



Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 10th July 2019 7.30pm KHC Clubhouse

Item	Minutes	Action by	Actioned
Present	Jaime Cox (JC), Claudia Ringrose (CR), Barry Coe (BC), Liz Metcalfe (LM), Sophie Reynolds (SR), Mark Hawkins (MH), Jean Smith (JS), Kirsty Smith (KS)		
Apologies	None		
Minutes of last meeting	See actioned set of minutes as circulated. JC signed as correct.		
Matters Arising	Kirsty Smith was missing from the attendees from last meeting, apologies to her.		
1. Correspondence	1.1 Sports Awards nominations are now open – deadline Sunday 15th September. LM to advertise to club members 1.2 Goalkeeper training – email received from Matt Bennett, discussed and agreed to look at for future development	LM Exec	
2. Treasury Report	2.1 JC re-iterated the importance of confidentiality at these meetings. 2.2 KS now has access to the club bank account 2.3 KS is taking the treasury tasks forward from MB from 1 st July 2.4 KS advised that she intends look at number of tickets on the website and aim to reduce them to a more manageable number. KS must be informed if someone creates an additional ticket. KS also advises that once a ticket has finished it must be archived. 2.5 For security purposes all passwords to be changed, this is standard procedure when someone leaves the post. 2.6 KS to speak with GDPR officer for advice about how we ensure we are adhering to policy with regards to handover of information from one treasurer to another. JC happy to write to all committee members who have stepped down about this.	KS	

	<p>2.7 Cut-off date for finance previously agreed as 20th April of each year. New Exec are still happy with this.</p> <p>2.8 Sample membership card sample brought to meeting by KS mocked up. BC to send round sample wording to Exec for comment. Once a member their annual subs in whole or sets up a planned direct debit, KS will issue them with a KHC membership card, this means they are a member of the club for insurance purposes.</p> <p>2.9 Discount card - BC is looking at possible discounts to be accessed with membership card similar to rugby club.</p> <p>2.10 Selection policy and finance - Exec agreed that match fees should be paid in a timely manner and decided that 2 outstanding match fees should prevent the player from being available for selection for the following game until the payment is made. The reason for this is to reduce the amount of outstanding money which is bad for cash flow and also means the player is not insured. The plan is that a nominated person in each team should be nominated to chase the individual for the first outstanding payment via their team What's App group. The second outstanding payment will be chased direct from Treasury and any further action be taken by them. KS to inform captains of this plan at meeting to be arranged by CR later in the summer</p>	<p>BC, KS</p> <p>BC</p> <p>KS, CR</p>	
Development Plan – Progress vs strategy			
Senior Performance			
<p>3. Senior performance Men</p>	<p>3.1 Summer training – CBA, 05/07/19 – 09/08/19, Wednesdays from 7pm-8.30pm, led by Andy Sellers. Andy and Ant Paton collecting money. All captains informed.</p> <p>3.2 Men’s summer league matches - going well and sitting 3rd in the league. last game had 8 x U18 players and standard has been good.</p> <p>3.3 Skymoons summer league – some mixed results, some narrow defeats too.</p> <p>3.4 U18 - Decision needed on what competition the U18s enter to be made.</p> <p>3.5 M5 - Outstanding issue of somebody to organise M2-5s pre-season friendlies. Ant to ask Neil Manley as he did it last year. Andy may organise a block fixture against Rugby again?</p>	<p>MH, CR</p>	

	<p>3.6 Senior training – Bishop, starts 13/8/19 and 14/8/19</p> <p>3.7 Date of next meeting for Senior Performance team – Tuesday 23rd July. MH to also attend.</p>	CR/MH	
<p>4. Senior performance Ladies</p>	<p>4.1 Ladies meeting - Rob Mahony organised a meeting for ladies players on 26/6/19, including juniors playing senior hockey. The aim of the meeting was:</p> <ul style="list-style-type: none"> -Rob to introduce himself -Outline his remit as set by Senior Performance Chair: -Make the first team successful and play the highest level of hockey we can. -Rob explained he will do this by asking players to identify if they wish to play 1st team hockey, watch them play and liaise with captains and players. -KHC will provide a positive environment where players can grow and improve and have the common goal of succeeding for the club and their team mates. -To bring the younger players through and create a pathway to encourage their development whilst making sure all senior players have the opportunity to play and enjoy their hockey. -Introducing U16 and/or U18 in EH competitions in order to achieve a really positive approach to giving opportunities for the players who have fallen out of ‘junior’ hockey and a great step on the ladder to becoming the potential 1st team players of the future. -Numbers to determine teams to be entered. Parents keen to have a more ‘social’ element for the girls too. -To play attractive attacking hockey. -Playing without fear of making mistakes, and finding a way for each team to score goals. -Players join and play for the ‘Club’ -Clear guidelines for expectations for playing 1st team hockey <p>4.2 Summer league – three teams entered; players mixed across teams. All sides have provided good development opportunities for younger players. Sophie Reynolds team, Kettering Athletic, are top 3; Shez Coe’s team, Kettering United, mid-table; Lin Leach’s team, Kettering Rovers, nearer bottom. Thanks to Chris Hales and Nathan Thomas for umpiring.</p>		

