

**Market Harborough Hockey Club  
Annual General Meeting – 19th August 2024, Online**

**MINUTES**

**Attendees:** 14 members in attendance (14 Full/Full Concession, 1 parent) (15 in total)

Seb Jones, Jo Bevan, Raoul Mercer, Sally Kirke, Bronwyn Wood, Rachel Richardson, Heather Smith, Cameron Smith, Martyn Wilkinson, Phil Dickinson, Ben Langdown, Simon Ingram-Hawkes, Mark Cunningham. Not present at start of meeting: Nick Riley (Hon member), James Webster

**Apologies:** David Wilford (Casual), James Webster (late to join), Amanda Joel (non-member), Lee Gaterell

**Proxy votes (0):** none submitted

**Quorum required:** 13 (25% of O18 Full members)

**Number of eligible voting members at AGM:** 14, plus 0 proxy votes = **14**

**1. Apologies – Jo Bevan**

- a. David Wilford (Casual), James Webster, Amanda Joel (non-member), Lee Gaterell
- b. Proxy votes c/o the Secretary:
  - i. None
- c. Quorum required: 13

**2. Minutes of the previous AGM – Sebastian Jones**

- a. Matters arising out of those minutes
  - i. None outstanding.
- b. Approval of minutes - **CARRIED**

**3. Proposed amendments to the Constitution – Jo Bevan**

- a. Only a small number of minor amendments required to keep the Constitution up-to-date.
  - i. **Section 3.b.4:** Amendment to as Membership shouldn't be a barrier to helping the club.
    - a. **Currently reads:** "All Officers and Committee members must be current Club members, or parents of Junior members, with the exception of the role of Head Coach."
    - b. **Proposed change:** "All Officers and Committee members should ideally be current Club members, or parents of Junior members, with the exception of the role of Head Coach."
  - ii. **Section 12.4:** proposal to delete as this is a duplication of section 3.b.11. It is not relevant here - this section relates to club policies only, not individual roles.
    - a. **Currently reads:** "Relevant Committee and team roles will be subject to a successful DBS checks and completion of Safeguarding training"
  - iii. **Section 14:** update to be inline with Team/Sportplan privacy policy.
    - a. **Currently reads:** "A copy of the Data Protection policy and details of the Club Data Controller are available on the club website. This will be amended from time to time as required according to relevant legislation."
    - b. **Propose to update section to:**
      - 14. DATA PROTECTION
      - 1. The club adheres to relevant data protection regulations.
      - 2. The Privacy Policy is available on the provider website (Teamo/Sportplan).
        - a. The Club is the known 'data controller' and Sportplan shall be the 'data processor'.
- b. To be voted on block:

- i. **VOTE:** All for, 0 against

#### 4. **Chair's report** – Sebastian Jones

- a. **Report:**

Dear all. It has been a challenging season for the club in 2023 and 2024. However, I am hopefully that the club will continue to grow, and that the committee can oversee development and improvement of the club in the coming season.

Loss of senior players due to injuries and life commitments have meant that the Mens 1st, 2nds and 3rds were both relegated from their leagues. Hopefully this will mean that we are more competitive and are able to stabilise our league position and I'm sure that we can press on in the future.

I'm very proud of all the lads who represented the men's 1st and 2 last season and really hope that although last season was a challenging one, it will stand them all in good stead for this season and beyond. The mens 3s are well settled and have a good core of club players, which will help to develop the youngsters as they progress through the club. Neil James did an excellent job with the mens 4's and this can clearly be seen with improvements in our younger players.

The junior members of the club are vitally important as they ensure a progressive line of players through the club. I am hoping to start extra sessions for the juniors on the weekends. However, I and the club needs help with this. Volunteering to help the club is essential if it is to survive. I know everyone has busy lives however any time you can give to help the club is very much appreciated.

