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| Purpose of Meeting | Annual General Meeting | | |
| Venue | Sandbach Rugby Club | Date and Time | Sun 23rd April 2023 - 4.00pm |
| Chair | Andrew Wise (Chair) | Secretary (minute taker) | Celia Lyon |
| Attending Names Committee members | Andrew Wise (Chair), Della Latham (Vice Chair), Celia Lyon (Secretary), Gail Laycock (Treasurers), Ben Guildford, Julie Thornhill, Elaine Munday, Phil Pordes, Chris Harding, Abi Marmont | | |
| Others attending | Michelle Barnett, Wendy Cuttle, Alex Mayor, Dan Ward, Grace Morris, Adam Prince, Katie Cuttle, Ally Lightfoot, Ellie-May Hannant, Emma Stubbs, Adam Hooper, James Wolstenholme, Claire Buchanan, Clare Johnson | | |
| Apologies | Nathan Owen, Sarah Owen, Laura Ackerley, Sarah Roberts, Sue Ayre, Ed Deane | | |
| Required Distribution of Minutes | All Members | | |

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| 1 | Welcome and Apologies | |
| | Andrew Wise, club Chair, welcomed all members and parents to the Sandbach Hockey Club Annual General Meeting 2023, noting that the numbers attending were well in excess of meetings of recent years. Apologies were received from a number of members, noted above. | AW |
| 2 | Approval of previous AGM minutes and arising matters | |
| | Copies of 2022 AGM minutes were circulated. All Members voted to approve minutes. Matters arising - Celia walked through Matters Arising from the 2022 minutes <ul style="list-style-type: none"> Financials - full financial statement was issued with the AGM minutes Recovery of unpaid membership. Situation much improved this season. Online payments have greatly helped Sponsorship - Success with Mornflake and easyFundraising, more focus to be put on gaining sponsorship in coming year. Ensure that costs are covered from regular contributions in first instance. Use of Girls school pitch - reasons for non-use of pitch explained, including lack of floodlights, lack of changing facilities, car parking, keys. Focus to be on building relationship with Boys School. Matchday food costs - tracking/payment improved since move to Rugby Club Post Match hospitality - moved to Rugby Club at start of 2022/23 season, great feedback received, further opportunities to integrate with venue in upcoming year to be pursued New Membership categories - Summer and New Year rates - well received and will be offered again for upcoming season Membership rates - held for 2022/23, on agenda at AGM 2023 Social Media - Club still need to improve presence on social media, still seeking volunteers to help with this. No further questions received on these matters | ALL CL |

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| 3 | Reports from Chair and Secretary | |
| | <p>Report from Secretary - Celia Lyon</p> <ul style="list-style-type: none"> • Thanks to all members, players, umpires, parents and families for their support over the past year in all you do for Sandbach Hockey Club • Thanks also to the committee for the time they give up to keep the club operational. In particular, my thanks to Della for her continual help and support • Statement of Membership <ul style="list-style-type: none"> • 39 Senior members - Full 29 and 10 PAYG • 5 Senior discounted members • 5 Students • 41 Juniors • 14 Under 10s • Senior and Senior discounted members qualify to vote at the AGM = 44 members in total. • Numbers required as quorum for holding the AGM is 15% of voting members = 7 members. Meeting is therefore quorate • England Hockey <ul style="list-style-type: none"> • League changes - introduction of Development teams outlined. Challenging re matches for Ladies 2s due to teams failing to fulfil fixtures. Mens 2s team withdrawn at Christmas, to be re-entered next season as Development team. League rules to be changed for next season • England Hockey communications - continuing challenges with Game Management System • Club Forums - North West Hockey (one of eight regional leagues in new EH structure) are keen to engage with clubs through forums, providing useful informative and networking opportunities. Club would like to continue to support this. • Local Network forum - a recently launched initiative from England Hockey has seen a Club Development manager assigned to all clubs, with aim to get local clubs sharing ideas, aspirations and networking. Again the club would like to support this. • Umpires - the umpire situation has been extremely challenging this season, to ensure that senior matches are able to be officiated every weekend. Andy to expand further • Next Steps - For a number of both personal and hockey reasons, I have taken the decision to step down from the Club Secretary role this year. All Club documentation is in a good state and I am happy to spend time with whoever takes this role on board going forward to complete a full handover | CL |
| | <p>Report from Chair - Andrew Wise</p> <ul style="list-style-type: none"> • Thanks to all club volunteers this season, they are the backbone of the club and make everything we do possible • Thanks to this years committee members, especially those stepping down this year - Rachel (Welfare Office and Ladies 2s captain), Celia (Club secretary) and Julie (Junior co-ordinator) • Ladies 1s have led the club this year, finishing as League champions and promotion, dropping only 8 points and scoring over 100 goals. Positive hockey played in the right spirit. A great example of how we try to set ourselves apart from other clubs • Ladies 2s have done well in a difficult development league, with mid-table result. They have also provided a brilliant pathway for our juniors to move up to senior hockey • Junior sections have continued to perform well this year, with some great local results and a fantastic cup run against high level opponents. The friendly and positive attitude that has been instilled in the section is a testament to what we are trying to do as a club • Mens section has struggled this year, primarily due to age group gap in our junior section and reduced availability of senior players. Mens 2s team was withdrawn from league at Christmas. Mens 1s have failed to find consistency required to avoid relegation. We look forward to rebuilding next year and hope to be back again soon | AW |

