

Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 7th December 2017

Item	Minutes	Action by Actioned		
Present	Jaime Cox (JC), Barry Coe (BC), Claudia Ringrose (CR), Mark Hawkins (MH),	oe (BC), Claudia Ringrose (CR), Mark Hawkins (MH),		
	Amy March (AM) Liz Metcalfe (LM), Tom Sellers (TS)			
Apologies	Jean Smith (JS)			
Matters Arising	6.1 Clubmark now 100% complete, awaiting final sign off			
	6.5 Safeguarding training now completed as per development plan			
	9.2 Nathan Thomas keen to do umpire developer course but not yet	ВС		
	accessed training. BC to chase.			
	2.4, 3.5, 3.7 Ongoing issues – to take off current minutes but revisit at later			
	date. To create additional section in minutes to monitor future discussion			
	points.			
	3.2 CR emailed Jamie Dodd, he replied thanking us but stating training			
	attendance can sometimes be patchy			
1. Feedback of	1.1 See actioned set of minutes as circulated.			
actions from	1.2 JC signed as correct			
previous				
minutes				
2. Junior	2.1 Training numbers - We currently have the following numbers	MH		
Academy	regularly: U8 – 16, U10 – 18, U12 – 22, U14 – 27. Concern that U12			
Report	boys age group are lacking from training, numbers on paper are			
	good but only a few attend. To monitor and MH to send email to			
	promote junior attendance in New Year.			
	2.2 KHC flyer – to be revisited, BC to liaise with MH about flyer	BC/MH		
	development. Also see A.O.B below.			
	2.3 Tournaments / matches - We have entered all			
	tournaments/matches although could only field an U12 girls vs			
	Northampton last week due to a county clash. The U12 boys, U14			



		
	 Boys & U14 girls should also have been playing. Each age group still has a tournament/match to be played before Christmas. 2.4 Training times - Final training session is 5th December. Training restarts on 9th January. 2.5 Satellite sites - Eddie Walker is starting at St Andrews 17th Jan. Has approx 28 at Bishop training + Brooke Western still going strong. Eddie is away from 18th Dec til 10th Jan. 2.6 Ice-skating - Emma Storey has organized what has now become an annual ice skating trip to Beckworths on Tuesday 12th December, we have 70+ skating. 2.7 To Consider: Collaboration with other sports to cover a wider catchment area of schools with current resource. By collaborating with other sports for a term it means sharing the term slot, providing the school with more choice of sports/activities within the same term time and reduces the pressure for KHC to provide additional resource to secure more schools. Maybe other clubs have a similar issue with limited resource whilst trying to increase reach into more schools - coupling up with say cricket and going halves on a term slot could work well for everyone. We would need a coordinator to or conduit to reach out to other clubs to explore this option. 	
3. Senior performance Report	 3.1 Aims & Objectives – on target, over 50% exceeding, none below target. Need to keep working hard and not become complacent and keep our eyes on the prize! 3.2 Training – positive, early teething problems appear to have settled. 3.3 Junior development into senior hockey – youth represented across all teams and also invited to attend higher team training. Need to work towards a plan for forthcoming seasons. 3.4 Discipline – very good, positive attitude so far. Results are a direct reflection of this. 	



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	3.5 GK coaching arranged – National GK Jamie Cachia to run session on 28 th January. Club to fund £200. LM emailed for attendance. To date	LM
	6 can attend, 1 can't, awaiting replies from 9. Date clash with some	
	junior county and masters O65 trials. LM to chase responses and	
	feedback to JC.	
	3.6 Coach Education - to be arranged. Following discussions with Andy	CR
	Dale, JC has approached Matt Taylor to arrange a workshop for our coaches. Club to fund. CR to liaise with Matt to arrange.	
	3.7 Pitch & facilities - Bishop Stopford has had a huge positive impact	
	on team performance	
	3.8 New KHC Executive Committee structure has had major positive impact overall	
	3.9 Face masks – Neil Manley raised issue of lack of face masks. Teams	TS
	have confirmed to CR how many are currently in use. Exec agreed	
	for TS to place order for all teams. TS to confirm costs and complete proposal form for submission.	
	3.10 Captains and coaches meetings – Ladies 11 th Dec, Men possibly 16 th Dec TBC. CR/MR to feedback following meetings.	CR/MH
	3.11 Coaches – Exec committee to discuss with captains regarding	
	future coaches appointments but ultimately Exec will have the final decision.	
	3.12 Men's 4ths – Good decision to create men's 4 th team,	CR
	working well. CR to email men's 4ths to encourage their	
	perseverance, results are similar to ladies 4ths last year who have	
	made great improvements in one year.	
	3.13 Cups – Ladies now out of competition. Men are ongoing.	
4. Operations	4.1 Halloween night sponsored £100 by Midland Mechanical plumbing	
Report	and heating - £170 raised. Not big numbers due to half term but enjoyed by all.	



