

## Meeting of Committee – Tues 19<sup>th</sup> June

**Attendance:** Kate Gifford (Chair), Tom Ulicsak (Secretary), Pat Balogun (Treasurer), Zeni and Sandra Sekabanja (Communications Officer), Pat Turner.

**Apologies:** Eliana Bruni (Events Officer),

A special closed committee meeting was organised to discuss the actions from the meeting on Monday 11<sup>th</sup> June. The following actions were agreed:

- We would continue with the Head Coach appointment
- We would widen the interview panel for the Head Coach appointment to include up to two additional members from the Club.
- We would issue an open invitation for up to 3 more Committee members to be confirmed at the next Committee meeting (we were very pleased to have Sam Mhangami and Shola Aladeseru put themselves forward already).
- We would offer an extension of 6 months to John Connolly for the Tennis Development Officer position.
- We would confirm and ensure that all coaches running sessions at Burgess Park are licensed; this has been an unresolved action from meeting number 10 in May 2006. Where coaches do not meet this criteria by 1<sup>st</sup> September their participation on the programme would be suspended.
- We would improve the level of communication by displaying Minutes, the Club Development Plan, Club Organisational Structure and Constitution at the Centre.
- The next full Committee meeting date is Monday 23<sup>rd</sup> July (TBC).

## Meeting of Committee – Mon 11<sup>th</sup> June

### Agenda

1. • Previous Minutes, update and progress against plan - (Tom)
2. • Junior coaching programme and balance with Community use (All)
3. • Facilities – Centre / Club Link – (All)
4. • Events – 1<sup>st</sup> July SCTC Anniversary; U10 and U12 Club championships on 14/7. Ladies doubles on 15/7. (Eliana)
5. • Better Promotion of Advantage Girls tennis programme – (Sandra)
6. • Approvals sought
  - £350 for water cooler.
  - £750 budget for electrical survey work of mains electricity by EdF prior to floodlighting scheme.
  - £200 to join NSPCC Staying Safe Scheme (if required)

AOB

**Attendance:** Kate Gifford (Chair), Tom Ulicsak (Secretary), Pat Balogun (Treasurer), Sandra Sekabanja (Communications Officer), John Connolly, Milton Gayle, Pat Turner, Sunday George, Charles Hubbard Jnr, Sam Mhangami, Sulaimain, Valda Visinsktyte, Niyi Bello, Denis McMillan, Fabian deSouza and Damion Wilson. (apologies if I have omitted anyone)

**Apologies:** Eliana Bruni (Events Officer), Zeni Sekabanja (Communications Officer), Mel Croft (Junior Representative),

**Minutes** – went through the actions from the previous meeting, updates given below.

**Junior coaching programme and balance with Community use.** Consensus was that the junior programme should take priority on Saturday mornings. If there is a spare court we will allow other users but first priority is to juniors.

**Events** – not discussed. Will go through separately with Eliana. We will need volunteers.

**Better Promotion of Advantage Girls tennis programme** – we only discussed this briefly. However, a general plea for word of mouth advertising at churches, relatives etc. for girls / young women 15-24 that would like to learn / improve how to play tennis.

**Approvals** – budgets for water cooler and electrical survey work approved. NSPCC issue parked.

**AOB** – floodlights planning permission now just subject to further technical information. The rationale for floodlights was discussed in terms of improving centre revenues, expanding coaching hours and improving the quality of the lights. Next steps are electricity survey work and finding a sponsor.

- **External sign** – 1.2m by 2m. Final wording approved by John Sheaf, just needed a cost code to complete order.
- **Geraldine Mary Harmsworth Centre** – agreement reached in principle for SCTC to run a club on the two new floodlit courts from September.

**Head Coach and Tennis Development Officer** – this issue dominated the meeting and there was a long discussion of this. The main points were:

1. That job description was biased towards a coach from a large club.
2. That the interview panel needed to be looked at again.
3. That consultation about the two posts had not been good enough.
4. Whether the club had to have a Head Coach as a condition of funding.
5. That the LTA had had too much influence on the process.
6. That the Head Coach should be from the Community to be a role model and understand the user group.
7. That the Club was heading too far towards a performance direction.
8. That it was not clear who was on the Committee and had made the decision.
9. That a gap had been left for the TDO role.

