



# Plymouth Hockey Club

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Club Members

March 2011

MINUTES OF THE PLYMOUTH HOCKEY CLUB ANNUAL GENERAL MEETING HELD AT THE ST JOHN AMBULANCE BUILDING, CROWNHILL ON 20<sup>th</sup> MARCH 2011 AT 10.30AM.

|  |   |
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| <p>Present:</p> <p>Mr R D White (Rob)<br/>         Mr M Timson (Mike)<br/>         Mrs H Palmer (Helen)<br/>         Mrs C Pengelly (Carrie)<br/>         Mrs D Hickey (Dawn)<br/>         Mrs J Baines (Jane)</p> <p>Mrs A Large (Alexa)<br/>         Mrs R Mathis (Rachel)<br/>         Mr D McGowan (Dean)<br/>         Mrs R Penfold (Rachel)<br/>         Mrs P Roberts (Pauline)<br/>         Mrs A Lambert (Ana)<br/>         Mrs N Smith (Nicola)<br/>         Mr C Vinson (Chris)<br/>         Mr R Norris (Richard)<br/>         Mrs J Rodgers (Jo)<br/>         Mrs L White (Lisa)<br/>         Mr L Smelt (Lee)<br/>         Mrs L Davies (Lisa)</p> <p>Apologies: Mr T Smith (Trevor)</p> | <p>Chairman<br/>         Head Coach<br/>         Lead Welfare Officer<br/>         Deputy Welfare Officer<br/>         Secretary<br/>         Treasurer</p> |
|--|---|

| Item                 | Decision   | Action |
|----------------------|--|--------|
| (a)                  | (b)  | (c)    |
| 1. Apologies         | Apologies were received from TS.   |        |
| 2. Minutes           | The minutes of the last meeting held on 25 <sup>th</sup> March 2010 were unanimously agreed as a true record by those present and signed by RW.<br><br>Proposed: HP.<br>Seconded: RM.  |        |
| 3. Matters Arising   | Nil.   |        |
| 4. Chairman's Report | The Chairman welcomed everyone to the meeting and thanked St John Ambulance Crownhill for the use of their building. He reported a successful year; one that he would remember as the most enjoyable of his 6 years as Chairman. There had been challenges, but they had been overcome through everyone working together; he thanked everyone for their support.<br><br>RW reported that the success and progress of PHC this year had been very encouraging. A new coaching structure was in place. MT had almost completed |        |

| Item                    | Decision   | Action   |           |            |             |           |             |           |             |                      |              |                        |                 |                   |               |  |
|-------------------------|--|----------|-----------|------------|-------------|-----------|-------------|-----------|-------------|----------------------|--------------|------------------------|-----------------|-------------------|---------------|--|
| (a)                     | (b)  | (c)      |           |            |             |           |             |           |             |                      |              |                        |                 |                   |               |  |
|                         | <p>his Level 2 qualification. SM had qualified as a Level 1 Coach and SL would attend a Level1 course in the next month. Together with the Apprentice Coaches, (EH, NW, RR, AA and OA) the Club was in a better position to meet player's needs. This more focussed developmental training has seen PHC teams reach the middle of each league in which they play. Effective, challenging and exciting coaching is critical to the retention of players and PHC success in competitive leagues.</p> <p>PHC membership was now almost 40 and was continuing to increase; this growth was necessary for the Club's survival. Parents continued to comment on the pleasant atmosphere at the Club, how friendly everyone is and how loud our supporters were! RW welcomed all suggestions, ideas and constructive criticism. He stressed his desire that the club was happy and successful, but most of all that it was happy!</p> <p>The Club ran its first Foundation Umpire's course this year. Six players from 4 clubs attended; the course made a small profit and another may be run in the next season. It was planned to run an EH Leadership Course in the 2011/12 season. Candidates completing the course would qualify as a Foundation Level Coach, a Foundation Level Umpire and Foundation Level Manager.</p> <p>The Chairman, had "saved the best news until last"; he announced that PHC had achieved the ClubMark (EH Clubs First) Award. This was highest recognition that any junior club could achieve. The Award proved that PHC provided the highest level of child safeguarding and organisational procedures. This would allow the Club to access schools and additional funding currently unavailable. I am extremely proud of us obtaining this award and will prepare a press release for September to help with recruitment of new members.</p> <p>RW finished his report by thanking the following people for their dedication, support and hard work: MT, SM and SL for their coaching skills; Apprentice Coaches EH, NW, RR AN &amp; OA for selfless assistance of the coaches; RM for her work in achieving the ClubMark Award; JB for keeping the Club finances in order; HP and CP for managing player's welfare; GH for maintaining Club equipment; to DH for keeping the Club records and keeping the Chairman on track; and last, but not least, all parents for their involvement and for making this year a great year to be Chairman.</p> |          |           |            |             |           |             |           |             |                      |              |                        |                 |                   |               |  |
| 5. Treasurer's Report   | <p>JB reported that the current account had a balance of £1,277.76. This meant that the Club had run at a loss of £291.33 this year; this despite a generous donation of £800. In order to remain solvent the Club had to improve its income streams.</p>  |          |           |            |             |           |             |           |             |                      |              |                        |                 |                   |               |  |
| 6. Election of Officers | <p>The Chairman formally dissolved the Committee.</p> <p>Acting as caretaker, RW explained that the former committee members were willing to stand again. He requested any additional nominations from the floor. There being no nominations, RW suggested the volunteers be collectively proposed, seconded and elected. This was agreed and the new committee was elected unanimously:</p> <p style="padding-left: 40px;">Proposed: HP<br/>Seconded: CV</p> <p>The following volunteers were duly elected for a period not exceeding one year:</p> <table style="margin-left: 40px; border: none;"> <tr> <td>Chairman</td> <td>Rob White</td> </tr> <tr> <td>Head Coach</td> <td>Mike Timson</td> </tr> <tr> <td>Treasurer</td> <td>Jane Baines</td> </tr> <tr> <td>Secretary</td> <td>Dawn Hickey</td> </tr> <tr> <td>Lead Welfare Officer</td> <td>Helen Palmer</td> </tr> <tr> <td>Deputy Welfare Officer</td> <td>Carrie Pengelly</td> </tr> <tr> <td>Equipment Officer</td> <td>Graham Hickey</td> </tr> </table>   | Chairman | Rob White | Head Coach | Mike Timson | Treasurer | Jane Baines | Secretary | Dawn Hickey | Lead Welfare Officer | Helen Palmer | Deputy Welfare Officer | Carrie Pengelly | Equipment Officer | Graham Hickey |  |
| Chairman                | Rob White  |          |           |            |             |           |             |           |             |                      |              |                        |                 |                   |               |  |
| Head Coach              | Mike Timson  |          |           |            |             |           |             |           |             |                      |              |                        |                 |                   |               |  |
| Treasurer               | Jane Baines  |          |           |            |             |           |             |           |             |                      |              |                        |                 |                   |               |  |
| Secretary               | Dawn Hickey  |          |           |            |             |           |             |           |             |                      |              |                        |                 |                   |               |  |
| Lead Welfare Officer    | Helen Palmer   |          |           |            |             |           |             |           |             |                      |              |                        |                 |                   |               |  |
| Deputy Welfare Officer  | Carrie Pengelly  |          |           |            |             |           |             |           |             |                      |              |                        |                 |                   |               |  |
| Equipment Officer       | Graham Hickey  |          |           |            |             |           |             |           |             |                      |              |                        |                 |                   |               |  |
| 7. Volunteers           | <p>The Chairman explained that as the Club grew, there would be less time for committee members to undertake multiple roles. He called for more volunteers to</p>  |          |           |            |             |           |             |           |             |                      |              |                        |                 |                   |               |  |

