



**Kettering Hockey Club Executive Committee**

**Draft Minutes of Meeting 10<sup>th</sup> January 2019 7pm Clubhouse**

Item	Minutes	Action by	Actioned
<b>Present</b>	Jaime Cox (JC), Claudia Ringrose (CR), Mark Hawkins (MH), Amy March (AM), Barry Coe (BC), Liz Metcalfe (LM), Bill Greenwood (BG) first 15 mins		
<b>Apologies</b>	Jean Smith (JS), Matt Bennett (MB)		
<b>Matters Arising</b>			
<b>Additional item: Over 75 tournament</b>	<p>Bill Greenwood attended the meeting to discuss Over 75 tournament.</p> <ul style="list-style-type: none"> <li>- Dates 12<sup>th</sup> 13<sup>th</sup> and 14<sup>th</sup> April at Wrenn school, first games 10am each day, finish approx. 5pm on Fri and Sat and 2.30pm on Sun due to travel home.</li> <li>- Bill needs advice about how to set up a group email,</li> <li>- Dutch team have unfortunately pulled out</li> <li>- MB to check which teams have paid up as Bill does not have this information</li> <li>- JC has drafted email for volunteers, to be sent on gmail, facebook and website</li> <li>- Volunteers needed mainly for manning the kitchen, CR to ask at County and ask Secretary to send email to local clubs</li> <li>- JC to approach Andy Dale (EH) about providing additional volunteers or umpires</li> <li>- Umpires Sec has emailed umpires for volunteers, awaiting feedback re numbers.</li> <li>- Physio cover for Sat and Sun is in hand via LM</li> <li>- JC to ask Bob Dabbs to mark solid D's on the pitches</li> <li>- Catering provisionally booked with Gloria as per last year, teams will need to pay up and confirm numbers at least 2 weeks in advance in advance</li> <li>- CR has volunteered to run the scorer table on Fri 12<sup>th</sup> April and help set up umpire score cards etc, will need additional volunteers for the Saturday and Sunday</li> </ul>	<p><b>LM</b></p> <p><b>MB</b></p> <p><b>JC</b></p> <p><b>CR</b></p> <p><b>JC</b></p> <p><b>JC</b></p> <p><b>LM</b></p> <p><b>JC</b></p> <p><b>BG</b></p> <p><b>CR</b></p>	<p><b>Sue and Ian Russell have offered to host the function on Sat night</b></p>

	<ul style="list-style-type: none"> <li>- Defibrillator – BG to check with Bob Dabbs if there is one available at Wrenn Sports Centre</li> <li>- Jean to present the awards on the Sat and Sun</li> <li>- BG to put together advertising report and send to BC for distribution</li> <li>- BG to approach Nick Cusk to be right hand man</li> <li>- Jake Randle to be approached to take photos of teams and provide slide show for Sat night, LM to ask.</li> <li>- Exec agreed for club to purchase 10 x EH medals at £4 each, BG to go ahead.</li> <li>- Thank you Bill for your efforts.</li> </ul>	<p><b>BG/LM</b></p> <p><b>JS</b></p> <p><b>BG/BC</b></p> <p><b>BG</b></p> <p><b>LM</b></p> <p><b>BG</b></p>	<p><b>BG reports there is NOT one at Wrenn. LM to approach Hawks and ask to borrow theirs</b></p>
<p><b>1. Feedback of actions from previous minutes</b></p>	<p>1.1 See actioned set of minutes as circulated.</p> <p>1.2 JC signed as correct</p>		
<p><b>2. Junior Academy Report</b></p>	<p><b>People &amp; Admin:</b></p> <p>2.1 No Secretary in place but haven't pushed with parents or club members. BC to put out Website request and AM to share on Facebook</p> <p>2.2 Carla Bennett agreed to help on Tuesday night gate duty, rota system due to start in Jan</p> <p><b>Schools:</b></p> <p>2.3 Sessions at Manor due to start 11th Jan</p> <p>2.4 Interest received from Geddington Primary - MH to follow up</p> <p>2.5 Interest from Park juniors via Pacesetters - MH following up</p> <p>2.6 MH approached 4 other primary schools but heard nothing yet</p> <p><b>Finances:</b></p> <p>2.7 Committee to agree on funding limit for Primary school programme</p> <p>2.8 Most juniors have paid membership, MH to review and chase</p> <p>2.9 MH to pay in takings into account</p> <p>2.10 Weekly register payments up to 11.12.18 up to date - MH to do 08.01.19</p> <p>2.11 Reconciliation of membership payments to be done - MH/MB</p>	<p><b>BC/AM</b></p> <p><b>MH</b></p> <p><b>MH</b></p> <p><b>Exec</b></p> <p><b>MH</b></p> <p><b>MH</b></p> <p><b>MH</b></p> <p><b>MH/MB</b></p>	

