



Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 5th July 2017

Item	Minutes	Action
Present	Jaime Cox (JC), Barry Coe (BC), Liz Metcalfe (LM), Claudia Ringrose (CR), Mark Hawkins (MH), Amy March (AM)	
Apologies	Jean Smith (JS), Tom Sellers (TS)	
Matters Arising	None	
1. Feedback of actions from previous minutes	1.1 Discussion around previous minutes including explanation of full minutes and redacted ones for publishing 1.2 To itemise points for future minutes 1.3 Any items not actioned should be copied and pasted to next minutes until completed 1.4 Everything which will go in the public domain should be pdf file	All LM LM All
2. Protocol for Exec meetings	2.1 Everything is confidential and aim to portray professional image 2.2 Club rules are on website to be pdf 2.3 New club structure adjusted and to be circulated with minutes 2.4 Executive meeting dates Thursday evenings 7.30pm at clubhouse; 7 th Sept 2017, 19 th Oct 2017, 7 th Dec 2017, 11 th Jan 2018, 22 nd Feb 2018, 29 th Mar 2018 2.5 Secretary to send out reminder 2 weeks in advance and include reminder for section report, proposals and update on actions from previous minutes to be submitted 1 week in advance 2.6 Disciplinary committee consists of JC and BC. CR suggested there needs to be an appeals process. This will be added to the next agenda 2.7 Standardised agenda to be used at each meeting 2.8 The Exec does not need to be copied into all correspondence, only that the section chairpeople consider relevant. 2.9 Proposal form devised by JC, discussed and to be circulated. 2.10 All proposals to be signed off by section chairperson and submitted 1 week in advance of Exec meeting 2.11 Proposal forms to be numbered by section chairperson. JA1 etc for Junior Academy committee, SP1 etc for Senior Performance committee and OP1 etc for Operations committee. 2.12 Proposal forms to be numbered centrally by LM and kept for future reference. These can be put as pdf on website for transparency and to show club actions 2.13 KHC Gmail account – All Exec to have access. JC devised Gmail policy and user guide. JC to circulate	All BC LM LM All LM All JC MH, CR, AM MH, CR, AM LM JC



	<p>2.14 Must ensure any KHC Gmails are sent to KetteringHC and all recipients to be put into the BCC box so as not to advertise club members personal addresses.</p> <p>2.15 Request from JC is to review Gmail regularly but only open email conversations directly relevant to you to ensure nothing is missed</p>	<p>All</p> <p>All</p>
<p>3. Junior Academy Report</p>	<p>3.1 Meeting soon to determine plan for season and bring structure and development plan together</p> <p>3.2 Challenges are to identify coaches and structure depending on training times. This is work in progress.</p> <p>3.3 Eddie Walker is likely to continue the satellite training at Bishop Stopford school on Mondays</p> <p>3.4 Aim to create programme through Key Stages and have clear interface with Northants County set up.</p> <p>3.5 Aim to create some additional small sided fixtures with other schools and promote KHC through these.</p>	<p>MH</p>
<p>4. Senior performance Report</p>	<p>4.1 Had meeting with ladies Captains and discussed players, squad numbers, coaching and training. Men met the following evening</p> <p>4.2 Discussed lack of coaches including ladies 1sts where coach has had to withdraw due to ill health</p> <p>4.3 Clear regular commitment is key for any coach appointment</p> <p>4.4 TS to send CR and MH list of KHC's qualified coaches</p> <p>4.5 CR to speak with BC and MH about coach appointments</p> <p>4.6 Goalkeeping coaching requested. Agreed that this is important. Could be run internally, names mentioned to approach to help. Timing would be important, potential early Saturday or Sunday mornings as dedicated regular session. CR to speak with BC and AM to arrange.</p> <p>4.7 Cup games – CR and MH to ask Captains, Vets and Juniors which cups they want to enter this year and advise TS</p> <p>4.8 CR reported that to reduce risk of small clubs folding, NCWHA is allowing two teams in Div 2 to complete matches as friendlies rather than league games.</p>	<p>TS, CR</p> <p>TS, CR, MH</p> <p>CR, BC, AM</p> <p>CR, MH</p>
<p>5. Operations Report</p>	<p>5.1 AM reports first meeting of Operations section next week</p> <p>5.2 Twitter – Policy sent to all team Twitter reps, however AM has re-enforced this as some names have been tweeted which shouldn't have been.</p> <p>5.3 Policy states not to post names in headline as they become live and cannot be subsequently deleted if needed.</p> <p>5.4 Any information pulled to Twitter direct from the Pitchero website can have names as the original item can be deleted if required and no longer be live.</p> <p>5.5 Do not use any junior details for child protection reasons</p>	<p>AM</p> <p>AM</p> <p>All</p> <p>All</p>