	 4.2 Christmas party – Tickets now on sale for 9th December. Approx 70 tickets bought so far. 4.3 Awards Dinner – Arrangements going well. Suggestion from Jan Randle to provide 2 tickets to Bishop Stopford representatives. Agreed to offer to Liana, AM to co-ordinate. AM to look into photo slide show for pre-awards. Jim Lyon from Evening Telegraph also to be invited, BC to co-ordinate. 4.4 Easy fundraising – Going well, £50 incentive seems to be working. Awaiting full list from Easyfundraising of what has been collected to the appropriate december of the part of the same collected to the same producted leader beard for incentive. Total today (7.13.17) is 	AM/BC	
	 do an updated leaderboard for incentive. Total today (7.12.17) is £231.47 with 43 members. Continue to push participation. 4.5 Sponsorship packages – Advertised on website, facebook etc. Good coverage in Evening Telegraph 4.6 Newsletter – Monthly newsletter is popular. December newsletter is currently underway. 4.7 Player pathway – TS/MH Reviewing need for player pathway – ongoing 4.8 Streamlining of membership databases – ongoing. Link with new 		
	 GDPR regulations 4.9 Membership form updates – many remain outstanding. Link with new GDPR regulations. 4.10 Website email addresses – can link email addresses to website e.g. chairman@ketteringhockeyclub.co.uk etc which redirect through to own email. Benefits are looking more professional, don't need to change contact details when personnel change. AM to look at small trial. 	AM	
5. Treasurer report	change. AM to look at small trial 5.1 Reports - See separate reports for update up to end of December 5.2 Finance summary – TS reports finances are looking ok but due to several large spends recently e.g. storage shed and face masks, club		



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	will need to be slightly more careful next season with equipment spending.		
	5.3 Coaching costs - To look into coaching cost per team and identify	TS/CR	
	if/why there are variations per team and value for money. TS and		
	CR to look into this for February meeting.		
6. Development	6.1 Clubmark – 100% complete and approved. Awaiting final approval	ВС	
plan /	by England Hockey. Going forward BC setting up files to manage		
Clubmark	this is the future. Thanks to BC for doing all this work.		
	6.2 Development plan – Ongoing working well.		
	6.3 Business plan – In documents section on website. BC to put into	BC, LM	
	Word and onto Google Drive. Plus note to show website location in newsletter		
	6.4 Safeguarding & Time to Listen – LM spoke with Elaina Leithead at	LM	
	EH. They report TTL is not for everyone but is specific for welfare		
	officer and head coaches who then take responsibility for welfare.		
	They do not want to water down this product by training lots of		
	people within one club. Safeguarding training can be done online at		
	EH for small fee, they recommend we do this instead of a club		
	specific face to face training session. I have advised her we can		
	provide our clubhouse for any future training. LM to contact		
	Northamptonshire Sport to ask if face to face safeguarding training		
	is possible via them		
	6.5 General data protection regulation (GDPR) – New law coming into		
	effect 25 th May 2018 replaces Data Protection Act. 12-point		
	checklist online which club needs to adhere to. There is also a		
	helpline for any advice needed 0303 1231113. Will need buy-in		
	from key personnel. CR discussed this at County meeting this week.		
	Main issues are protecting data, consent, backing up of data,		
	security and maintaining confidentiality. Opportunity to gather up		
	to date and relevant information on membership and look at new		



	ways of ensuring compliance. To revisit next year once regulation is in effect.	
7. Correspondence	 7.1 EH Governance Review. CR, LM and BC have all completed survey on behalf of club and as individuals. 7.2 EH new Area Co-ordinator jobs – EH to recruit 4 area championships co-ordinators to work on Super6, In2hockey and schools programmes 7.3 Proposal sent to East – Neil Manley devised proposal regarding promotion/relegation and match sheets which MH sent to East league. Initial response received but awaiting feedback from discussion at East's next meeting on 7th Dec 7.4 Shirt provision - Email from Neil Manley (circulated to Exec prior to meeting). Neil proposed that the club buy some playing shirts for new players to wear who missed out on the recent free shirt offer, so teams are better presented. Discussed options of buying, lending or renting out club shirts to new players. Decided this is not practical, however alternative proposal agreed for club to subsidise purchase of half price shirts for new players only to incentivise e.g. buy home shirt get away shirt free. Existing players who want a replacement shirt would pay normal price. Spend would need to be refunded to the new player via the club as kit orders go online direct to SilverFX. LM to contact Jan Randle to identify which new players have bought 2 shirts this season for retrospective refund. LM to feedback to TS before advertising this incentive to captains. 	LM/TS
8. Update on progress vs strategy	8.1 Exec job descriptions – TS circulated for comment / update. Brought forward from previous meetings. TS to resend template to Exec. MH, CR, AM to create their own job descriptions. To email to TS.	All Exec



