



Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 5th June 2019 7.30pm KHC Clubhouse

Item	Minutes	Action by	Actioned
Present	Jaime Cox (JC), Claudia Ringrose (CR), Amy March (AM), Barry Coe (BC), Liz Metcalfe (LM), Sophie Reynolds (SR)		
Apologies	Mark Hawkins (MH), Jean Smith (JS), Matt Bennett (MB),		
Matters Arising	None		
1. Feedback of actions from previous minutes	<p>1.1 See actioned set of minutes as circulated. Last years' Exec to send LM actions from the last Exec minutes from 25th March.</p> <p>1.2 JC signed as correct.</p>		
2. Welcome New Exec	<p>2.1 Welcome - JC welcomed the new Exec members SR and KS and thanked AM who is attending her last meeting before stepping down as Operations Chairperson.</p> <p>2.2 How the Exec works – Agenda is provided approx. 2 weeks in advance and each section chairperson should submit a report to LM approx. 1 week prior to each meeting with a section report and any completed action points from the last minutes. These reports should not then need discussing at the meeting unless questions arise.</p> <p>2.3 Proposals – Any club member can make a proposal to the respective section chairperson, who will agree or not to bring it to the Exec. These will then be discussed and signed off by Exec (JC and KS), rejected or returned for further information. Exec agreed to individual section spend of up to £50 instead of the £100 previously agreed. When proposals are agreed, they will be published on the website. Exec aim is to be as transparent as possible to club members.</p> <p>2.4 Confidentiality - JC advised all present about confidentiality of Exec minutes and content of any discussions until it is agreed that they can be advertised/published.</p>		

	<p>2.5 Review of AGM and new structure – New structure and club rules were agreed at the EGM/AGM in April 2019.</p> <p>2.6 Review of committee positions – Committee posts still vacant are: Social secretary, ladies fixtures and sponsorship sec. BC to approach suitable club members or associates about possibly taking on sponsorship sec role. Discussed in the absence of a volunteer, the Social sec role be split between specific people and overseen by SR / Exec. Social event biggest fundraisers are Bingo night, Race night, Beetle drive, Quiz night. No ladies fixtures sec was in post last year, Captains did their own fixtures therefore not major priority to fill. SR to look at how she wants to organise this. Dates to be set at next meeting.</p>	<p>BC</p> <p>SR / Exec</p>	
<p>3. Junior Academy Report</p>	<p>3.1 JDC week is w/c 19st August</p> <p>3.2 U14 girls league running this summer</p>		
<p>4. Senior performance Report</p>	<p>4.1 Senior performance report submitted separately – main points are all ladies to move together onto a Thursday night. Fitness sessions discussed as a proposal has been made from the men’s section for a performance/fitness coach via Hale fitness. LM advised that KHC already has this in place but it is not well utilised and should be explored before looking externally. CR to go back to mens section about having a trial session explaining what they want to achieve.</p> <p>4.2 Ball purchases, different training and match balls. Match balls to be sponsored by Stimpson Walton Bond, CR to send logo through.</p> <p>4.3 Back to Hockey – SR to ask Nathan Thomas to investigate whether Kettering Science Academy will be available on Tuesday nights 6.30-7.30pm and what cost, then Bishop will be available on Tuesdays 13th, 20th, 27th August. Once dates confirmed LM to advertise and organise.</p> <p>4.4 Coaching – CR reports Andy Sellers to log coaching hours. KS to consider how she wants to receive this information and feed back to CR</p> <p>4.5 Safeguarding – CR to ask Nigel Parkes to do a talk to new season captains on welfare. KS to speak about finances. AM to be invited to discuss social media. Any league complaints will be handled by Rob Mahony for the</p>	<p>CR</p> <p>CR</p> <p>SR / LM</p> <p>CR / KS</p> <p>CR</p>	

