

WHC COMMITTEE MINUTES 13th October 2025 19.30 Clubhouse

TYPE OF MEETING	Monthly committee meeting
CHAIR	Becca Healey
MINUTE TAKER	Jim Garside
ATTENDEES	Becca Healey, Jim Garside, Hilary Markwick, Louise Broome, Penny Sparrow, Caz Farrell, Emma Steiger, Matt Bonner, David Middleton-Egan, Zoë Sinclair, Megan Pugh, Sarah Brickhill, (For item 2 only: Anna Fox, Jenna Mape).
APOLOGIES	Kieran Jones, Alan Murdoch, Sue Wright, Sharon Holford, Matt Parris-Jarman, Jamie Shuttleworth, Steve Martin, Sophie Pearson

MINUTES

MINUTES		
DISCUSSION		
Minutes of last meeting: Minutes of the last meeting were approved.		
ACTION ITEMS	RESPONSIBLE	DEADLINE

LADIES CAPTAINS AND COACHES DISCUSSION

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DISCUSSION		
Ladies section discussion:		
- Problems discussed: - players not putting availability on Teamo soon enough or not at all - last week, selection published for one team without consultation with other captains/coaches – leading to that team being strong and others not having enough players - squads in Teamo are very large and overlapping – players see multiple teams’ fixtures - club ethos not clear: would we rather have 4 very strong teams or 5 smaller, weaker teams, but all members getting a game? - Actions discussed: - a plea to all players to be proactive on availability in Teamo - co-ordination between coach/captains before setting teamsheets live – via short meeting on a Tuesday and/or group chat follow-up - narrow down the players in each squad to only those active in the team now - agreed that we want all members to have an opportunity to play competitive hockey. - if we were to prioritise one or more teams (e.g. to get them promoted to aid future progression of players in the club) then this must not cause the abandonment or withdrawal of the lowest team. - rather than general decisions, we should look at the criticality of upcoming fixtures (for league position) and availability to decide whether/how to prioritise particular teams for particular fixtures. - ZS will take a look at long term availability for this purpose. - BH has circulated communications principles for captains and coaches – to be agreed.		
ACTION ITEMS	RESPONSIBLE	DEADLINE

HOCKEY SUB-COMMITTEE

DISCUSSION

Men's section:

- M1s have scored 24 goals, MW has scored 12. Doing well.
- M2s scored 13 conceded 0. Doing well.
- M2s first aid kit missing. M1s needs replenishing.
- Will leave First Aid kits in Kit room at end of half term for LG to review.
- M1s facemasks are old, damaged, previously repaired – need replacement.

Junior section: (DME)

- U13s won. U10s tournament last Sunday – did well.
- Slow steady intake of year 2 and 4 from Kings. Bringing their friends.
- Pads are great. Volunteer helpers are good.
- What can we keep the pads in/on? Angled shelving/racking?

Ladies (ES)

- Need new kickers for Ellie as the current ones are not safe. No suitable alternatives in the container. Costs approx. £330 but she would buy them back at the end of the season.

Umpiring (LB)

- Disappointing that same people are always doing the umpiring. 2 regular umpires will soon be unavailable too.
- Could we insist on each player umpiring just one game per season?
- Two pronged approach needed: (i) encourage trained umpires from the existing pool of umpires to take their turns and (ii) expand the pool of umpires through training events.
- Could target uni leavers for the training courses – as a way to earn money while at Uni?
- Shouldn't we invest in courses on a regular (annual) basis? Umpiring? First Aid?
- Note: umpire qualification requirements in the league regulations are as follows:

	L1s		M1s		All remaining teams
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Level of accreditation required	Level 3	Level 2	Level 1 Assessed	Level 1 Assessed	Level 1 Unassessed
Acceptable minimum accreditation (where agreed by the ALMC)	Level 2	Level 1 Assessed	Level 1 Assessed	Level 1 Unassessed	No formal accreditation required. Refer to 11.7
Who conducts appointments	NPUA	Area Officiating Committees where possible, otherwise clubs	Area Officiating Committees where possible, otherwise clubs	Clubs	Clubs
Can umpires be switched at half time?	No	No	No	No (unless agreed by the ALMC and the opposition captain)	Yes

Umpire payments

- BH asked if umpires can just have their match fee waived rather than claiming £20.
- Agreed: yes. But still want umpires to make their request via the online form since that way we can still track total cost of umpiring.