	<p><b>Players:</b></p> <p>2.12 40+ attending Eddie's session on Monday nights at Bishop, he needs help and is asking pupils who play Mens senior to help him</p> <p><b>Training:</b></p> <p>2.13 Well attended at the moment for most age groups</p> <p>2.14 Dom and Nick no longer taking U12 Boys, these have merged with Scotts U14's</p> <p>2.15 Andy Sellers met with Eddie, Ed, Jack, Emma on 20.11.18 re England Hockey coaching principles. Appeared to be received well by most and AS will follow up with more support throughout the season</p> <p>2.16 Need to consider replacement for Emma Storey next year</p> <p><b>Sponsorship:</b></p> <p>2.17 TGI pleased with weekend, sold 6-7 sticks plus other stuff, thank you to everyone who showed interest and purchased</p>	<p><b>Exec/MH</b></p>	
<p><b>3. Senior performance Report</b></p>	<p><b>Selection</b></p> <p><b>Men's section:</b></p> <p>3.1 Support the 1's</p> <p>3.2 Promote talented youth</p> <p>3.3 3's promotion</p> <p>3.4 M4 have challenge of 33+ players to select from. Need for M5 to be discussed</p> <p><b>Ladies' section:</b></p> <p>3.5 Support the 1's and 3's in avoiding relegation</p> <p>3.6 Promote talented youth</p> <p>3.7 New players L4's/Development - Nurture share and learn ethos</p> <p>3.8 January meeting took place for captains and coaches to review squads</p> <p>3.9 Juniors identified to be invited to L1 training</p> <p><b>Starred players</b> submitted after the break.</p> <p>3.10 L1 starred 8 players who cannot play L2 in Midlands League.</p> <p>3.11 L1, L2, starred 7 players each not to play for L3 &amp; L4 in Northants League. L3 starred 7 not to play L4</p> <p><b>Training</b></p>		

	<p>3.12 Attendance is both good for Tuesdays and Wednesday</p> <p><b>Coaching</b></p> <p>3.13 Sophie Reynolds attended Coaching for Club Players course 26/11.</p> <p>3.14 Coach Education Workshop? If not, then coaches meeting? Head Coach for next season? Action: CR</p> <p>3.15 GK coaching – External coaching requested by AS. Action: MH</p> <p><b>AOB</b></p> <p>3.16 TGI event went well, need final figures but 6-7 sticks sold during the weekend</p> <p>3.17 Proposal form for rebound boards for training (see proposals section). AS has secured a good price for a set.</p> <p>3.18 The men’s 3’s and 4’s celebrated a successful first half of the season with a curry evening, enjoyed by all, at the club. Thanks to Tim McD for preparing and cooking</p> <p>3.19 L2’s and L3’s – Christmas social enjoyed by all who attended</p>	<p><b>CR</b></p> <p><b>MH</b></p> <p><b>Exec</b></p>	
<p><b>4. Operations Report</b></p>	<p>4.1 <b>Quiz night</b> went well, raised over £300.</p> <p>4.2 <b>Race night</b> coming up on 2<sup>nd</sup> Feb, will be promoted online and through the teams. Needs moving quickly as will need to sell horses / jockeys</p> <p>4.3 <b>Bobble hats</b> seem to have been well received.</p> <p>4.4 <b>Website</b> has been top 10 for the last few weeks, peaking at number 3 and averaging 5.57 for last 6 weeks. Current online fans: Facebook 384, Instagram 233, Twitter TBC</p> <p>4.5 <b>Awards Dinner</b> on 27<sup>th</sup> April – AM reports that Claire Jennings has visited Wicksteed Park and has plans to see others such as Ritz, Eden Centre, KLV, Corn Market Hall. Exec discussed and agreed to invite with free of charge tickets Jean Smith, 2 x Golden Years, 2 x Cransley. LM to send invite once venue etc confirmed. To decide ticket price once venue confirmed.</p> <p>4.6 <b>New Award</b> – Jean and Graham to present an award for Skymoos to Captains to decide who to award it to. This award to be re-presented at Skymoos party later in the year.</p> <p>4.7 Bow ties – BC to look into KHC bow ties for awards dinner</p>	<p><b>AM</b></p> <p><b>AM / LM</b></p> <p><b>JS</b></p> <p><b>BC</b></p>	

