

Minutes of Southbourne Tennis Club Committee Meeting

Monday 5 May 2017 – 7.00pm

Present

Susie Grainger as Chairperson (SG), David Sanger (DS), Adam Spicer (AS), Sarah Stout (SS), Peter Richardson (PR), Martin Cavey (MC), Helen Henshaw (HH) and Celia Barron (CB)

1. Apologies

Don Greaves (DG)

2. Minutes of last meeting – 13 March 2017 were approved with minor amendments

3. Matters arising

- SS is to take Food Hygiene Certificate - Still to take the course but hoping to have this done by the next meeting
- PR Arrange signs on risk to go up on the gates to the courts - Went to Solo Signs and the quote was £115 + VAT for supplying and fitting the signs. Quote is for A4 but would prefer a size between A5 and A4 and would confirm the size soon. SG asked the committee if they were happy to purchase these and all agreed to the action.
- SG Confirm insurance arrangements with the LTA - Dealt with under the chair report
- AS Confirm how the club rules apply to Pay and Play - To be done
- AS Investigate document sharing service - Document sharing service is now implemented and will support those who need help
- SG Honours Board - Discussed under Chair's report.
- SG/DS Add a section to the contract covering disability programmes and see if the court allocation can be revised - Discussed under Chair's report.
- DS Look into funding of new doors - Unfortunately we did not get funding for this. Will consider alternatives.
- DS DG Pass details to DG for the honours board and DG to arrange the work - Discussed under the Chair's report
- AS, DS, SG, PR Review the business plan, constitution and would present the work at a future date to the committee - Work is still to commence
- MC to add Celia to the circulation list for the club accounts - Done
- MC will provide end of year accounts for the next meeting which is on 15/05/17. Needs some further information before accounts can be finalised
- DS is to obtain another quote for comparison for a new radiator - To be done
- PR Put the hooks in the shower room - To be done
- PR Email AS on Health and Safety policy for distribution to the committee - Policy document has been written and is to be reviewed between SG and PR

4. Junior Club Items

- Nothing to report.

5. Chairperson's Report

- 1.Contract with Dave Sanger Coaching Ltd Dave and I have agreed a form of words in relation to the community and disability programme to be inserted in section 7.4 as follows:
 - ◆ The Coach will operate a comprehensive community and disability programme subject to the availability of funds raised through external grant and other funding applications. The Coach will pay to the Place to Play an annual court fee of £500 which may be increased if the programme is extended.
 - ◆ We also discussed the need to insert a further new section in relation to the income from tournaments operated by the Coach or the coaching team as follows: With respect to any profit made from running a tournament run by Dave Sanger Coaching Ltd the proceeds will be split with 35% going to the 'Place to Play' and the remaining 65% to DSC Ltd.

The committee confirmed they were happy with the wording of the contract which will now be amended and signed.

- Pay and Play Insurance. Confirmation has been received directly from Perkins Slade who provide the LTA Insurance service and advice that visitors who play under the pay and play booking facility are not covered for any damage that they personally cause but that the club is indemnified under the terms of the insurance policy. Therefore the signage that Peter has been working on in relation to people playing at their own risk is correct.
- Contract with Cleaner is now in place.
- Fundraising - Sadly our application to the Clothworkers Foundation was unsuccessful. We will need to continue to explore all possibilities for attracting additional funds especially if we are given approval for a much needed additional court as well as continuing to improve the overall facility.
- Additional Court - David Relph has completed the Pre Application Draft Design and Access Statement. It is a very comprehensive and detailed document which he will be submitting on our behalf within the next couple of weeks. I would personally like to thank him and Dave for all the work and time that they have invested in so far. The application for the additional court has now been submitted (3rd May). SG hopes the council will view the application favourably as LTA advised we do not have enough courts for our level of membership which is a good argument for our application.
- 6.LTA Regional Services - Dave and I met with Luke Pullen the LTA Regional Services Assistant. He explained that they are keen to offer their support to enable the establishment of local networks which in our case would probably include the 17 clubs nominally within the Bournemouth area. Their current focus is in relation to Welfare Officers whilst the overall aim is to encourage clubs to share good practice and disseminate information. They hoped to hold the first local meeting on 10 May but this has yet to take place.
- Court Usage: Tuesday and Friday Morning Club Sessions A letter has been received, together with a list of members who support the request, asking that in view of the heavy member demand the club sessions on Tuesday and Friday mornings be extended to allow member use from 9 -12 noon. Currently although the official timings of these sessions is 10-12 a significant number of players are on court by 9 am (some earlier) and on several occasions there have been up to 30 members turning up to play by 9.45am.It

is very pleasing that so many members want to take part in open club sessions and I feel that we should aim to respond positively to this request. In the first instance I would recommend that we only extend the Tuesday and Friday morning sessions but continue to review the numbers attending each session.

