



**Welwyn Garden City Hockey Club**  
**Monday 24<sup>th</sup> June 2019 19.00 – 21.00**  
**Academy Room De Havilland Campus**

**In attendance:**

Hev Veal  
Lizzie Truett – Marketing and Comms Manager  
Sue Owen  
Mairi Moore  
Sarah Bucknell  
Dan Klinger  
Nick Reilly  
Bob Griffiths  
Rupert Bucknell  
Kim Hoptroff – Ladies Club Captain  
Patrick Thomas – Mens Club Captain  
Chris Perry - President  
Charlie Honour – Youth Development Officer  
Tash pell  
Meg Llewellyn  
Hannah Withers – Facilities Manager  
Nick Pratt - Treasurer

**Apologies:**

Fi Rowe - Secretary  
Cass Khan – Club Chairman  
David Searle (Pearly)  
Jo Percy – Club Welfare Officer  
Lisa Sheffield  
Hannah Moore  
Jane Kinghorn  
Amber Parker  
Dylan Parker  
Ian Smets  
Trinny McCann  
Nat Granger  
Peter Mullens  
Saqib Khan  
Hannah Morgan  
Sally Ensum  
Dan Irwin

*Meeting began 19.10*

**List of Actions:**

**Action:** Patrick to discuss at men's first captains meeting that teas need to be notified

**Action:** Quiz night for the 2019/20 season to be discussed at September committee meeting

**Action:** Nick to provide the new Treasurer with the contact details for the auditors.

**Action:** The England Hockey reporting form for injuries to be uploaded to the WGCHC website in easy access with training to be provided on how to fill it in.

**Action:** Charlie to email Martyn Fulton explaining what the money donated had been spent on. Chris to send Charlie Martyn's email address.

**Action:** Assess eligible candidates to nominate for VPs – Neil deans suggested

**Action:** The secretary to discuss the nomination of Hev for secretary.

**Action:** A man to be recommended as Club Welfare officer.

**Action:** Patrick to upload his contact details for the league website for this to be updated

**Action:** The level of insurance for club members to be discussed at the first meeting this season. A quote will be provided by the Club Chairman.

**Action:** The committee to organise the guidance for the captains on recording of injuries: including the uploading of the England hockey injury form to the website.

**Action:** Lizzie to send out a vote email to ask club if any objections to the rebranding.

### 1. Approval of minutes from the 2018 AGM

The minutes from the 2018 AGM were formally approved.

### 2. Matters arising from the minutes

No matters were raised or outstanding from the 2018 minutes

### 3. Treasurers report 2018/19

#### i) Adoption of accounts

The Treasurer updated the attendees on the matters as detailed in Appendix 7.

The Attendees were offered the time to question the report.

It was questioned why the quiz night had been cancelled for the 2018/19 season. The ladies captain explained that the decision was not taken lightly, there had been poor attendance over the last few years, the quiz has not been very profitable and it was also taking time from the quiz master who had been donating his time. The President noted that an unstable date and moving venue also did not help attendance. It was noted that some of the attendees felt it was a shame that it had not continued this year and hoped that it would be reinstated next season as there had been so few social events this year. The ladies captain stated that it would be considered for the new season, a quiz but in a different format and that there would be more socials organised this year.

Attendance at after match teas was next discussed, as there was often a poor turnout from the men's teams especially at away games. It was noted that within the new rules all teams not going to teas must notify in advance of the game. But all teams would be encouraged to attend teas as part of the increase to the social events this season.

**Action:** Patrick to discuss at men's first captains meeting that teas need to be notified

**Action:** Quiz night for the 2019/20 season to be discussed at September committee meeting

The president and treasurer noted the lack of subs payments made this year, including some fees that had not been paid still. There will be a new policy for the 2019/20 season where all match fees must be paid otherwise players will not be allowed to play matches, this is partly down to making sure members are insured when they do play, members of the club would be able to discuss any extenuating circumstances with their club captains.

The treasurer had officially stepped down from the role in December but had not been able to step away due to a lack of nominated persons. The Club thanked Nick for his time as treasurer over the last few years.

**ii) Appointment of Auditor**

The accounts have been audited and signed by chartered accountants. The same auditors will be used again for the 2019/20 season.

**Action:** Nick to provide the new Treasurer with the contact details for the auditors.

**iii) Subscriptions and match fees for 2019/20**

There were no objections to match fees and subscriptions staying the same as last year.

The report, appointment of auditors and subscriptions and match fees were accepted by the attendees.

**4. General Secretary Report**

None put forward.

**5. Ladies Club Captain report**

The ladies club captain updated on her report as detailed in appendix 1.

The attendees raised the difference in abilities between the teams due to the change in league levels as detailed in appendix 1. It was noted that there would be a larger gap between the 2s and 3s in terms of league but this should not be intimidating for players coming up through the teams and the largest gap would remain between the 1s and 2s.

**Action:** The England Hockey reporting form for injuries to be uploaded to the WGCHC website in easy access with training to be provided on how to fill it in.

The Ladies club captains report was accepted.

**6. Men's Club Captain report**

The Men's club captain updated on the report as outlined in appendix 2.

No questions were raised, and the report was accepted by the attendees.

