



Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 7th December 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)		
Apologies	Jean Smith (JS)		
Matters Arising	6.1 Clubmark now 100% complete, awaiting final sign off 6.5 Safeguarding training now completed as per development plan 9.2 Nathan Thomas keen to do umpire developer course but not yet accessed training. BC to chase. 2.4, 3.5, 3.7 Ongoing issues – to take off current minutes but revisit at later date. To create additional section in minutes to monitor future discussion points. 3.2 CR emailed Jamie Dodd, he replied thanking us but stating training attendance can sometimes be patchy	BC	
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 Training numbers - We currently have the following numbers regularly: U8 – 16, U10 – 18, U12 – 22, U14 – 27. Concern that U12 boys age group are lacking from training, numbers on paper are good but only a few attend. To monitor and MH to send email to promote junior attendance in New Year. 2.2 KHC flyer – to be revisited, BC to liaise with MH about flyer development. Also see A.O.B below. 2.3 Tournaments / matches - We have entered all tournaments/matches although could only field an U12 girls vs Northampton last week due to a county clash. The U12 boys, U14	MH BC/MH	



	<p>Boys & U14 girls should also have been playing. Each age group still has a tournament/match to be played before Christmas.</p> <p>2.4 Training times - Final training session is 5th December. Training restarts on 9th January.</p> <p>2.5 Satellite sites - Eddie Walker is starting at St Andrews 17th Jan. Has approx 28 at Bishop training + Brooke Western still going strong. Eddie is away from 18th Dec til 10th Jan.</p> <p>2.6 Ice-skating - Emma Storey has organized what has now become an annual ice skating trip to Beckworths on Tuesday 12th December, we have 70+ skating.</p> <p>2.7 To Consider: Collaboration with other sports to cover a wider catchment area of schools with current resource. By collaborating with other sports for a term it means sharing the term slot, providing the school with more choice of sports/activities within the same term time and reduces the pressure for KHC to provide additional resource to secure more schools. Maybe other clubs have a similar issue with limited resource whilst trying to increase reach into more schools - coupling up with say cricket and going halves on a term slot could work well for everyone. We would need a coordinator to or conduit to reach out to other clubs to explore this option.</p>		
<p>3. Senior performance Report</p>	<p>3.1 Aims & Objectives – on target, over 50% exceeding, none below target. Need to keep working hard and not become complacent and keep our eyes on the prize!</p> <p>3.2 Training – positive, early teething problems appear to have settled.</p> <p>3.3 Junior development into senior hockey – youth represented across all teams and also invited to attend higher team training. Need to work towards a plan for forthcoming seasons.</p> <p>3.4 Discipline – very good, positive attitude so far. Results are a direct reflection of this.</p>		



	<p>3.5 GK coaching arranged – National GK Jamie Cachia to run session on 28th January. Club to fund £200. LM emailed for attendance. To date 6 can attend, 1 can't, awaiting replies from 9. Date clash with some junior county and masters O65 trials. LM to chase responses and feedback to JC.</p> <p>3.6 Coach Education - to be arranged. Following discussions with Andy Dale, JC has approached Matt Taylor to arrange a workshop for our coaches. Club to fund. CR to liaise with Matt to arrange.</p> <p>3.7 Pitch & facilities - Bishop Stopford has had a huge positive impact on team performance</p> <p>3.8 New KHC Executive Committee structure has had major positive impact overall</p> <p>3.9 Face masks – Neil Manley raised issue of lack of face masks. Teams have confirmed to CR how many are currently in use. Exec agreed for TS to place order for all teams. TS to confirm costs and complete proposal form for submission.</p> <p>3.10 Captains and coaches meetings – Ladies 11th Dec, Men possibly 16th Dec TBC. CR/MR to feedback following meetings.</p> <p>3.11 Coaches – Exec committee to discuss with captains regarding future coaches appointments but ultimately Exec will have the final decision.</p> <p>3.12 Men's 4ths – Good decision to create men's 4th team, working well. CR to email men's 4ths to encourage their perseverance, results are similar to ladies 4ths last year who have made great improvements in one year.</p> <p>3.13 Cups – Ladies now out of competition. Men are ongoing.</p>	<p>LM</p> <p>CR</p> <p>TS</p> <p>CR/MH</p> <p>CR</p>	
<p>4. Operations Report</p>	<p>4.1 Halloween night sponsored £100 by Midland Mechanical plumbing and heating - £170 raised. Not big numbers due to half term but enjoyed by all.</p>		