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| 3 | Reports from Chair and Secretary (cont'd) | |
| | Report from Chair - Andrew Wise (cont'd) <ul style="list-style-type: none"> In the committee, we have continued to struggle this season with a lack of umpires across the club and too much load on committee members. We will be proposing changes to address this next season. We have also been unable to progress on club development projects due to lack of volunteers and the restrictive financial situation I will set out the committee's plans for next year later, but currently the club is missing: <ul style="list-style-type: none"> Secretary Umpires officer Mens 2s manager All these roles are critical to us being able to provide our full hockey offering next season. If you are able to help then please let Andy know | AW |
| 4 | Treasurers Financial Statement and presentation of accounts | |
| | <ul style="list-style-type: none"> Accounts have not yet been signed off This year saw a loss of £5,000 against a profit of £7,000 last year Bearing in mind timings of accounts preparation, the true comparison figure would be a profit of £800 for this year against a profit of £1,800 last year. At best, the club was break even. Last year saw a cash balance of £5,000 at year end, which has not been achieved this year Income of c£22,000, majority collected to date Significant cost is pitch hire, electricity and umpires Sponsorship received this year from Mornflake and easyfundraising. Nothing in place for coming year Predicted loss for next year of £200 There are still some significant unpaid membership fees. If they remain unpaid, any players that are outstanding at start of next season will not be able to re-join the club No questions were raised on the club accounts | GL |
| 5 | Reappointment of Accounts for coming season | |
| | AW proposed the reappointment of Jon Rouse Ltd as accountants for the club until the next AGM. All present voted in favour. Motion approved | AW |
| 6 | Plans for upcoming season | |
| | Mens Development Squad <ul style="list-style-type: none"> Propose re-enter Mens 2s team as a development squad in the lowest mens division. Will allow our boys to continue playing together and start transitioning to senior hockey, with additional support from senior players doubling up, and more relaxed selection policy Committee Structure <ul style="list-style-type: none"> Aim to try and split the roles existing members are fulfilling and recruit more members into management positions. New role descriptions have been sent out and are on website Thanks to the following members who have stepped forward to offer help: <ul style="list-style-type: none"> Adam Prince - Junior Co-ordinator Nathan and Sarah Owen - Mixed Team Captains Grace Morris - Communications secretary Ellie-May Hannant and Ed Deane - Fixtures secretary Phil Pordes and Christine Harding - Welfare Officer Phil Pordes - Ladies 2s captain | AW |

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| 6 | Plans for upcoming season (cont'd) | |
| | <ul style="list-style-type: none"> The committee still require the following volunteers to ensure we can run our senior teams next season <ul style="list-style-type: none"> Manager for the Mens development squad Umpires co-ordinator Additionally we would like members to stand as: <ul style="list-style-type: none"> Fundraising Officer Club Development Officer These are key roles in shaping the future direction of the club and improving the club for all. <p>Selection and Availability</p> <ul style="list-style-type: none"> The committee is looking at moving to a selection committee model for selection, reducing the amount of work for captains on a week to week basis, and ensure consistency across all club sections The selection committee would meet monthly to allocate players to games based on availability, team requirements and player development requirements Players will get more certainty of which games they will be playing further in advance, the reasons for selection and the opportunity to discuss development with coaches and captains However, players will also need to provide availability further in advance. Last minute changes to availability will happen and will be accommodated. Players providing their availability late will not have a guarantee over which team they will be selected for The committee will put in place a system for players to give their availability over the summer in time for the start of the new season <p>Umpires</p> <ul style="list-style-type: none"> The club has enjoyed the privilege of having two committed and experienced umpires in Pat and Dave for 10 years. They have been fundamental to the club at all levels, as additional teams and cups have been added into the season. Both are now looking at stepping back, with Dave no longer umpiring higher level hockey, and Pat most likely not umpiring at all next season. The committee needs to look at alternatives Members have been reluctant to step forward as umpires, and the only way we completed the season was by committing to pay appointment rates to secure umpires for a number of senior games The committee has considered how best to encourage umpiring with the club and decided to offer to pay senior game umpires £20 a game. This clearly reflects a significant financial commitment by the club, but our ambition is to provide a significant incentive to players to consider umpiring in addition to playing. We have considered alternatives such as reduced membership, pay back schemes etc, but this proposal would be easiest to manage and fairest for participants The club still requires multiple umpires for the start of next season, at the moment we do not have enough umpires to run any of the senior teams next year. This will obviously include women stepping forward to umpire the mens teams as well as mens teams providing umpires to the ladies Outline of training courses/costs for online/in person was shared, aim to ensure that over the summer players have completed their training, in readiness for assessment. AW able to get Level 1 assessments in place as required Juniors (under 18s) cannot umpire senior games without a senior coach on the sideline, making it unrealistic to progress this | |