**7. Youth development Officer Report**

The Youth Development officer updated the attendees on her report, appendix 3.

It was also noted that the youth development officer would be becoming a DBS verifier which would assist in any members wanting to become coaches or umpires as would be needed for the Club Mark accreditation.

Within the report it stated the youth who had won awards this year, the awards were purchased using money that was donated to the club this year by the Fulton family.

**Action:** Charlie to email Martyn Fulton explaining what the money donated had been spent on. Chris to send Charlie Martyn's email address.

With Bryn retiring from coaching juniors this year, it was requested that anyone wanting to assist in coaching the juniors please let the Youth development officer know. There was a suggestion of Mr Napoleon by D Klinger.

The report was accepted by the attendees.

## 8. Election:

All roles are to remain the same for the 2019/20 season bar the Treasurers role where Abbie Fulford will be stepping up. There was a nomination for the role of general secretary in Hev and this was seconded.

The attendees discussed that there had been no nomination for the role of Vice president this season and that this should be remedied. It was noted that it is recommended that the role of Club Welfare officer should be one male and one female, currently there is only a female lead in role.

**Action:** Assess eligible candidates to nominate for VPs – Neil deans suggested

**Action:** The secretary to discuss the nomination of Hev for secretary.

**Action:** A man to be recommended as Club Welfare officer.

## 9. Election of other officers of the club for non-committee posts

The Ladies club captain confirmed the positions of the ladies' captains noting that Sarah Bucknell and Jo Pearcy would be taking up the roles of captain for the 3s and 4s respectively, which was seconded by the attendees.

The Men's club captain detailed that the roles of Men's 1s captain would remain the same but that the roles of 2s, 3s and 4s captain were due to be discussed.

The Umpire Liaison officer role will now be taken up by Chris as Patrick steps into the role of Men's club captain.

The Men's club captain liaison with the league will now be Patrick alongside his role of Men's club captain.

**Action:** Patrick to upload his contact details for the league website for this to be updated

Social Secretary was nominated as Meg Llewelyn and Assistant Treasurer was self-nominated as Mairi Moore and seconded by the attendees. The roles of assistant sec, website admin, and coaching manager will remain vacant.

## 10. AOB

The attendees were asked to consider the proposal of increasing the insurance of club members to include personal injury insurance. The Men's club captain detailed that there would be advantages and disadvantages to increasing to this level of insurance for the club. It was suggested that club members have the option of taking up this cover if they chose to.

**Action:** The level of insurance for club members to be discussed at the first meeting this season. A quote will be provided by the Club Chairman.

**Action:** The committee to organise the guidance for the captains on recording of injuries: including the uploading of the England hockey injury form to the website.

The Marketing and Comms Manager (MCM) detailed that the 100<sup>th</sup> anniversary of the Club was coming up in 2021 and she wished to reopen the idea of rebranding the club to Welwyn and Hatfield Hockey Club. The MCM has contacted local designers to assist with the rebranding, as it would mean new shirts, a new website and new marketing materials as well as a new logo.

There were no objections to the rebranding at this meeting but the decision would need to go out to the whole club for a decision.

**Action:** Lizzie to send out a vote email to ask club if any objections to the rebranding.

There was a request for more content for the men's section of the website such as match reports. It was suggested that app could be created, updated and shared amongst the Club which could include match reports, league tables, in club competitions, match info and a social calendar. It was also suggested getting a University of Hertfordshire student to assist with the design of the app.

The continuing poor attendance of the men's teams at training sessions was raised again. It was suggested that perhaps a "no train no play" rule could be enforced but was felt that this would jeopardise the availability for the men's matches. It was noted that attendance at training is a matter for captains to encourage amongst their teams. It was hoped that the return of Jens as the men's coach may encourage more men to attend training.

The Marketing and Communications managers, facilities manager's and umpire liaison officer's reports are also included in the appendices as appendix 5, 4 and 6 respectively.

*Meeting closed at 20.43*

**Appendix 1 - Ladies Club Captain report**

**Appendix 2 – Men’s club captain report**

**Appendix 3 – Youth Development Coach report**

**Appendix 4 – Facilities Manger Report**

**Appendix 5 – Marketing and Communications Manager report**

**Appendix 6 – Umpires report**

**Appendix 7 – Treasurers Report**

**Appendix 1 - Ladies Club Captain Report**

**Final positions**

1XI = 3<sup>rd</sup> (12)

2XI = 7<sup>th</sup> (12)

3XI = 10<sup>th</sup> (11)

4 XI = 8<sup>th</sup> (8)

**New players**

This season we welcomed quite a few new players into the club including some new players coming up from the junior section. This really helped the development of the ladies teams especially due to losing a few players at the end of last season for various reasons, especially in our 1<sup>st</sup> team. Some of our juniors and beginners have really improved this season which was shown in the difficulty we had in choosing winners at the presentation evening.

**Coaching**

We welcomed Dylan as a new coach at the beginning of the season who has been a great asset to the club, especially due to Harriett having to take a step back due to her serious injury. Dylan has agreed to continue as coach.

