

Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 14th January 2020 7.30pm At the Clubhouse

Item	Minutes	Action by	Actioned
Present	Jaime Cox (JC), Claudia Ringrose (CR), Barry Coe (BC), Sophie Reynolds (SR), Kirsty Smith (KS), Mark Hawkins (MH), Liz Metcalfe (LM),		
Apologies	Jean Smith (JS).		
Minutes of last meeting	See actioned set of minutes as circulated. JC signed as correct.		
Matters Arising	None		
1. Correspondence	1.1 Umpire courses: 1.2 26.01.20 9.00 – 16.30 Horncastle HC – Deadline to book 16.01.20 1.3 01.03.20 9.00 – 16.30 Ely Sports Club – Deadline to book 20.02.20 Participants to be 14 and over. SR to advertise to club members.	SR	
2. Treasury Report	2.1 Monthly Management Account Report to 31 st December 2019 (attached). KS to recirculate with 1 correction. 2.2 Bank Statement for November and December 2019 (attached) 2.3 Actions from Previous Meeting: 2.4 Richard Lashbrooke working on junior match fee reminders, Louise Storey going through senior match fee reminders for next half of season. KS to collate. 2.5 Face Masks – 8 face masks “borrowed” from BSS (these are primarily to be used for junior games and are to be kept in the KHC unit). These will need to be returned in the summer for school use in July. KS to monitor. 2.6 Actual Income: Income received during November & December 2019 as expected for both senior & junior / family memberships together with match fees. 2.7 Social Event Income from Beetle Drive, Christmas Quiz & Ice Skating.	KS KS KS	

	<p>2.8 Actual Expenditure: Full refund made for an adult membership whose membership has been cancelled at their request.</p> <p>2.9 Partial refund of upfront match fees made to injured adult member.</p> <p>2.10 Affiliation fee paid to England Hockey for all teams – No additional payments are due for 19/20 season.</p> <p>2.11 Social event expenditure relates to Ice Skating tickets.</p> <p>2.12 All other expenditure in line.</p> <p>2.13 Invoice still to be paid for November / December 2019</p> <p>2.14 Hire of Facilities at Bishop Stopford School (payment due by 11th January 2020)</p> <p>2.15 Hire of Facilities at Wrenn Astro in Sept, Oct, Nov & January (payment due by 31st January 2020)</p> <p>2.16 Bank Account Balance carry forward to 1st January 2020</p> <p>2.17 Issues Outstanding: None</p>		
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Development Plan – Progress vs strategy

Senior Performance

<p>3. Senior performance Men</p>	<p>3.1 SP chair attended Men’s meeting on 10th December: Straight back into league action after the break. All teams performing well.</p> <p>3.2 M1 – have to work hard for every point.</p> <p>3.3 M2 – going very well but seem to struggle against lesser sides</p> <p>3.4 M3 – results starting to go their way.</p> <p>3.5 M4 – deserve a high finishing place</p> <p>3.6 M5 – teachers in the team been very helpful</p> <p>3.7 Mens vets – no feedback</p> <p>3.8 More youth pushing through the teams; regular numbers in each team – M1 have 8, M2 50/50 split, M3 have 4/5, M4 have 5, M5 rotation. Discussed possible mentoring of youth</p> <p>3.9 Need to plan for those going off to Uni, including a GK.</p> <p>3.10 Seem to have players that play and not train, and train and not play. M3 now training on Wednesday night. Less numbers now at M4/5 training.</p>		
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	<p>3.11 Difficulty in keeping everyone happy and rotating players in M4 and M5.</p> <p>3.12 Selection can be an issue when players are also umpiring. Captains to liaise with SR</p> <p>3.13 Discipline – have been a few cards of late. Not always able to discuss with umpires after the game as they are not available</p> <p>3.14 What do we want from each team? May need more clarification next season, though captains working well together and answering this question for themselves.</p> <p>3.15 Agreed to look at seniors mentoring youth on and off the pitch. Action: CR</p> <p>3.16 Pre-match training kit – M1 felt that they could look more professional if they could have some light training tops (hoodies can be cumbersome). Possibility of some sponsorship for men’s teams only. Action: GC to seek out kit options. JS to look into sponsorship. CR to take to Exec Committee</p> <p>3.17 Captains would like to do a mini survey to their teams for feedback. Action: AP to liaise with Barry Coe</p> <p>3.18 CR thanked all captains for chasing match fees</p>	<p>SR</p> <p>CR</p> <p>JS, CR, GC, CR AP, BC</p>	
<p>4. Senior performance Ladies</p>	<p>4.1 Ladies -SP chair attended Ladies’ meeting in December</p> <p>4.2 CR thanked all captains for chasing match fees</p> <p>4.3 Captains reviewed and discussed matches played by each player.</p> <p>4.4 Agreed that maximum number of players to taken to a match should be 14, even then that can be difficult to manage.</p> <p>4.5 Need to agree on who should have priority of players – team fighting for promotion, battling relegation, team needing more adults (looking at the opposition), 1st XI, etc.</p> <p>4.6 L1 currently in relegation zone. Need to win and get much needed 3 points.</p> <p>4.7 L2 currently 2nd in Div 1</p> <p>4.8 L3 currently top of Div 2</p> <p>4.9 L4 currently 6th in Div 2</p>		