	<p>ladies and Neil Manley for the men as a single point of contact for each league</p> <p>4.6 Selection policy – Discussed some potential changes, Exec to decide if inclusion needed regarding sanctions for non-payment (as to be defined by Treasurer).</p> <p>4.7 Cup competitions – BC to enter these by mid Sept. M1, M2, O45 ladies, O50 men, U18 boys, U16 girls. BC to confirm these nearer the time.</p> <p>4.8 Fixture times – SR will follow up fixture times with Nathan Thomas, Rob and Andy and consider specific times for specific teams to maximise the benefit for KHC.</p> <p>4.9 Disciplinary committee – Discussed process for disciplinary issues. JC and BC will make up the club’s disciplinary committee. Additionally they can co-opt any other fully paid up club member to be part of the process as appropriate. Reciprocal agreement is now in place with Northampton Saints in the event of an appeal by a member regarding a decision made by the Disciplinary Committee</p>	<p>Exec / CR</p> <p>BC</p> <p>SR</p>	
<p>5. Operations Report</p>	<p>5.1 HockeyFest – Club day is 31st August, lots of inter club games arranged and BBQ at clubhouse after. Ant Paton to be involved in organisation. SR to look at what else is needed e.g. invite SilverFX, invite OPRO, invite any dignitaries. AM/BC to advertise. LM to register event with England Hockey.</p> <p>5.2 Social media – With AM stepping down from Exec, SR to feedback future plans for advertising to AM so she can pre-plan social media</p> <p>5.3 Umpiring – Sophie and Charlotte Bennett have done junior umpire course and want to help umpire at junior tournaments, SR to contact MH about this. SR wants to sent up 3 x umpire courses at KHC, 1 junior course for new people early Sept 19, Level 1 course Sept/Oct 19, Skills level 1 refresher top up course Jan 20. All agreed by Exec. SR to arrange dates and organise.</p> <p>5.4 Socials – To set socials dates at next meeting for next season</p>	<p>SR / LM</p> <p>SR</p> <p>SR/MH</p> <p>SR</p> <p>Exec</p>	
<p>6. Treasurer report</p>	<p>6.1 Finances – Exec need to decide how many games leeway a player gets if they do not pay subs/match fees before they are deselected. Exec need to</p>	<p>Exec</p>	

	<p>decide how selection is then policed so captains don't include 'deselected' players or players who have not paid their membership</p> <p>6.2 KS has suggested club members should have a membership card after they have paid annual subs. KS to submit proposal at next Exec.</p> <p>6.3 Captains to identify a person within their team who the treasurer can use as a contact to arrange payment of outstanding fees, CR to ask Captains to nominated a named person.</p> <p>6.4 CR asked how to deal with debtors from last season (not many outstanding). Those players should not be able to train or play this season until debts are paid. They are not insured. KS to send out official letters to those few.</p>	<p>KS</p> <p>CR</p> <p>KS</p>	
7. Welfare and safeguarding	7.1 Nothing to report		
8. Development plan progress vs strategy	8.1 BC to enable access to new Exec and send reminder to all others about how to access/amend	BC	
9. Correspondence	<p>9.1 England Hockey Roadshows – closest one is Cambridge in July. None of the Exec can attend. Info will be posted on EH website after the event. LM to review this once published</p> <p>9.2 Manor House Museum has approached KHC about club history and is doing an exhibition named 'Out to Play in Kettering'. Exhibition running from 25.05.19 – 25.01.20. AM and BC to advertise.</p> <p>9.3 England Hockey Club Conference – 23rd June at Twickenham Stoop – information provided CR to follow up</p> <p>9.4 Code of Ethics and behaviour recirculated from Northants County Women's Hockey Association secretary. LM to circulate to club members and CR to review it with captains and coaches. BC confirmed it is up to date on the website.</p>	<p>LM</p> <p>AM/BC</p> <p>CR</p> <p>CR/LM</p>	
10. Proposals from sections	10.1 None received		

<p>11. Any other business</p>	<p>11.1 LM to send AM a list of new club structure, post holders and their email addresses. AM to check and create club email addresses</p> <p>11.2 Club survey – BC and MH to resend out</p> <p>11.3 Umpires kit to be ordered, BC has got all sizes and will proceed</p> <p>11.4 SilverFX has changed supplier, good news!</p> <p>11.5 Charities – Agreed the two charities to fundraise for this season in support of the two hockey players who sadly died last season. KS / BC to confirm the correct charity names and contact details. LM to approach them prior to advertising within the club. LM also to advise them about the Awards Dinner tickets if they agree to our support.</p> <p>11.6 BC has made grant applications and arranged funding for schools coaching, awaiting feedback.</p> <p>11.7 BC has won the the ‘Laurie Alcock Services to Hockey Award’ presented by the Midlands at the AGM, congratulations to him.</p> <p>11.8 CR to ask Captains to return their first aid kits at the next captains and coaches meeting so they can be restocked by LM</p>	<p>AM/LM</p> <p>BC/MH</p> <p>BC</p> <p>KS/BC/LM</p> <p>CR/LM</p>	
<p>12. Items for future</p>	<p>12.1 July 19 – Set dates for future Exec meetings</p> <p>12.2 July 19 – Set dates for socials events</p> <p>12.3 July 19 – Set annual subs fees for this season</p> <p>12.4 September 19 – Bobble hats proposal – to advertise and purchase at start of next season</p> <p>12.5 September 19- start Clubmark renewal (Due Jan 2020)</p> <p>12.6 November 2019 to review club policies as annual check</p> <p>12.7 Planning for new pitch space</p> <p>12.8 5-year financial plan</p>		
<p>13.</p>	<p>13.1 Meeting closed at 22.40</p>		
<p>Date of next meeting</p>	<p>10th July 2019 at clubhouse 7.30pm start (Section reports, proposals and update on actions to be submitted to LM 2 weeks prior)</p>		