



Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 2nd November 2017

Item	Minutes	Action by	Actioned
Present	Jaime Cox (JC), Barry Coe (BC), Claudia Ringrose (CR), Mark Hawkins (MH), Amy March (AM) Liz Metcalfe (LM), Tom Sellers (TS). Guest - Andy Dale (AD) from England Hockey		
Apologies	Jean Smith (JS)		
Matters Arising	None		
1. Feedback of actions from previous minutes	1.1 See actioned set of minutes as circulated. 1.2 Last minutes signed by JC		
2. Junior Academy Report	2.1 County Squad - Approximately 35 kids got into the County squad, split as follows: Boys x 12 across 3 age groups u13, u15 and u17 and Girls x 23, split as follows: 2 u17, 4 u16, 5 u15, 6 u14, and 6 u13, 3 of our 11yr olds were included in the u13 nos. 2.2 School affiliation is roughly 17 names from Bishop Stopford and 7 from Brooke Weston (Eddie didn't know the rest). 2.3 Junior kit - Louise is requesting some kit, no proposal form received yet. MH to follow up. 2.4 Training - Still exploring possibility of one of the junior groups moving training to Wed night, as this may help ease the congestion elsewhere. MH/CR to co-ordinate.	MH MH/CR	
3. Senior performance Report	3.1 See separate report for full details: In summary: 3.2 Ladies 1st team new coach Jamie Dodd appointed, team now more settled after better communication. Ongoing monitoring. CR to write to Jamie to express thanks and say how pleased we are with performance and results.	CR	



	<p>3.3 Ladies 4th team captain Sigourney Foreman resigned, thanks given for her efforts. Lin Leach has taken on captaincy</p> <p>3.4 Training times and configuration discussed. Times to remain as they are for now. Ladies 1sts have requested additional ½ hour. MH/CR to co-ordinate.</p> <p>3.5 Forward planning - Decision between captains to reconvene at end of season to agree plans and changes for next season. CR to co-ordinate.</p> <p>3.6 Objectives - Men's and ladies subsections discussed positives and negatives and are on track to meet season objectives</p> <p>3.7 Head coach – Discussed thoughts about potentially appointing a Head Coach with Andy Dale (AD). AD suggested that Coach Education or CPD sessions from England Hockey or CPD might be a better way to go to streamline the themes and principles which should be the same across the club even though individual team content may vary greatly. AD to email details of these sessions. AD suggested visiting other clubs to look at different training sessions, e.g. St Ives, Spalding or Saints. For junior coaches AD suggested an 'Engaging Games' course. Coaching focuses on 5 areas, fun, game based, decision making, lots of activity and strategy. AD suggested contacting all coaches and asking their opinion on whether a head coach would be beneficial. Discussed the need for an ongoing proactive coach development programme for junior and senior coaches. CR to look into these ideas.</p>	<p>MH/CR</p> <p>CR</p> <p>CR/AD</p>	
<p>4. Operations Report</p>	<p>4.1 New domain name purchased and mapped to Pitchero site. Now live. www.ketteringhockeyclub.co.uk</p> <p>4.2 Bingo night a success - £540 raised.</p> <p>4.3 Halloween night sponsored £100 by Midland Mechanical plumbing and heating - £170 raised.</p>		