**Thank you to the Captains**

A big thank you to Trinny, Nat, Hannah and Mary who have all done brilliant jobs at leading the teams this season. Hannah and Mary will not continue in their roles. In addition, I want to thank Charlie who has organised the teams for both Letchworth and Broxbourne and encouraged progression of the juniors through the club to help us field 4 teams each week. And as you all know, Sue arranges all the teams each week and without her, we would be a lot less organised. There has been less doubling up this year.

## **Subs**

Unfortunately, we had some problems with non-payment or late payments of subs this season which is disappointing. We had a financially healthy year but it isn't fair on the team members who do pay if individuals don't pay their fees. Going forward, we may need to implement a no payment, no play policy which we really don't want to have to do. Of course, if there are any individual financial circumstance which makes payment difficult please contact me and we can work out some kind of payment plan. Any new members who don't start at the beginning of the season can pay pro-rata but no deductions will be made should someone start part way through the season because of holidays / other commitments ( apart from pregnancy / injuries etc.)

## **Next season**

Summer training / Back to Hockey will start with effect for 3 weeks from Wednesday 31<sup>st</sup> July from 7-8pm. There will be no training on the 21<sup>st</sup> August due to pitch availability but potential for some fitness training if people are interested. This is open to ladies and men of all levels and we hope to attract some new members through this. Training for the 2019/2020 season will start on the 28<sup>th</sup> August. We are also running the Ellenbrook Park Run each Saturday over the summer to improve our fitness should anyone want to join us. We are looking to do a volunteer take over to promote the club – details TBC

If anyone has any ideas on how to attract new members we are welcome to suggestions and also please encourage any friends / work colleagues who might be interested to come along!

We will look to get some friendlies in before the start of the season.

## **Injuries / First Aid**

Due to several dangerous injuries during training or in matches, we are looking at collating next of kin details and enforcing stronger reporting procedures on incidents and accidents. If anyone has a head injury, as a matter of procedure, please contact the hospital even if they then advise the wait is long and you decide that driving to the hospital is quicker. We should also contact the De Hav Duty Manager as they have qualified first aiders on site.

## **East League / 5 Counties situation**

The East League have created a Division 3 South with teams from the 5 counties and Essex as well as Div 3 NE and 4 NE which also incorporates teams from the disbanded Sussex league. The East League contacted clubs in the 5 counties to see if they would like to join the East League but we made the decision as a Committee to remain in the 5 Counties. We are confident that this has been the right decision because the 3s would have moved into Div 3 South which is made up of 4 East London teams, Saffron Walden, Shefford and Sandy, Cambridge and Bedford which would have meant a lot of travelling.

Due to some of the teams in the 5 counties moving out to the East League, there has been a reshuffle within the 5 counties meaning that the 2s have been moved up to Division One and that there is now only one section in Division 5 rather than two as we had last year. There is nothing to

worry about for the 2s because due to this reshuffle, many of the teams we played with last year are also in this division.

## **Appendix 2 – Men's Club Captain Report**

Men's Section report - 2018-2019

The Club fielded 3 Men's teams this season. Each team performed well at various stages of the season (there is some correlation between the presence of the 3 Reilly's and the performance of any given team!). M1's finished 5th in Division 3, M2's finished 5th in Division 6 after having a brief glimpse of a promotion opportunity, and M3's finished 9th in Division 8.

For part of the season, with over 50 men's players registered, we had a surplus of players available. This caused some selection issues for the team captains. With this in mind a decision has been made to enter a 4th team into the league for 2019-2020. This side will be a development squad, and we hope to combine a good number of Wasps graduates with a core group of senior players who can work with and develop the youngsters' skills. As ever, the Club will be implementing its youth policy and we hope that these youngsters, and others in the Club, will be pushing for places in higher level team shortly. With a new team being created, Captaincy positions for each team will need to be confirmed. We have new players joining the Club and some familiar faces returning, and this will have an impact on player selection throughout the Men's section. The current squads will not necessarily be the same as in previous seasons, given the numbers available. All players will be treated fairly and each individual is expected to accept the selection decisions made by Captains.

For 2019-2020, the Club will also be introducing rules to assist with selection. This will give priority to youth players, and those who have paid subs in full. Players who have not paid their subs will not be eligible for selection. The deadlines for each payment will be made clear. Captains will be asked to abide by these rules without exception. Other hockey clubs enforce these types of rules and it is something that our Club now needs to enforce.

Finally, the Club will be encouraging an atmosphere of respect in all areas and between all members. If we continue to have good availability of players then it will be necessary to continue to select squads of players - this means that there may not always be an opportunity for players to spend 70 minutes on the pitch each week. Everyone must show respect as a good squad player. Respect for all umpires, from players and supporters, must also be demonstrated.

We hope to see a strong showing from all 4 Men's teams, and ideally resulting in some promotions at the end of the season.

Patrick Thomas  
Men's Club Captain

## **Appendix 3 – Youth Development Coach Report**

### Coaching:

We have seen an increase in numbers at Sunday junior sessions, again in the u10 girls section, mainly through flyers sent to locals primary schools and word of mouth. Sessions usually have 40-50 attendees split into three age groups (under 10s, under 12s and over 12s), ably coached by Prinz Nagalingam, Scott Sanderson, Bryn Evans, Nick Reilly, Dan Klinger, Lois Davey and Charlie Honour. Amelia Percy, Evie Reilly, Eli Tennant, Becky Sheffield, Will Reilly and Will Brady have assisted with



coaching as part of their Duke of Edinburgh awards. Thank you to our regular coaches and ad hoc volunteers who have made each session worthwhile and fun for the children!