#### **Response from the Secretary**

1. No, this was included in the preamble to the job description, many of the skills that such a person is likely to possess would be valuable, but it is not an essential criteria.
2. Yes, this is a good idea and we will do so. To clarify, the interview will involve a practical coaching session, the LTA will be very useful in helping assess this.
3. Yes, this is fair comment. However, with two staff likely to apply for the positions we were under some constraints about this.
4. No, the Head Coach was an option chosen as the best way to take the club forwards.
5. The LTA had been consulted but are not part of the decision making of the club.
6. A number of desirable and essential criteria are included “Awareness of sports equity and child protection issues”; “A commitment to increasing participation in tennis and creating opportunities for more young people to take part” and “Be able to engage and motivate young people from diverse multi-cultural background.” These will be assessed in selection but it doesn’t seem wise to limit ourselves too narrowly geographically. We want the best overall candidate.
7. We have made progress in attracting children in age groups up to 12 but retaining the older age groups will need more emphasis on competing. However, we are not moving to be a performance club.
8. The Committee Officers are listed above, the Secretary, Treasurer and Chair form the Executive and can sign cheques for the Club. The Executive members made the decision about the Head Coach and TDO roles. Our AGM is in September.
9. Yes, this is true. We had planned to proceed with a joint full time role with Lambeth. However, the funding has not come through for this and we will have to review the needs for our club.

### **Actions**

The Committee will meet to discuss the best way to go forward with regards to the Tennis Development Officer role, interview panel and the way in which the Head Coach is introduced in relation to existing staff. We will publish the interview panel.

### **Results of Questionnaire**

A small survey of about 10 parents was done on Saturday 19<sup>th</sup> May to assess the junior programme. The results are given below.

#### **1) Comments on coaching**

On the whole positive with most comments saying that the delivery was good. Not challenging enough for better players, needed to stream classes more. Too many children in older classes, maximum ratio should be 10:1 (pupils / coaches). Techniques taught were old fashioned.

Consensus was that the classes were the right length, with one parent commenting that the Red classes (45 mins) should be slightly longer.

#### **2) Organisation of classes**

Better feedback than in October, most comments were positive. Other comments were that this could still be improved with more consistency in the process needed.

Appreciated having two coaches for the Red classes but would like older age groups to have two coaches. Also confusing trying to find out which level children should be at and when and on what basis they should move up classes. One parent felt that not enough preference was given to children attending all year round.

Problems getting membership returned.

#### **3) Communications**

Email was felt to be very useful but several parents didn't know about this.

Club notice board was also felt to be useful but not everyone used it. Comments also pointed out that information was spread between two noticeboards, and that clearer headings needed as to what is new / most important.

#### **4) Competitions**

Right balance. Red parents felt not applicable as too young for competitions.

#### **5) General**

Comments on the facilities were overwhelmingly positive with comments including they they are perfectly kept, immaculate, tidy and safe. One observation was made that the dutbins on court should be emptied more frequently. The booking system was not so well received with errors in booking courts and phone messages not being returned.

### **NEW ACTIONS FROM THE MEETING**

<b>Nos.</b>	<b>Topic</b>	<b>Action</b>	<b>Who</b>	<b>Action Date</b>	<b>Status</b>	<b>Notes</b>
16.1	Events	Organisation of events	Eliana	Various	Open	Separate discussion with Eliana about the organisation of the different events (see agenda)
16.2	Staffing	Committee meeting	Committee and Sports Development	ASAP	Open	The Committee will meet to discuss the best way to go forward with regards to the Tennis Development Officer role, interview panel and the way in which the Head Coach is introduced in relation to existing staff. We will publish the interview panel.

UPDATES FOLLOWING MEETING ON JUNE 11<sup>TH</sup> IN ITALIC UNDERLINED

Nos.	Topic	Action	Who	Action Date	Status	Notes
15.1	Facilities	Quote for water cooler.	JC	28/3/07	Open	Quote now received. Serviced cooler is £350 p.a. hire. <i><u>Fabian agreed to get back to us by 15 June.</u></i>
15.2	Facilities	Shutters, key barrels (indoor cupboards), Centre plan, picnic tables, photocopier, key fob. Check 21+22/4 Event is ok.	FdS	Various	Open	<i><u>Centre plan – request made that the Centre come up with a longer term plan for the facility, to cover scheduled annual maintenance (pressure washes, leafblowers, floodlights, shutters), any improvements (water fountain) and staffing / opening hours.</u></i> <i><u>Club offered to help with a procedure to lock up if Centre is short staffed and possibly to run Centre on one evening, maybe with club staff member put on Contract to Council to comply with any regulations.</u></i> Still no key fob or replacement keys. <i><u>Fabian agreed to get back to us by 15 June.</u></i>
15.5	Facilities	Draft agreement between Centre and Club	TU / FdS	Prior to floodlights	Open	Short document to formalise some aspects of relationship. Not possible to meet Steve / Fabien so far. <i><u>Fabian agreed to get back to us by 15 June.</u></i>
15.8	Funding	Aylesbury New Deal Funding	TU / ND	Next month	Open	See if we have an event suitable for funding. <i><u>Meet with Shelley Ross; Denis McMillan to do coaching at Aylesbury probably Mon afterschool.</u></i>
15.9	Junior	Meeting with Kate Sowersby (sp).	ND	ASAP	Open	Need for JC (if poss TU) to meet Kate about CSCS programme and schools. <i><u>JC met with Vernon; move to work with more schools via 6 week taster schemes in Sept.</u></i>
15.10	Sponsorship	Written some letters to firms.	EB	Next Comm mtg	Open	

