



## Kettering Hockey Club Executive Committee

### Minutes of Meeting 18<sup>th</sup> May 2017

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
<b>Present</b>	Jean Smith (JS), Jaime Cox (JC), Barry Coe (BC), Tom Sellers (TS), Liz Metcalfe (LM)	
<b>Apologies</b>	None	
<b>Matters Arising</b>	To remove fixtures secretary from selection committee	<b>LM/TS</b>
<b>Regular agenda items</b>	<p>Discussed and agreed. As the meetings progress adjustments to agenda items become apparent.</p> <ul style="list-style-type: none"> <li>• Matters Arising from previous minutes</li> <li>• Report from Junior Academy Chairperson</li> <li>• Report from Senior Performance Chairperson</li> <li>• Report from Operations Chairperson</li> <li>• Report from Treasurer</li> <li>• Correspondence</li> <li>• Proposals from sections</li> <li>• Update on progress vs strategy</li> <li>• Any other business</li> <li>• Methods of communication (for 1<sup>st</sup> meeting only)</li> </ul>	
<b>Rules of sub-committees</b>	<p>Minutes of sub-committee meetings to be forwarded to The Exec within 1 week of meeting</p> <p>Any proposal to be sent to Secretary by the relevant Sub-committee chairperson in advance of Exec meeting. No proposals will be discussed on the night if not sent in advance</p> <p>The Exec will discuss proposals and decide on 3 outcomes:</p> <ul style="list-style-type: none"> <li>• Pass and approve</li> <li>• Passed back to sub-section for more information to be provided</li> <li>• Refused completely with reasons given</li> </ul>	
<b>Exec Meeting dates</b>	<p>Dates set for upcoming season. Thursday evenings 7.30pm at clubhouse unless advised otherwise.</p> <ul style="list-style-type: none"> <li>• 7<sup>th</sup> Sept 2017</li> <li>• 19<sup>th</sup> Oct 2017</li> <li>• 7<sup>th</sup> Dec 2017</li> <li>• 11<sup>th</sup> Jan 2018</li> <li>• 22<sup>nd</sup> Feb 2018</li> <li>• 29<sup>th</sup> Mar 2018</li> </ul> <p>Sub-committee chairs to be invited to these meeting Secretary to send out reminder 1 week in advance</p>	<b>LM</b>
<b>Club rules &amp; Code of Conduct</b>	<p>Club officers discussed. TS to update rules and re-circulate</p> <p>Quorum discussed for The Exec as 4 people</p> <p>Quorum discussed for the AGM as 10 people</p> <p>Junior structure changed as per item below</p> <p>Senior development officer name to be changed to 'Club Development Officer'. New committee structure to be adjusted to include this as</p>	<p><b>TS</b></p> <p><b>LM</b></p>