The women's section has seen solid seasons for both the 1st and 2nd's. They are a few players short for the coming season however I've no doubt that they will rise to the challenge and will be banging in penalty corners at will in 2024 and 2025!

We've had some good social evenings including the end of season awards ceremony which was lots of fun. Big thanks to everyone involved who helped organise it. We are planning a quiz night in the coming months so hopefully I'll see you all there!

Details of coaching for this coming season are yet to be finalised however we will be in touch this week with complete details.

I wanted to say a big thank you to Simon Ingram-Hawkes who has decided not to continue his role as treasure for the club. He's done an amazing job over the last few years and the clubs finances are in a much better position thanks to him. We're very sad to see him go.

Finally, a massive thank you to all the committee, especially Jo and Simon, for all their hard work throughout the season. They have put so much of their time to ensure that the club runs effectively and without their efforts, the club would struggle to exist.

If you would like to volunteer in whatever capacity, then please do get in touch as we can find a role for you!

#### 5. **Secretary's report** – Jo Bevan

- a. **Report:**

Last season ran fairly smoothly, with the majority of matches being played with minimum fixture disruption. As always, it was great to see our members playing and enjoying their hockey throughout the season. We ran a couple of social events, including the successful End of Season celebration that many came along to, and our popular Intra-club Summer League tournament, both of which raised additional funds for the club.

We had another year of increased membership, with approximately 30 new members many of which are in the junior section. A number of the teenage boys made the move up to senior hockey with the help of Neil James and his guidance in the Men's 4s.

The senior teams have had a mixed season, a number of the men's teams were relegated but the women's teams have stayed put. The lower divisions of the Women's League has been restructured during the Summer break, so the Women's 2s should have more matches in this coming season and beyond. We entered the Men's 1s and Women's 1s into the England Hockey Championships, and also a Men's O40s team and a Mixed team. We also has a successful U16s

team playing in local Midlands tournaments (I think they won every tournament), and our younger juniors played in a number of local tournaments.

Across the season there were 82 individuals that played in men's matches, and 37 individuals played in the women's matches. Next season we would like to enter various teams into the England Hockey Championships again and also possibly the Midlands Indoor competition, but this very much depends on volunteers to help organise those teams.

A usual story is the matter of player commitment and players not updating their availability to play in advance so team selection can be done on time. Every late availability response has a big effect on all the teams, and cascades down to affect all teams and players. It is important that players update as far in advance as possible. I don't know how we can improve on this, but players have a responsibility to advise their availability in advance, as captains and club admin don't have time to be chasing players. It's also not fair on players in lower teams waiting on those in higher teams to know where they will be playing on a Saturday.

Thankfully the committee has grown this year and the work of running the club can be shared with more people. We would like to continue to grow and take the club in a positive direction, but to do this we need more volunteers. There is no pressure to fill all committee and volunteer roles tonight, but if you, or anyone in the club that you know, would like to get involved, please get in touch and we can find a role to suit.

Finally, a big thank you to all that have helped out in 2023/24. Thank you for helping at the social events, at junior tournaments, and everything else.

SJ - emphasise availability in advance, if captains can help with this.

## **6. Consideration and adoption of the Accounts – Simon Ingram-Hawkes**

### **a. Report:**

The draft accounts for the financial year / playing season (April 2023 - March 2024) reflect that the club made a profit on the financial year of £1,216 (before coaching fees of £800 that had not been invoiced at the time). The accounts are pending an independent review.

Overall, the income from membership and match fees was again down on the previous year from £36,556 to £34,951. A slight reduction on training fees and the absence of a Christmas Social event. Expenditure was down by almost nine thousand pounds from £42,226 to £33,735, headlined by a reduction in pitch usage and associated fees and umpiring fees and there was no significant capital expenditure as we have had for previous years (container, dividers, etc).

Pitch costs and matchday costs were down on the 2022/23 season despite an increase in the payments to Schools Plus (reduced sessions). The club still retain a favourable pitch hire rate but this will need to be looked at in the coming season as the period of exclusivity ends in 2025. Coaching fees were also down as we dropped the Thursday night session.