	4.8 BC to put website post for Feb about returning of trophies, LM to get list from Jan Randle and ask if she is happy to collect and organise engraving.	LM / BC	
<b>5. Treasurer report</b>	<p>5.1 Insurance: Two claims progressing, one claim to be progressed</p> <p>5.2 EH Affiliation complete and all paid</p> <p>5.3 Sports Club Memberships all paid</p> <p>5.4 Review staffing as this has tax implications.</p> <p>5.5 MB has stated he will step down at end of season. Thanks to MB for all the hard work and new processed he has been instrumental in introducing</p> <p>5.6 CR to email captains to inform them that match sheets will need to go direct to Louise, also to reiterate importance of submitting team sheets on time and in full.</p> <p>5.7 Outstanding match fees is high for each team, Captains to chase.</p>	CR  CR	
<b>6. Welfare and safeguarding</b>	6.1 No issues reported		
<b>7. Development plan progress vs strategy</b>	<p>7.1 <b>Development plan</b> – updated by BC</p> <p>7.2 <b>Potential redesign of Exec to redistribute workload</b> – discussed potential redesign options, Exec to go away and think about structure changes for next meeting</p>	BC Exec	
<b>8. Correspondence</b>	<p>8.1 <b>Hockey Forum</b> – Attended by LM and CR on 26.11.18 hosted by Andy Dale (England Hockey) and Graeme Wilson (Northamptonshire Sport).</p> <p>8.2 Discussed ways of growing membership outside traditional offering including. Back to Hockey, Walking Hockey, Masters, Small sided Games, Flyerz, Mixed Ability Hockey</p> <p>8.3 Clubs that attend the forum and successfully launch one or more of these formats will receive a bursary of £300 to support the launch of the project (subject to successfully running 10 weeks of sessions or 4 masters midweek matches, (reasonable proof required).</p> <p>8.4 Graeme Wilson provided email including the following links:</p> <p>8.5 <a href="http://www.activityalliance.org.uk/how-we-help/resources/page:1">http://www.activityalliance.org.uk/how-we-help/resources/page:1</a></p> <p>8.6 <a href="http://www.inclusion-blue-hub.co.uk/">http://www.inclusion-blue-hub.co.uk/</a></p>		