	<p>4.10 Ladies vets no feedback</p> <p>4.11 Training – it was agreed to leave things as they are for this season. To be reviewed for next season.</p> <p>4.12 5th Team – much talk about needing a 5th Team but need a consistent number of players available week in, week out, as well as pitch time, someone willing to run this team, etc.</p>		
<p>5. Senior Performance Coaching</p>	<p>5.1 M3 moved to Wednesday night training</p> <p>5.2 M5 would like some GK coaching – particularly for any stand-in GKs</p> <p>5.3 Need to plan towards next season – evaluate and review this season, cover those leaving</p> <p>5.4 Look at coaching ideas for U14 to senior hockey</p> <p>5.5 Incident this week when training finished early due to the weather. Need to ensure that suitable DBS checked responsible adult stays until all juniors have been collected. CR to send email to Andy Sellers.</p>	<p>CR</p>	
<p>Junior Academy</p>			
<p>6. Junior Academy</p>	<p>6.1 Primary coaching - Starting coaching in primary schools this week. MH attended SSP meeting this week and did presentation which was well received. CR and Emma Storey doing great job on admin side to make sessions more professional. Liaising more with teachers about what is being delivered by Emma and evidence being provided which the schools can use for club links. First session is at no cost to the school but many have made plans for funding future sessions for next 3-4 years. Will require more organising in future years due to the new growth.</p>		
<p>Operations</p>			
<p>7. Operations Communications -social -social media -webmaster -sponsorship</p>	<p>7.1 Socials: all have been going brilliantly next one is race night next so word will go out to captains this week to start selling horses and jockeys and hopefully double selling. LM to send out race night sheets for captains to sell horses £5/jockeys £3/race sponsor £20. Captains to bring money and sold sheets to race night on the night.</p> <p>7.2 Awards Dinner – 25th April to be held at The Ritz in Desborough. £35 a ticket, and a reduced family of 4 ticket at £120. BC to put ticket onto website with</p>	<p>LM</p> <p>BC</p>	

	<p>specifying names for seating plan and also requesting dietary requirements. Amy March to do the video presentation again. To sell raffle tickets and pre-draw similar to other socials. Meal choice CR to look into. CR to do table names. Not for certificates this year, only for team of the year. JS to be asked to do a speech. KS to organise big cheques. LM to send out invitations to the charities (KS provide LM with contact details). BC to organise invite for Evening Telegraph. Captains reports to be done and circulated in newsletter in advance. CR to do programme for tables. SR to send email/website for awards nominations to secretary@ketteringhockeyclub.co.uk by end of season for discussion at March Exec meeting.</p> <p>7.3 Trophies – SR to send request round on Facebook, website etc to bring in trophies by Race night date. To return to a Randle or behind the bar in the clubhouse. LM to collect in. LM to send list of last years winners to SR to contact.</p> <p>7.4 Website: Even though it has been Christmas we have still been in and around the top ten of Pitchero rankings. Last six weeks a high of number 4, low of 13 average 8.14.</p> <p>7.5 Newsletter – planning next newsletter for 8th February. To mention AGM resolution, equipment amnesty etc. JS to please do a piece for the next newsletter.</p>	<p>AM CR JS KS, LM KS, LM, BC</p> <p>CR, SR LM</p> <p>SR, LM</p> <p>JS</p>	
<p>8. Operations Playing -umpires -fixtures -pitch booking</p>	<p>8.1 Umpires - all going well. Pool is ticking over.</p> <p>8.2 Need to find a way of getting more of new umpire’s experience without having to put them straight into Saturday fixtures. Use of umpires for junior sessions, matches and practice at training sessions. Also potentially 7 a side summer games.</p> <p>8.3 SR has set up Google spreadsheet where umpires can put in their availability details, working well so far. Does not mean they are being allocated the game but shows their availability.</p> <p>8.4 Umpire meeting to be organised next season along the lines of the captains and coaches meetings to bring umpires to the same level of importance. CR to look into.</p>	<p>SR</p> <p>SR</p> <p>CR</p>	

