

Our ref COM 17

25 June 1997

Ian Smith
Hampstead & Westminster HC
35 Wimbolt Street
London E2 7BX

Dear Ian

I am writing to confirm that we shall meet on Monday 7 July at 1700 hrs here at The Stadium to discuss the administration of running a side in the National Hockey League.

David Kitchiner of Chelmsford HC will also be in attendance.

I look forward to seeing you then.

Best wishes



Stephen Barlow
National League Administrator

HAMPSTEAD & WESTMINSTER HOCKEY CLUB

Men's 1st XI

NHL Tuition Meeting 6.45 pm

7th July 1997 @ Milton Keynes

Attending: S Barlow, D Kitchiner (Chelmsford HC) and DIS

1. Budget

Chelmsford were alarmed at the amount of the NHL Sub and had demanded a copy of the Budget (copy attached). S Barlow pointed out that some expenditure (mainly EHA overhead) was not included in the expenditure but strictly should be, so the position could in theory be worse. Thus in the absence of sponsorship £1500 was the amount for 1997/8

Women's National League, incidentally, pay £450 but get back no travelling or hotel expenditure. With the dawn of EHA this divergence may have to narrow.

Within the NHL sub we get an NHL Handbook (20 copies I think) a weekly News Sheet (useful to include in the Programme to avoid recreating the NHL Tables and last week's scores etc plus some NHL news) and 100 car stickers with H&W name added (which we can sell), the NHL logo in electronic format (for reproducing), Programme covers, 20 Isostar bottles, tub and some powder, plus a carrying rack AND Hotel accommodation for overnight stays (2 this season for H&W) [see later]

2. Pitches

This will be inspected by the NHL without notice to us as ours is open to the public. They are looking particularly to markings and in H&W case on match days, complete goal nets (recommending that we have an NHL separate supply only used for NHL matches and possibly installed over those put out by PRG). They also will look for a roped off sideline on the caged pitch side - and not just makeshift barriers to allow full access to the Umpires. We should also deal with ball run-off: do we have any system or barriers to install? This will be watched because it is a known problem at PRG.

Incidentally, Beeston's and Havant's are the pitches currently causing the NHL most concern.

3. Fixture Cards

NHL want 10 copies of ours by 7th September 1997 if possible: if later then ASAP

4. Change of Venue/start time

We shall be fined if there is fewer than 10 days' notice of change to the Delegate and Umpires. Last confirmation must be given on the Tuesday before to all officials and opposition

5. Registrations

This will be strictly controlled with no exceptions. Registration must be completed by 10.00am on the week before a new player is to play. No faxed copies will be allowed and a photo must accompany

A registered player must not play for another Club in the same season. SB will confirm the date from when this will occur - probably 1st September and again, this ruling will be vigorously enforced. Chelmsford need to know because Cullen will be playing for them this season and is playing abroad at the moment.

6. Travelling

NHL pays on behalf of Clubs the Forte rate for 18 persons (by 9 twin rooms) directly to Forte (to reclaim the VAT). Extra rooms must be booked via the Hotel concerned and not the NHL. Hotels may demand squad names from Liaison Officers to confirm the booking. Details of the closest Forte Hotel will be supplied by the NHL.

Travelling costs are paid directly to the Clubs' bank account by BACS payment (details will therefore have to be supplied to MK)

7. Hospitality

Big drive on this by NHL; just as important as the game. We should offer tea, coffee, biscuits etc to visiting teams especially those within a drive's distance on the day and to Officials. Officials also look forward to hot beverage as appropriate at half-time (flask is OK).

Good to offer hot food to visiting teams with a journey back. We should ask about vegetarians beforehand and cater for them. NB There also might be Umpire coaches and Umpire selectors also to be catered for. There is no **obligation** to feed visiting spectators. (Chelmsford cater for 40 in toto apparently)

8. Match Programmes

Specimens provided. East Grinstead's is bulky but wholly repetitive and thus dull after one read: mix the standard stuff with the news. Most combine pre-printed material with photocopied inserts, especially team sheets in the centrefold. A charge can be levied: £1 is the norm and Havant's £2 is frowned upon.

9. Delegate

After the match he has to phone in the score, so we should assist in this. George Brink may no longer be doing this and there may be a web-site available instead. The Result Sheet also needs to be signed and a new section deals with Man of the Match for each team which the Delegate will ask each side for their nomination. This is used primarily in the Sponsor's prize for Player of the Season in each League apparently.

10. Code of Conduct

This should be brought to the attention of all players. NHL concentrate upon:-

10.1 page 44; dealing with formalities of transfers of NHL registered players

10.2 page 45; start times. Between 12.00pm and 2.30pm only. 11.30 am is OK provided really adequate prior warning is given (but accepted by the NHL especially in the case of a game preceding a long away trip for an HA Cup match). 2.30pm is the latest (day light hours and all that)

10.3 page 46; Umpires are increasingly willing to discuss (NB discuss only - no haranguing) incidents after a match and this should be encouraged. Foul language both during and after a match will be heavily stamped on this year. Surprisingly the Umpires were very lenient on this last year there were no red cards for this despite several instances where it would have been entirely justified.

NB The Delegate has power to remove players etc from the Bench (and will be reminded that they have this power) [NB This alleged abuse from Pitchside featured in the infamous Beeston fiasco]

10.4 If no NHL Umpire arrives (happened only once last year) the teams must select/obtain another, with the Delegate brokering an agreement. The stand-in must be County standard

10.5 If wearing coloured underclothing (T Shirts or Lycra shorts) that will be visible under club kit (eg long sleeves over a short sleeved club shirt), the colours must match the club kit.

10.6 We are to encourage the Play Off standards over "*shirt tucked in and socks pulled up*" stuff in the NHL, before it becomes more of an issue with NHL management (ie future regulation?)

10.7 page 54; Red Card suspension will carry over the close season break at Christmas

11. Postscript

We have passed our first "test" by registering punctually with the NHL for 1997/8: reminders have had to be sent to Barford Tigers, Indian Gym, St Albans, Gloucester City, Surbiton, Sheffield and Southgate

cc JMcC
DW
RT
NJC (for info)

NHL BUDGET 1996-97

	Revised	Original
Income	£	£
Entry Fees, 35 @ 1500	52,500	54,000
Registrations (440.00 rec'd by 7/10)	550	550
Fines	250	250
Jackets (net of purchase)	140	0
Handbook advert	150	0
Programme adverts	2,000	0
	<u>55,590</u>	<u>54,800</u>
Expenditure		
Travel & Hotels	41,987	50,000
Handbook print	1,770	1,500
Newsletter paper	335	0
Headed paper	235	0
Logo origination	95	0
Car Stickers	914	0
Logo bromides for clubs	90	0
Programme Cover (incl distribution)	1,825	1,000
Results Service	875	875
Medals & Awards	500	500
Pre-Season Meeting	138	0
Delegates expenses	3,000	3,000
Committee expenses	900	900
	<u>52,664</u>	<u>57,775</u>
Surplus/deficit	2,927	-2,975

Stephen Barlow
07-Oct-96