Jan Randle and Caroline Fanthorpe</li> <li>• A good mixture of youth and experience in all Ladies’ teams except L2 which has a few too many senior players. Mandy is going to co-ordinate promotion of youth throughout the teams</li> </ul>	

		<ul style="list-style-type: none"> <li>• Rob and Beth are already planning ahead for future years and looking to replace the youngsters who are going to Uni</li> </ul> <p><b>Challenges</b></p> <ul style="list-style-type: none"> <li>• Lot of re-organisation throughout the teams especially L1</li> <li>• Couple of minor complaints from L4/5 teams re junior selection to higher teams</li> <li>• L1 have 4 players missing over half-term which will have a knock-on effect for all teams</li> </ul> <p>7.3 <b>Coaching</b></p> <ul style="list-style-type: none"> <li>• Men’s training on Tuesday has been very busy, sometimes too busy with some weeks 30+ players. Trying to encourage more promising youngsters to train on Wednesday with M1 and M2</li> </ul> <p>7.4 <b>Fitness</b></p> <ul style="list-style-type: none"> <li>• In the absence of indoor facilities, members continuing with their own fitness or following Mike Crane’s fitness sessions on zoom.</li> </ul>	
8.	<b>Junior Academy</b>	<p>Junior Academy report circulated to the Exec prior to the meeting. NT confirmed the following:</p> <p>8.1 <b>Training</b></p> <ul style="list-style-type: none"> <li>• We regularly have approx. 41 juniors attending Tuesday sessions. Due to the retirement of Eddie, NT has taken the decision to combine the U12/U14 boys and the U12/U14 girls. Darren and Lee are leading the boys with Scott and Ed Jennings leading the girl's session. This decision was ultimately due to numbers in the U14s not being high enough to justify additional coaches.</li> <li>• Beth Winfield has agreed to help out with the U8s on the side lines.</li> </ul> <p>8.2 <b>JDC</b> - Planned JDC had to be abandoned due to no pitch availability at Bishop during half term. This was due to the school carrying out drainage works on the astro during the day (does not affect evening training sessions). NT will look to arrange an Easter Camp, weather may be too cold for Feb half term.</p> <p>8.3 <b>Fixtures</b> – currently no fixtures with Northants Hockey, as no more than 30 people should be inside the cage for matches, leading to logistical problems as multiple teams take part at once.</p> <p>8.4 <b>Membership</b> – NT queried visibility of D/D on Pitchero from a management perspective. NT has removed nine former members from the current members list as they have not paid their membership.</p>	

		<p>8.5 <b>Primary Schools</b> – due to Covid it has not been possible to go into schools. MH has had a zoom meeting with schools via Northamptonshire Sport to introduce our offer.</p> <p>8.6 <b>County squads</b> – a number of parents have gone direct to County for selection. Information not passed on to us.</p>	
<p><b>9.</b></p>	<p><b>Operations</b></p>	<p>Operations report circulated to the Exec prior to the meeting. SR confirmed the following:</p> <p>9.1 <b>Socials/Fundraising</b> – Need to explore what options are available and how we could run virtual socials. Focus has been on safe play.</p> <ul style="list-style-type: none"> <li>- Need to remind members of Easy Fundraising.</li> <li>- JS explained Main Club 200 Club. How is this running? License for Main Club or sections too? KS to check with Tom Sellers</li> </ul> <p>9.2 <b>Umpires</b> – Lee Paris has taken over this role, going very well. SR supporting in the background.</p> <p>9.3 <b>Communications</b></p> <p>9.3.1 <b>Email</b> - In order to reach as many members as possible, SR stated that more communication needs to be emailed as news items rather than relying on WhatsApp.</p> <p>9.3.2 <b>Website</b> – dropped to mid-20s on Pitchero hockey ladder with other websites being used more during Covid. However, we have been hitting more weekly hits than ever. Picked up a couple of new members from the Website.</p> <p>9.3.3 <b>Instagram</b> – showing goals and incidents. Getting 100s of likes a week and now shows a nice graphic on Fridays of forthcoming weekend games and results early in the week.</p> <p>9.3.4 <b>Facebook</b> – has 444 likes and has photos, videos, results and forthcoming fixtures.</p> <p>9.3.5 <b>Twitter</b> – all news items go direct to our Twitter feed as do results.</p> <p>9.3.6 <b>Newspaper</b> – great relationship with the Sports Editor at the ET who regularly puts photos in. With no rugby we have been moved further forward. Look out for full pages!</p>	<p><b>SR</b> <b>KS</b></p>

		<p>9.3.7 <b>Newsletter</b> – Exec agreed to wait til November as most news being circulated by one media or another.</p> <p>9.4 <b>Kit</b> – JC and BC keeping an eye on things though seems to be working well.</p>	
10.	Other	<p>10.1 <b>Welfare &amp; Safeguarding</b> No matters to report.</p> <p>10.2 <b>GDPR</b> – Exec agreed that all officers should sign Confidentiality Agreement as we are in a new season. CR to circulate to Exec to cascade to their various officers and coaches, cc CR who will collate and chase up any missing ones. JC/CR to write to outgoing officers re GDPR.</p> <p>10.3 <b>Main Club Membership Fees</b> – sub-committee issued letter to membership on behalf of the Exec outlining the situation. Membership to respond to Secretary by 31/10/20. CR to forward responses to Exec.Sub-Committee to compile report for Exec to agree next steps.</p> <p>JC thanked the sub-committee for their work so far.</p> <p>BC clarified the Main Club ruling that in order for a member to receive any monies from any sale of the land, that member must be over 18, have 5 years continuous full membership (i.e. 23yrs+).</p> <p>10.4 <b>Hanwood Park Development Update</b> - MH had not received any official correspondence.</p>	<p>CR</p> <p>CR</p> <p>CR</p> <p>MH/BC/ NM</p>
11.	Proposals from Sections	None received. However, MH would like to review OP20, coaching jackets.	MH
12.	AOB	<p>12.1 <b>Clubmark – Development Plan</b> BC confirmed this is ongoing, paperwork being completed and updated where possible.</p> <p>12.2 <b>Succession Planning</b> – SR working on her replacement.</p> <p>12.3 <b>All other items:</b></p> <p>12.3.1 O75s – CR suggested an Inter Club Vets event should we be unable to stage the usual event.</p>	<p>BC</p> <p>SR</p> <p>CR</p>

		<p>CR to email Bill Greenwood.</p> <p>12.3.2 EH Cup Competitions – BC confirmed:          U18 Boys (A) v Loughborough Town on 1/11/20          M1 (H) v West Bridgford 2s on 8/11/20, 12:00          MO50s (H) v Charnwood on 8/11/20, 14:00</p>	
	<b>Close</b>	<b>Meeting closed at 22.00</b>	
	<b>Date of next meeting</b>	<b>Monday 9<sup>th</sup> November, 8:00pm, via Zoom</b>	