	<p>4.4 Awards Dinner - Proposal for dinner dance final arrangements submitted and agreed by Exec prior to meeting. Dinner Dance to be at Wicksteed Park Celebration Suite + Big Bopper Disco + 3 course meal. Tickets £25 per head. Venue holds 110 people for meal or 150 in total. No room hire charge providing we get 80+ guests. Doors open 7pm, bar closes 12.30am, doors close 1am. No u18's to consume alcohol. All adults to be given wristband on arrival to allow purchase of alcohol at bar. Wristbands have been purchased. Free ticket to Sian Hughes Jones who is kindly sponsoring £250 towards the event. Possibility of 2 free tickets to be offered to representatives of the two charities being supported by the club this year. To be decided closer to the date.</p> <p>4.5 Easy fundraising cards given out to every captain, advertised on website and social media. Raised £33.10 with only 15 supporters in only 2 months. Excellent potential for free fundraising but needs pushing to target Xmas online shopping. AM to contact each team's social rep to push this prior to Christmas to have team competition. BC to re-advertise on Pitchero. AM to do new Facebook article for leader board to promote, team prize and individual prize. Decision to have Exec team with the idea to lead by example. TS has offered £100 in sponsorship this year, suggested using £50 of this to put behind the bar at the Awards Dinner as team prize. Agreed.</p> <p>4.6 Music Magpie collection box in clubhouse. Needs to be put out and put away each week. Am to contact each team's social rep about this too.</p> <p>4.7 Sponsorship packages outlined for individuals and businesses. So far 3 x £100 received from TCS, Midland Mechanical and Musical Instruments and Repairs, Plus £250 received from Sian Hughes Jones for Awards Dinner. Thanks to all. Sponsorship package information devised by Jan Randle and sent to all previous sponsors, also been</p>	<p>AM/BC</p> <p>AM</p> <p>All</p>	
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	<p>sent via gmail. All to continue to push for sponsorship for future social events. All sponsors advertised in advance of the events to increase exposure.</p> <p>4.8 Funding for dugouts – Jan Randle has obtained 3 x quotes for dugouts in order to apply for grants. Questions raised: Need to contact school in advance to ensure their agreement. Need to have plan/agreement with the school about maintenance. Need to consider who would be responsible for breakages/repairs. LM to feedback to JR.</p> <p>4.9 Nathan Thomas has agreed to take on some of Tom’s duties as part of his role as fixtures secretary.</p> <p>4.10 EH affiliation to be done TS. AD reports EH want to capture 3 types of affiliation to monitor all types of player. Includes school children in satellite clubs now being affiliated as club members for the purposes of EH figures.</p> <p>4.11 Player pathway – TS/MH Reviewing need for player pathway – ongoing</p> <p>4.12 Streamlining of membership databases – ongoing</p> <p>4.13 Membership form updates – many outstanding</p>	<p>LM</p> <p>TS</p> <p>TS/MH</p> <p>TS</p> <p>TS</p>	
<p>5. Treasurer report</p>	<p>5.1 Grant for £1800 received from Northants Hockey for kit and junior sessions. TS to co-ordinate this with junior section</p> <p>5.2 Membership and annual subs – Large numbers of annual subs have not yet been paid. Needs to be addressed immediately. TS already chasing captains but also will contact players direct if email addresses are available. TS provided spreadsheet showing breakdown of players into age group and whether they have paid yet. Significant increase in members now taking into account satellite juniors. Needs more thought about how to incentivise early payment of annual subs for next season</p>	<p>TS</p>	



	<p>5.3 Match fees and sheets being submitted regularly but some teams appear to struggle with correct completion of match fee forms.</p>		
<p>6. Development plan / Clubmark</p>	<p>6.1 Clubmark - BC circulated Clubmark plan to Exec, now approx. 63% completed. Main outstanding part remains the Development plan – Draft development plan and draft club business plan circulated to Exec on email prior to the meeting.</p> <p>6.2 Development plan – Discussed with AD. AD advised that Clubmark documentation needs to be specific to the club and the local environment but we are spending too much time on it. Any relevant article on website could be screen printed as evidence.</p> <p>6.3 BC to look at shared documents on Google Drive or other shared media to allow for live amendments to be made by Exec. BC requests Exec feedback by Friday 10th November 2017 so it can become live document.</p> <p>6.4 AD advised as long as we access the parents on behalf of juniors this counts for Clubmark.</p> <p>6.5 Safeguarding & Time to Listen - Club’s child welfare officer and key coaches MUST do a ‘Time to Listen’ course. LM to contact them to advise. Any other training cannot be used in lieu of this and it is an essential requirement. Discussed possibility of running our own Safeguarding and TTL course, AD agreed this was possible. CR to contact Martin Wilkes who could potentially provide a course at our clubhouse. CR also to contact NCWHA regarding potential funding.</p> <p>6.6 New members - Discussed streamlining how to locate information on Pitchero, discussed the ‘3 click’ model. BC to look at using a promoted news article to top of page about ‘How to join the club’ so it is easily accessible for anyone looking to join.</p> <p>6.7 Preparation for growth - AD asked the Exec to consider how KHC is equipping itself for more growth? Potential identified issues are junior capacity, pitch space and having sufficient numbers</p>	<p>BC, All</p> <p>CR, LM</p> <p>BC</p> <p>All</p>	



