



Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 30th August 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			
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 Structure of junior academy now understood by all 2.2 John Cockburn is happy to help man the gate for junior training. Possibly others to rotate in and help. 2.3 All junior coaches have been confirmed 2.4 Goals and objectives agreed 2.5 Training to start 4 th September. MH to sort junior meeting for Andy Sellers to lay out coaching expectations 2.6 Games – Andy Dale to confirm fixtures 2.7 Admin – Cashless payments to be advised by MB on 23 rd Aug. Payment plan to be discussed within committee 2.8 Future development and strategies – need to attract more U8/U10, KDL to create letter. Intro pack/flyer for primary schools to be developed. 2.9 Can KHC help fund a small number in the first instance? Exec committee approval in principle, MH to detail specifics / action plan	MH MH MH	Fixtures have now been received.

	<p>2.10 Aim to find another person(s) to go out to more schools to coach primary school age kids. Ongoing.</p> <p>2.11 Sponsorship – MH almost completed letter</p> <p>2.12 Kate Drake Lee needs access to club email addresses for juniors. MH to discussed possibility of using Pitchero membership database. BC to allow correct access via Pitchero.</p> <p>2.13 JDC assessment dates – age group timings to be confirmed nearer the time</p> <ul style="list-style-type: none"> • 16th & 23rd Sep @ Oundle • 7th & 21st Oct @ Oundle • 25th Nov @ Oundle • 13th Jan @ Oundle • 10th Feb @ Oundle • 17th Mar @ Oundle <p>2.14 Summer Camp – attended by 48 children, coached by TS and EW and assisted by several juniors</p> <p>2.15 Discussed issues with coach recruiting more coaches. Club needs to keep better control of this for safeguarding and financial issues.</p> <p>2.16 Junior meeting conducted on 23rd Aug</p> <p>2.17 Junior fixtures are now on website ref BC</p>	<p>MH BC</p>	
<p>3. Senior performance Report</p>	<p>General:</p> <p>3.1 Captains & Coaches invited to meeting (23/8/18) with Nigel Parkes to discuss safeguarding and wellbeing. Those unable to attend will need to attend catch-up session, list sent to LM. Claire Jennings unable to attend due to illness but will make herself known to all captains.</p> <p>3.2 Action points to be raised at Exec Meeting.</p> <p>3.3 MB presented Cashless payment presentation. Those unable to attend will need to discuss with Matt. All captains have been</p>		