**ACTIONS FROM PREVIOUS MEETINGS**

Nos.	Topic	Action	Who	Action Date	Status	Notes
12.2	Indoor tennis centre	Initial research – now meet with Lambeth. (meeting with Nigel Robinson from Southwark held)	KG	Next meeting	Open	Lambeth contacts are Binnie Crookes. Lahdi Ajaji. Meeting held with Rodney Craig and second at Lillian Bayliss centre.
12.3	Annual Report	Update for publication	TU	Next meeting	Open	Apologies for delay

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Nos.	Topic	Action	Who	Action Date	Status	Notes
12.4	Clubmark accreditation		TU / Mark Padfield (LTA)	Next meeting	Open	Documentation submitted to our national governing body. (Mini Tennis accreditation outstanding). <u>All items finished; pending LTA ratification.</u>
12.5	Mini Tennis Accreditation	Arrange visits with Mark Padfield.	JC / Mark Padfield (LTA)	End year	Open	Pending assessment by LTA. <u>Passed inspection in May</u>
11.1	Junior	Identify teenagers that wish to help / enrol on Tennis Leaders programme	MC	1/9/6	Open	4 names sent to the LTA. Manuel interested just turned 14. <u>No new courses from the LTA.</u>
10.5	Club	Confirm coach licensing for Milton.	JC	3/7/6	Open	<u>Should be sorted in June.</u>
6.2	Club: Twinning Idea	Twining with Clichy, France.	Tom	<del>10/1/06</del> Next meeting	Open	Contacts with Clichy set up. Josef (Southwark Council) to chase up. Only one reply from Clichy received, frustrating. <u>Limited response from Clichy.</u>
Fu001	Funding – grants and charities	Applications. 1) Walworth / Camberwell Community Council. 2) Aylesbury New Deal funding.	ND / Tom / Sandra Sekabanja	Ongoing.	Also need to fund the floodlights.	<u>Developers most promising source of fund for floodlights.</u> <u>2) Awards for All application for GMH site.</u>
Fa004	Facilities	Windbreakers – require fence strengthening. Is there a budget for this?	Club / SC		Open	Quote received about £90 per post so cost is approx £5.5k. <u>To be included with bid for floodlight funding.</u>
6.9	Facilities: Storage	External Equipment Storage:	John / SC		Open	Ask for space in external cupboard as well. Awaiting planning permission

**CLOSED ACTIONS**

Nos.	Topic	Action	Who	Action Date	Status	Notes
15.4	Facilities	Questionnaire to centre users.	EB	Weekend 31 + 1/4	<u>Closed</u>	Provide a snapshot of the service Club / Centre is offering. Questionnaire results provided separately.
15.3	Junior	Find out how to get permission to hold 3 coaching events at Tanner St Park (e.g. Reserve courts).	ND	Mid April	<u>Closed</u>	May half term, two weeks over summer – probably 2-4:30pm also and organising a jnr tournament. Free to participants. First course completed. <u>Any weeks can be chosen for summer courses.</u>
15.6	Facilities	Lockers	TU	Next group email.	<u>Closed</u>	Further request to members to return outstanding keys. 1 male and 1 female locker still unidentified.

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<b>Nos.</b>	<b>Topic</b>	<b>Action</b>	<b>Who</b>	<b>Action Date</b>	<b>Status</b>	<b>Notes</b>
15.7	Advantage Girls	Nicola to help distribute some leaflets.	TU	By 16/4	<i><u>Closed</u></i>	Scheme up and running but low numbers.
12.7	Membership	Identify a membership secretary.	TU	Report to next mtg.	<i><u>Closed</u></i>	<i><u>EB and TU doing this. Ok to use 285 address.</u></i>
11.3	Junior	Finalisation of Sept 06 – July 07 coaching programme	<i><u>Fabian</u></i>	13/8/6	<i><u>Closed</u></i>	See minutes of meeting 13. Awaiting comments from Fabian <i><u>No comments received.</u></i>