We would like to extend a special thank you to Bryn Evans, who has stepped down from junior coaching after many years of dedication. He has given up countless hours of his time to coach, umpire and manage the teams over numerous seasons, and the youngsters in the senior section are a testament to his commitment to the youth of the club.

#### Herts Junior League:

We have participated in the Girls u10, Girls u14 and Boys u14 leagues this year, with a good level of success and lots of goals scored. Our under 10 girls team were a mixture of second season or new to hockey players, and made excellent progress to their hockey skills and understanding of the game throughout the season. Both u14 teams benefitted from the players attending senior training and increasing their skills & confidence.

As last season, we did not have enough boys to enter the u12 girls, u10 boys or u12 boys competitions this year. Nate McIntyre and Oscar Nagalingam played in games for Harpenden for match experience, but encouraging more boys to attend so we can enter teams and keep these boys engaged at our club is again a priority for next season.

#### JDC/JAC:

This year, less of our players attended the Junior Development and Academies. George Reilly, Will Reilly, Evie Reilly, Eli Tennant and Harriet Tilsley all attended JDC, with George, Will and Harriet moving into JAC. Will was a member of the winning Herts u15 Boys squad at the East Region tournament.

#### Senior Teams:

A large proportion of our u16s have secured their places in the senior teams, with many more of our u14s attending senior training and making senior debuts. In the ladies section, Becky Sheffield, Evie Reilly, Eli Tennant, Amelia Percy, Lauren Cross and Alisa Hassan secured their team places from last season. Helena Novak, Isobel Souter, Annabel Waspe and Emily Sheffield developed from their end of season debuts last season and have made strides in their confidence. Harriet Tilsley, Hannah Chilton, Fin McIntyre, Alice Burr, Amelie Robson, Annabelle Isbecque and Emma Whiteland all made their senior debuts for the ladies 4<sup>th</sup> team. In the men's section, Callum Burr, George Reilly, Tom Wainwright, Will Reilly and Toby Owen have played extremely well in their respective men's team this year.

#### Presentation Evening:

We held an end of season presentation evening for the players and families on Friday 23<sup>rd</sup> March, where we thanked the coaches and awarded medals/trophies to many of the children, including;

#### Medals:

Bronze (Commitment & Effort)- Nicky, Charlotte, Melanie, Helena, Mali, Luka, Annabel L

Silver (Dedication and Progress)- Sam, Ruby, Annabel I, Nate, Fin, Joel

Gold (JDC/JAC)- Will, George, Harriet

#### Trophies:

Coaches Players- Lucy, Charlie, Emily, Thomas (overall winner- Emily Sheffield)

Players- Cecile, Thomas, Amelie, George (overall winner- Cecile & Amelie Robson)

Top Goalscorer-

Girls: runners up- Cecile & Hannah J (3), winner- Erin (5)

Boys: runners up- Joel & Thomas (7), winner- Oscar (8) (overall winner- Oscar)

volunteer of the year- Amelia

Goalkeeper of the year- Hannah

This season, we invested club funds into purchasing shields for the winners of the trophies, which will be collected in each season and given to the new winners, to develop a greater record of the history and progress of our junior section & players.

#### Next Season:

Our membership prices will remain at £55 per season, or £3 a session and matches will incur a £3 match fee. Our season will start with the funday on Sunday 8<sup>th</sup> September, and then run from 15<sup>th</sup> September - 15<sup>th</sup> December (14 weeks) & 12<sup>th</sup> January – 29<sup>th</sup> March (12 weeks) as well as Herts League matches (dates tbc), 10am-11:30am.

We will be sending out Welwyn Wasps & Senior Development Teams flyers to local Welwyn Hatfield schools and hope to develop this link to increase our numbers next season, particularly with boys.

#### **Appendix 4 – Facilities manager's Report**

This year met with a challenging start at the Club De Hav were not available for use for our Tea's venue in the first 2 months (i.e. September – October). It was decided as an interim solution to use the Wetherspools in Hatfield due to its close location, parking and reasonably priced food and drinks.

Subsequently it was decided to remain at the Wetherspools in Hatfield as Club De Hav were unwilling to reduce their costs on F&B. This decision has caused some divided opinions but generally has been received well.

Further to this for the 2019-2020 season WGCHC will be remaining at the Wetherspools for Teas as Club De Hav has now closed for good without an alternative location being provided by the university.

Pitch bookings for this season were costing the same as previous seasons and there is no increase in costs for the 2019-2020. As always the Club is on the lookout for a Welwyn Garden City based location to return to but as yet nothing is forthcoming. There is some speculation that some of the schools within Welwyn Garden City will be building Astro pitches and this may come to fruition for the 2020/2021 season.

We will continue to run training on a Wednesday 19.00 -21.00, Saturday matches 09.00 – 17.30 and junior training on Sundays 10.00 - 11.30.

#### **Appendix 5 – Marketing and Communications Managers Report**

This year, the Committee decided to merge the roles of the Marketing and Communications Manager to better reflect the needs to the club. With support from Pete Mullens, the website has been regularly updated with key updates and match reports (when available).