| Item                                       | Decision   | Action  |
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| (a)  | (b)  | (c)   |
|  | <p>which wider tasks may be delegated. The following parents kindly agreed to assist:</p> <p>a. Volunteer Co-ordinator Helen Palmer.</p> <p>b. Fundraiser</p> <p>c. ClubMark Co-Ordinator Rachel Mathis.</p> <p>d. U9 Team:<br/>Manager: Chris Vinson Assistant: Tbc.</p> <p>e. U10 Team:<br/>Manager: Steve Large Assistant: Alexa Large.</p> <p>f. U12 Team:<br/>Manager: Steve Large Assistant: Alexa Large.</p> <p>g. Badger Team:<br/>Manager: Steve Mathis Assistant: Rachel Mathis.</p>   |   |
| 8. Club Policies                           | The Club Constitution, the Club Equity Policy, the EH "Respect" Code of Ethics and Behaviour and the EH Safeguarding and Protecting Policy were all agreed and adopted by unanimous vote.  |   |
| 9. Fundraising, sponsorship & subscription | <p>1. <b>Subscriptions.</b> After a lengthy discussion it was decided to increase subscriptions to £60 for the first child with siblings at £40. This decision agreed in the hope that it will encourage new members and therefore bring in more revenue in the longer term. The first 6 weeks will still be free to new members.</p> <p>2. <b>Direct Debit.</b> JB agreed to investigate the viability direct debit payments.</p> <p>3. <b>Bring A Friend Day.</b> It was suggested a "Bring a friend day" could be used in the early part of next season to bring in new members.</p> <p>4. <b>Bag Packing.</b> The major fundraising effort for the Club will be bag packing at Sainsbury's on 28<sup>th</sup> October 2011. Club members and parents should reserve this date so that maximum advantage of this opportunity may be taken.</p> <p>5. <b>Sponsorship.</b> Any sponsorship would be greatly appreciated. Parents were asked to approach their employers and investigate whether they would be prepared to sponsor the Club.</p> | <p>All</p> <p>JB</p> <p>All</p> <p>All</p> <p>All</p> |
| 10. Summer Festival                        | The Club did not receive ClubMark accreditation until after the Plymouth City Council deadline for their event literature had past.  |   |
| 11. AoB                                    | There being no other business, the meeting was closed at 12.20.  |   |
| 12. Next Meeting                           | The next meeting would be held on Sunday 25 <sup>th</sup> March 2012 at a time and place to be confirmed.  | All   |

D HICKEY  
Secretary

R D WHITE  
Chairman