

WHC COMMITTEE MINUTES 9th June 2025 19.30 Clubhouse

TYPE OF MEETING	Monthly committee meeting
CHAIR	Becca Healey
MINUTE TAKER	Jim Garside
ATTENDEES	Becca Healey, Hilary Markwick, Emma Steiger, Matt Bonner, Sarah Brickhill, Louise Broome, Jim Garside, Sophie Pearson, Kieran Jones, Sam Dawson, David Middleton-Egan
APOLOGIES	Danni Heap, Megan Pugh, Alan Murdoch, Sue Wright, Sharon Holford, Matt Parris-Jarman, Jamie Shuttleworth, Steve Martin, Caz Farrell

CHAIR

Chair

DISCUSSION		
New committee members: <ul style="list-style-type: none">BH welcomed all members of the committee for 2025/2026 and especially the new members. Vacant committee positions: <ul style="list-style-type: none">DBS Verifier: Sarah Dymond has volunteered to support Ladies. MB will continue for men.Remaining vacant: Sponsorship Officer, Phoenix RepsLB agree to continue as Umpire co-ordinatorSocial Secretary: SP, BH, CF will do this together. BH will ask CharlieW too. Minutes of last meeting: <ul style="list-style-type: none">Minutes of the last meeting were approved.		
ACTION ITEMS	RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">		

HOCKEY SUB-COMMITTEE

HOCKEY SUB COMMITTEE	
DISCUSSION	
Summer hockey plans (BH) <ul style="list-style-type: none">Agreed that mixed social summer hockey will take place on the 5 Wednesdays in July (7-8pm) – extended into August if popular. Sam / BH will help run the sessions and bar. MP has offered to help organise too.Will have the bar open afterwards – will need volunteers for the bar. JG has sent booking request to WPAL & Rachel for bar.This is a good opportunity to recruit new members with some fun, social hockey. Needs a publicity campaign: social media, posters.	
Men's section: (MB) <ul style="list-style-type: none">Coaching: expecting SW to continue as men's coach. Need to consult James to get his ideas and see if he intends to continue. Might be able to use a player-coach on an ad-hoc basis rather than a second full time coach.Captains: CharlieW interested in M2s role. SW willing to do admin to support the M1s captain.Need a recruitment campaign for the men's section using social media, posters and word-of-mouth. Jamie/Max – to contact universities. SP – social media & posters for leisure centres, gyms, supermarkets etc.AGM Action: consider membership offers and recruitment initiatives to encourage new player recruits (focus on men's section)<ul style="list-style-type: none">New Young Person membership (18-25) already agreed as an incentive to new members – leave as decided rather than extending to all ages.	

- If extended to all ages this would undermine the Limited Membership that we already offer, which has a different purpose.
- For new members older than this, we can have individual conversations if money is an issue

- Men's pre-season (all teams invited) last 2 Wednesdays of July - 23rd, 30th (8-9pm after the social hockey)

Ladies section: (ES)

- Sent out a survey. 20 out of 76 responses so far. Aiming to have a meeting in the clubhouse (1st July) to play back the findings, listen to members' views and set expectations for the new season.
- There are ~33 juniors in adult teams. ES wants to push juniors through the teams more than in the past.
- Selection Policy: should we have at least 3 juniors in each team, subject to consistent availability? Coaches need to be bought in too. Will likely propose this at the meeting for feedback before incorporating in policy.
- ES also intends to have a meeting with the parents and juniors to explain and set expectations about availability, selection, training etc.
- ES will reach out to Sava to ask what she is intending this season. And Jenna.
- SW will be coaching the L2s and will run the L4/5s session with Ben, Anya (both min wage) and ES.
- Ladies pre-season: (all teams invited) last 2 Wednesdays of July - Tuesday 22nd, 29th July

Juniors section: (DME)

- Junior training will start in 9th September, after Club Open Day
- BH instructed that there are to be no other matches on Club Day – unless playing at home as part of Club Open Day (we want everyone to be able to attend)
- Junior coaching: Ben will be a coach. SW spoke to Ben's dad. Will do from 5-8pm. We need to look after him and his homework too. Caz also willing to help out if needed.
- Roger wants to continue to help. DME and Holly to work out the coaching plan.
- DME requested pitch dividers – pads or pipes – to enable multiple games on one pitch. Pads need storage or they won't last. Could be on a shelf bracket. Price on the 16 pads (to split the pitch) is ~£2,600. We need to get pricing: MB: piping. BH: pads.
- DME has developed a Sport leadership course for in-house training: 10 hours content reduced to 4 hours (incl safeguarding, coaching, risk assessments, try-out-hockey). There are several parents keen to help – this will form their induction to the "Volunteer Crew" (as AEHC call them, with their own T-Shirts so everyone knows them.)

Club Open Day: (DME)

- DME will lead on Club Open Day arrangements again. Will aim for bouncy castle & ice cream van again. Food could be either the successful wagon we had last time (for a down payment) but better if we can offer food prepared in the clubhouse
- Sequence intended for Club Open Day: senior match first, then juniors 1, juniors 2, senior match later. (Senior players from first match to stay to help with juniors 1, senior players from last match come early to help with juniors)

ACTION ITEMS	RESPONSIBLE	DEADLINE
• Setup mixed summer hockey events in Teamo with ticket	JG	15 th June
• Social media posts & posters to promote mixed summer hockey	SP	15 th June
• Social media posts & posters aimed at recruitment (primarily mens section)	SP	30 th June
• Set up New Junior Membership product in Teamo	JG	22 nd June

• Ask Max, Jamie to use their contacts at universities to potentially attract players	MB	30 th June
• Talk to Stuart at Phoenix to see what options there might be for clubhouse food for Club Open Day	DME	30 th June
• Find pricing for pitch dividers – piping and pads options	MB/BH	30 th June