The main change to this role is the use of an email marketing system called MailChimp to send all club communications. This is to ensure we are adhering to the new GDPR rules around consent for messaging and makes the club's emails look more professional. We are able to see who has opened communications and people can unsubscribe at any time. We are looking at ways to integrate this with our WebCollect system for subs so we can have a better record of active members.

We are still focusing on social media as a key way to communicate with members and in general, our posts are seeing a good level of engagement. I would like to see more content coming from the men's teams as currently it tends to be more around the ladies section activity. This is mainly due to the work of members like Charlie Honour who is really active on social media and produces some great content for the page.

Looking forward, we are now focusing on the club's 100<sup>th</sup> Anniversary in 2021. I would like to re-open the discussion of rebranding the club to 'Welwyn and Hatfield Hockey Club' as part of the anniversary year. I feel this is the perfect opportunity to celebrate our history but also ensure we are set up for the future. I have taken the action to look at some marketing agencies for a redesign of the club's logo and website but will also be creating a marketing plan to get some local press coverage and general awareness of this big milestone for the club. I hope this will also entice some new players in the process.

## **Appendix 6 – Umpires Liaison Officer Report**

Umpire report - 2018-2019

Our qualified umpires performed excellently again this season. The Club is fortunate to have so many people willing to give up additional time to umpire. Without umpires, club games could not go ahead. There are some umpires who really do go above and beyond, often umpiring 2 games and sometimes even missing their own playing selections to help our as umpires - Sue Owen and Chris Perry deserve particular mention. I also missed some games to ensure that we had enough umpires to cover all matches.

It has been mentioned in other reports for this AGM, but respect for umpires is a critical issue for our and other clubs. I will be asking all Captains to remind their squads next season about the need for all players to be respectful towards umpires. It is concerning to hear as I have done, that some teams create an atmosphere which means umpires do not then feel comfortable covering that side. It is also a responsibility that all supporters/spectators bear. The Club will enforce a respect agenda for all games and all levels. WGC Hockey Club should set the standard.

The Club will also be exploring making the Club Mark application this year - for umpires, this will mean that all of us will be asked to complete a criminal background check. This is an initiative to demonstrate how WGC Hockey Club leads the way in the standards we want to adhere to. Further information will be released soon.

Thanks you again to everyone who has helped out with umpiring!

Patrick Thomas  
Umpire Liaison Officer

## **Welwyn Garden City Hockey Club**

### **Treasurer's Report 2018/19**

I am pleased to present the accounts for the year ended 30 April 2019 (attached appendix 1) which have been examined and approved by Tracy Burge

- The Club earned total income of £30,667
- The Club spent £28,745
- The Club has therefore made a profit for the year of £1,922

As in previous years, the aim of the club has been to break even, and cover all recurring running costs as far as possible from subscriptions and match fees, supplemented by donations from the 100 Club, other members and various fundraising events. The corner we turned last season in becoming profitable has continued.

Key factors that have helped us maintain a profit this year, despite still having only 3 Men's teams are:

- Less double-ups, and less matches to umpire, have meant Match Fee "non-payers" remains low
- Continuing to spend wisely on our recurrent costs where possible
- Timely payment of most subscriptions from all areas
- Reduced tea costs for home games following the move away from De Hav
- Substantial donation from the Aviva Insurance Community Investment fund, Easyfundraising donations totalling £93.36 for 2018/19, and a donation from a former Ladies member's estate when she died last year. This money has been partially used to send some of our juniors on training camps throughout the season, and towards an award at the Presentation Dinner. A substantial amount remains accrued at the year-end for use next season.

As agreed in previous years, the Committee agreed to retain a minimum cash reserve of £10,000. The Club maintained this throughout the year and did not have to dip into the reserves at all.

Pitch Hire remains the largest expense for the club. The increase on the prior year's figure can be put down to 3 main factors:

- Temporary VAT registration in 17/18 season where we had reduced £1900 costs due to VAT claim
- 17/18 season had more snowday cancellations, therefore we saved on less pitch hire
- 17/18 xmas break was 2 weeks longer than 18/19 season

We continue to pay one of the highest pitch hire costs in the region, but as discussed in previous years there are few other options available locally. For 2019/20, we have managed to pre-book at the same rates.

Tea costs have dropped on the prior year (down 36%), predominantly down to the Club moving away from De Hav facilities, and using the local Weatherspoons restaurant. This move seems to have worked well. Quality of food is greatly improved, it is far more cost effective, and players appear happy to drive to tea. The Committee plan to continue using Weatherspoons for the new season.



Most other costs remain in line with prior years. The quiz night income was from the 2<sup>nd</sup> quiz night held in May at the end of the 17/18 season. Committee decided that there would be no further quiz nights.

Following our temporary VAT registration in the 17/18 season, where we received £1900 approx back from HMRC, the Committee remains prudent and is maintaining the £1900 accrual we had in the 17/18 books, should HMRC come after us for a repayment. Committee will monitor this over the coming months, and will review whether this accrual can be released at the end of the 19/20 year.

