

GLOUCESTERSHIRE HOCKEY ASSOCIATION

Minutes of Committee Meeting held on 30th March 2023 at Cotswold Area Civil Service Sports Association (CACSSA)

1 Attendance

Present: Ian Harvey (Chair), Shaun Cullimore (Treasurer), Andrew Hopcraft (Secretary), Graham Wayland (Communications Officer), Helen Jefferies (Youth Coordinator), James Doughty (Youth Coordinator), Lindsay Ferguson (Men's Masters Coordinator), Sally Privett (West Masters representative and Women's Masters Coordinator), Liz Waltham (observer).

Apologies: Lisa Lundie (Welfare Officer & Schools Coordinator).

Not Present: Bob Moxom (Vice Chair).

2 Minutes from the Last Meeting - 12th January 2023

The Minutes from the Committee Meeting held on 12th January were approved.

3 Matters arising

Actions from the previous committee meetings were reviewed and updated as follows:

Number	Owner	Action	Update
0922/2	Lisa	Send survey to schools to look at why some schools are not entering	To be done.
0922/3	Lisa	Forecast for schools for next year	To be done.
0922/5	Graham	Draft a job description for the Communications Officer for discussion and agreement	Complete
0123/1	James	Investigate goalkeeper training for all county goalkeepers	Complete
0123/2	James	Provide the Treasurer with the player pathway financial forecast	Complete
0123/3	Shaun	Provide a financial estimate for the year end financial position	Complete
0123/4	Ian	Find a replacement for Lisa for the Welfare Officer role	Liz invited to this meeting as a potential

			replacement
0123/5	ALL	Have a think about potential sponsors and what we might do with any sponsorship money for the next meeting	To be discussed in the meeting
0123/6	Graham Andrew	Send round communications officer role questions for feedback	To be discussed in the meeting
0123/7	Graham	Make introductions to local media	Not yet started
0123/8	Bob	Ask Simon Mason if he would do a county GK training session	TBC
0123/9	Ian	Location for next committee meeting to be booked	Complete

4 Chair's Business

Ian met yesterday with Caroline Baynes of England Hockey. Membership was discussed in detail and Caroline committed to provide us with a definitive list with contacts. This may take some time still, so we will have to go with what we have for the AGM. A number of issues were raised with EH and were listened to sympathetically.

5 Finance

AGM financial report

Awaiting last figures but current position for this year is income of £32,910 and expenditure of £30,060 resulting in a surplus of £2,850. Reserves are now at £49,949 and further conversations are needed to agree the level of reserve we aspire to keep, as no agreement was reached in the meeting. A level equating to one year of expenses was proposed, but not agreed.

Affiliation fees

Affiliation fees are to be requested from each of the clubs for 2022/23 and to be kept at £30 per league team for 2023/24.

Policy for awarding grants

A proposal is to be written by the sub-committee for dealing with grants to clubs and schools for regional and national competitions and also whether we can support coaching, first aid and dbs qualifications for GHA coaches. England Hockey have a test to show whether someone is providing a service or not, so this could be used and should be investigated. There was also a proposal to ring-fence bursary funds for TA players - there are currently 20 Gloucestershire players at talent academy and a £2,000 budget was proposed, to help those who would need it most. This is to be agreed along with any other grant budgets, in line with agreement about reserve levels and included in the overall annual budget.

6 Reports

Secretary

A "Parents' and carers guide" has been completed and added to the website. This has been shared for the U12 training in April.

There was an England Hockey (EH) Counties forum on 1 Feb. The main things to note are:

- EH now have an "Areas and Counties" team who will initially be focussing on governance and the county offer
- EH have planned out County network, forum and CSC meetings for the rest of the year
- The guidance for TA assessment appears to be clearer and with an automated administration system
- The PPS upgraded system is in beta test, with training for the counties from March
- Work has started on a Talent Centre style framework for Junior Counties

Junior Hockey

Festivals & competitions Lots of festivals in January and March, with good attendance (girls slightly up, boys slightly down). A good mixture of the clubs have been represented in the West area In2Hockey competitions.

Indoor hockey This is becoming more popular, but hard to administer as we have no one within GHA to run it or encourage participation. Agreed to write off the £720 fees this year, but to look at what we could do to improve indoor next year. West Hockey will run the schools indoor, but GHA will remain responsible for the clubs indoor competitions.

County hockey Trying to get a venue for North (West) vs South (West) matches and agree which teams are to play - should have been 12 March, but finding a new date is hard. Plans in place for next season already so these should be agreed soon. U15/16/17 boys and girls played against Stourport TA this month - both were good matches and good for the players.

80 players have registered for the U12 development centres next month. The new ClubBuzz system is in test and we will use this system for the U12 DC as a next stage of testing. Everyone will be on the new system for next season as the PPS closes in July.