We had an additional 3% rise in the booking fees.

To keep pace with increased costs and to ensure that the club does not suffer further significant financial losses match fees and membership fees increases should be considered for the 2024/25 season and 2025/26 seasons respectively.

In terms of club debtors, this has reduced from £1,579 at the end of the 2022/23 season to £1,413 at the end of this season. The club still has some players who require considerable chasing for payment of their fees during the playing season and I would recommend that this be given closer attention. Teamo currently lacks an auto-pay option (like Club Buzz did), but a recommendation has been put forward to them.

Assets held are £8,492.23 in the current account and £6,320.02 in the deposit account, the latter being sponsorship payments and a county donation being held in abeyance.

In December 2023, I gave notice to stand down at the end of March. At the time of writing no successor has been forthcoming.

- i. Summary - expenditure was down across club by almost £9000
  - No significant capital expenditure, significant outstanding fees, or big spends
  - First year of slight profit since covid
- ii. Would need to look at negotiating new fees with SchoolsPlus this season for years ahead

- iii. Club debtors is down - Teamo has helped to make this easier
  - New AutoPay feature (monthly DD) on Teamo can be recommended to members for 2024/25
- iv. Funds in accounts includes x2 sets of ring fenced funds.
- b. Discussion: no questions
  - i. Club's best financial position for a number of years.

## 7. Setting of all Club fees for the next season – Simon Ingram-Hawkes

- a. No changes to Membership fee. SIH proposed £1 increase on all match fees.
  - i. Looking at our outgoings there is a few increases on some outgoings. Don't think it's fair to increase the Membership fees as they went up last season.
    - Figures not worked through, but it would give us a few more funds
  - ii. Discussion:
    - SJ: match fees already quite expensive
    - RM: do we open the differential a little bit between casual and full members to encourage casual members to become full members?
    - SIH: or do we look to increase just non members/Casual members match fees only?
    - BL: would prefer to have no increase in match fees
    - SIH: if we can get the funds to come in from another source, that would help and match fees would not need to increase. Teas will go up this year so there is an increase in match day spending. Fundraising would help to cover this.
    - BL: could we look at decreasing the number of Men's 4s to decrease match day spending?
    - SJ: not sure, the M4s are in a team for developing the boys and it might have a detrimental effect on their development if the team was discontinued. We would have to look at the figures for players returning. I would be reluctant to drop a team without looking at the figures.
    - RR: can we combine training evenings? Maybe have the M4s join the women's session?
    - SJ: we are already doing this, the men's sessions will combine.
    - JW: would it be an idea to have a fundraising target for the year. See how that has worked at the end of the season and does it cover the increased match costs?
    - SJ: we do have a plan to run social events - quiz, race night, etc.
    - RM: What are the numbers of players for the men's sides... do we know the exact numbers yet from the survey?
    - JB: not yet, not everyone has filled in the survey. We do know who is leaving.
    - MW: Think we'll need to see how we go. The men's 4s side are a strong developing side that we should aim to keep.
    - NR: We need to keep the M4 for the stability of the club. Can we put up match fees for guest members only?
    - JW: If we work out the figure required, this could be the fundraising figure and could be set to over the increased match costs
    - JB: I don't think players will play if it is increased. I think it's difficult to ask casual players to pay the amount they do now.
    - SIH: I haven't worked out the figures, but can look into this further
    - RM: should the M4 be a Development team? Would that save on costs? Development teams have different rules where players can double up
    - JB: when we looked into this last year with coaches the decision was to keep the team as a regular team. We would be fined if we dropped a team (unsure of cost of fine).
- b. To be voted on block:
  - i. **VOTE:** 0 for, ALL against - increase in match fees not carried
  - ii. NR: suggested caveat on fundraising to help raise cover the increases in the Saturday outgoings.