To hopefully continue our success with this year's profit, and to allow us to invest in our club as appropriate moving forward, the Committee propose to freeze the subscription fees and match fees for the new 19/20 season, as per the year just finished:

- Match Fees - £10 for Seniors, and £5 for Juniors and Under 18s
- Subscriptions – Senior players £160, Goalkeepers £75 (to allow for kit purchases etc), all other members £55
- WASPS membership will remain the same as last year - £55

One key concern of the Committee this year was the late payment of annual Subs, or in some cases the complete non-payment of Subs, either in full or part. As in previous years, the Club expects all Subs payments to be made by 31<sup>st</sup> October, either as a lump sum payment, or as part of an agreed instalment over 3 payments. There are several members that have only just paid their Subs, or final instalments, in the last 2 weeks, some 10 weeks after the end of the season! There are still some members that have not paid any subs to date for the 18/19 season. This is wholly unacceptable, and not fair on all remaining members who have kept to the guidelines. As a Club, we understand some members may have financial issues and need a little more time to make payments, and as a Committee we will always listen and try to work out a resolution. What the Committee will not accept is decisions made internally between players / team captains about reduced fees due to late start dates in the season, or players that determine they have not played enough gametime to warrant paying their fees. No decisions that deviate away from the Annual Subs detailed above should be made without Committee approval. Whilst we are a family club, looking to promote the game for all ages, the Committee will not hesitate in imposing a "No Pay, No Play" policy for the 19/20 season if the situation persists.

I have prepared a simple budget for next year (Appendix 2 attached). Using the 18/19 season costs as a guide, I have allowed for 6 extra senior full sub paying members. The forecast takes account of the planned re-introduction of a Mens 4s team, with Pitch Hire costs and Teas adjusted accordingly. All other costs / income I have left in line with current year.

The Club holds £12,012 in the current account at the end of April, after paying the initial deposit of £2,938 towards 2019/20 pitch hire. In addition, there is £10,650 in the deposit account at the end of April which represents the reserves from prior years.

Thank you to all Club team captains this season – there have been no payment issues of note, and all match fees have been transferred to the club in a timely manner.

Thank you also to the Committee for their support over the last 2 years that I have been Treasurer. I am standing down from this role, and wish the new Treasurer and Committee all the best for the new season.



**Nick Pratt**

Treasurer

23 June 2019



**Welwyn Garden City Hockey Club**  
**Income and expenditure account**  
**For the year ended 30 April 2019**

**Appendix 1**

**2018/19 Actuals**

| CODE  | Description                             | Income           | Expenditure      | Balance         |
|-------|---|------------------|------------------|-----------------|
|       |   | £                | £                | £               |
| SUB   | WGC HC subscriptions                    | 11,055.00        |                  | 11,055.00       |
| MF    | Match fees                              | 13,946.00        |                  | 13,946.00       |
| JSUB  | Junior subscriptions                    | 1,972.50         |                  | 1,972.50        |
| 100   | 100 Club                                | -                |                  | -               |
| DON   | Donations                               | 393.36           |                  | 393.36          |
| PH    | Pitch hire                              |                  | 19,262.50        | (19,262.50)     |
| TEA   | Teas                                    |                  | 3,194.66         | (3,194.66)      |
| AFF   | Affiliation                             |                  | 2,013.59         | (2,013.59)      |
| CLO   | Shirts & clothing                       | 231.00           | 518.40           | (287.40)        |
| EQU   | Equipment                               |                  | -                | -               |
| INS   | Insurance                               |                  | 324.00           | (324.00)        |
| PD    | Presentation dinner                     | 2,112.00         | 1,672.97         | 439.03          |
| JPRES | Junior presentation dinner & Xmas       | 310.00           | 783.62           | (473.62)        |
| COA   | Coaching                                |                  | 240.00           | (240.00)        |
| OPEN  | Open day                                | 220.00           | -                | 220.00          |
| OLY   | Ticket sales                            |                  | -                | -               |
| XP    | Socials                                 | 95.00            | -                | 95.00           |
| QUIZ  | Quiz Night                              | 327.00           | 180.00           | 147.00          |
| EXP   | Sundry expenses                         |                  | 394.72           | (394.72)        |
| MKTG  | Marketing                               |                  | 160.98           | (160.98)        |
|       | <b>Sub total</b>                        | <b>30,661.86</b> | <b>28,745.44</b> | <b>1,916.42</b> |
|       | Interest                                | 5.32             |                  | 5.32            |
|       | <b>TOTAL SURPLUS/(DEFICIT) FOR YEAR</b> | <b>30,667.18</b> | <b>28,745.44</b> | <b>1,921.74</b> |