TREASURER'S SUB-COMMITTEE

DISCUSSION		
Financial update: (HM) <ul style="list-style-type: none"> Received the money from the WRF - £7,000 – but some needs to go to Phoenix - TBC Contacted Lauren to get an invoice to be able to pay scouts for marshalling. Overpayment to WPAL (HM) <ul style="list-style-type: none"> Last FY, we inadvertently overpaid fees to WPAL of ~£7,000 due to errors in the WPAL invoices. Without this cost we would have made a significant surplus. Currently we have budgeted for the full cost of WPAL this new FY, without any money being returned to WHC. As the club has strong cash reserves, HM proposed that we leave the money where it is – in the WPAL sinking fund – which will ultimately benefit all members by helping replace the astro carpet sooner or as seed-corn funding for a 2nd Astro. 		
ACTION ITEMS	RESPONSIBLE	DEADLINE
• Discuss and agree treatment of overpayment with WPAL treasurer	HM	22 nd June

DEVELOPMENT SUB-COMMITTEE

DISCUSSION		
ClubMark: (JG) <ul style="list-style-type: none"> Answers drafted for the 7 questions from EH and previously circulated to the committee. There are some several proposed actions in there: (to be built into the Development Plan) <ul style="list-style-type: none"> Club Leadership: develop a succession plan for committee positions (Chair) Club Leadership: build awareness of Talent Centre principles and practices across the club leaders, decide TC approach for following season (Vice Chair – with club captains) Facilities: complete sub-lease agreement for 40 years (AM) Coaching strategy: lead implementation actions (DME, MB, ES + Coaches) Different ways to play: social hockey campaign to encourage new players to join (MB/SP) Friendly, social and welcoming: ideas for Phoenix – coffee machine, games equipment (e.g. table football), catering. (BH, JG). (Coffee machines – Dave, Kieran have experiences we can tap into). Community connections: school outreach and recruitment plan. Marketing with the local primaries. (DME). Best time to do this is when we currently hold Summer camps – we should prioritise primary recruitment at this time, rather than existing members. Transitioning juniors to adult teams: explain the transitioning plan to CC's & coaches; create regular communication between them centred on readiness and progress of transition. (DME, MB, ES). SP proposed we use a physical noticeboard to promote events and “get to know the committee features using posters. This was agreed. The meeting agreed the actions and that the answers to the questions should be sent to EH by JG. Social events plan: <ul style="list-style-type: none"> We agreed the following events for the social calendar. 		

<ul style="list-style-type: none"> ○ 6th September: Club Open Day ○ 18th October: OktoberFest/Tribute night/Comedy night (TBC) ○ 31st October: Halloween (Phoenix) ○ 13th December: Christmas Party ○ 7th February: Race night (TBC) ○ May? - Dinner Dance – repeat of this years event? ○ TBC: Quiz Night, Bingo night 		
ACTION ITEMS	RESPONSIBLE	DEADLINE
• Arrange with Phoenix for the WHC notice board to be refitted to the wall	BH	30 th June
• Prepare posters and other content for notice board. (NB must include Safeguarding set content)	SP/DH	30 th June
• Submit answers to EH questions	JG	15 th June
• Investigate options for October social event, PJ for Race night.	BH	14 th July

SECRETARY SUB-COMMITTEE

SECRETARY'S AGM COMMITTEE		
DISCUSSION		
<p>Incorporation: JG reviewed previous decisions (for awareness for new committee members)</p> <ul style="list-style-type: none">• We agreed we intend to incorporate the club (subject to AGM approval)• We agreed we intend to incorporate as a Company Limited by Guarantee• We agreed to remain a Community Amateur Sports Club (CASC)• We agreed to engage ACASC to support - at a cost of £1,750• We agreed to set up a Steering Group to drive the incorporation forwards<ul style="list-style-type: none">○ First meeting held: Penny, Sarah, Hilary, Tim, MattW, Alan, SteveM• Caveat/action: no evidence that a charity option will benefit the club – this was anecdotal and likely to be donor specific. Exiting the CASC structure may incur taxes - it's an unknown and more complex. Becoming a Charity would likely be more complex and ACASC couldn't support.• The meeting confirmed that Company Limited by Guarantee was the best structure for WHC. <p>Incorporation: next steps</p> <ul style="list-style-type: none">• JG proposed that we now pay the £1,750 fee to ACASC. This was agreed.• Next: start work on Articles in ACASC template, arrange kick off call with ACASC• Issues: Phoenix has 10% shareholding in WPAL. Need this transferred to WHC for CASC compliance - without incurring tax for either WHC or WPSC. ACASC seem confident this can be done but might need paid professional advice.		
ACTION ITEMS	RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">• Pay ACASC invoice	JG/HM	15 th June

ANY OTHER BUSINESS

PRINT OTHER BUSINESS			
DISCUSSION			
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ACTION ITEMS		RESPONSIBLE	DEADLINE
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Meeting closed at 21.10

NEXT MEETINGS

(7.30PM, 2ND MONDAY EACH MONTH)

14th July 2025
11th August 2025
8th September 2025

Actions from previous meetings

ACTION ITEMS	RESPONSIBLE	DEADLINE
• Check large GK leg guards to see which should be binned, re-used or sold	RH/DV	30 th Nov
• Look at new options for teas for the 25/26 season	MP	7 th Apr
• Speak to astro regarding fixing dugouts	BH	7 th Apr
• Toby to fit new nets to the goals	TB/LB	7 th Apr
• BH to support Holly with the ideal plan for next season	DME	Sept
• Update disciplinary policy regarding red cards	BH	12 th May