	<p>will need to be slightly more careful next season with equipment spending.</p> <p>5.3 Coaching costs - To look into coaching cost per team and identify if/why there are variations per team and value for money. TS and CR to look into this for February meeting.</p>	<p>TS/CR</p>	
<p>6. Development plan / Clubmark</p>	<p>6.1 Clubmark – 100% complete and approved. Awaiting final approval by England Hockey. Going forward BC setting up files to manage this is the future. Thanks to BC for doing all this work.</p> <p>6.2 Development plan – Ongoing working well.</p> <p>6.3 Business plan – In documents section on website. BC to put into Word and onto Google Drive. Plus note to show website location in newsletter</p> <p>6.4 Safeguarding & Time to Listen – LM spoke with Elaina Leithead at EH. They report TTL is not for everyone but is specific for welfare officer and head coaches who then take responsibility for welfare. They do not want to water down this product by training lots of people within one club. Safeguarding training can be done online at EH for small fee, they recommend we do this instead of a club specific face to face training session. I have advised her we can provide our clubhouse for any future training. LM to contact Northamptonshire Sport to ask if face to face safeguarding training is possible via them</p> <p>6.5 General data protection regulation (GDPR) – New law coming into effect 25th May 2018 replaces Data Protection Act. 12-point checklist online which club needs to adhere to. There is also a helpline for any advice needed 0303 1231113. Will need buy-in from key personnel. CR discussed this at County meeting this week. Main issues are protecting data, consent, backing up of data, security and maintaining confidentiality. Opportunity to gather up to date and relevant information on membership and look at new</p>	<p>BC</p> <p>BC, LM</p> <p>LM</p>	



	ways of ensuring compliance. To revisit next year once regulation is in effect.		
7. Correspondence	<p>7.1 EH Governance Review. CR, LM and BC have all completed survey on behalf of club and as individuals.</p> <p>7.2 EH new Area Co-ordinator jobs – EH to recruit 4 area championships co-ordinators to work on Super6, In2hockey and schools programmes</p> <p>7.3 Proposal sent to East – Neil Manley devised proposal regarding promotion/relegation and match sheets which MH sent to East league. Initial response received but awaiting feedback from discussion at East’s next meeting on 7th Dec</p> <p>7.4 Shirt provision - Email from Neil Manley (circulated to Exec prior to meeting). Neil proposed that the club buy some playing shirts for new players to wear who missed out on the recent free shirt offer, so teams are better presented. Discussed options of buying, lending or renting out club shirts to new players. Decided this is not practical, however alternative proposal agreed for club to subsidise purchase of half price shirts for new players only to incentivise e.g. buy home shirt get away shirt free. Existing players who want a replacement shirt would pay normal price. Spend would need to be refunded to the new player via the club as kit orders go online direct to SilverFX. LM to contact Jan Randle to identify which new players have bought 2 shirts this season for retrospective refund. LM to feedback to TS before advertising this incentive to captains.</p>	LM/TS	
8. Update on progress vs strategy	<p>8.1 Exec job descriptions – TS circulated for comment / update. Brought forward from previous meetings. TS to resend template to Exec. MH, CR, AM to create their own job descriptions. To email to TS.</p>	All Exec	



	<p>10.7 Date for AGM – Date proposed for 24th April 2018. LM to check with Sue Russell.</p> <p>10.8 Junior academy finances – MH requested that junior finances be split out of full finances for clarity. TS agreed.</p> <p>10.9 M1 Promotion/umpire issues – BC reported if men’s 1sts get promoted they may need to provide an umpire to the umpire pool. This is currently problematic. BC to investigate rules and look at possibilities for using local East based umpires if available.</p> <p>10.10 Photography – AM reports she has struggled to get photos of Ladies 4th team due to late match start times and lack of light. She will continue to try to get them represented on the website.</p> <p>10.11 Match sheets – TS states that some team match fee sheets are difficult to manage due to number of credits and people owing. TS to email captains to clarify expectations.</p> <p>10.12 Unpaid subs – Several players still to pay annual subs. TS is emailing people individually. TS to copy list to CR and MH to liaise with Captains at next C&C meeting. If players do not pay or make arrangements for payment the club will make them unavailable for selection in 2018.</p> <p>10.13 Online payments – Further discussion about online payment options. For review at later date.</p> <p>10.14 Infrastructure grant – TS reports a possible grant via Mick George for structural improvements. TS requests that sections come back with recommendations. Any suggestions are welcome, however no guarantees that grant will be obtained or suggestions acted on.</p> <p>10.15 Evening Telegraph – BC reports coverage much improved in ET, from nothing at start of season to full page coverage last week.</p> <p>10.16 Succession planning for next season – 2 main roles for next season need filling due to TS (Treasurer) and Louise Storey (Junior</p>	<p>LM</p> <p>MH/TS</p> <p>BC</p> <p>AM</p> <p>TS</p> <p>TS/CR/MH</p> <p>TS</p> <p>TS/MH</p>	
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	Secretary) stepping down. TS has some names in mind to approach. MH to ask LS for names to consider. To consider at next meeting. 10.17 Junior U18 – MH stated club should consider entering boys U18 national competition next season	MH	
11. Items for future	11.1 Succession Planning – next meeting 11.2 Training night review for next season 11.3 Captain and coaches plans and changes for next season 11.4 GDPR regulations / membership database streamlining 11.5 Head coach 11.6 Online/electronic payments 11.7 Jan 2020 start Clubmark renewal		
12.	12.1 Meeting closed at 22.40		
Date of next meeting	Thursday 11th January 2018 7.30pm – Clubhouse (Section reports, proposals and update on actions to be submitted to LM by 4 th January 2018)		