

# Wickham Community Tennis Club

**Minutes of a meeting held at 4pm on Thursday 29<sup>th</sup> March 2012 at Warwick House.**

**Present:** Adrian Baskerville (Chairman), Nicki Oliver (Secretary), Adrian Keen (Treasurer), Alan Eddis, Eason Furnell, Robert Goulson, Sue North, Heather Oswald.

1. To receive apologies for absence **Therese Evans, Patricia Raymer, Sue Roger-Jones**
2. To receive declarations of interest on agenda items **Nicki declared an interest as Clerk to Wickham Parish Council the owners of the tennis courts.**
3. To approve the minutes of the meeting held on 1<sup>st</sup> March 2012 **Minutes approved.**
4. To consider the following agenda items
  - 4.1 To receive update on arrangements for the formal club open day on 31<sup>st</sup> March **The Chairman recorded thanks to Patricia for planning and organising the event and to Heather for arranging the Wimbledon draw.**
  - 4.2 To receive update from Adrian Keen on promotion, coaching & club programme and competitions **The first edition of the club and coaching programme has been agreed with the LTA and committee and will be available at the opening event and emailed to all members the following day. The programme is subject to review after 6 weeks.**

**Members agreed to lead the club mix-ins on a rota basis. Action Heather to co-ordinate.**
  - 4.3 To receive update on Club Mark application (needs to be achieved by end of September 2012 to meet LTA grant conditions) To discuss and approve the following draft policies as circulated prior to meeting

## **Policies**

1. Equality and diversity policy
2. Child protection policy
3. Code of practice for working with young people
4. Photography and filming of children policy
5. Code of practice for members and users
6. Accident and emergency information

7. Accident report forms
8. Risk assessment policy
9. Complaints policy
10. Feedback policy

### **Club Commitments**

11. Role of Chairman
12. Role of Child Protection Officer
13. Role of Treasurer
14. Role of Secretary
15. Role of Communications Officer
16. Volunteer commitment form

### **Coaching Commitments**

17. Agreement between Club and Coach

**It was agreed to adopt the policies as above. Members present signed the volunteer commitment forms.**

**The Chairman thanked Patricia for taking on the role of Child Protection Officer.**

**There are a couple of outstanding issues to be completed before the club will qualify for Club Mark: Patricia and Mike Privett to attend a Child Protection Course or to supply evidence of LTA accepted qualifications; Mike to sign coaching agreement. (note prior to publishing minutes Mike has signed the agreement and a copy has been added to the Club Mark file)**

**CRB forms still to be completed.**

**The committee discussed the requirements for achieving Beacon Status and holding open days for the first 3-4 months was agreed.**

**Two Sunday mornings in April to be booked for this with a budget of £200 to deliver tennis promotion from 9am – 12 noon.**

**It was agreed to provide a budget of £200 towards running mini red sessions on the MUGA at Knowle with the aim of providing tennis to children who may be unable to access the courts in Wickham.**

#### 4.4 To receive update on Club accounts

#### **Estimated accounts to 20 March 2012**

<b>Item</b>		<b>Notes</b>
Account Balance	£9,895	Bank statement 20 March 2012
Assets	£141	Tennis balls
<b>Income</b>		
	£3,000	Parish Council Grant
	£2,500	LTA Grant
	£5,013	Members Subscriptions
	£250	First Aid Fees/ Match Fees
<b>Total Income</b>	<b>£10,763</b>	
<b>Expenditure</b>		
	£ 395	First Aid Course
	£400	Coaching Services
	£210	Referee Fees
	£141	Club Tennis Balls
	£114	Bookit online booking system annual charge
	£210	Miscellaneous Expenses Adrian Keen
	£30	Miscellaneous Expenses Robert Goulson
<b>Total expenditure</b>	<b>£1,500</b>	

Estimate of additional costs to end March:

Community Centre hire (invoice awaited) £100

Open day costs (costs to be confirmed) £150

Floodlight electricity (minimal costs to date) £50

#### **Committed Future Expenditure**

To Coach Review Date May 14th 2012

£ 600 for Coaching Services

£ 360 Community Centre Hire

( 36 hours at £10 an hour until end of School Summer Term)

## **Looking Ahead**

Whenever a coach is needed to deliver a promotion day, or run events we will have to pay for his services.

Coach will invoice club and services provided will be accounted for,

The £100 a week payment being paid to Mike for the first 10 weeks is an estimate of the planned coaching support being delivered to the club during its start up phase.

The Committee need to consider what coaching support is needed second 10 week phase and what budget support is appropriate.

The coaching programme will take time to be built up.

Mike will have registers and be able to feed back his takings from players.

Once the Committee feel it is appropriate a court hire charge can be made to the coach for the hours the courts are unavailable to the membership.

This could result in an income of approx £50 a week during school year, 30 weeks at £50 approx £1,500 a year.

**In response to a question about the £5 payment to the coach for new member introductions, it was agreed to ask Mike how many outside members he is likely to bring to the club. This element of the coaching agreement may need to be reviewed. Action Adrian K.**

**It was agreed the geographical range of members should be reviewed to ensure local priorities are met.**

**It was agreed to ask Mike to run the Road to Wimbledon tournament, purchase of the tournament package for £14 was agreed. The competition needs to be completed before the end of May. Action Adrian K.**

**Adrian K advised that discussions have been held with Bishops Waltham tennis club to see whether the courts could be used for team fixtures when there is shortage of capacity at Wickham. Bishops Waltham has offered 4 floating memberships @ £25 each for 26 weeks, alternatively £25 per visit. This was noted and agreed to review at future meetings.**

4.5 To receive update on membership **There are currently 182 members of which 62 are juniors.**

4.6 To agree accounts for payment **See above.**

4.7 To consider any relevant recent correspondence **None.**

**The next meeting will be held at 4pm on Thursday 17<sup>th</sup> May at Warwick House.**

Meeting closed 6.30pm.

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