

## Kettering Hockey Club Executive Committee

### Minutes of Meeting Monday 13<sup>th</sup> September 2021, 8:00pm, via online platform Zoom

**Present:** Jaime Cox (JC), Barry Coe (BC), Kirsty Smith (KS), Nathan Thomas (NT), Mark Hawkins (MH), Phil Rowbotham (PR), Neil Manley (NM), Claudia Ringrose (CR)

Agenda Point	Item	Minutes	Action
1	Apologies	Jean Smith, Matt Bennett	
2.	<b>Covid 19 – Report from Covid Officer</b>	<p>MB circulated his report prior to the meeting.</p> <p><b>Overview</b>            From 19 July in England, most legal restrictions with regards to Covid ended. A summary of what these key changes mean for hockey are below:</p> <ul style="list-style-type: none"> <li>• No legal gathering limits – there is no longer a restriction on the number of people that can meet to participate in, or spectate, hockey, outdoors or indoors.</li> <li>• No social distancing – there is no longer a requirement to keep two metres (or one metre plus) distance from anyone outside of your household group. This removes the restrictions on changing rooms, clubhouses, hospitality, and domestic travel.</li> </ul> <p>Although these restrictions are no longer in place under law, good practice is encouraged.</p> <p><b>England Hockey</b>            England Hockey published in July Managing Covid within Hockey which identified EH requirements (every club to have a Covid Officer) and recommendations and Government guidance. The EH Covid flow chart has also been updated. These documents can all be found on <a href="#">KHC Covid19 Support Page</a>.</p> <p><b>Covid Officer actions over reporting period</b>            The requirements/guidance from EH has been incorporated into a KHC Covid Risk Assessment/Action List and published on the website and the membership were advised via email on 6<sup>th</sup> August.</p> <p>Guidance was provided for the Ancient &amp; Aspirants tournament with regards to Covid, the headlines are:</p> <ul style="list-style-type: none"> <li>• Venue fully open with indoor and outdoor facilities available</li> <li>• Club to engage with NHS Test &amp; Trace process and take swift action when informed of a positive Covid case</li> </ul> <p>These requirements have been incorporated into the Risk Assessment</p>	

		<p>The KHC Preparing for Fixtures has been updated with the latest requirements and emailed out to Membership on 3<sup>rd</sup> September.</p> <p><b>Covid Officer recommendations</b></p> <ul style="list-style-type: none"> <li>• Plan safe, fun, friendly and local return to hockey</li> <li>• Regularly remind playing/officiating members to advise Covid Officer if they become Covid positive</li> </ul> <p>JC confirmed that the Exec are satisfied with all the plans in place and agreed that Matt has done and continues to do an excellent job in his role.</p>	
3.	<b>Minutes of the last meeting (12/08/21)</b>	Draft minutes of meeting approved.	
4.	<b>Matters Arising (not covered by items on the Agenda)</b>	Action points completed unless stated elsewhere on the agenda.	
5.	<b>Correspondence</b>	<p><b>5.1 All</b></p> <p>CR confirmed that all correspondence had been circulated to appropriate member of Exec, Welfare and Covid Officers. Encouraging that we have had a few new enquiries for both junior and senior interested in playing hockey or to join the Club. However, inundated daily with random emails from people offering their services to improve our website or increase visitors</p> <p><b>5.2 EH Game Management System (GMS)</b></p> <p>Lots of issues with clubs not being able to obtain authentication codes to even be able to log on to the system. BC, NM, CR all struggling to log on, let alone input data required of players and umpires. EH have released a statement to say they will be suspending access for 48 hrs to allow the backlog of queries to clear and acknowledge that player, match data will not be loaded on time before the first league games. Watch this space!</p>	
6.	<b>Report from Treasurer</b>	<p>KS circulated the Management Report up to 31<sup>st</sup> August 2021 and Management Report for the O75s Tournament prior to the meeting. KS reported the following:</p> <ul style="list-style-type: none"> <li>• Match fees – KS informed Pam Farr and BC of those who have paid match fees upfront or c/f from last season</li> <li>• KS working through refund of junior match fees from last season. MH has contacted parents</li> <li>• Summer training – NM explained that it had been difficult collecting monies for training. So far we have not been charged for coaching or pitch. KS/NM agreed to look into how to make this more efficient for next season.</li> <li>• KS has emailed Bill Greenwood to thank him for all the information re O75s. JC to thank Bill Greenwood on behalf of the Exec for a successful event, despite all the issues with Covid.</li> <li>• Junior Summer Camp – Currently £676 profit, though invoice for t-shirts still outstanding.</li> </ul>	<p><b>KS</b></p> <p><b>NM/KS</b></p> <p><b>JC</b></p>