SG arranged with DS to open up the sessions from 9am until the committee had a chance to discuss the proposal. We discussed the pros and cons of extending the sessions to 3 hours from 9am until 12pm. Problems tend to occur on the Tuesday and Friday and SG suggested we consider those two sessions for any proposed changes. DS explained people are keen to play and there tends to be a large group waiting. Some of the committee were unsure how extending the sessions would solve the problem. SG added the coaches had now dropped a court so 5 are available to play on.

Committee look at three options: 9 – 12, 10 – 12 and 9 – 11

Committee agreed 5 courts would remain available. The Tuesday session would be 10-12 and Friday session would be 9 – 11 given most people arrive early and the majority of people are gone between 11 and 12.

- 8. Requests from Schools - Two local schools in which we have existing coaching programmes have recently approached us asking us to contribute a raffle prize of six months membership. As this will clearly offer many benefits to the club in terms of potential new members (our current Social Secretary being an excellent example) I would recommend that we agree to support them in this way.

The committee agreed we could provide prizes in the form of memberships

6. Treasurers Report

- MC distributed the report prior to the meeting and answered questions from the committee
- The phone bill was queried given it's size by CB. MC confirmed it is a business line and not domestic covering both landline and internet. Computers run off this and we supply wifi to the club. MC will be getting quotes for this as it is due for renewal soon.
- CB also sought more information on the £3k electric bill. DS said a lot of the bill was the court lighting. MC said if we go over our contractual limit we have to pay a premium rate. We also have central heating now. JC suggested we might need to look at how we are using the energy. DS will look at the settings for the central heating.
- SG asked are we right to be looking at the costs or is this a case of being more efficient. MC said he will always get three quotes. DS said lights are over 8 years old now so won't be the most efficient. SG suggested we could discuss the possibility of raising fees as part of the AGM. JC said the club always tried to keep the fees lower if possible as we are at the upper tier of pricing for comparable clubs. Committee agreed to take this forward in another meeting
- SG asked about the sinking fund. MC explained we are in a new membership year and waiting for membership fees to be collected.
- The committee discussed compensation for attending matches and confirmed the policy was to pay for ferry fees and not pay other additional costs.

7. Coaching Report

Coaching Report is below but some highlights discussed were:

- Thanks to SS for all her help with the food for the Great British Tennis Weekend which was a big success.
- This Friday is a special needs tournament and we expect about 30 to attend.
- Really busy with the schools at the moment.
- Disability sessions have grown in popularity with 15-16 people regularly attending with 6-7 volunteers.
- DS would like people to sign up for Bright Ideas charity day. Two ex Davis Cup players will be running the sessions. We charge a fee and this will go to our disability programme.
- SS asked if HH could help with the food for the Southbourne Open. HH said she was happy to do this.
- Coaching report is attached to the end of the minutes.

8. Social Secretary's Report

- Christmas Party – We can still do the rowing club but it still needs a member from the rowing club to attend the party. Membership is a £50 fee. SS asked do we continue with this venue or look at others. HH said its always a challenge selling tickets whether the party is at the club house or not. SS will look at other options.
- Profits from recent tournaments in April and May:
£132 profit from Spring Open, Quiz Night, school tournaments and Red Team Tennis
£50 profit from U12 tournament
- Upcoming events include the Southbourne Open and Red Team Tennis
- Parent child tennis Quorn tournament will be taking place with the winners going to Eastbourne.
- CB said Dorset Tea will not longer be sponsoring the Wimbledon Fun tournament now.
- Website renewal – SS said this was due for renewal and would cost £120. MC said we are normally invoiced for this and we transfer the money. SS will investigate this further.
- O2 trip for the end of the year has been arranged.

9. Secretary's Report

- Discussed email from DG – he wishes to make his role less official at the club due to other commitments. He won't attend the meetings any longer but will help out as needed at the direction of PR.

10. Membership Secretary's Reports

- For April we had 188 adult members and 69 juniors. A few down on last year but still good.

11. Match Secretary's Report

- Wimbledon tickets are now almost sorted. Still trying to arrange for someone to accept tickets for Saturday No.1 court. Otherwise all tickets have now been paid for.
- Matches are all under way though there have been some challenges arranging them.

- Won't be at next meeting as lots happening and unfortunately have to announce my resignation from the committee. SG asked about suitable alternative members. HH and SG to have a chat about her responsibilities and do a handover. We will confirm the appointment at the AGM and final report will be delivered then. SG thanked HH for all her hard work and help.

12. Maintenance Health & Safety Report

Maintenance

- Weed killing has been completed and more ordered.
- No maintenance issues
- Grass cutting to recommence shortly and will put up a new rota
- PR asked if we could have a spare set of keys for the premises as we only have one set at the moment. PR and DS to take this forward.
- DS said problems with one of the toilets flushing. PR said he will take a look
- PR raised about DS getting a second quote for the radiator. DS said he would get this done.

Health and Safety

- Draft of H&S policy had been emailed to the committee prior to the meeting. SG and PR to review. SS will put the signed off version on the website.

13. Safeguarding

- Report delivered to the committee

14. Any other business

- PR raised two other members had asked about the possibility of doing another ladder league. It was agreed we have the box league which encourages players of similar ability to participate and this should be sufficient for now.

