

Honorary President

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Minutes of Committee Meeting held 18th August 2020

Present: Ian Harvey (President, acting Secretary), Shaun Cullimore (Treasurer), Angie Pearce (Youth Coordinator), Nigel Sherwood (proposed Men's Masters Manager), James Doughty (Youth Coordinator), Graham Wayland (Senior Men's County Manager), Lisa Lundie (Welfare Officer), Alistair Kilfoil (Men's League Representative).

Apologies: Carolyn Rolleston (Coaching Director), Sally Privett (Women's Masters Manager).

Not Present, Rob Fynn (Disciplinary Administrator), Mike Sheppard (Umpiring Secretary), Bob Moxom (Vice President).

Please note if an action is a long term item it has now been moved to the end in section 11.

Item	Notes	Action
1.0	Apologies: See list above.	
2.0	Minutes from Last Meeting - 25th February 2020 The Minutes from the Committee Meeting held on 25 th February were not reviewed due to the need to focus on the impact of Covid-19. This will be held over for the next Committee meeting. Any actions or updates that have arisen are recorded in this set of Minutes even if not discussed at the meeting. Ian Harvey chaired the meeting.	
3.0	Matters Arising	
(i)	Legal status of Gloucestershire Hockey Association as a body. No further progress on this as the EH AGM has not been held to determine the outcome of the AGM Resolution on Governance. No action on this is needed until EH complete their AGM which is expected in September.	No Action.
4.0	Chairman's Business	
(i)	Future roles for GHA: No further progress on this as the EH AGM has not been held to determine the outcome of the AGM Resolution on Governance.	No Action.
5.0	Reports	
(i)	Secretary: The 2019 - 20 GHA AGM was discussed. The plan for a physical meeting (originally Thursday 21 st May) at Cheltenham Civil Service with refreshments was clearly no longer viable due to the Covid-19 restrictions on numbers of people that can meet. Instead it was agreed it would be an on-line Zoom meeting to be held on 23 rd September. This	Hold AGM rehearsal on-line Zoom meeting to

	<p>would need a detailed plan so a dedicated team would meet to go through this; Shaun Cullimore, Ian Harvey and Graham Wayland to get together on 25th August. Need to include proposal for Angie Atherton and Roy Smith to be elected as Life Members.</p> <p>Reports from all officers will be needed and Verity Langfield to be invited as EH representative. Check of the previous AGM Minutes required in case of any actions.</p> <p>Ian Harvey</p>	<p>identify process and allocate roles for leaders – Ian Harvey, Shaun Cullimore, Graham Wayland</p> <p>AGM reports required – All</p> <p>Notification of AGM to be sent out with Agenda – Ian Harvey</p>
(ii)	<p>Men’s West League Representative: There was nothing to report due to lockdown suspending hockey.</p> <p>Alistair Kilfoil</p>	<p>No Action.</p>
(iii)	<p>Senior Men’s County Manager: The future of this depends on the outcome of the EH AGM resolution on governance so there is nothing to report.</p> <p>Graham Wayland</p>	<p>No Action.</p>
(iv)	<p>Youth Coordinators:</p> <p>Schools</p> <p>Due to Covid-19 the situation for the schools competitions is very uncertain and until the new term starts it has not been possible to get any understanding of their likely positions. England Hockey and Liz Powell from West still discussing what approach to take on the girls schools events that would need to happen in the first half of the season before Christmas.</p> <p>Festivals / In2Hockey</p> <p>Provisional dates for the Junior Festivals and In2Hockey competitions have been sent out to all Clubs. It needs to be established how many are going to be willing to participate with Covid-19 and also what steps will be required to allow them to take place with Covid-19.</p> <p>Requests for bookings to Dean Close and Cheltenham College have not received any response. However, it is known that Cheltenham College is allowing pitches to be used, Lucy Archer has been running Hockey Fever there. Need to get bookings in place and the Covid secure plans from the venues so GHA guidance and risk assessments can be completed.</p>	<p>Need to approach the schools when it makes sense to understand their willingness or otherwise to participate in events – Lisa Lundie</p> <p>Pursue Dean Close and Cheltenham College over bookings and Covid secure plans and</p>