	<p>volunteers to manage greater numbers. It is important to have things in place in advance rather than reacting to problems. Development plan needs to be an active working document to manage these issues. Everyone to consider this question.</p>		
<p>7. Correspondence</p>	<p>7.1 Sports Awards Evening 26.10.17 – 6 nominations accepted for Kettering Hockey Club, Ladies 3rd Team, Louise Storey, Emma Storey, Ricky Payne and Ellie Darnell. Sadly there were no winners this year but all nominations were well deserved.</p> <p>7.2 England ladies Masters trial dates already circulated to members. Further email received, LM sent to TS to forward to appropriate members.</p> <p>7.3 Time to Listen workshops 06.11.17 in Loughborough and 14.11.17 in Stafford. LM to contact Nigel Parkes.</p> <p>7.4 Safeguarding children course run by NSport 8.11.17 £35 at Southfield School.</p> <p>7.5 EH Governance Review. Email received from Andy Dale. Needs club response to provide input into major changes of governance which are upcoming. CR to compete online survey on behalf of KHC</p> <p>7.6 Northamptonshire Sport Workforce Framework survey. Email received from Graeme Wilson. Needs individual responses from anyone who provides physical activity in the borough. LM to email all coaches, umpires, volunteers to request their individual input.</p>	<p>TS</p> <p>LM</p> <p>CR</p> <p>LM</p>	
<p>8. Update on progress vs strategy</p>	<p>8.1 CR reports all teams are on track with their season objectives.</p> <p>8.2 Adopting policies from EH – agreed to adopt all policies and guidance wholesale. BC to make them accessible on website.</p> <p>8.3 Code of conduct – TS circulated for comment / update. However not now relevant as EH Respect code of ethics and behaviour has been adopted.</p> <p>8.4 Exec job descriptions – TS circulated for comment / update. To move to next meeting.</p>	<p>BC</p> <p>TS</p> <p>TS</p>	



<p>9. Proposals from sections</p>	<p>9.1 EX4-OP2-AM-15.07.17 – Umpire radio mics – Letter sent to Sarah Blason NCWHA, they are considering request for funding. Awaiting feedback LM to find out latest.</p> <p>9.2 EX7-OP5-AM-10.10.17 – Umpire Developer. New proposal. BC to approach 2 members to go on this course and become umpire development mentors.</p> <p>9.3 EX8-OP6-AM-17.10.17 – Awards Dinner Venue. Agreed</p> <p>9.4 LM to scan signed copies of proposals and send to BC for publishing</p>	<p>LM</p> <p>BC</p> <p>LM, BC</p>	
<p>10. Any other business</p>	<p>10.1 Disciplinary appeals procedure – to be moved to next meeting due to time limitations</p> <p>10.2 Cashless fee collection (e-payment) – AM has looked extensively at various e-payment options including Pitchero, costs appear to be prohibitive. TS also reports that this would be problematic for Treasurer due to hugely increased workload to reconcile accounts. AM to feedback to interested parties.</p> <p>10.3 Broken glass – Glass was broken on Anne Panter Olympic presentation frame. No one has owned up to breaking it. Due to potential issues with child welfare Jan Randle has taken it to be fixed with Perspex, TS to reimburse.</p> <p>10.4 Website update – BC reports excellent usage by members, No. 10 in Pitchero rankings and nearly 1000 hits this week. Facebook and Twitter also performing well. Good exposure now in ET newspaper.</p> <p>10.5 Scoreboard – White board in clubhouse now out of date. Needs redoing. AM to look at this.</p> <p>10.6 Access road – TS reports the access road to the club is being mended this week.</p> <p>10.7 Jacket – AM has placed order for jacket with reverse colours to be worn when she is doing club photography so she is easily identifiable as a club official.</p>	<p>AM</p> <p>TS</p> <p>AM</p>	



11.	11.1 Meeting closed at 22.49		
Date of next meeting	Thursday 7th December 2017 7.30pm – venue TBC (Section reports, proposals and update on actions to be submitted to LM by 30 th November)		