Process: umpire completes form; requests £10 match fee deduction via comments field; LB credits the match fee in Teamo and amends the umpire payment tracker accordingly.		
	RESPONSIBLE	DEADLINE
Investigate options and prices for storing the pitch pads	DME	26 th Oct
Ask LG if she would kindly review the first aid kit contents and recommend how to replenish	ES	18 th Oct
Leave first aid kits in Kit Room for LG to review over half term	MB/ES	18 th Oct
Purchase new kickers	ES	26 th Oct
Get quote for M1s facemasks and agree with HM	MB	18 th Oct

TREASURER'S SUB-COMMITTEE

DISCUSSION		
Membership update: (SB) - Most membership paid. A few ladies to chase. Men down to the last few. Juniors to follow up with DME. Finances: (HM) - HM presented a summary of YTD vs last year's comparable period - Membership income is significantly down on this time last year. - KJ reported that Orbit sponsorship will be paid this week. MGS have paid last week. Tea costs and options (JG) - Biryani wraps from Potyo are going to go up in price (to £3) – this adds ~£900 for a whole season - Potyo alternative to wraps is £3.50 – individual curry/rice portions – this would add another ~£900 for a whole season - Need to assess the feasibility of such increases relative to YTD actuals and budget for the club as a whole. Meanwhile stick with the Biryani wrap at £3 per portion. - Discussion: could we do sandwiches – yes – no obligation to do hot food. - The local tie-up with Potyo is a good thing (as was Petit Delice last year) – it would be a shame to lose it. - Wastage: anecdotal evidence suggests captains are over-estimating the number of portions of food required – we are potentially wasting a lot of money. Opposition are required to provide their numbers by Wednesday evening. JG requested ES/MB to make their captains aware of the wastage and ask them to be less generous in their estimates to avoid wastage.		
ACTION ITEMS	RESPONSIBLE	DEADLINE
Develop a forecast to inform the decision on Teas options and costs	HM	26 th Oct
Make their captains aware of teas wastage and ask them to be less generous in their estimates to avoid wastage.	ES/MB	18 th Oct

DEVELOPMENT SUB-COMMITTEE

DISCUSSION	
Social Events (BH) - Pizza and a pint event was successful. - SP is creating a calendar of events. Halloween event coming up – need posters. - Dinner Dance – will send a poll for date selection to everyone. Stick to the Pinewood.	

- PS offered to run a quiz in the new year

ACTION ITEMS	RESPONSIBLE	DEADLINE
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SECRETARY SUB-COMMITTEE

DISCUSSION	
Welfare: (PS) • PS introduced herself and her safeguarding role. Her priority is that EH are happy and young children and vulnerable adults are happy and safe • EH: captains, coaches, anyone who give lifts to U18s – all need DBS • PS won't get involved in disagreements between adults unless there is a genuine safeguarding issue • Safeguarding policy – will need to have equal emphasis on vulnerable adults (as well as children). PS will review once EH safeguarding training completed. • Health & Safety Policy previously circulated by JG. Feedback received from PS only. • DECISION: meeting agreed the Health & Safety Policy was approved. We still need a Safety Officer appointed – for organising first aid kits and first aid training. • Notify injury procedure to Captains. Especially for juniors. • Need a procedure in each first aid kit with instructions for pre, during and post match e.g. reference to injury policy, contact people, defibrillator code etc. Communications (MP) • MP proposed to develop a monthly newsletter, timed for after each committee meeting. • To include member updates; welcome to club; welcome to committee; debut's; vacant positions; player/family news, reminders of match fees, social events, umpiring, availability etc. Realising the benefits of Veo: (JG) • We want to make sure we get the benefits from Veo for players and team performance. • Suggestion: each team shares out the video analysis to create "clips" from the latest match to be shared via Veo or at in-person coach meetings. E.g. a defender is asked to clip 2 successful defensive outlets and 2 unsuccessful; an attacker to clip 3 attacking penalty corners; someone to clip the "Champagne moment" in the match. Looking after the Veo camera - responsibilities • There is no one person to set up, record and take down the camera every Saturday – it is the responsibility of each team to do this and look after the camera during their match. • Written instructions are in the camera box. Also in Teamo folder. • Team responsibilities: ○ Captain should make sure at least 2 people in the team have access and trained ○ Make sure visiting team have given their permission to record/stream ○ Captain for first match of the day (or delegate) ▪ On arrival – open container and check camera is charged ▪ Setup camera pitch side ○ Captain of every match (or delegate) ▪ Start streaming/recording – try to minimise warm-up recordings ▪ Stop streaming/recording at the end ▪ Handover responsibility to next team captain (or delegate) ○ Captain of last match (or delegate)	