## **8. Election of Officers and Committee – Sebastian Jones**

- a. Proposed Officers:
  - i. Chair – Sebastian Jones
  - ii. Vice Chair – Sally Kirke
  - iii. Secretary – Jo Bevan
  - iv. Treasurer – Amanda Joel
    - Nominated by Seb Jones, Jo Bevan
    - BW - Amanda is my Aunt, has worked in Selfridges, well experienced and keen to do the role. Has already met with SIH, SJ and JB to discuss role.
    - Note: SIH will cover for Amanda while she's away in September. Formal transfer to be put in place when Amanda returns.
- b. Committee:
  - i. Current: Fixtures Secretary – Bronwyn Wood; Umpire Coordinator – Ant Raisbury; Welfare Officer – Heather Smith
    - New: Social Secretary – Bella Ritchie
  - ii. Anyone else want to take on a volunteer role?
- c. To be voted on block:
  - i. **VOTE:** All for, 0 against

## **9. Propositions and Resolutions – Sebastian Jones**

- a. None to discuss.

## **10. Propositions for Association AGM – Sebastian Jones**

- a. None to discuss.

## **11. Any other business within the competence of the meeting – Sebastian Jones**

- a. Question from NR:

Does the club clearly understand its aspirations/direction over the medium to longer term? i.e. what is the club strategy?

  - i. NR: in the past there was a 5 year strategy. Do we have a plan to engage more juniors?
  - ii. JB: if we apply for Clubmark this can help as part of this is writing a 5 year plan, Clubmark and also gives access to additional funds we can apply for
  - iii. SJ: we want to focus on juniors. Ant Raisbury has been going into schools on behalf of MH. I plan to start junior hockey on weekends as well, but plan to do a coaching qualification to be able to run those sessions on a Saturday morning. The juniors is the main focus for the club at the moment.
  - iv. RM: it's worth remembering that we have reduced pitch fees for junior sessions.
    - JB: juniors sessions are only £25 ph
  - v. SJ: if anyone can help and volunteer on Saturday mornings that would help.
- b. BW: what's happening with the coaching situation?
  - i. SJ: not really in a position to discuss yet, as something has come up this week. Women's and juniors is organised. Don't want to go into it too much detail in case it turns out not to be true.
  - ii. BL: why has discussion regarding coaches not come back to the committee?
    - SJ: timing and pressure, and not many applicants.
    - BL: the coach has been decided for women and juntas?
      - SJ: yes, finding time over the Summer has been difficult.
  - iii. RM: if the sessions are coming together, I haven't seen anything, players have not had notice.
    - SJ: I appreciate it's a bit late, as we've had difficulty finalising it over the Summer.
    - RM: at least let people know if it's going to be one session on a Wednesday.
- c. PD: Updates on the training and shirts?
  - i. SJ: training will start in Sept
  - ii. JB: waiting for people to place orders so can bulk order the kit

- d. SIH: require two volunteers to be on the club back account mandate. (Treasurer and two others)
  - i. NJ: historically its was the Chair.
    - JB: we were hoping to avoid using the Committee
    - SK & RM volunteer
  - ii. SIH: thank you Raoul Mercer and Sally Kirke to volunteer to be signatories for the mandate.
- e. HS: Safe Hockey
  - i. Sent an email out to committee members and captains with a link to the 'Safe Hockey' course. Certificates can be downloaded on completion of the course.
    - Please send safe hockey certificates to HS so Club can demonstrate that we are following the guidelines
  - ii. We need to confirm to best practice regarding safe hockey
    - Any club member can do the course. We would like all senior committee and captains to do this.
  - iii. Club purchasing some safe hockey posters from England Hockey to be put up at the pitch.
- f. SJ: Updates coming soon regarding coaching. Apologies for the delay
- g. No further AOB submitted.

**12. Thank you for attending – Sebastian Jones**

- a. Meeting closed 21:13