9. Proposals	9.1 EX4-OP2-AM-15.07.17 – Umpire radio mics – Letter sent to Sarah	JC/CR
from	Blason NCWHA, they are considering request for funding. CR	
sections	reports this was agreed at last county meeting. JC to order them,	
	invoice sent to CR and get reimbursed. Expecting letter from Sarah	
	Blason.	
	9.2 EX10-OP7-TS-29.11.17 — Branded hats — Proposal of purchase of	TS/LM
	branded beanie hats submitted by TS. Discussed at length. TS to	
	gather more information on price breaks and minimum order	
	quantity to identify whether outlay is worth it. LM to ask Jan Randle	
	to get sample of hat from SilverFX for comparison. Potential option	
	for next season or incentive for early annual subs payment.	
	Proposal rejected pending further information.	
10. Any other	10.1 Disciplinary appeals procedure – brought forward from	CR
business	previous meeting. Discussed potential options. CR to speak with	
	Martin Wilkes and look at ACAS procedures and feedback	
	10.2 Review of future Exec committee dates – Future meeting	LM
	dates are 11 th Jan, 22 nd Feb, 29 th March. TS reports these dates	
	avoid existing longstanding clubhouse commitments. LM to email	
	Sue Russell to double check date availability.	
	10.3 Advertising poster within KGH – Kate Metcalfe informed LM	LM/MH
	that Wellingborough HC are advertising on the Kettering General	
	Hospital wellbeing email. LM to send over electronic version to MH	
	to do a version for KHC. To link with flyer (point 2.2 above)	
	10.4 Website membership – LM sent email to club members	
	about registering with club website.	
	10.5 Potential addition of new role to Exec – Information request	
	by JC. TS advised that any change would need to be either done via	
	an EGM or the AGM as a rule change.	
	10.6 Club life members – TS reports there are 5 spaces for main	TS
	club life members but only 3 are currently in place.	



10.7	Date for AGM – Date proposed for 24 th April 2018. LM to	LM	
	with Sue Russell.		
10.8	Junior academy finances – MH requested that junior	MH/TS	
	ces be split out of full finances for clarity. TS agreed.		
10.9	M1 Promotion/umpire issues – BC reported if men's 1sts get	BC	
I	oted they may need to provide an umpire to the umpire pool.		
	currently problematic. BC to investigate rules and look at		
I	pilities for using local East based umpires if available.		
10.10	Photography – AM reports she has struggled to get photos	AM	
	lies 4 th team due to late match start times and lack of light. She		
	ontinue to try to get them represented on the website.		
10.11	Match sheets – TS states that some team match fee sheets	TS	
	fficult to manage due to number of credits and people owing.		
	email captains to clarify expectations.	TC (CD /NALL	
10.12	Unpaid subs – Several players still to pay annual subs. TS is	TS/CR/MH	
	ing people individually. TS to copy list to CR and MH to liaise		
	Captains at next C&C meeting. If players do not pay or make gements for payment the club will make them unavailable for		
	tion in 2018.		
10.13	Online payments – Further discussion about online payment		
	ns. For review at later date.		
10.14	Infrastructure grant – TS reports a possible grant via Mick	TS	
	ge for structural improvements. TS requests that sections		
_	back with recommendations. Any suggestions are welcome,		
	ver no guarantees that grant will be obtained or suggestions		
acted			
10.15	Evening Telegraph – BC reports coverage much improved in		
ET, fro	om nothing at start of season to full page coverage last week.		
10.16	Succession planning for next season – 2 main roles for next	TS/MH	
seaso	n need filling due to TS (Treasurer) and Louise Storey (Junior		



	Secre	etary) stepping down. TS has some names in mind to approach.	
	MH t	o ask LS for names to consider. To consider at next meeting.	
	10.17	Junior U18 – MH stated club should consider entering boys	МН
	U18	national competition next season	
11. Items for	11.1	Succession Planning – next meeting	
future	11.2	Training night review for next season	
	11.3	Captain and coaches plans and changes for next season	
	11.4	GDPR regulations / membership database streamlining	
	11.5	Head coach	
	11.6	Online/electronic payments	
	11.7	Jan 2020 start Clubmark renewal	
12.	12.1	Meeting closed at 22.40	
Date of next	Thursday 11 th January 2018 7.30pm – Clubhouse		
meeting	(Section reports, proposals and update on actions to be submitted to LM by		
	4 th January 2	2018)	