

## **Minutes of Southbourne Tennis Club Committee Meeting**

**Monday 16 January 2017 – 7.00pm**

### **Present**

Susie Grainger as Chairperson (SG), David Sanger (DS), Adam Spicer (AS), Sarah Stout (SS), Peter Richardson (PR), Don Greaves (DG) and Celia Barron (CB)

### **1. Apologies**

Martin Cavey (MC), Helen Henshaw (HH)

**2. Minutes of last meeting** – 21<sup>st</sup> November 2016 were approved

### **3. Matters arising**

- DG - Make temporary cover for the utility room. PR and DG to liaise Wednesday to share responsibilities
- SS - Prepare H & S report. SS is to take Food Hygiene Certificate.
- SS - To arrange the survey. To be discussed under her report.
- AS - Circulate the finished minutes from the AGM. These are completed and will arrange for KM to sign these.
- MC - Confirm if insurance covers the defibrillator. Discussed under the Treasurer's Report.
- DS - Consider the best location for the defibrillator. DS said this was about the defib being secure but given this now appears to be covered by the insurance it has to be easily accessible. The committee confirmed they were happy with the current position.
- MC SG - Review the business plan for the next meeting. Discussed under the Chairperson's report.
- AS - Distribute dates for the following year's committee meetings. Done.
- MC - Arrange for the lights to be fixed for court 3. Done.
- SG - Review coaching contract. Discussed under the Chairperson's report.
- DS JC - Review and update the welcome pack. This is still a work in progress. The letter given to new members and the website are currently under review and being updated. PR asked for a new area on the website for new members. DS confirmed this was being done.
- ALL - Provide photos to Sarah for the website. Still to be completed.
- MC - Confirm the number of times visitors can play. Discussed under the Chairperson's report.

### **4. Junior Club Items**

- nothing to report.

### **5. Chairperson's Report**

- Contract with Dave Sanger Coaching Ltd - Regular meetings continue with Dave and Susie following the successful format agreed with Keith. We have reviewed the current contract and agreed the key elements. Issues which needed to be addressed include checking the content of the complaints procedures(see below),child protection policies

and procedures and equality and diversity policy. Unless there are any other items which members feel need to be reviewed I would like to propose that we sign the contract for a further period. SG will share the contract with the committee who will review and then make a decision. DS has also made a lot of progress on procedures for complaints and protecting potentially vulnerable people.

- Business Plan - In order to ensure that the club and its operation remain fit for purpose we will be reviewing the current plan and where necessary making alterations and additions. Currently waiting for RH to provide the business plan. PR suggested we should have a document sharing service so these are centralised. AS said he would look into this.
- Visitors - There has been some confusion about the number of times that visitors can play at the club before they are required to become members. The insurance documentation has been checked and there is nothing specific relating to this matter. We therefore suggest that we agree that the club policy states that visitors can play up to a maximum of 6 times after which they must become a member. However, MS states this is 4 times and SG would like the committee to agree a figure. We debated when membership applies and when insurance covers various situations. DS summarised and suggested there were a lot of grey areas. SG suggested we focus on the number of visits and recommended 4 times based on the advice from MC. Committee agreed to 4 visits. After that people would be invited to join. In regards parents and children playing the committee agreed there was no issue but had to ensure the club had no liability should something happen. DS said we need a sign about playing at their own risk. PR to follow this up.
- Open Club Sessions - At present the sessions on Tuesday and Friday begin officially at 9 a.m. However Monday begins at 10 a.m. Requests have been received to consider bringing this into line with the other two day time open club sessions. This would not negatively impact on the coaching sessions. I would like to propose that we extend the Monday session accordingly for a period of six months in the first instance. DS mentioned fairness was an issue when compared to the evening sessions which are limited to 2 hours. PR didn't realise the difference in sessions and would be happy to see the morning session is consistent with the others. It was agreed all sessions would officially be two hours but if people had the opportunity to start earlier they can but would need to use the booking service. The committee confirmed all morning sessions would be 2 hours.
- Additional Court - No further action has taken place as yet except that Dave and I have checked the space needed to ensure this would be a practical option. I will endeavour to contact Ed Alexander to arrange an up date meeting. SG to chase up.
- Complaints - Two complaints have been received, one concerning the manner in which a visitor was treated on a Monday Morning open club session and the other the manner in which a visitor was treated some time ago. Both matters have been dealt with and as far as we are aware concluded positively. Thank you to all of you for your support during these discussions. It was greatly appreciated. Whilst investigating the complaints it has highlighted some confusion over beginners and intermediates play for their sessions. Last year one member didn't renew due to players being too good on the Wednesday night. Committee also confirmed how complaints would be dealt with in the future. DS for coaching and Committee for visitor/member complaints.
- Health and Safety - Peter will provide a full update later in the meeting. I would like to thank him for the progress that he has made already. DG said he was going to do a handover to PR but now will be working with PR. They will meet on Wednesday to work

out a way forward.