Provision for costs in prior year not needed

**TOTAL SURPLUS/(DEFICIT) TAKEN TO RESERVES**

**1,921.74**

**2017/18 Actuals**

| Income           | Expenditure      | Balance         |
|------------------|------------------|-----------------|
| £                | £                | £               |
| 11,238.50        |                  | 11,238.50       |
| 14,493.00        |                  | 14,493.00       |
| 2,461.00         |                  | 2,461.00        |
| 280.80           |                  | 280.80          |
| 950.67           |                  | 950.67          |
|                  | 14,850.50        | (14,850.50)     |
|                  | 4,968.75         | (4,968.75)      |
|                  | 1,990.98         | (1,990.98)      |
| 53.60            | 675.90           | (622.30)        |
|                  | 593.24           | (593.24)        |
|                  | 329.00           | (329.00)        |
| 2,609.00         | 2,681.10         | (72.10)         |
| 697.00           | 937.29           | (240.29)        |
|                  | 810.00           | (810.00)        |
| 449.84           | 466.83           | (16.99)         |
| 690.00           | 759.00           | (69.00)         |
|                  | -                | -               |
| 150.00           | 150.00           | -               |
|                  | 249.48           | (249.48)        |
|                  | -                | -               |
| <b>34,073.41</b> | <b>29,462.07</b> | <b>4,611.34</b> |
| 4.95             |                  | 4.95            |
| <b>34,078.36</b> | <b>29,462.07</b> | <b>4,616.29</b> |

**4,616.29**

**2016/17 Actuals**

| Income           | Expenditure      | Balance           |
|------------------|------------------|-------------------|
| £                | £                | £                 |
| 12,084.00        |                  | 12,084.00         |
| 15,631.00        |                  | 15,631.00         |
| 2,069.76         |                  | 2,069.76          |
| 500.00           |                  | 500.00            |
| 616.30           |                  | 616.30            |
|                  | 22,443.12        | (22,443.12)       |
|                  | 5,544.31         | (5,544.31)        |
|                  | 2,445.76         | (2,445.76)        |
| 822.34           | 1,481.15         | (658.81)          |
|                  | 342.31           | (342.31)          |
|                  | 319.00           | (319.00)          |
| 2,940.00         | 2,998.96         | (58.96)           |
| 837.00           | 1,283.43         | (446.43)          |
| 250.00           | 1,634.49         | (1,384.49)        |
| 656.96           | 342.91           | 314.05            |
| 669.00           | 671.00           | (2.00)            |
| 216.00           | 140.00           | 76.00             |
| 1,226.00         | 490.00           | 736.00            |
|                  | 362.88           | (362.88)          |
|                  | <b>34.54</b>     | <b>(34.54)</b>    |
| <b>38,518.36</b> | <b>40,533.86</b> | <b>(2,015.50)</b> |
| 5.81             |                  | 5.81              |
| <b>38,524.17</b> | <b>40,533.86</b> | <b>(2,009.69)</b> |

**(2,009.69)**



**Welwyn Garden City Hockey Club**


**Balance sheet as at:**

|  | 30 April 2019    | 30 April 2018    |
|--|------------------|------------------|
|  | £                | £                |
| Cash at bank:                            |                  |                  |
| Investment Account                       | 10,650.00        | 10,644.68        |
| Deposit Account                          | .05              | .05              |
| Current Account                          | 12,012.20        | 11,640.77        |
| Wasps petty cash                         | 9.00             | 9.00             |
| Total cash                               | <u>22,671.25</u> | <u>22,294.50</u> |
| Debtors - see below                      | 3,846.00         | 105.00           |
| Creditors - see below                    | (4,096.08)       | (1,900.07)       |
| <b>Net assets</b>                        | <u>22,421.17</u> | <u>20,499.43</u> |
| Accumulated funds brought forward        | 20,499.43        | 15,883.14        |
| (Deficit)/surplus for the year           | 1,921.74         | 4,616.29         |
| <b>Accumulated funds carried forward</b> | <u>22,421.17</u> | <u>20,499.43</u> |
| <b>Debtors</b>                           |                  |                  |
| Subscriptions                            | 340.00           |                  |
| Match fees                               | 367.50           | 105.00           |
| Deposit Return PD Dinners                | 200.00           |                  |
| Pitch Hire deposit 19/20 season          | 2,938.50         |                  |
|  | <u>3,846.00</u>  | <u>105.00</u>    |
| <b>Creditors</b>                         |                  |                  |
| HMRC VAT Accrual Q4 2017                 | 1,900.07         | 1,900.07         |
| Fulton Coaching Donation Accrual balance | 914.00           | -                |
| Teas                                     | 77.37            | -                |
| Cass - PD expenses due                   | 1,204.64         | -                |
|  | <u>4,096.08</u>  | <u>1,900.07</u>  |

These statements have been prepared by:

Nick Pratt  
Treasurer

I have examined the books and records of the Welwyn Garden City Hockey Club for the year ended 30 April 2019 and report that these statements are in accordance therewith.

