



Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 27th September 2018 7.15pm at The Talbot

Item	Minutes	Action by	Actioned
Present	Jaime Cox (JC), Barry Coe (BC), Claudia Ringrose (CR), Matt Bennett (MB), Amy March (AM),		
Apologies	Liz Metcalfe (LM), Mark Hawkins (MH), Jean Smith (JS),		
Matters Arising	3.32 to be discussed during meeting 4.1 ongoing 5.9 MB looking into Other Can Welfare/Safeguarding be added as a regular agenda item Other Nigel P and Claire J are able to attend any Ctte meeting	MB LM	
1. Feedback of actions from previous minutes	1.1 See actioned set of minutes as circulated. 1.2 JC signed as correct		
2. Junior Academy Report	2.1 Junior training started well. All age groups well attended with the exception of Boys U12 (currently 5 players). 2.1.1 BC to speak to SC regarding Under 12 boys. SC has flyers 2.2 First fixture v Towcester & Welford this Sunday 30th - Team Managers and coaches all aware 2.2.1 Welford withdrew from this week's games 2.3 Need to find replacement Secretary as Kate Drake-Lee stepped down 2.3.1 Does MH want Secretary position advertising? 2.4 Team shirts & sponsorship request on hold due to secretary step down	BC MH MH/BC	SC has arranged U12/13 fixtures

	<p>2.4.1 Do we offer current sponsors opportunity to continue?</p> <p>2.4.2 Do we offer Junior Shirts on website?</p> <p>2.5 Parents paying cash on gate still - will take a while for online payments to kick in</p> <p>2.6 Eddie Walker started at St Andrews for 6 weeks - 5-9 players attending</p> <p>2.7 Bishop is providing 30+ players each Monday after school</p>	<p>MH JC</p>	<p>JC to report on lead times</p>
<p>3. Senior performance Report</p>	<p>Mens section</p> <p>3.1 M1 Despite having a strong, large squad the 1's have struggled to take min 14 to all friendlies</p> <p>3.2 M2 Have good core squad and now Tom Storey is starting to break into the team from the 3's</p> <p>3.3 M3 Have a good core squad</p> <p>3.4 M4 Numbers looking OK with a couple of new, older players</p> <p>Ladies section</p> <p>3.5 L1 Despite having squad of 15 have struggled to take 14 to friendlies. Players identified to call up. 8 starred for Midlands, 4 for County</p> <p>3.6 L2 Small squad of 13 inc 2 from 1s, 1 new and 1 up. Players identified for call up. 4 players starred for County</p> <p>3.7 L3 Small squad of 13, only 3 from last years' squad. Using 4s players with no Div 1 experience</p> <p>3.8 L4 25+ players but not always available.</p> <p>Training</p> <p>3.9 Mens Training going well, visible development of 1s and 2s. No issues re 3s and 4s</p> <p>3.10 Lack of numbers for L1. 2s players staying on.</p> <p>3.11 L2s/3s combined going well</p> <p>3.12 L4s high numbers. EW declined CR support</p> <p>3.13 Selection Policy may need reviewing with respect to moving players between squads. Not practical to prioritise everything</p>		

	<p>3.14 Other Clubs don't specify goals for each team</p> <p>3.15 Ideally all squads to take 14 players</p> <p>3.16 L1 good chance of promotion as more promo spots this year</p> <p>3.17 L2 aim to stay in Feeder East</p> <p>3.18 L3 loss of players so aim to stay in Div 1</p> <p>3.19 Teams to be allowed to find their own natural level</p> <p>3.20 Re-evaluate at next Exec after League has started/settled</p> <p>3.21 CR attended Midlands meeting</p> <p>3.22 Juniors staying to L4 training to leave at 8.30pm</p> <p>3.23 Names of juniors allowed sent to CR then to L4 capt.</p>		
4. Operations Report	<p>4.1 New email address for Vince set up as mens fixtures sec, changed on our website and East.</p> <p>4.2 Hockeyfest was a great event, many thanks to all who helped, including Jan, Claire, Justin, Jake</p> <p>4.3 Murder Mystery being promoted now. <i>Since cancelled due to lack of numbers purchasing tickets (Ed.)</i></p> <p>4.4 Nothing to report from Main Club.</p> <p>4.5 Photo permission being revamped.</p> <p>4.5.1 Expanded guidelines sent to Membership Sec to amend forms</p> <p>4.6 Advice received from Data Protection Officer at Creating Tomorrow MAT.</p> <p>4.7 Meeting with Nigel arranged for 26th Sept for his input. Will present solution at meeting.</p> <p>4.8 Looking into hi viz vests for official photographers, should be purchased by the time of meeting.</p>	<p>AM</p> <p>BC/AM</p> <p>RL</p> <p>AM</p> <p>AM</p>	<p>Email set up</p> <p>On website and Facebook</p>
5. Treasurer report	<p>5.1 Match Fees (Stripe) £1053.50 collected so far</p> <p>5.2 Membership (Go Cardless) £9225 collected so far</p> <p>5.3 Take up by members has been good.</p> <p>5.4 MB ideally would like team selections before weekend</p> <p>5.5 Insurers informed of accident (JR broken wrist)</p> <p>5.6 Cancelled membership of player moved to Australia</p>	<p>Capt</p>	