	<p>3.20 County – All players to be registered for County. Currently collection signatures from players.</p> <p>3.21 County League - Starred players (4 from each of 1's, 2's and 3's) to be sent to League Secretary before first league game</p> <p>Squad Selections:</p> <p>3.22 1's – No new players – need to trim to squad of 15 (though waiting on fixtures for Wellingborough School)</p> <p>3.23 2's – Finished last season with 12. Two currently injured, 1 unavailable, 1 moving to 1s. Need to bolster with either new or from 3s.</p> <p>3.24 3's – Number unavailable from last season. However, some injured members back playing, plus promotion from 4s.</p> <p>3.25 4's – Numbers look OK but weekly availability of core 11 is still a challenge for Pam Farr. Several from Back to Hockey. Eddie to coach and Exec feel session should be kept to 1 hour as a focussed session keeping the session moving.</p> <p>3.26 Juniors – encourage to stay on for senior training (Sunday players who don't go to Tuesday night sessions)</p> <p>Training/coaching:</p> <p>3.27 Notoriously low – several missing for part or all of the pre-season.</p> <p>3.28 Only Eddie unavailable for much of August and early September – Telf and Bill to cover</p> <p>3.29 During the season – Telf will not be able to make Tuesdays. MH to see if junior boys can help.</p> <p>3.30 Some 2's to be invited to stay on for 1's training. Better 4's to be invited to 2's/3's training (though this is a Wednesday).</p> <p>3.31 Juniors – encourage better juniors to stay on for senior training</p> <p>Selection Policy:</p>		
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	3.32 Captains to email CR Goals/Objectives for their team. CR to chase captains	CR	
4. Operations Report	<p>4.1 Banner arrived for Club of the Year from England Hockey, no club name or logo on it. CR to speak with contact about club signage adding.</p> <p>4.2 Social dates are set and have been advertised in last newsletter:</p> <p>4.3 October 13th - Murder Mystery Evening</p> <p>4.4 November 10th - Bingo</p> <p>4.5 December 08th - Christmas Quiz</p> <p>4.6 February 02nd - Race Night</p> <p>4.7 March 02nd - Beetle Drive</p> <p>4.8 April 12th, 13th, 14th – Over 75’s tournament</p> <p>4.9 April 27th – Awards Night and Dinner Dance</p> <p>4.10 Umpires being dealt with very well by Sophie Reynolds. Some assessments coming up. With County help getting more umpires through the system. Umpiring forum to be on 17th Sept at KHC.</p> <p>4.11 Cambs HUA situation dealt with ref JC</p> <p>4.12 Charities Cransley Hospice agreed. Suggested Golden Years as second charity set up by ex-KHC player Megan Poole. Agreed by Exec as 2nd charity. LM to contact charities to advise.</p> <p>4.13 Keys for captains and access to clubhouse – LM to speak with Tom.</p> <p>4.14 Clarification of changing rooms – All HOME mens and ladies teams to use ‘indoor’ sports hall changing rooms where we have installed white boards. AWAY ladies teams to be directed to gym ladies changing rooms. AWAY mens teams to use the ‘outdoors’ sports hall changing rooms. Bishop to do signage. LM to send details of this arrangement in match day confirmation email.</p> <p>4.15 Now have holding stock of playing kit with SilverFX.</p> <p>4.16 Newsletter well received. Ask for articles from members.</p>	<p>CR</p> <p>LM</p> <p>LM</p> <p>LM</p> <p>LM</p>	

<p>5. Treasurer report</p>	<p>5.1 We introduced e-payments for the Men's pre-pre-season training and the interclub friendly (14th July) with some success. Membership and annual subs have been added to the website with the following take up (at 28/8):</p> <p>5.2 Senior – 14, Family A (1 adult & 1 student) – 0, Family B (1 adult & 2+ students) – 2, Family C (2 adults & 1 student) – 1, Family D (2 adults & 2+ students) – 2, Junior/Student – 3, Student A (2 students) – 0, Student B (3+ students) – 0, Unwaged – 2, Over 65 – 2, Associate – 1.</p> <p>5.3 According to Pitchero since we started e-payments our revenue has been £1,817, this does include some cash taken at the inter-club friendly but excludes cash from pre-pre-season training, fitness and summer camp.</p> <p>5.4 A successful briefing for captains and coaches with some issues to be discussed/resolved held on 23rd August.</p> <p>5.5 Spreadsheet provided by MB about providing log of coaches who attend training. Suggested adding question of who coached during the week to match sheet. Agreed seniors to add coaching details to match sheets. Juniors to be done on the night by the administrator.</p> <p>5.6 Thanks from the Exec to MB for getting e-payments arranged.</p> <p>5.7 Review of expenses accrued by Exec. Exec agreed not to take any expenses.</p> <p>5.8 Match fee discussion following on from captains and coaches meeting. All players to play full match fees regardless of if they only play half a game. The reason for this is because match fees also pay for the following weeks training, pitch, umpire, transport costs etc. As usual there is the option of speaking confidentially with MB in any case of financial hardship.</p> <p>5.9 Insurance – MB has discovered that everyone over 80 is not covered by club insurance for personal liability. MB contacted insurance</p>	<p>MB, MH</p>	
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	company who say they cannot insure anyone over 80. MB to contact England Hockey to find out how they cover older players.		
6. Development plan progress vs strategy	<p>6.1 MB now has google link to development plan from BC</p> <p>6.2 BC to review development plan and update with safeguarding and umpires forum</p> <p>6.3 New captains to complete online safeguarding course. BC to contact them.</p> <p>6.4 Tom Sellers still doing DBS checks for club. LM to confirm this with TS</p> <p>6.5 To print off hard copy of development plan and display in clubhouse for members to view</p>	<p>BC</p> <p>BC</p> <p>LM, TS</p> <p>BC</p>	
7. Correspondence	7.1 Nothing new which has not already been dealt with		
8. Proposals from sections	8.1 None at this meeting. BC to propose purchase of chairs/bench for dugouts. MB to propose power to the pitch shed for future meeting.	BC, MB	
9. Any other business	<p>9.1 Osaka / MT13 response – discussed within Exec JC to go back to them with response to their revised proposal.</p> <p>9.2 HockeyFest update – LM updated Exec about plans for 8th Sept. Confirmed attendees are Mayor of Kettering James Burton, England Hockey non-exec Director Mike Stoddard, Kathryn Jenkins SilverFX. To cordon off parking spaces for Mayor and EH rep. OPRO gumshield offer, currently have 7 interested, OPRO want 10 to attend, LM to send further email to advertise. Discussed that some matches will be finishing late and will be tight to get to club for 5pm meet. ? push back speeches from 5.30pm to 6.30pm. LM to speak with social team.</p> <p>9.3 Welfare and wellbeing – Safeguarding meeting with captains/coaches and Nigel Parkes club welfare officer. Underage drinking is not permitted. Exec to issue statement. Travel advice to advise regarding car roadworthiness and drinking after playing.</p>	<p>JC</p> <p>LM</p> <p>LM</p>	