	<p>Player Pathway</p> <p>James Doughty has taken on the role of Covid officer for the Player Pathway so that when players sign the EH Participation Agreement they can list the GHA AC centres. First aid kits have been replenished and other training kit is available. Preparations for operating under the Covid rules from EH are in progress with participants being asked to register for the PP and the EH participation agreement. Plans are in place to have 2 groups of 20 on a pitch, risk assessments and procedures are completed. Bookings have been made with Oxstalls, but opening hours are limited and September dates will not be confirmed until end of August.</p> <p>Angie Pearce, James Doughty</p>	requirements – Lisa Lundie
(v)	<p>Umpiring Secretary: There was nothing to report due to lockdown suspending hockey.</p> <p>Mike Sheppard</p>	No Action.
(vi)	<p>Indoor Secretary: There was nothing to report due to lockdown suspending hockey.</p> <p>Rob Fynn</p>	No Action.
(vii)	<p>Masters Managers:</p> <p>Womens: There was nothing to report due to lockdown suspending hockey.</p> <p>Sally Privett</p> <p>Mens: Nigel Sherwood and Lindsay Ferguson have volunteered to take over from Malcolm Green, Lindsay Ferguson will be formally proposed at the AGM. The team needs to be registered with EH for Covid-19 so that people can list the team on the EH Participation Agreement. It was agreed in the meeting the team name would be “Gloucestershire and Herefordshire Masters”. Graham Wayland agreed in the meeting to be their Covid officer. Need to have the team registered with EH.</p> <p>Nigel Sherwood</p>	<p>No action</p> <p>Register mens masters team with EH – Ian Harvey</p>
(viii)	<p>GHA Website: In the absence of GHA specific policies and procedures it would make sense to adopt all EH Policies and Procedures so a statement on the website to this effect would provide guidance to all Clubs and schools and anyone else working with GHA.</p> <p>Suggested text: <i>GHA conforms to all EH policies and procedures and expects that any Club, school, coach or associated body with which GHA works will comply with these in all respects.</i></p> <p>Website login for PP administrator (James Doughty) has been created, this is probably the only role that requires this. No further action required.</p>	Agree wording for website statement on Policies and Procedures and post – Shaun Cullimore, Ian Harvey

	Shaun Cullimore	
(ix)	Clubs Representatives: These positions remain unfilled and the need for these will be determined when the future roles of the counties (Sub-areas) is defined. This is awaiting the outcome of the EH vote on the EH AGM resolution on Governance. No report required for now.	No action.
(x)	Welfare Officer Nothing to report. Lisa Lundie	No action.
6.0	Disciplinary Administrator There was nothing to report due to lockdown suspending hockey. Rob Fynn	No action.
7.0	GHA Finances / Accounts The Finance report for the AGM is the current state in view of the suspension of all hockey since March. This will be provided at the AGM in September. The previous action over the bank mandate remains to be completed. Shaun Cullimore	Add Ian Harvey to bank mandate - Shaun Cullimore
8.0	West HA Matters: West HA was not discussed at the meeting. However, the AGM had been held in July and a new President elected. Subsequent to this a volunteer stepped forward to take on the role of Treasurer which had been vacant for a long time. The various Committees are operating and there is engagement with EH over the changes that will occur assuming the Resolution on Governance is approved. Ian Harvey	No action.
9.0	Any Other Business	
(i)	Offer of coaching support to schools to be included with the invitations to enter teams for the various county rounds of the schools competitions. Schools to be encouraged to affiliate as well as participate. The decision over which schools to be given support to be made between James Doughty and Shaun Cullimore.	Wording to be agreed - Lisa Lundie, Shaun Cullimore Decide list of schools to be given coaching support - Shaun Cullimore, James Doughty
10.0	Date of Next Meeting: To be decided after AGM.	

