



**Minutes of Committee Meeting held on 21<sup>st</sup> September 2023  
at Cotswold Area Civil Service Sports Association (CACSSA)**

**1 Attendance**

**Present:** Ian Harvey (Chair), Bob Moxom (Vice Chair), Andrew Hopcraft (Secretary), James Doughty (Youth Coordinator), Helen Jefferies (Youth Coordinator), Lisa Lundie (Schools Coordinator), Steve Foster (Men's Masters Coordinator).

**Apologies:** Shaun Cullimore (Treasurer), Graham Wayland (Communications Officer), Sally Privett (West Masters representative and Women's Masters Coordinator), Liz Waltham (Welfare Officer).

**Not Present:** None.

**2 Minutes from the Last Meeting – 7<sup>th</sup> June 2023**

The Minutes from the Committee Meeting held on 7<sup>th</sup> June were **unanimously 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	Complete, but responses limited
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	Bob has asked him, but SM has not yet committed.
0323/4	Shaun	Concerted effort to release the funds in the National Savings account (£1,151)	TBC
0323/7	Liz	Could we do more to support and encourage indoor hockey.	TBC

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.	This has been agreed and Jhona is now working
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	Stick Club committed, others in progress. £100 per affiliation.
0323/10	All	Provide feedback to Graham on the Communications Officer job description	Complete
0623/2	Andrew / All	Set up a WhatsApp group for the committee – all to give Andrew their contact number	Done for those at the meeting
0623/3	Andrew	Update the grants policy in accordance with the AGM figures and send round for approval for the coming year	Done in draft
0623/4	James	Collate feedback from the committee on the 5 year vision for GHA and put into a framework for discussion at the September meeting	WIP (see later note)
0623/5	James / Andrew	Need to confirm there are no GDPR implications with offshoring ClubBuzz admin	Paper written, complete
0623/6	James	Rework the player pathway costs to allow for offshoring of ClubBuzz administration	Complete
0623/7	James then Ian as needed	For schools and clubs competitions, ask Dean Close and Cheltenham Ladies College to provide pitches for free on behalf of the community for tournaments	Not yet started
0623/8	Graham	Find the right POC at each club for communication and introduce himself	Not yet started
0623/9	All	Let Ian know of anyone who may be keen to lead initiatives with state schools and masters	No responses have been received

#### **4 Chair's business**

England Hockey are focusing their efforts in achieving their objectives. West Hockey are trying to sort out officiating for the West Region, but this is not yet resolved.

There was a Gloucestershire Clubs County Network meeting organized by Barbara Reynolds on 13th September to cover volunteers. Sadly only 4 Clubs registered and 2 turned up. The presentation covered all aspects of volunteering and there was a lively discussion amongst the few participants. There were a lot of good ideas presented; once the slides are sent through, they will be circulated and can be put on the website. Clubs should receive them directly.

#### **Juniors**

The Junior Festivals and In2Hockey dates have been sent out to all the Clubs and responses received from most, the only exception to date being Lansdown and a couple of out of county Clubs. The first U12s Festival is on 1st October.

The West Junior Competitions Committee has met over the summer and all the fixtures are in place for the Clubs tier 1 and 2 leagues, with entries still being received for the lower tiers. Clubs Indoor is with counties to organize. The schools dates are all set and Indoor this season is direct entry to West with an element of self organization of the qualifiers for West finals. There is an initiative to organize a Tier 4 state schools competition at U14, but so far details are unclear.

#### **Health and Safety**

England Hockey have re-emphasised Safe Hockey this year. EH has a module which is an hour long and many clubs have asked their coaches, managers and captains to do this. The Junior County coaches have all been asked to complete the training.

#### **5 Finance**

As of 12th September 2023 we were showing a surplus of £4,530.02 on income of £9,844.21 but we are at a time of the year with no pitch hires or coaching fees.