- Cleaning Contract - At our last meeting we agreed that we should increase the cleaners hours from one and a half to two and a half each week. The additional cost of this would be @£40 a month. It is proposed that we take the opportunity of establishing a more formal arrangement with the cleaner when we offer her the extra hours. Main concern is their employment status for insurance and tax purposes. DS said we need to formalise the process and the committee would look into this.

## **6. Treasurers Report**

- Utilities – this is considerably higher so we need to close doors, etc! AS confirmed we are on a fixed term contract and MC shops for the best price on offer at the time of contract renewal.
- Defib – Discussed MC's comments on who uses the defib. AS said it seems to mean call a first aider first before attempting to use it yourself. SG asked who were the first aiders and DS confirmed all the coaches and anyone else who attends the upcoming course. Committee agreed first aiders should be the first to use the equipment given the coaches are on the premises the majority of the time.
- Accounts – difficult to comment on them due to the short period to review. Committee will take them away and raise any questions after the meeting.

## **7. Coaching Report**

- First aiders course to be held on 31/03 and there was space for 3 others to attend.
- JP Morgan is giving funding for the wheelchair tennis. There will be some publicity from this from both their internal magazine and the Echo. On the 24<sup>th</sup> will be some interviews and photos taken.
- Bright Ideas - we have raised £600-£800 through gift aid.
- JC asked about funds we have raised for the club and where this gets invested. DS said this focused on two areas 1) equipment 2) training of coaches. JC asked do people pay for the disability sessions and DS confirmed this was £5 per person. Exception this year was tennis for kids who are paid for by the LTA to play for 6 weeks. Ray would also be involved this year which will mean we can have 30 children taking part.
- Grade 3 tournament – no allocation this year
- Junior Open – We have been asked to move to the week commencing 23/07 instead of August and all other tournaments will be shifted which should mean more players taking part. Committee agreed on the move.
- Doors to club – the keypad keeps getting stuck and the door is awkward for wheelchair access. Looking at an automated system but these cost £9-10k. Normal doors cost £1500. DS will look further into this and see if there is any potential funding for the club. Celia asked if about using the token scheme at Waitrose. DS said we had applied for Tesco.

## **8. Social Secretary's Report**

- ZH and SS will be doing further updates to the website
- Weekly emails to be sent so no long emails in the future!

- Hoodies – need a policy for those who are saying they are team players. MC initially sponsored these but this has come to an end. SS explained the difference between the club clothing and the team clothing (which has the company sponsorship logo). It was agreed by the committee that the full price would be charged going forward.
- Survey – SS was thinking of the best ways to do this. Will take forward with SG and incorporate seasonal questions.
- Christmas Party – raised £529. £279 would be given to Bright Ideas and we would claim the gift aid and £250 would be invested in the accessibility schemes the club runs. CB said some had mentioned the auction is run separately as it was quite difficult to hear. Also people need an opportunity to put in written bids. Committee to consider other ways to do this going forward. JC also mentioned about the location for the next party and suggested the rowing club. DS said the costs were not much different. Committee will look into this.
- Tournament Lottery – this occasion it was a bit late for the Australian Open but will consider this for Wimbledon.
- 5<sup>th</sup> Feb – Wooden Rackets tournament. Also being held is a red, orange and green tournament in the afternoon.

## **9. Secretary's Report**

- Nomination of Vice Chair. PR was nominated by SG and seconded by AS. Decision was unanimous and PR was voted into the position.

## **10. Membership Secretary's Reports**

- 1 new member in January.

## **11. Match Secretary's Report**

- HH was absent but provided a report to the committee.
- I have just sent a reminder to members re opting-in for the Wimbledon ballot.
- I have entered our teams for the summer in the Dorset (9) and HIOW leagues (2). Zoltan still hoping we can manage a 3rd men's including some youngsters but not enough response so far. Won't do it if it's a struggle.
- Fixtures meeting is in February which I won't be able to make as it is a Wednesday and I have college. I will sort the fixtures in advance as I normally do if I can.
- Matches seem ok so far with a few cancellations due to weather.
- Will contact all team captains to check they are keen to carry on. I know Kirsty isn't going to do mixed 1.

## **12. Maintenance Health & Safety Report**

- PR to produce a report for the next meeting

### 13. Any other business

- Dorset AGM – Lady’s 1s and Lady’s vets were present with bag of tea and the tea company would like a display and posters at a tournament. SS suggested our Wimbledon tournament. PR has tea items (books, posters, etc) which he can lend for use during the event.
- JC asked about the honours board. DG said Solo Signs can do this and DS will forward the details to DG.
- JC said some people are not getting the ClubSpark emails. SS and AS confirmed not ticking unregistered members. Will do this in the future.

### Next Committee Meeting – 13<sup>th</sup> March 2017 at 7PM

To Do for the Committee	
PR DG	PR and DG to liaise Wednesday to share responsibilities
SS	SS is to take Food Hygiene Certificate.
SG	Share the coaching contract with the committee
PR	Arrange signs on risk to go up on the gates to the courts
AS	Investigate document sharing service
SG	Chase up Ed Alexander
DS	Formalise cleaning contract
DS	Look into funding of new doors
DS DG	Pass details of DG for the honours board and DG to arrange the work