<p>9. Operations Admin -membership -main club -kit</p>	<p>9.1 Main club report now being received separately from Neil Manley 9.2 Training tops – Men talking about possible training tops and sponsorship</p>		
<p>10. Feedback from sections not covered by above headings</p>	<p>10.1 CR gave the following feedback from the Exec to both captains section meetings: 10.2 EH Governance – await regional decision from EH. Exec to review and discuss with members. 10.3 Neil Manley now hockey representative on the KTC&SC main committee. 10.4 Concussion – reminder that players suffering head injuries should not return to the field of play and should not be left alone on the sideline. Captains to refer to protocol – copy in each First Aid Kit. 10.5 Skymoos – decided this should now be more of a social side in the summer league, utilising M3/4/5 given M1/2 will playing in a different event. Ladies will still be playing in 7-a-side. GT to be men’s captain. Need to find a new ladies’ captain. Action: CR 10.6 GT questioned how match fees will be collected. CR to discuss with KS. Action: CR 10.7 Refreshments – teams not use the corner area where the TV is located, antisocial towards the opposition. JS is finding it hard to get M4 to go back to the Clubhouse for refreshments, often only 4/5 players will go.</p>	<p>Exec</p> <p>CR CR, KS</p>	
<p>Other</p>			
<p>11. Welfare and safeguarding</p>	<p>11.1 No disciplinary or welfare issues this month</p>		
<p>12. Facilities</p>	<p>12.1</p>		
<p>13. Proposals from sections</p>	<p>13.1 None received</p>		

<p>14. Any other business</p>	<p>14.1 EH AGM resolution – EH AGM 17th March 1st vote to see if resolution goes ahead. If we want to vote by proxy it is by 10th March. KHC is a border club which could go East or Midlands, however we would need to make a decision for the club to move as a whole ladies and men. BC to put info out on website again with 2 more weeks for comments. Needs clearer information provided to club members as the word ‘resolution’ does not really mean much to club members.</p> <p>14.2 Date for development meeting – To separate out future club development from day to day running to reduce the amount of time is taken up by everyone.</p> <p>14.3 Succession Plan for 2020-21 – LM, MH and SR.</p> <p>14.4 Hockey AGM – Date suggested 2nd April, LM to contact Sue Russell to check clubhouse availability.</p> <p>14.5 Sponsored balls – CR given ball to give to give to Stimpson Walton Bond for photo to be provided to LM. Looking at banner too and advertising on website.</p> <p>14.6 Hockey equipment audit – to be set up at end of season. To arrange amnesty for any equipment to be returned. LM to send email to captains and coaches to arrange collection of all training balls, match balls, first aid kits, cones, face masks etc. at end of season for checking, stock taking and re-ordering. BC to audit once returned.</p> <p>14.7 Bar glass washer – still has not been replaced by main club. Also ladies changing rooms remain dirty and full of cricket and playschool equipment. CR to take photos tonight and email main club.</p> <p>14.8 Banners along road – CR to contact Main club to contact railway contractors about possible replacement as if they had made us aware that they were doing works we would have moved them.</p>	<p>BC</p> <p>LM</p> <p>CR, LM</p> <p>LM, BC</p> <p>CR</p> <p>CR</p>	
<p>15. Items for future</p>	<p>15.1 May 2020 - start Clubmark renewal (Due 04.07.2020) - ongoing</p> <p>15.2 This season – goalkeeper training</p> <p>15.3 November 2020 - to review club policies as annual check.</p>		



	15.4 January 2020 - To collect trophies back in to get them serviced and checked with possible replacements for those which are broken	See above	
	15.5 Planning for new pitch space		
	15.6 5-year financial plan		
	15.7 March 2020 - Set dates for next season Exec meetings		
16. Close	16.1 Meeting closed at 22.10		
Date of next meeting	18th February 2020 at the 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, 19th November, 9th December, 14th January, 18th February, 24th March.		