



Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 17th May 2018 at clubhouse

Item	Minutes	Action by	Actioned
Present	Jaime Cox (JC), Barry Coe (BC), Claudia Ringrose (CR), Mark Hawkins (MH), Matt Bennett (MB), Liz Metcalfe (LM)		
Apologies	Jean Smith (JS), Amy March (AM),		
Matters Arising	None		
1. Feedback of actions from previous minutes	1.1 See actioned set of minutes as circulated. 1.2 JC signed as correct 1.3 All other actions actioned	JC	
2. Junior Academy Report	2.1 Finalising coaches for the season. 2.2 Initial meeting to be held end of June with new post holders to introduce each other and set strategy to increase members. 2.3 Junior presentation evening took place at the end of April, well attended. 2.4 Discussed planned junior head coach role. Would involve bridging the gap between juniors/seniors, different coaching styles and confidence building. 2.5 Discussed strategies about how to access more primary schools. Potential link up with other sports e.g. cricket. CR to provide some information to MH. To liaise with Pacesetters. 2.6 MB has asked whether power can be achieved in the shed for junior tournaments for tea, coffee etc or potentially food. BC stated everything would need to be passed through the school. Likely need to food hygiene certificate. To look into this.	CR, MH MB, BC	

<p>3. Senior performance Report</p>	<p>3.1 Mens section – 1st meeting with captains and coaches 5th June 3.2 MB to circulate coaching costs for last season of who coaches when, who and how much 3.3 Ladies section – Pam Farr agreed to be ladies 4th captain 3.4 Ladies captains and coaches meeting set for 24th May 3.5 Mens captains and coaches meeting set for 5th June 3.6 JC has offered to be available to attend meetings if required. 3.7 Ladies 7 a side and Skymoos mixed hockey has started</p>	<p>MB JC</p>	
<p>4. Operations Report</p>	<p>4.1 Lions funding applications are now open, ? Worth applying and what do we want? BC to look into what is involved. LM to feed back to Jan Randle. 4.2 Sponsorship – Richard Greenwood who organised the Jacamo sponsorship has been in touch, there is another company (bathroom supplier) who want to advertise on our website. We have said yes, pending further information. Possible options umpire shirts, team hoodies, sponsorship of Dinner Dance etc. LM to look further at umpire shirt opportunities with JR. JC to contact his shirt supplier for quote information. LM to circulate last years sponsorship package information for comment/update. MH suggested looking at someone who does this professionally and see what it would cost to employ. 4.3 Possible resurrection of goals from clubhouse to put dugout covers on, to look into this possibility 4.4 First aid kits returned have been restocked (L2, M3, fitness and one other – probably one of the ladies teams but no label so unknown) LM passed this to CR for the Captains meeting. 4.5 TS is meeting with Nathan Thomas re pitch bookings</p>	<p>BC, LM LM, JC, MH LM TS</p>	
<p>5. Treasurer report</p>	<p>5.1 TS has handed over the reins to MB.</p>	<p>MB</p>	
<p>6. 2018/19 budget</p>	<p>6.1 TS has proposed a change to Annual subs structure for 2018/19, he is also proposing the same rule change at the Main Club AGM on</p>	<p>TS</p>	

<p>priorities, annual subs and cashless payments</p>	<p>24th May. This has been agreed to be adopted by the hockey section providing it is passed via the main club AGM (copy structure attached)</p> <p>6.2 MB has proposed options for e-payments. Conclusion from looking at many options was to use Pitchero to collect annual subs as we are already using this platform (copy proposal attached)</p> <p>6.3 MB to investigate what app Captains will need on their phone</p> <p>6.4 Cardless is 2.9% transaction, Stripe is 3.3%. MB to go ahead.</p> <p>6.5 Annual subs need to be paid before 1st league games, so people become members and thereby comply with league rules regarding registered players. It also covers players and club for health and safety and insurance reasons. Cut-off date agreed for payment of annual subs is 22nd September 2018 or will not be available for selection on 29th September. This will be enforced. CR and MH to inform Captains. LM to put in next newsletter.</p> <p>6.6 Players can pay lump sum or standing order over agreed number of months 4 x £25 for seasons.</p> <p>6.7 MB would prefer match fees to be paid by every member, preferably electronically, but could do cash. Any expenses would be paid centrally by MB on a monthly basis. Captains would still need to fill in the match sheets with full details of who has paid, not paid, driven and provided teas. Captains will need to get the sheets in quickly.</p> <p>6.8 MB to inform Louise Storey as above</p> <p>6.9 BC to send club development plan to MB to inform 5 year financial plan</p>	<p>MB</p> <p>MB</p> <p>MB</p> <p>CR, LM</p> <p>MB</p> <p>MB</p> <p>MB, BC</p>	
<p>7. Training configuration & training survey feedback</p>	<p>7.1 Pitch time is very tight, timing will need to be adhered to strictly</p> <p>7.2 Training times considered in detail with taking account of feedback from training survey.</p> <p>7.3 Training times suggested. CR and MH to discuss with Captains at next meetings</p>	<p>CR, MH</p>	