	<p>4.3 Summer training – CBA, 04/07/19 – 08/08/19, Thursdays from 7pm- 8.30pm, £3/session, led by Rob</p> <p>4.4 Senior training – Bishop, starts 15/8/19</p>		
<p>5. Senior Performance Coaching</p>	<p>5.1 Fitness</p> <ul style="list-style-type: none"> -Andy has spoken to Ricky and will attend a session. -Ricky’s Monday night session at the clubhouse will continue to run 7.00-8.00pm £2 a session, all are encouraged to attend this. -10 participants attended the Hale Training session. All enjoyed it. Andy and Ant have gone ahead and organised a 10-week block for £300. Self-funding. Starting 12/8/19, 8:00-9:00pm. Ant has emailed captains. Anyone wishing to attend this should contact Andy Sellers. <p>5.2 Coaching Workshop – EH Introduction to Hockey Coaching workshops are 6 hours, mainly on the pitch; can be split across two evenings, but the workshop works much better as a straight 6 hours.</p> <ul style="list-style-type: none"> -Minimum requirement of 12 people, which can be either hosted as an “open” workshop, so anyone and everyone can book onto it, £90 per head, pitch costs paid up to £200. -A closed workshop, which costs £1000 and allows up to 20 people (still a minimum of 12 required), we will need to cover any pitch hire costs. -Either way, the course must be requested no less than 10 weeks before date required -CR has spoken to Andy advised him this is too expensive and asked him to look at other options, Exec agreed. CR meeting with Andy on 23rd July and will feed back. This will be added to the club development plan by CR with a view of regular financial and time investment in coach development going forward. <p>5.3 Selection Policy – circulated to Exec at last meeting. Discussed. CR to make appropriate amendments and re-circulate, then publish final version asap</p> <p>5.4 DBS – Tom Sellers has sent a list of those coaches which are DBS. Andy to liaise with Tom.</p>	<p>CR</p> <p>CR</p>	
<p>Junior Academy</p>			

6. Junior Academy

- 6.1 **Current Activities** - U14 Thursday night training morphed into U14 mixed 7/side games at Moulton. Managed by EW on a voluntary basis. Results have been mixed reflecting the varied availability of players.
- 6.2 EW almost finished at new primary school: St Edwards. Feedback from St Edwards is due over the next week or so.
- 6.3 **Junior training** - Proposed start date 10.09.19
- All coaches have been contacted and agreed age groups
 - Karen Mayes has agreed to manage all gate keepers
 - All registers will be done via Pitchero Manager App - No cash taken on the night
- 6.4 **Fixtures** - Need to work out additional fixture times/days - Sundays are difficult for every club as competing with Rugby and football (girls also). Pitch space and resource are a problem with clashes on most other days/times. Something we are working through.
- 6.5 **Finances** - Richard Lashbrooke has agreed to be Junior Treasurer. Yet to meet up and discuss reporting formats required for new season.
- 6.6 **Hockey Heroes** - 1st block planned for 17th Sep
- Champions will be Emma Storey and Mandy Starsmore-Young
 - Sidekicks will be Jessika and Stuart (Jessika's dad) Prestedge, Gracie Gault, Ben Mayes. Their coaching will take place at Wren on 13th July.
 - MH has all flyers and posters sent by EH
- 6.7 **Summer Camp** - aka Northants Development Camp:
- Places starting to fill up - up to 14 players so far with a target of 40.
 - Places at the Manor camp also starting to fill (7 so far) - its appreciated that we may lose a few to this camp.
- 6.8 **Schools Development** - Planning tournaments (x3) for 19/20 season with Northants Sports coordinator Paul Smith (who happens to also be the new competition coordinator at BSS). Idea is that KHC will provide 6wk training blocks in run up to each tournament (possibly KHC funded or grant)