	<p>separate position on right side and overseen directly by The Exec and delegated if required.</p> <p>New committee structure to be amended to reflect 'All Men's Team Captains' and 'All Ladies Team Captains' to reflect and include vets teams. Also to add a 'Coaches' box under each section.</p> <p>Code of conduct already exists. To re-circulate and put on website.</p>	<p><b>LM</b></p> <p><b>BC</b></p>
<b>Junior academy structure</b>	<p>LS has adjusted the Junior academy structure to include:</p> <ul style="list-style-type: none"> <li>• Junior Academy Chairperson</li> <li>• Junior Secretary</li> <li>• Junior Social Secretary</li> <li>• Junior Development officer</li> <li>• Junior Manager Rep (to represent various age group managers)</li> <li>• Junior Coaching Rep (to represent various age group coaches)</li> </ul> <p>Exec committee has agreed structure. LM to update new committee structure</p>	<p><b>LM</b></p>
<b>Committee positions</b>	<p>Following the change to committee structure agreed at the EGM, nominations have been received and posts filled as follows:</p> <ul style="list-style-type: none"> <li>• Men's Chairperson – Mark Hawkins</li> <li>• Junior Academy Chairperson – Mark Hawkins</li> <li>• Junior Development Officer – Eddie Walker</li> <li>• Junior Social Secretary – Emma Storey</li> <li>• Over 50's vets captain – Tony Heath</li> <li>• Operations Chairperson – Amy March</li> <li>• Fixtures Secretary Ladies – Laura Newlyn (on proviso that ladies captains arrange own fixtures. LM to advise captains)</li> <li>• Fixtures Secretary Men – Nathan Thomas</li> <li>• Social Secretary – Kate Metcalfe (to work with Ant Paton who represents the men)</li> <li>• Fundraising, Marketing and Sponsorship Secretary – Jan Randle</li> <li>• Ladies chairperson – Claudia Ringrose</li> </ul> <p>JC to write letters for LM to complete and send on to all nominees for either acceptance to Exec Committee, Sub-Committee or Unsuccessful</p> <p>Vacant roles: Umpires secretary, Junior managers rep and Junior coaching rep.</p> <p>Suggestions made regarding junior posts. JC will contact Louise Storey to fill posts</p> <p>Suggestion made for BC to approach Mark Stevens regarding Umpires Sec and offer Associate membership</p> <p>Further discussions made regarding possibility of approaching other umpires who may be happy to umpire at home (John Coulson, Charlie Bridgford, Richard Pearce). Umpires Sec to approach when post filled.</p>	<p><b>LM</b></p> <p><b>JC / LM</b></p> <p><b>JC</b></p> <p><b>BC</b></p>
<b>Men's league vote</b>	<p>Notification of change to rules from Men' league. Agreed to vote for the change. Requires signature of ballot paper x 3 (one per team) and post back by 2<sup>nd</sup> June.</p>	<p><b>LM</b></p>
<b>Clubmark</b>	<p>BC has completed some sections online.</p>	



	BC to speak with Andy Dale BC and TS to report back to The Exec at next meeting Ideally Clubmark to be in place before pitch unveiling	<b>BC / TS</b>
<b>Fundraising &amp; equipment</b>	Jan Randle investigating funding for shed and/or dugouts at new pitch. Need to hold off until the school has decided what they want. LM to advise. Neil Manley has requested a goalkeeping kit to be purchased. LM to feedback to fundraising sec	<b>LM</b> <b>LM</b>
<b>Club development</b>	<b>Back to hockey</b> – LM arranging. BtH dates Tuesday 25 <sup>th</sup> July – 29 <sup>th</sup> August 2017 (6 weeks) 6.30 – 7.30pm at KLV pitch Pitch costs to be funded by Steven Edwards at KBC No funding available from Andy Dale this year <b>Summer hockey week</b> – TS arranging August 14 <sup>th</sup> to 18 <sup>th</sup> (1 full week) 10am – 3pm at KLV pitch £95 for the week. Ages school years 7 – 11. Kids to bring own lunch. <b>Preseason hockey</b> – 4 weeks from 8 <sup>th</sup> – 29 <sup>th</sup> August 7.30 – 9.30pm pitch booked <b>Pitch opening celebrations</b> – LM liaising with Liana and Kirsty at Bishop Awaiting info from Kirsty on return from holiday. Date TBC	<b>LM</b>  <b>TS</b>  <b>TS</b>  <b>LM</b>
<b>Men's 4<sup>th</sup> Team</b>	Discussion regarding possibility of starting a men's 4 <sup>th</sup> team. TS to approach Neil Freeman to captain, also possibility of Brendan Reed in goal plus several youngsters moving up into senior age group. Deadline for entering teams in East league is 31 <sup>st</sup> May. BC to check about possible late entry.	<b>TS</b> <b>BC</b>
<b>Communication</b>	Unfortunate episode with BtH player from last year who appears to have fallen through the net. Methods of communication to be item on next Exec meeting agenda. Need drive to get membership on Pitchero website and update personal details Twitter policy – each team to have Twitter rep who will read policy. Policy to be on website.	<b>LM</b> <b>TS / BC</b>  <b>BC</b>
<b>Any other business</b>	Approach made by 'Kettfest' via Amy March. LM to ask AM to gather more details about this.	<b>LM</b>
<b>Date of next meeting</b>	Additional meeting arranged and LM to invite whole Exec committee <b>Thursday 29<sup>th</sup> June 2017 7.00pm</b> . Potentially at Bishop Pitch to start with if pitch is available. BC to confirm	<b>LM</b> <b>BC</b>