	<p>8.7 <a href="http://www.activityalliance.org.uk/how-we-help/training/inclusive-activity-programme">http://www.activityalliance.org.uk/how-we-help/training/inclusive-activity-programme</a></p> <p>8.8 LM to look at how to make Back to Hockey year-round and possibility of other initiatives</p> <p>8.9 <b>Workplace Hockey Competition</b> – LM was contacted by Sarah Harvey at Northamptonshire Sport regarding running a workplace hockey comp. NSport have been running this with other sports for the last 4 years and local businesses take part. Aim to run between January and June 2019 ideally 1 competition per month, responsibilities as below. <b>LM to reply and express interest potentially for next year</b></p>	<p>LM</p> <p>LM</p>	
9. Proposals from sections	9.1 <b>EX26-SP6-MH-04.12.18</b> – Rebound boards approx. £450 for 4. Agreed for AS to purchase. MH to advise go ahead.	MH	
10. Any other business	<p>10.1 <b>Sports Awards update</b> – KHC won the Community Club of the Year at the Northamptonshire Sports Awards at Sywell Aerodrome on 8<sup>th</sup> November. This is a clean sweep this season! Excellent news!</p> <p>10.2 Tom Sellers was also nominated for the Personality of the Year but unfortunately did not win.</p> <p>10.3 <b>Club Twinning</b> – JC looking at options, possibly put on hold whilst club is too busy</p> <p>10.4 <b>Selection Policy</b> Version 3 amended by CR and was approved by Exec. JC to do electronic signature on policy and send to BC for the development plan and LM for filing</p> <p>10.5 <b>Midland Region Hockey Association Ltd</b> – LM has completed application form and sent it back to Angi Harrell to transfer club from MRHA to MRHA Ltd.</p> <p>10.6 <b>Hockey For Heroes</b> – JC has offered to host an exhibition match at Kettering. Awaiting more information from them via JC.</p> <p>10.7 <b>AGM</b> – Date suggested Tuesday 30<sup>th</sup> April 7pm for 7.30pm in clubhouse. LM to check if clubhouse is free, then to advertise date.</p> <p>10.8 <b>Cransley event at Snowdon</b> – MH reported that Cransley nurses are doing a fundraising event in June / July. They would like to do a joint event with</p>	<p>JC</p> <p>JC / BC / LM</p> <p>LM</p> <p>JC</p> <p>LM,</p> <p>MH, AM</p>	

	<p>us at the clubhouse to aid fundraising efforts. Suggested to co-ordinate with the beer barrel night set for 23<sup>rd</sup> March (last mens games and several ladies teams at home). MH to advised Cransley. AM to advise Claire Jennings</p> <p>10.9 <b>Oldest hockey player</b> – Group of players had photos taken with Roman artefact at Manor House museum in Kettering and press release was done</p> <p>10.10 <b>Skymoos 50<sup>th</sup> Anniversary!</b> – Sunday 6<sup>th</sup> October. To put on next newsletter (LM) and on website (BC). Open to any player who has played Skymoos mixed hockey in their career. To advertise on Facebook, Twitter and via County Secretary Angi Harrell (CR). Skymoos captains to be asked to organise Skymoos past vs Skymoos present exhibition match. Buffet meal, live music and tickets available for purchase nearer the time. JS is looking for any ex-Skymoos players to approach.</p>	<p><b>AM, BC</b></p> <p><b>LM / BC / CR / JS</b></p>	
<p><b>11. Items for future</b></p>	<p>11.1 Next meeting – Exec Committee structural change options.</p> <p>11.2 Set dates for next seasons Exec meetings</p> <p>11.3 Coaching cost analysis, education and head coach</p> <p>11.4 5-year financial plan</p> <p>11.5 November 2019 to review club policies as annual check</p> <p>11.6 Sept 2019 start Clubmark renewal (Due Jan 2020)</p>		
<p><b>12.</b></p>	<p>12.1 <b>Meeting closed at 22.35</b></p>		
<p><b>Date of next meeting</b></p>	<p><b>28<sup>th</sup> February 2019 7.00pm at clubhouse</b>          (Section reports, proposals and update on actions to be submitted to LM by 21<sup>st</sup> February 19)          (Meeting dates 2018/19: 27<sup>th</sup> September clubhouse, 1<sup>st</sup> November VENUE TBC, 6<sup>th</sup> December VENUE TBC, 10 January clubhouse, 28<sup>th</sup> February clubhouse, 28<sup>th</sup> March clubhouse)</p>		