Following England Hockey's reorganisation of the sport there was confusion around membership fees in 2022-2023. Clubs did not know which county they belonged to and contact details were out of date/unavailable. As a result, the following membership fees are owing from 2022-2023 (as of 12th September 2023):

Bishops Cleeve HC	£30	
Cheltenham Junior HC	£30	
Gloucester City HC	(paid £240 but owed £300)	£60

Hartpury College HC	£30
Hockey Fever	£30
Lansdown HC	£300
Puffins HC	£30
Shipton Oliffe HC	£30

There were some schools that had not paid for last season, but most have now paid.

The new EH talent platform (ClubBuzz) fee for the Stripe payment method is roughly 4%. It was proposed that we remove the direct debit option. This was **unanimously approved** in the meeting, subject to agreement with the Treasurer.

RO coaching has verbally agreed to affiliate and this was **unanimously approved** by the committee.

#### Funding policy

The funding policy was reviewed, updated to draft 4 and **unanimously approved** by the committee. It will subsequently be issued as version 1.

## **6 Reports**

Secretary Nothing to report.

Schools Entries are up to pre-COVID levels and final entry fees for last season are being chased. A survey was sent for feedback, but only 2 responses were received.

West are running a 7-a-side tournament for state schools in March, so Lisa will ask the state schools if they would like to do something earlier.

#### Clubs

First request for entries has now gone out and have been well received. Risk analysis complete and a full guidance document has been sent to all clubs.

#### Junior County Hockey

South West regional finals results:

- U14 Boys - beat Somerset 6-3 to become Regional Champions - the team was undefeated throughout the season and several players are now trialling for Talent Academy and above.
- U14 Girls - beat Somerset 4-2 to become Regional Champions - several players are now trialling for Talent Academy and above.

- U15 Girls - lost to Devon 1-4 to become Regional Runners Up. They qualified for the final because Somerset could not raise a side.
- U16/17 Boys - beat Somerset 3-2 to become Regional Champions - several players are now trialling for Talent Academy and above.
- U16/17 Girls - qualified to play in the regional final but were unable to raise a full side for the final and so became Regional Runners Up.

The new Talent System went live over the summer - it is a significant improvement on the previous system. The fixed cost to GHA is £250 per year and will be charged by England Hockey. Transaction fees based on the budget will be approximately £750 for the year.

### Masters hockey

Womens No update.

Mens 2 over 60's teams have been entered for matches from November.

### Welfare

No issues reported. Injuries can now be reported live in ClubBuzz.

### Communications

The draft note to go out to Clubs and Schools introducing the Communications Officer role has been drafted and now ready for issue through Mailchimp once a couple of technical issues have been resolved. The note also sets out four key areas we will focus on, invites feedback and views from Clubs and Schools and ask for details of their Communications contacts. This was **unanimously approved** by the committee.

Graham also proposed an approach to social media that was also **unanimously approved** by the committee.

## **7** GHA strategy

Section 2 of the GHA constitution provides a good summary for why GHA exists and some feedback has been provided to James. Further conversations will be help over the coming weeks 1:1 with James and then brought back to the committee for further discussion. This approach was **unanimously approved** by the committee.

## **8** AOB

Succession planning Ian would like to look for a replacement Chair this year, so there is a conversation to be had with Graham about how we might go about talking with clubs for volunteers.

Sheila Davson has sadly passed away. She had been Head of Sport at CLC and had played for the County and West as well as being Chair of the Ladies County.

## 9 Actions

Number	Owner	Action	Update
0923/1	Shaun	Could we split out the costs as per James and Helen's report regarding timing for DC in the accounts	
0923/2	Shaun	Agree or not the removal of direct debit option from ClubBuzz	
0923/3	James	Any proposals for coach development to be sent to Andrew	
0923/4	James	Talk to Hockey Fever to see if they would be interested in running school and or club competitions	
0923/5	Graham	Think about how we might go about finding a successor to Ian	

## 10 Date of future meetings

Month	Date	Location
November	Thursday 23 <sup>rd</sup>	Zoom
January	Thursday 25 <sup>th</sup>	CACSSA
March	Thursday 21 <sup>st</sup>	CACSSA
May - AGM	Wednesday 22 <sup>nd</sup>	Zoom
June	Wednesday 5 <sup>th</sup>	CACSSA

All of the above meetings will be held at 19:30.

*Andrew Hopcraft*  
GHA Secretary