	<p>5.7 MB has good handle on epayment system</p> <p>5.8 Capts informed weekly of their team’s financial situation</p>		
<p>6. Development plan progress vs strategy</p>	<p>6.1 BC has filled in umpiring Forum section</p> <p>6.2 BC has filled in Safeguarding section</p> <p>6.3 BC to add Privacy Policy to safeguarding</p> <p>6.4 BC to put copy of Dev Plan in Club for membership</p> <p>6.5 MB wondered whether we can have a noticeboard near pitch</p>	<p>BC</p> <p>BC</p>	<p>Done</p> <p>Done</p>
<p>7. Correspondence</p>	<p>7.1 Dates of Masters Tournaments put into next newsletter</p> <p>7.2 EH affiliation</p> <p>7.3 Welfare form from EH to be completed</p> <p>7.4 Waiting for Osaka correspondence</p>	<p>MB/RL</p> <p>LM</p>	
<p>8. Proposals from sections</p>	<p>8.1 EX19-OP13-AM-24.09.18 Scoreboard upgrade APPROVED MB to investigate sponsorship of board</p> <p>8.2 EX20-OP14-MB-24.09.18 Power to shed. Club to contact LB at BSS to request permission. Sent back for further review</p> <p>8.3 EX21-OP15-RM-24.09.18 Bobble hats. APPROVED. Advertised on website and epayment</p>	<p>MB</p> <p>AM/BC</p> <p>BC/MB</p>	<p>Done 28/9/18</p>
<p>9. Any other business</p>	<p>9.1 Whats App guidelines - We cannot control what goes on. Must be informally policed by club members. Be aware of who is in group. Ask parent if U18 is in group. Make sure parent is aware WhatsApp is used. AM to inform captains.</p> <p>9.2 Photo permission - Data Protection changed to Data Privacy. Now on website. Copy to be sent to Membership Sec. Copy sent to new members. Gmail to all existing members. Photo permission needs to be more details. AM outlined who should moderate photos (AM, BC, GC). Membership Sec needs to make moderators aware of who CANNOT have photos published. All Capts need to be made aware of ‘non-photograph’ members. We are only responsible for our club members. What is the Main Club position regarding Data Privacy.</p>	<p>AM</p> <p>AM, RL,</p>	

	<p>Letter to be sent to main Club Committee. Poster for changing rooms re safeguarding for BSS and main Club Changing rooms</p> <p>9.3 Twinning -Investigate twinning with continental Club</p> <p>9.4 Welfare and wellbeing - no relevant information</p> <p>9.5 Membership - EW to be retired member so has voting rights and clears an associate spot</p> <p>9.6 Non-playing umpires to be student members</p> <p>9.7 MB wants clear rules on which category of membership a non-player is to be put under</p> <p>9.8 JC has been using Hale Gym and is this something the club could utilise</p> <p>9.9 Can dugouts please be tidied for the next team. CR to advise captains</p> <p>9.10 Coaching – can youngsters be spotted to help with coaching to help succession planning</p> <p>9.11 AM needs a DBS check. AM to advise TS</p> <p>9.12 Club Bow Ties – gauge interest in January</p> <p>9.13 Mini Goals - BSS have 4 that we can use but would like 8. Can we purchase 4 so we/they have 8 to use. Cost £135 each ex VAT. Proposal form to be filled in and approved retrospectively</p> <p>9.14 Should other sections have a higher profile in Club to show size of club and options. Refer idea to whole Club</p> <p>9.15 Driving guidelines need publishing</p> <p>9.16 Under Age Drinking Guidelines need publishing</p> <p>9.17 Safeguarding Flyer needs creating</p> <p>9.18 Exec needs a set of clubhouse keys. LM to request from TS</p>	<p>JC/LM</p> <p>JC</p> <p>MB</p> <p>JC</p> <p>Captains</p> <p>AM</p> <p>BC</p> <p>BC</p> <p>LM/NP</p> <p>LM/NP</p> <p>Exec</p> <p>LM</p>	
<p>10. Items for future</p>	<p>10.1 Over 75 tournament organisation</p> <p>10.2 Coaching cost analysis</p> <p>10.3 Coach education</p> <p>10.4 Head coach ongoing</p> <p>10.5 5-year financial plan</p>		



	10.6	November 2018 to review club policies as annual check		
	10.7	Jan 2020 start Clubmark renewal		
11.	11.1	Meeting closed at 10.01pm		
Date of next meeting	1st November 2018 7.00pm	VENUE TBC AS CLUBHOUSE ALREADY BOOKED (Section reports, proposals and update on actions to be submitted to LM by 25 th October 2018) (Meeting dates 2018/19: 27 th September clubhouse, 1 st November VENUE TBC, 6 th December VENUE TBC, 10 January clubhouse, 28 th February clubhouse, 28 th March clubhouse)		