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| 6 | Plans for upcoming season (cont'd) Membership Removal of inclusive kit provision <ul style="list-style-type: none"> The club has, for the last 10 years, provided free kit to members, and also replaced member shirts on a rolling 3 year basis The club is proud of its ability to have done this, to our knowledge no other hockey clubs have provided this. However, it produces a large, difficult to manage cost every 3 years and produces a lot of work for the committee to manage with our suppliers With a new refresh of kit due, and the club looking at selecting a supplier for the next 3 years along with the continuing difficult financial situation, the committee have agreed that it will remove the provision of free kit from our membership offering Any members that signed up before the end of the season and have not collected kit will be provided for. However from next season we will aim to select a supplier that will allow members to purchase their own kit directly online. 5 suppliers have already been shortlisted This will free up committee time to focus on other aspects of club development and allow for easier financial planning for the club To ensure that we keep hockey accessible to as many players as possible, parents and players will be able to approach our welfare team in confidence for financial support with the purchase of kit should it be required. Membership Rates <ul style="list-style-type: none"> The club has only had a single membership rise since it's formation. The membership took the decision at last years AGM to reject a membership increase in favour of delaying some club development activities, and reducing the clubs cash reserves to support members during an uncertain financial situation. However, the club has absorbed cumulative inflation of nearly 30% since the last membership increase, and has had to allow for a number of increased costs such as the use of the more expensive Boys School pitch, costs of coaches and umpires The club also believe it is crucial to restore its cash reserves - this allows the club to ensure it can pay for early season costs before a lot of membership is received, it also allows the club to let members spread their payments over several months as it gives the club the cash to balance the risk of late payments from members against outgoing payments to suppliers Crucially, it is impossible for the club to forecast its income during a season as it is highly dependent on the number of members signing up in any year. As a small club, a small change in member numbers is actually a significant change in its annual income. Maintaining a cash reserve means that should this happen, the club does not run out of cash midway through a season The proposal is therefore to increase Membership rates as follows: <ul style="list-style-type: none"> U10 and Junior membership rates by £10 up to to £80 and £150 respectively Student/concession and Senior rates by £20 up to £200 and £250 respectively Senior PAYG membership by £20 up to £160 Additionally match fees, summer training fees and additional session fees will increase to £5. Senior PAYG match fees will remain unchanged at £10. A family discount will be available, with 20% off a junior or student membership for dependents or siblings after the first full paying member. This discount will be available to members signing up before the end of September. The summer joining rate for this year will be £20, with membership running until September and including at least 8 summer training sessions. New year joining rates will again be offered at a reduced rate for members joining after January 1st. These will be U10 £50, Junior £85, Student £110, Senior Concession £110, Senior £135. Membership will run until September. Payment plan for next year to be agreed by the new committee. Chair proposes that this is over 4 payments, rather than the current 6 | |

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| 7 | Vote on Membership Rates for 2023-24 | |
| | <ul style="list-style-type: none"> No questions were received on the membership proposal The motion is to increase the membership rates as stated All present voted in favour. Motion Approved | ALL |
| 8 | Committee elections | |
| | <ul style="list-style-type: none"> The following nominations were received for executive committee members: <ul style="list-style-type: none"> Chair - Andy Wise Treasurer - Gail Laycock Secretary - vacant Given the lack of nominations and the vacant Secretary role, there is a motion to rerun the nominations and elections process As such, Andy and Gail will remain in post until an EGM in one months time. | AW |
| | <ul style="list-style-type: none"> No questions were received on this proposal The motion is to re-run the committee elections as stated at an EGM in one months time All present voted in favour. Motion Approved Celia to confirm date with Rugby Club for EGM in one months time | ALL |
| | | CL |
| 9 | Any Other Business and Questions from the Floor | |
| | <ul style="list-style-type: none"> No other motions were received from members for discussion Other Questions from the floor: <ul style="list-style-type: none"> Phil Pordes - questioned if the club needed a youth representative on the committee. After discussion it was felt that with Ben Guildford and Adam Prince both being on the committee, they could disseminate all information to the Junior section. If youth members were required for specific issues, they could be asked to attend on an ad hoc basis Phil Pordes - asked for further clarity on umpire situation. Dave will no longer umpire higher level games, but likely will continue to umpire Ladies 2s and Juniors. Pat is having surgery shortly. Scott, as a Level 2 umpire, will need to take league appointments ahead of our club requirements Julie Thornhill - talked about how successful the parents/juniors events that have been held this year were, and her desire to do more of these for the whole club next year Alex Mayor - stated how the Rugby Club have enjoyed having the Hockey Club with them this year, and are keen to continue the association Julie Thornhill - public thanks to Ben for all his help and support with the club this past season Thanks to all members and parents for their attendance | |
| | Extraordinary General Meeting (EGM) set for Tuesday 30th May 2023, 7pm at Sandbach Rugby Club | |

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