As James and Helen are looking to step back from some of the administration, a slightly different approach was proposed using someone on a different continent with different financial circumstances. One such

person is Jhona who is based in the Philippines; Jhona has been working on a contract basis for James since 2015 on a variety of projects, but mainly as administrative support in the business that he co-owns.

The Player Pathway Administrators would like to utilise some of Jhona's time to help with the transition to the new system and then to help with some of the more time consuming tasks. Jhona costs \$6 per hour and a very rough estimate has been done of an hour a day for 220 days which is about £1,100. This cost would be offset against the cost of the appropriate remunerated roles, depending on the work that Jhona does. The new Club Buzz system looks like it can restrict access to sensitive personal data quite effectively so it doesn't look like there is a GDPR issue. Jhona would be paid via PayPal and it is proposed that Gloucestershire would pay the transaction fees. It was agreed that this would be explored further to understand any potential issues and how this would work in practice.

Strength and conditioning to be added in to the season for next year.

Company affiliations – some companies have approached us to be affiliated with GHA. It was agreed that we would investigate what the companies would like to get out of affiliation and how much they would be prepared to pay for this.

Development of hockey in state schools (EH initiative)

Nothing significant to report.

Masters Hockey

Womens England ladies hockey squads are now set with home nations matches in Glasgow and European tournaments mostly in Valencia. The World Cup will be next year in Cape Town for the age groups who didn't go last year and New Zealand for the others.

West trials now complete with most squads to be announced in the next week. Numbers were phenomenal! Tournaments now in May and June following training.

Within Gloucestershire, Lansdown are setting up a ladies masters group to play against local clubs over the summer.

Mens West hockey for men does not appear to be as well organised as the ladies hockey, however, trials have been held by age group. Steve Foster and Dave Gardner will be taking on the men's masters roles within GHA for next season.

Expansion of Masters Hockey in Gloucestershire (EH initiative)

Nothing significant to report.

Welfare

Nothing significant to report.

7 AGM preparations - Wed 17 May

Officers All current officers happy to remain in post except for:

- Lindsay Ferguson who will be replaced by Steve Foster and Dave Gardner.
- Lisa Lundie who will be replaced by Liz Waltham.

Reports and presentation The template from last year is to be used and updated accordingly. Bullets for slides to be in by 14 May, along with full report for website.

Notice to clubs Must be out with 21 days notice.

To be held on zoom, with Ian, Graham, Andrew and Shaun to manage the event

8 AOB

Communications First draft job description has now been created and was shared with the committee. Any feedback to be sent back to Graham.

Sponsorship There was a feeling that we could get a county sponsor and that we could use any funds generated to help make hockey more accessible to all. It could be used to support our efforts to get more children in to hockey, regardless of their background and could allow us to do more to support fees for clubs and state schools, county players who are selected for TA, fees for county players, etc. It was agreed to investigate this further.

Succession planning Ian is planning to remain in post for the next 2 years and then hand the role over to his successor. We will therefore need to start his succession planning now.

GHA strategy Not discussed at this meeting.

9 Actions

Number	Owner	Action	Update
0323/1	Andrew	Send out a mailing list to all clubs that we think are in Gloucestershire to check we have the right POC and to remind them of the AGM date	Complete
0323/2	Andrew	Put the list of affiliated clubs on the shared drive	Complete
0323/3	Shaun	Invoice clubs for affiliation fees as soon as possible	Email sent 8 Apr

0323/4	Shaun	Concerted effort to release the funds in the National Savings account (£1,151)	
0323/5	Andrew	Look in to how we might be able to support GHA coaches with training, dbs and first aid and Gloucestershire TA players, to include a budget.	
0323/6	Andrew	Write a proposal with the grant sub-committee to cover schools and clubs for a 5 year period	
0323/7	Liz	Could we do more to support and encourage indoor hockey.	
0323/8	James	It was agreed that using Jhona should be explored further to understand any potential issues and how this would work in practice.	
0323/9	James	Investigate what potential affiliation companies would like to get out of affiliation and how much they would be prepared to pay for this	
0323/10	All	Provide feedback to Graham on the Communications Officer job description	
0323/11	Ian / Andrew	Dates for committee meetings for next year to be agreed	
0323/12	Ian / Andrew	AGM rehearsal to be booked in for Ian, Shaun, Graham and Andrew	
0323/13	All	Led by the Treasurer, we need to agree on an appropriate level of reserves to aspire to, within an agreed timeframe.	

9 Date of next meetings

Month	Date	Location
July	TBC	CACSSA
September	TBC	CACSSA
January	TBC	CACSSA
March	TBC	CACSSA
May - AGM	TBC	Zoom

The next AGM will be held on Wednesday 17th May at 7:30pm (online)

Andrew Hopcraft
GHA Secretary