	<p>-Satellite coordination with Northants Sports Matt Peleszok to target yr9 upwards. Target schools are Latimer (when they get their pitch) & Brooke Western</p> <p>6.9 Admin - All people in the right positions and ready to go!</p> <p>6.10 AOB - Ross M has samples of coaches jackets. Looking for quick sign off so we can get them ordered in plenty of time for the new season.</p> <p>6.11 Definition of a junior – Junior specific age group competitions e.g. U16, U18 are junior fixtures, therefore under MH (junior academy) remit. Junior aged players playing in senior weekend fixtures will be under CR (senior performance) remit.</p> <p>6.12 Indoors - Discussed moving indoors for junior training for a period of time during winter months as too cold for small children outside, KS to look at availability in the Bishop gym (sports hall is not available).</p>	KS	
Operations			
<p>7. Operations Communications</p> <ul style="list-style-type: none"> -social -social media -webmaster -sponsorship 	<p>7.1 Hockeyfest – August 31st confirmed as date. BC emailed Sue Russell to ensure cricketers are informed.</p> <p>-Opro are booked for 31.08.19 10am – 12pm. BC to put on website and SR to find out idea of numbers and go back to Opro.</p> <p>-SR approached Ant and Justin but both are unable to do BBQ, LM suggested SR approach Jan & Jake Randle to ask.</p> <p>-Agreed that we will not invite dignitaries as it is intended to be more of a club day. Families and friends and those wanting to have a go are welcome.</p> <p>-SR has contacted Ross M about invite to SilverFX, awaiting reply.</p> <p>-Discussed change of traditional fixture times / structure to encourage more mixing of teams and better integration, Exec agreed. SR to liaise with Ant and Rob about switching to 7 a side format with mixed gender and ability teams in a tournament style. KS advised that at Bishop Stopford music is allowed, but cooking and alcohol is not. Possible to have dance hall room for refreshments, KS to check availability. Captains need to be advised.</p> <p>7.2 Website - From 1/8/18 to current we have had 30,774 visits with the best day being Sunday. Our average view is only 2.27 pages though.</p>	<p>BC</p> <p>BC, SR</p> <p>SR</p> <p>SR</p> <p>SR</p> <p>KS, SR</p>	

	<p>-Our best day was 14th October (255 visits). -Our Pitchero hockey ranking has dropped to 10.71 although during the season we are consistently in the top ten, peaking at 2. -Pictures and video get most interest. -We have completed our SSL Certificate so are now fully secure and Pitchero are going to roll out a new website template from early July. -Also payment should be available through the App for next season - that should make payments easier.</p> <p>7.3 Social events - events proposed as follows, dates TBC:</p> <table border="1" data-bbox="510 619 1527 932"> <tr><td>Event</td></tr> <tr><td>Hockey Fest BBQ</td></tr> <tr><td>Beetle Drive (held in March last year)</td></tr> <tr><td>BINGO</td></tr> <tr><td>Christmas Quiz</td></tr> <tr><td>Race Night</td></tr> <tr><td>Cheese and Wine End of Season</td></tr> <tr><td>End of Season Awards Dinner</td></tr> </table> <p>7.4 Newsletter to be taken over by Operations from LM, BC to put request on website for someone with graphics knowledge to come up with a good template.</p>	Event	Hockey Fest BBQ	Beetle Drive (held in March last year)	BINGO	Christmas Quiz	Race Night	Cheese and Wine End of Season	End of Season Awards Dinner	SR, BC	
Event											
Hockey Fest BBQ											
Beetle Drive (held in March last year)											
BINGO											
Christmas Quiz											
Race Night											
Cheese and Wine End of Season											
End of Season Awards Dinner											
<p>8. Operations Playing -umpires -fixtures -pitch booking</p>	<p>8.1 Umpires – Level 1 umpire course date is 8th September 10.00am – 12.30pm at Bishop, -Young umpire course date 15th September 9.00am – 3.30pm, SR has started the England Hockey proposal forms but will need confirmation of numbers prior to completion. LM to send dates to Angi (NCWHA), also Leics and Warks – BC to provide contact details to LM to circulate.</p>	SR, BC, LM									
<p>9. Operations Admin -membership -main club</p>	<p>9.1 JS reported an issue with the shopping aspect of the website where she was unable to access Silver FX. BC to look into this.</p>	BC									