		<ul style="list-style-type: none"> <li>Membership Subs due this Saturday. Pam already sent out a reminder to ladies, BC to do send a reminder to men.</li> </ul>	<b>BC</b>
7.	<b>Report from Senior Performance</b>	<p>NM reported the following:</p> <ul style="list-style-type: none"> <li><b>Men</b> – Numbers low for 5 teams, only 80 players in total so far. Lost players to Uni, players not returned from covid break. Will review as time goes on</li> <li><b>Ladies</b> – Numbers quite low for 5 teams. Will give it a couple more weeks and will then decide whether to withdraw 5<sup>th</sup> team. No penalty, just lose entrance fee</li> <li><b>Coaching</b> Men's – All good so far Ladies - L1/2/3 good feedback re coaching; L4/5 numbers increasing but could do with more</li> <li><b>League</b> – fixtures start this weekend. JC wished all teams the best for the season Nothing further to report</li> </ul>	
8.	<b>Report from Junior Academy</b>	<p>PR reported the following:</p> <ul style="list-style-type: none"> <li>Training commenced last week. Numbers low, but to be expected with schools just returning back. Hopefully numbers will increase</li> <li>Flyers need to hand out to advertise training. CR offered to help, but needs original. BC/MH to retrieve and send to CR</li> <li>Some promising juniors should break through to the senior teams</li> <li>MH sent an email to all parents re payment options</li> <li>PR to man the gate til a suitable person is found</li> <li>JC reminded PR about junior awards evening. PR to put a date in the diary</li> </ul>	<b>CR</b> <b>BC/MH</b>  <b>PR</b>
9.	<b>Report from Operations</b>	<p>NT reported the following:</p> <ul style="list-style-type: none"> <li><b>Membership</b> – reminder to members that payment due by this weekend</li> <li><b>Pitch Bookings/Fixtures</b> – Pelicans have requested a change to the start time of 10:00am for L2 fixture. NT to advise not possible</li> <li><b>Umpires</b> – Lee Paris has informed NT that as a Club we are really struggling for umpires, due to those returning/attending university, others no longer available. PR offered to help. NM suggested we attend volunteers on a course which are online. JC and NT can both do final assessments. BC to advertise again on the website</li> </ul> <p>Discussion whether the East has a club liaison for umpires., someone to help clubs out with recruiting umpires. NM to investigate</p> <ul style="list-style-type: none"> <li><b>Kit</b> – JC advised that 12 items were purchased in September, 29 in total since July. Mainly men's playing shirt</li> <li><b>Socials</b> – <b>Beetle drive</b>, Clubhouse booked for Saturday 16<sup>th</sup> October, juniors (&lt;14) £3, seniors £5, chips included.</li> <li><b>Christmas</b> – Saturday 11<sup>th</sup> December, get together at Clubhouse</li> </ul>	<b>BC</b>  <b>BC</b>  <b>NM</b>

		<ul style="list-style-type: none"> <li>• <b>Awards Dinner</b> – NT to contact Gloria re food.</li> </ul>	
10.	<b>Club Development</b>	<p>MH reported the following:</p> <ul style="list-style-type: none"> <li>• <b>KLV</b> – MH met with NCC (North Northamptonshire Council) during the first week in September, email circulated to the Exec. <ul style="list-style-type: none"> <li>- Pitch can be resurfaced at a cost of c.£350K. Base work needs starting again before chock layer and turf can be laid which is c.£28K.</li> <li>- New fencing is included in the quote</li> <li>- Quote for new lights separately c.£40K (to be deducted from £350K)</li> <li>- No other security element included</li> <li>- The whole facility is not in planning for any development in the foreseeable future</li> <li>- NCC are unable to fund the whole amount but unable to commit to what they can fund at the moment</li> <li>- It is undecided what will happen to the pitch if it is not resurfaced</li> <li>- NCC are going to obtain two other quotes to compare with Notts Sports</li> </ul> </li> <li>• <b>Hanwood Park</b> <ul style="list-style-type: none"> <li>- It was confirmed there will be no astroturf pitch at the original proposed site</li> </ul> </li> </ul> <p>Next steps: MH to meet with Simon Dowdy (EH facilities) to review business models for the Club that suit us and meet our future plans.</p> <ul style="list-style-type: none"> <li>• <b>Hockey in Schools</b> – MH to complete a Proposal Form as soon as details are available</li> <li>• <b>Main Club</b> – Exec agreed we need a serious discussion very soon solely if/when a breakaway from the Main Club will happen. JC suggested we meet at the beginning of November, with a decision by Christmas. CR asked if the membership reduction is for this season only. NM to find out at next meeting. It was also questioned as to why the playgroup pay so low. NM to investigate.</li> </ul>	<p><b>MH</b></p> <p><b>MH</b></p> <p><b>JC</b> <b>NM</b> <b>NM</b></p>
11.	<b>Other</b>	<p><b>11.1 Welfare &amp; Safeguarding &amp; DBS</b></p> <ul style="list-style-type: none"> <li>• Nigel to attend Safeguarding course as 3yrs expired. JC to chase up</li> <li>• KS to renew Nigel’s DBS and check for other renewals/new applications</li> </ul> <p><b>11.2 Clubmark - Development Plan</b></p> <ul style="list-style-type: none"> <li>• BC confirmed we need to edit existing plan</li> </ul>	<p><b>JC</b> <b>KS</b></p> <p><b>BC</b></p>
12.	<b>Proposals from Sections</b>	NT has received a proposal for O75s tournament for next season. Exec to review	<b>All</b>
13.	<b>AOB</b>	<p><b>13.1 GDPR</b> – CR to collect signatures for Confidentiality Agreement for this season</p> <p><b>13.2 Engaging with Community</b> – CR to still contact Scouts and Guiding groups for October half-term tasters</p>	<p><b>CR</b></p> <p><b>CR</b></p>

		<b>13.3 Clubmark</b> – BC reported now half way through. Had some feedback from Andy Dale <b>13.4 Cricket Club</b> - Men's 1 <sup>st</sup> in a final v Peterborough. JC suggested we advertise on social media wishing them luck	<b>BC</b> <b>BC</b>
	<b>Close</b>	<b>Meeting closed at 9:45pm</b>	
	<b>Date of next meeting</b>	<b>Monday 11<sup>th</sup> October 2021, 7:30pm, at the Clubhouse</b>	