	<p>7.4 MB requested that Goalkeepers be encouraged to attend</p> <p>7.5 BC to check if Bishop pitch is available in August school holidays</p> <p>7.6 BtH planned to run last 2 Tuesdays in July (24th/31st) and 4 Tuesdays in August 7th/14th/21st/28th 6.30-7.30pm at Bishop, if the pitch is available. BC to check pitch and LM to advertise once pitch space is known.</p> <p>7.7 LM to inform Nathan Thomas training times as pitch secretary, once they have been double checked by Exec and captains informed</p>	<p>BC BC, LM</p> <p>LM</p>	
<p>8. Vacant committee posts</p>	<p>8.1 Nathan Thomas is pitch booking secretary</p> <p>8.2 Pam Farr is ladies 4th team captain</p> <p>8.3 Claire Jennings has expressed interest in helping but cannot commit to anything yet, to reassess later in the summer</p> <p>8.4 Vacant: Social Secretary, Fundraising & Sponsorship Secretary, fixtures secretary men, fixtures secretary ladies, umpires co-ordinator</p> <p>8.5 LM to send out another email, BC website and AM Facebook regarding vacant positions. Will also go in next newsletter.</p> <p>8.6 AM to speak with Operations Committee about which charities they want to support this season.</p>	<p>LM, BC, AM</p> <p>AM</p>	
<p>9. GDPR notification</p>	<p>9.1 Richard Lashbrook is membership secretary, he has proposed a GDPR notification for approval by the Exec.</p> <p>9.2 AM to create a membership@ketteringhockeyclub.co.uk email address to go on notification instead of Richard Lashbrook's personal email address.</p> <p>9.3 With change of email address as above, Exec has agreed to go ahead with this. LM to inform Richard.</p> <p>9.4 GDPR has created the need for several other policies such as 'data destruction policy' etc. Richard will need to look into these requirements. LM to inform his of this too.</p>	<p>AM</p> <p>LM</p>	
<p>10. Correspondence</p>	<p>10.1 Main Club AGM – 24th May 2018 at 8.15pm</p>		

	10.2 County Ladies AGM – held on Monday 14th May, attended by several club members. Ladies 2nd team were presented with their league winners trophy		
11. Proposals from sections	<p>11.1 EX13-OP10-TS-20.01.18 – Umpire Shirts – Aim to have in place for next season. JC to email his contact at Adidas regarding price for umpire shirts. Silverfx price obtained.</p> <p>11.2 EX15-OP12-AM-16.05.18 – Holding playing kit – Proposal from Jan Randle about SilverFx holding stock of playing kit. Discussed and agreed. Need to ascertain how many shirts and what sizes we want to keep. Jan Randle to find out from SilverFX what are the most popular sizes, LM to feed back to her.</p> <p>11.3 Agreed to continue with the Buy one Get One Free offer on playing shirts for new members. May need to consider this for SilverFx stock holding</p>	JC LM LM	
12. Any other business	<p>12.1 Exec meeting dates – agreed for next season: 2018 - 17th May, 14th June, 6th Sept, 1st Nov, 6th Dec, 2019 - 10th Jan, 28th Feb, 28th March.</p> <p>12.2 Vi Chamberlain award – Louise Storey has won the Vi Chamberlain award, congratulations to her and very well deserved</p> <p>12.3 EH Club of the Year Nomination – KHC has been nominated for the EH club of the year and 12 representatives will attend the awards ceremony on Sat 19th May. LM to ask Jan Randle if she has a spare shirt which can be taken to the awards night and signed by England players.</p> <p>12.4 World Cup – little interest shown to date regarding club putting on events. Matches are being shown on BT sport, although BC reports we may be able to stream via internet. BC to check this.</p>	LM BC	
13. Items for future	<p>13.1 4th team friendlies</p> <p>13.2 Coaching cost analysis</p> <p>13.3 New player policy</p> <p>13.4 Coach education</p>		



	13.5 Head coach ongoing 13.6 CUD course (JC) 13.7 5 year financial plan 13.8 Jan 2020 start Clubmark renewal		
14.	14.1 Meeting closed at 22.30		
Date of next meeting	Thurs 14th June 2018 7.30pm Venue TBC (Section reports, proposals and update on actions to be submitted to LM by 31st May 2018)		