- Switch off and pack away camera and tripod
- Store in Container – on the high shelf far back left
- End of day upload (one of Sam Dawson, Jim Garside, Megan Pugh)
 - Take camera home to charge and upload recordings via WiFi
 - Return at training Tues/Weds.

Incorporation update (JG)

- Transfer of WPAL shares from Phoenix to WHC approved at Phoenix AGM
- Taking professional advice on any tax implications of share transfer (£1,250 + VAT)
- Taking professional advice on VAT implications of WHC incorporation on WPAL VAT status (£1,000 + VAT). Also want to see what other clubs are doing e.g. Timperley
- WHC will pay for this advice since WHC is initiating the changes – any objections?
- Once these are done, we can complete updates to WPAL articles and a WPAL General Meeting needs to approve. Then will revert attention to WHC articles and incorporation.

ACTION ITEMS	RESPONSIBLE	DEADLINE
• Remind captains of Injury Procedure and reporting (Club Documents page)	ES/MB	18 th Oct
• Share Veo responsibilities with captains; send individuals to JG for setup in Veo and for training	ES/MB	18 th Oct
• Prepare October Club Bulletin for members	MP	26 th Oct

ANY OTHER BUSINESS

DISCUSSION	
Phoenix Update: (JG/BH) • Phoenix AGM held 15th September. WHC relevant resolutions approved. • Officers: David Clark is Chair. Jim Garside is Secretary. Chris Hunter remains Vice Chair, Rachel remains Bar Secretary. Guy Phillips lined up to be House Secretary. Chris Steiger / Stu lined up to share treasure role. Grounds role unfilled. • Trustee transfer in progress: Steve Kinsella -> Fiona Mellor (& Clive Perrin to Frazer Hunter) • Sub-lease for WPAL still not complete – pending input from Phoenix solicitor. • Bar finances not yet under control. Stock takes done but costs not calculated. Tom Winterbourne helping Rachel complete till setup so all prices/costs entered; Sam D has offered to help with stock takes thereafter. • Overspent on bar staff costs – must reduce. Will need volunteers for Saturday peak times and weekday evenings or the bar will need to close midweek. • Investigating potential new governance for Phoenix – Company Limited by Guarantee? Need to look at other options for Mother Clubs. E.g. Timperley	
ACTION ITEMS	RESPONSIBLE DEADLINE
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Meeting closed at 21.15

NEXT MEETINGS (7.30PM, 2ND MONDAY EACH MONTH)	10 th November 2025 8 th December 2025 12 th January 2026
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Actions from previous meetings

ACTION ITEMS	RESPONSIBLE	DEADLINE
• Create and send a poll to members for Dinner Dance date	BH	30 th Aug
• Spirit of Hockey implementation – communication, signage etc	BH/SP	20 th Sep
• Contact more potential sponsors via Instagram	BH	30 th Sep
• Update Discipline Policy – red card treatment and from lessons learned over the summer	CF/BH	10 th Nov