	<p>5.6 Facebook – AM reports she has people contacting her on FB. AM sends relevant information to answer enquiry but no contact information is currently retained.</p> <p>5.7 AM will now send contact information to CR and MH for them to filter through to Captains.</p> <p>5.8 TS to keep database of these contacts to keep track of enquiries made and then keep track on how many people then convert to members.</p> <p>5.9 Website – AM reports the old ktsc website is still available and has out of date and non-archived information on it.</p>	<p>AM</p> <p>AM, CR, MH</p> <p>TS</p> <p>AM, TS</p>
6. Treasurer report	6.1 Nothing to report at this stage	
7. Correspondence	<p>7.1 Andy Dale EH relationship officer to attend KHC Exec meeting on 19th October. BC to co-ordinate to Andy.</p> <p>7.2 Andy Dale has taken on larger area to manage still to be supported by Elaina Leithead</p> <p>7.3 Hockeyfest email received, KHC to register interest. LM to send email to AM to register and look at details with section. Once pitch date confirmed Exec to devise specific plan for the day and delegate organisation to relevant sections. Once confirmed then to advertise amongst members, Bishop school children.</p> <p>7.4 Back to Hockey. Advertised by AM on Facebook today. AM to continue to recirculate this regularly. Suggestions also to look at electronically contacting local Gyms and First for Wellbeing</p> <p>7.5 Summer hockey week – TS arranging. August 14th to 18th (1 full week) 10am – 3pm at KLV pitch £95 for the week. Ages school years 7 – 11. Kids to bring own lunch. AM to advertise and BC to put on website</p> <p>8. Preseason hockey – 5 weeks from 1st – 29th August 7.30 – 9.30pm pitch booked. AM to advertise and BC to put on website</p>	<p>BC</p> <p>LM, AM</p> <p>LM, AM</p> <p>TS, AM, BC</p> <p>AM, BC</p>
9. Update on progress vs strategy	<p>9.1 BC presented update on Clubmark application and what still needs to be completed. Main issue is Development plan. BC to circulate existing plan for Exec input and return before next meeting</p> <p>9.2 TS to complete Fixtures Live affiliation</p> <p>9.3 TS to send round job descriptions for Exec input</p> <p>9.4 Development plan to be on agenda for next meeting</p> <p>9.5 JC suggested arranging for projector and laptop to update Clubmark online at next meeting.</p>	<p>All, BC</p> <p>TS</p> <p>TS, All</p> <p>LM</p> <p>JC</p>
10. Proposals from sections	10.1 AM proposed change of website address. Agreed by Exec and AM to discuss with TS	AM, TS
11. Any other business	11.1 TS to look at projected cost implication of longer training hours compared to last year bearing in mind	TS



	<p>reduced expenditure from L2/3 and M2/3 playing each other and increased junior membership</p> <p>11.2 Training times – Tuesday and Wednesday 6-9pm pre-booked at Bishop: Tuesdays – Juniors full pitch 5.30pm – 7.30pm, Ladies 4/Back to Hockey and Mens Development ½ pitch each 7.30-8.30pm Wednesdays – Ladies 2 & 3 full pitch 6-7pm, Ladies 1 and Men ½ pitch each 7-8pm, Men full pitch 8-9pm Times agreed by Exec and to be circulated on gmail by LM, website by BC and social media AM. CR and MH to inform captains and junior secretary</p> <p>11.3 Umpire administrator – Changed focus of advert from Umpires Secretary to an admin role which does not require umpire knowledge, unfortunately no volunteers.</p> <p>11.4 Umpire course being arranged by TS. Details to be confirmed. Once finalised CR requested that details be sent to Chris Rowland Jones at NCWHA to circulate</p> <p>11.5 League handbooks LM to contact County, Midlands and England Hockey to inform them of new pitch details for handbooks.</p> <p>11.6 Player Transfers BC to look at East rules regarding transfer of men’s players and CR to look into ladies transfers</p>	<p>LM, AM, BC CR, MH</p> <p>TS</p> <p>LM</p> <p>BC, CR</p>
<p>Date of next meeting</p>	<p>Thursday 7th September 2017 7.30pm clubhouse (Section reports, proposals and update on actions to be submitted to LM by 24th August)</p>	