  
Tracy Burge  
Chartered Accountant  
22/06/2019



# Appendix 2

## Welwyn Garden City Hockey Club Income and expenditure account

### 2019/20 Budget

| Description                | Income           | Expenditure      | Balance         |
|----------------------------|------------------|------------------|-----------------|
|                            | £                | £                | £               |
| WGC HC subscriptions       | 12,000.00        | -                | 12,000.00       |
| Match fees                 | 16,000.00        | -                | 16,000.00       |
| Junior subscriptions       | 2,000.00         | -                | 2,000.00        |
| 100 Club                   | 500.00           | -                | 500.00          |
| Donations                  | 500.00           | -                | 500.00          |
| Pitch hire                 | -                | 21,458.20        | (21,458.20)     |
| Teas                       | -                | 4,800.00         | (4,800.00)      |
| Affiliation                | -                | 2,050.00         | (2,050.00)      |
| shirts & clothing          | -                | 500.00           | (500.00)        |
| Equipment                  | -                | -                | -               |
| Insurance                  | -                | 350.00           | (350.00)        |
| Presentation dinner        | -                | -                | -               |
| Junior presentation dinner | -                | -                | -               |
| Coaching                   | -                | -                | -               |
| Open day                   | 300.00           | -                | 300.00          |
| Ticket sales               | -                | -                | -               |
| Socials                    | -                | -                | -               |
| Quiz Night                 | -                | -                | -               |
| undry expenses             | -                | 400.00           | (400.00)        |
| Marketing                  | -                | 200.00           | (200.00)        |
| Sub total                  | 31,300.00        | 29,758.20        | 1,541.80        |
| Interest                   | 6.00             | -                | 6.00            |
|                            | <b>31,306.00</b> | <b>29,758.20</b> | <b>1,547.80</b> |

### 2018/19 Actual

| Description                | Income           | Expenditure      | Balance         |
|----------------------------|------------------|------------------|-----------------|
|                            | £                | £                | £               |
| WGC HC subscriptions       | 11,055.00        | -                | 11,055.00       |
| Match fees                 | 13,946.00        | -                | 13,946.00       |
| Junior subscriptions       | 1,972.50         | -                | 1,972.50        |
| 100 Club                   | -                | -                | -               |
| Donations                  | 393.36           | -                | 393.36          |
| Pitch hire                 | -                | 19,262.50        | (19,262.50)     |
| Teas                       | -                | 3,194.66         | (3,194.66)      |
| Affiliation                | -                | 2,013.59         | (2,013.59)      |
| shirts & clothing          | 231.00           | 518.40           | (287.40)        |
| Equipment                  | -                | -                | -               |
| Insurance                  | -                | 324.00           | (324.00)        |
| Presentation dinner        | 2,112.00         | 1,672.97         | 439.03          |
| Junior presentation dinner | 310.00           | 783.62           | (473.62)        |
| Coaching                   | -                | 240.00           | (240.00)        |
| Open day                   | 220.00           | -                | 220.00          |
| Ticket sales               | -                | -                | -               |
| Socials                    | 95.00            | -                | 95.00           |
| Quiz Night                 | 327.00           | 180.00           | 147.00          |
| undry expenses             | -                | 394.72           | (394.72)        |
| Marketing                  | -                | 160.98           | (160.98)        |
| Sub total                  | 30,661.86        | 28,745.44        | 1,916.42        |
| Interest                   | 5.32             | -                | 5.32            |
|                            | <b>30,667.18</b> | <b>28,745.44</b> | <b>1,921.74</b> |

### 2017/18 Actual

| Description                | Income           | Expenditure      | Balance         |
|----------------------------|------------------|------------------|-----------------|
|                            | £                | £                | £               |
| WGC HC subscriptions       | 11,238.50        | -                | 11,238.50       |
| Match fees                 | 14,493.00        | -                | 14,493.00       |
| Junior subscriptions       | 2,461.00         | -                | 2,461.00        |
| 100 Club                   | 280.80           | -                | 280.80          |
| Donations                  | 950.67           | -                | 950.67          |
| Pitch hire                 | -                | 14,850.50        | (14,850.50)     |
| Teas                       | -                | 4,968.75         | (4,968.75)      |
| Affiliation                | -                | 1,990.98         | (1,990.98)      |
| shirts & clothing          | 53.60            | 675.90           | (622.30)        |
| Equipment                  | -                | 593.24           | (593.24)        |
| Insurance                  | -                | 329.00           | (329.00)        |
| Presentation dinner        | 2,609.00         | 2,681.10         | (72.10)         |
| Junior presentation dinner | 697.00           | 937.29           | (240.29)        |
| Coaching                   | -                | 810.00           | (810.00)        |
| Open day                   | 449.84           | 466.83           | (16.99)         |
| Ticket sales               | 690.00           | 759.00           | (69.00)         |
| Socials                    | -                | -                | -               |
| Quiz Night                 | 150.00           | 150.00           | -               |
| undry expenses             | -                | 249.48           | (249.48)        |
| Marketing                  | -                | -                | -               |
| Sub total                  | 34,073.41        | 29,462.07        | 4,611.34        |
| Interest                   | 4.95             | -                | 4.95            |
|                            | <b>34,078.36</b> | <b>29,462.07</b> | <b>4,616.29</b> |

Match fees  
 retain at £10 for seniors and £5 for juniors/students/OAP

Pitch hire  
 teams at 12 home games each @ £151.20 per game 14,515.20  
 training 1 hours pw at 26 weeks @ £100.80 ph 2,620.80  
 training 1 hours pw at 26 weeks @ £57.20 ph 1,747.20  
 ASPS 30 weeks @ £52.50 per session 1,575.00  
 other - open day, friendlies etc (10 hours) 1,000.00  
 21,458.20

Teas  
 teams @ 12 home games at £50 per game 4,800.00

Insurance  
 same Xmas, presentation evening etc break even  
 same £300 profit from open day

Donations  
 100 From 100 Club  
 other £500

Interest  
 increases in subs or match fees, subs same as 2018/19