	<p>Exec to issue strong advisory to remind people they should be under the legal limit. Discussed in Exec and LM to go back to Nigel Parkes for assistance with wording.</p> <p>9.4 LM to email Nigel and Richard Lashbrook about the content of the online membership form as it does not currently say the same as the previous paper version. To match up.</p> <p>9.5 LM to contact Amy March about adding Whats App groups to club's social media guidelines.</p> <p>9.6 MH to ensure correct junior / adult ratio. In hand.</p> <p>9.7 LM to email Nigel to get copies of sets of documents given out at Safeguarding meeting.</p> <p>9.8 Welfare officer details to be visible. Front of website. Laminated poster for clubhouse. Photos of Exec to be displayed in clubhouse, each Exec member to take own photo and send to BC to collate.</p> <p>9.9 Captains access to database / clubhouse – discussed access to member records for medical purposes. MB to contact Pitchero about database management and appropriate access for people who need to know.</p> <p>9.10 Dates for next year's exec meetings. 27th September, 1st November, 6th December, 10 January, 28th February, 28th March. LM to check dates with Sue Russell. All to start at 7.00pm.</p> <p>9.11 How to use gmail sheet done previously by JC, JC to re-circulate</p> <p>9.12 Back to Hockey sessions running well after slow start. 8 players, majority of them now staying on to later senior sessions.</p> <p>9.13 Summer JDC camp – BC would like to bring to Bishop Stopford next year</p> <p>9.14 SilverFX delivery dates are extremely long currently, Ross Mathieson has been in contact with them.</p> <p>9.15 MRHA will now become MRHA Ltd, with new policies etc. Briefing paper coming out ref CR.</p>	<p>LM</p> <p>LM</p> <p>MH</p> <p>LM</p> <p>LM, BC</p> <p>MB</p> <p>LM</p> <p>JC</p>	
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10. Items for future	10.1 Over 75 tournament organisation 10.2 Coaching cost analysis 10.3 Coach education 10.4 Head coach ongoing 10.5 5-year financial plan 10.6 November 2018 to review club policies as annual check 10.7 Jan 2020 start Clubmark renewal		
11.	11.1 Meeting closed at 22.50		
Date of next meeting	27th September 2018 Clubhouse 7.00pm (Section reports, proposals and update on actions to be submitted to LM by 13 th September 2018)		