Next Committee Meeting – Originally scheduled for 10th July 2017 this will now take place on 17th July 2017

To Do for the Committee	
PR	Following agreement PR to arrange the purchase and fitting of the signs about risk
AS	Confirm how the club rules apply to Pay and Play
DS	Consider alternative funding for modification of the entrance
AS, DS, SG, PR	Review the business plan, constitution and would present the work at a future date to the committee
MC	Finalise end of year accounts
DS	Obtain second quote for the radiator
PR	Put hooks in the shower room
PR SG	Review H&S policy
DS SG	Amend and sign coaching contract
SG	Update on LTA Regional Services meeting
DS	Review central heating settings
SS ZH	Renew website hosting
SG HH	Discuss suitable people who could take over as Match Secretary and discuss responsibilities for the handover
SS	Look at other alternatives for hosting the Christmas party
PR DS	Arrange a spare set of keys for the club to be made
PR	Mend the toilet flush

Coach report April 2017

Review of data:		2017 Target
Adult members	188	Target 200
Junior members	69	Target 90
Mini members	135	Target 135
<i>Autumn Term-128, Spring term-105 Summer Term</i>		
Attendance Coaching	52	Target 60
Schools	130	Target 150
Disability	113	Target 150

- **Attendance at junior Members Session**
Junior membership going well with about 15/20 attend a session with different people at both sessions.
- **Attendance at Girls Members & P&P Session**
Girls membership going well with about 15/20 attend a session.
- **Attendance at Mini/Junior coaching programme**
Tennis For Kids has started now with 30 new children playing. There has been a vast amount of children on a waiting list.
New term is starting with children signing up for their courses.
- **Attendance at Adult coaching programme**
Intermediate coaching session added on a Monday at 7pm for an hour and a half with 7 attending.
Beginner Session on Wednesday evening session going well and has about 10 playing now.
Wednesday Ladies morning about 15 players and Thursday adult morning coaching about 16 players is going really well.
As part of the LTA Tennis for Kids we have set up an Adult tennis Express course on a Sunday 5pm.
Additional adult coaching will be added on demand and subject to availability.
- **Schools programme**
Just starting this term and all schools will be running as usual. We have after school groups at our local Schools and as part of the School Games these schools have received in school time tennis coaching.
Local School Games Competition Tues 2nd May 1-3pm we have 16 teams of 4 from 4 schools.
SEND School Games Fri 19th May 11.30-2.30
Bournemouth School Games Finals Tues 6th June 1-3pm
- **Disability programme**
Victoria school every wed 9.30-2pm for 4 weeks and every fri 1-2pm
Linwood School every Thurs 1.45-2.45pm
Down Syndrome (DS) Active Taster Session Sat 20th & 27th May 12-1pm
Wheelchair Tournament Sat 10th June 11.30-3pm
LD Tournament Sat 10th June 3.30-5pm
Dave and Ray have done 2 taster sessions with a Wheelchair group at Rossmore centre with 20 participants on a Friday night 7-9pm.
Southbourne wheelchair session every Tuesday and Thursday has 5/6 people taking part.

Learning disability session Sat 3.30pm could do with more helpers if anyone has a spare hour.

Finance – Disability funding

Tennis Foundation - £3800 for 2017

Bright Ideas Charity – currently raising target £3500 so far £2000

Tesco Grant –

- **Web site and marketing**

We have over 27,140 hits now, which is fantastic. Facebook also doing well and we have 515 'likes'. All the coaches are updating Facebook almost daily. Zoltan is trying to get the website up to date again with the help of Sarah and they are meeting once a week at the moment to work on the site. Matt is working on Twitter and putting regular tweets on.

- **What is working well?**

Disability work is still expanding. Everything seems to be running very well at the moment with the schools and disability programme continuing to expand.

Schools marketing is going well as can be seen increased attendance.

All club and coached morning sessions very busy.

Box League numbers are great.

Tennis For Kids 2017 programme have 30 children

- **What could be improved?**

Targeted marketing – work with companies – volunteering – covering the mini court – box league for juniors and adults

- **Annual Calendar for year** Up to date currently. To be reviewed and updated each month.

Spring Open & Quiz Night

School Games Competition Tues 2nd May 1-3pm

GBTW Open Day Sat 13th May 11am-1pm

SEND School Games Fri 19th May 11.30-2.30

DS Active Taster Session Sat 20th & 27th May 12-1pm

School Games Finals Tues 6th June 1-3pm

Wheelchair Tournament Sat 10th June 11.30-3pm

LD Tournament Sat 10th June 3.30-5pm

Bright Ideas Charity Day Sat 17th June 12.45-6pm

GBTW Sat 22nd July 11-1pm

Southbourne Junior Open 23rd -30th July

- **Action points**

6 month membership raffle prize for Schools

Head coach contract

Business Plan

Case study for web site

Disability access Front doors / Key fob system

Welcome pack and club sessions

Survey

Fundraising Bright Ideas

Radiator store room