11.0	Carry over actions:	
11.1	<i>HGWHUA have decided in future not to appoint a representative to the GHA Committee. This role may need to be removed from the Constitution depending on the outcome of the EH AGM Resolution Governance review and the relationship between Areas, Sub-areas and HUAs.</i>	<i>Consider need to update the GHA Constitution at next AGM if HUA representative role is not still required - Ian Harvey</i>
11.2	GDPR (General Data Protection Regulation). <i>There are now templates for hockey organisations to use, EH are referencing the Sport and Recreation Alliance documents. These need to be adapted to the needs of GHA. Also an audit of personal data held by the GHA should be carried out to ensure compliance with the policies once created.</i>	<i>Create draft proposed GDPR policies for GHA including a consent form based on Sport and Recreation Alliance templates. Audit of personal data held by the GHA also needs to be completed - Ian Harvey.</i>
11.3	GK coaching course. <i>No progress has been made due to the difficulties of finding suitable coaches with availability. It was agreed that a one day event would make the most sense and in view of the difficulties in getting a "name" to lead it was felt that a specialist goalkeeper coaching company would be a better arrangement. Fortitude was suggested. Location would probably be best at Dean Close.</i>	<i>Contact Fortitude to see what they could offer then explore possible venues including pitch and classroom availability - Ian Harvey.</i>

<p>11.4</p>	<p>Run coaching courses <i>Potentially Introduction to Hockey Coaching course could be run. Need to explore possible dates, but something as soon as possible as early in the season enthusiasm is likely to be high. Kings in Gloucester has a new pitch and seem keen to let it out for hockey, classroom though would also be needed.</i></p>	<p><i>Discussion to be held with EH over setting this up so course can be accredited - Ian Harvey</i></p>
<p>11.5</p>	<p>Senior Mens' County side <i>It was agreed not to make any decision on the future of the team until EH decides the future of the competition.</i></p>	<p><i>Review the future of the county senior mens team once the EH AGM Resolution outcome is clear - Graham Wayland</i></p>
<p>11.6</p>	<p>Clubs Representatives: <i>Positions are unfilled currently. The EH AGM resolution Governance review will redefine the relationship between counties and clubs so this can be left open for now. However, a view will be needed by the next AGM in case the constitution needs to be revised.</i></p>	
<p>11.7</p>	<p>Legal status of Gloucestershire Hockey Association as a body. The question of whether the GHA needs to become an incorporated body as West has done, possibly a company limited by guarantee, remains open. The concern exists over whether the GHA officers could have some liability for tax arrears if HMRC were to pursue anyone contracted by GHA. Incorporation seems overall a sensible move as it would provide protection to the GHA officers; however, until the full impact of the proposals arising from the England Hockey AGM resolution on governance are known and the implications for the status of the GHA this should be put on hold.</p> <p>James Doughty has a contact (Jo White) that has experience of both incorporation and the development of procedures and policies that could be a useful source of information. Recent experiences such as Player Pathway improvements would suggest that a set of GHA specific policies and procedures would be very useful.</p>	<p>Develop a detailed proposal regarding GHA Incorporation unless the EH governance proposals make this unnecessary - Ian Harvey</p> <p>Seek support for developing GHA specific policies and procedures - Ian Harvey.</p>

<p>11.8</p>	<p>GHA Committee job descriptions.</p> <p>Need job descriptions for volunteer roles that are vacant; Secretary, Clubs Representatives, Welfare Officer (although now filled). This action should now be put on hold pending the outcome of the EH AGM Resolution on Governance as anything produced could be made obsolete.</p>	<p>Create draft job descriptions proposals for the Committee to review and agree - Ian Harvey</p>
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