-kit			
10. Feedback from sections not covered by above headings	<p>10.1 JC expressed thanks to Rob Mahony (Ladies chairperson) and Ant Paton (mens chairperson) who have both met and sent out correspondence to players.</p> <p>10.2 Indoor training possibility discussed for seniors. SR to ask Nathan Thomas to investigate indoor pitch hire for Jan and Feb in venues other than Bishop and feedback availability to Exec.</p> <p>10.3 Development plan – CR and BC to look at what to archive and what items should remain active. Agreed to have a rolling season development plan with cut of date of 20th April to archive any inactive or completed items</p>	SR	
		CR, BC	
Other			
11. Welfare and safeguarding	<p>11.1 Safeguarding meeting - CR has contacted Nigel Parkes outlining requirements for a captains and coaches meeting again late summer. KS also to speak about finance, BC to speak about Pitchero, Amy March to speak about social media. CR to see if Nigel can do 9th September, if not 2nd September which clashes with main club committee in which CR to ask Tom Sellers to see if main club would change venue for that one meeting.</p> <p>11.2 Safeguarding booklet – Nigel Parkes is considering putting together a small working party to develop a safeguarding children booklet to ensure that children know who they can go to if they feel unsafe and what they should do. CR to feed back Exec agreement for Nigel to go ahead and organise a working group</p>	CR	
		CR	
12. Facilities	12.1		
13. Proposals from sections	13.1 EX31-OP20-MH-10.07.19 – Proposal for coaches jackets for leads and assistants. Investment in coaches. Agreed by Exec and signed off by JC. MH to contact Ross Matheison to arrange purchase	MH	
14. Any other business	14.1 Set dates for future Exec meetings – 27 th August 2019, 1 st October 2019, 5 th November 2019, 10 th December 2019, 14 th January 2020, 18 th February 2020, 24 th March 2020.	JS, LM, BC	

	<p>14.2 Skymoos 50th Celebration – JS would like the event advertised and brought poster along. LM to scan the poster and circulate for publishing. JS to see if she can get electronic version to BC.</p> <p>-JS would like a ticket to be added to Pitchero for existing club members to purchase tickets for the event. Different levels of involvement available, £20 for all day adult, £15 for all day age 12-18, £10 for matches or entertainment without food, £0 ages 12 and under. KS to look into this.</p> <p>-Games on pitches until 1pm, 7 a side followed by presentations. Clubhouse open from 1pm for afternoon gathering. Buffet meal 2 – 3.30pm. Food also available in marquee. Live music from Divinity from 4pm onwards.</p> <p>-JS will need numbers in advance for the meal and for playing. JS to ask caterers what their latest cut-off date is for numbers. Hopefully numbers will be good, however if not JS will be liable for any debt. KS to pay invoices for food from ticket sales on Pitchero</p> <p>14.3 Umpire signage – KS to look to this as A3 laminated sheets for pitchside to promote respect for other players and umpires</p> <p>14.4 Mercian Hockey – Simon Mason been speaking with JC about potential kit and equipment sales</p> <p>14.5 TGI – Will attend the HockeyFest day.</p> <p>14.6 Back to Hockey – 13th August for 3 weeks at Bishop, then to decide whether to continue longer. LM is organising. Julia Telford has agreed to coach. Nathan Thomas to look at pitch availability on other days going forward if sufficient interest is there ? early slot</p> <p>14.7 Charities – Information gathered and charities agreed. BC to launch at HockeyFest club day.</p> <p>14.8 Membership on Pitchero – BC spoke with Richard Lashbrooke, he will make each field mandatory for completion on Pitchero for club registration purposes.</p> <p>14.9 Balls – BC looking at purchasing 120 balls as a direct result of sponsorship from Stimson Walton Bond Architects, specifically Adrian Ringrose</p>	<p>KS</p> <p>JS</p> <p>KS</p> <p>KS</p> <p>JC</p> <p>LM</p> <p>BC</p> <p>BC</p>	
--	--	---	--



15. Items for future	15.1 September 19 – Bobble hats proposal – to advertise and purchase at start of next season 15.2 September 19- start Clubmark renewal (Due Jan 2020) 15.3 November 2019 to review club policies as annual check 15.4 Planning for new pitch space 15.5 5-year financial plan		
16. Close	16.1 Meeting closed at 22.45		
Date of next meeting	27th August at Barry's House 7.30pm start (Section reports, proposals and update on actions to be submitted to LM 2 weeks prior) Dates for 2019/20 Exec meetings: 27th August, 1st October, 5th November, 10th December, 14th January, 18th February, 24th March.		