

## MINUTES

**Attendance:** –, Kate Gifford, Eliana Bruni, Pat Balogun, Sam Mhangami, Tom Ulicsak, (Committee), Denis McMillan, Milton Gayle, Umran Ali, (Coaches), James Ogbimi, Fabien deSouza and Debbie Reynolds attended from the Council facilities.

**Apologies:** – Tim Hetherington, Nicola Donnelly (Southwark Sports Development), Sandra Sekabanja Zeni Sekabanja, Sola Adesalu, Steve Cahalan, Valda Visinskyte, John Connolly, Ashley Martin, Niyi Bello, Clive Brown and Jackie Hodge.

**1) Review of Action Items and Report** - Actions updated in tables below. Report (see below) - Red items discussed were 2008/9 funding, with a risk to continued support from Southwark Council, the management of the facility due to the delays in establishing the new Trust.

**2) Clubmark** - Brief description of the scheme as showing a Club is properly run. On award clubs are eligible to use the kitemark and it supports fund raising from the LTA and other sources. The LTA administers the scheme and 51 policies and evidence items are needed. Some policies need to be displayed on noticeboard. These were discussed and agreed that we should adopt LTA standard policies with relevant personalisation for Southwark City Tennis Club.

### 3) Head Coach Report

Key items were

1) Burgess Park - attendances 3-9 Dec – (100), 10-16 Dec – (79), 7-13 Jan (105), 14-20 Jan (101).

2) Match results - beat Telford Park 14-8.

3) 7<sup>th</sup> Dec – schools event, Townsend Primary came for 4.5 hours with 30 children participating and a Round Robin tournament. Prizes of free coaching and certificates.

4) Future plans - primary schools tennis league. Discussed 8 teams being involved. Mentioned that the Aylesbury Schools where Denis is coaching may also wish to join. Working with individual groups such as Somali community.

### Facilities

Vegetation - twice yearly cut round courts.

Keys - fobs and keys ready for collection. Need to provide centre with an up to date list of who has what keys.

Lockers - Fabien pointed out that a couple of lockers were now being used on a permanent basis again. Club to circulate reminder.

### 4) AOB

- Request from Michael Faraday for additional support (including equipment) for afterschool club. Reluctant to commit more funds due to loss of tennis balls from site and need for schools to show some commitment to supporting a sustainable programme themselves. Post meeting note - by joining the British Schools Tennis Association schools can be eligible for up to £500 grants, action with Umran to promote this.
- Discussion about the need for more members to contribute to the running of the Club. Some progress with parents being more involved with Captains of teams but more involvement needed.
- Parking – Tim Hetherington said that he would send the club a form to confirm need for parking space.
- Class length – promoting that children in Green class can stay on for full tennis at the weekend to get 2 hours of practice.

### Decisions

Resolution approved – Southwark City Tennis Club will adopt the following as its policies

Clubmark reference	Item	Notes
3.1.1	Guidelines for Child Protection	
3.1.3	Child Protection Policy	To be displayed on noticeboard
3.1.2	Code of Conduct for People Working with Children	
3.1.4	Guide for Safer Recruitment	

3.1.5	Self Declaration Form	
3.1.6	Images of Children and Young People Policy	
3.1.8	Guidelines for Travelling or Staying Away	
3.1.9	Club Junior Membership Form containing Junior Code of Conduct	
3.1.10	Trip and Activity Consent Form	
4.3.3	Volunteer Recruitment Checklist	
4.3.4	Volunteer Agreement Form	
4.3.5	Coach, referee and Volunteers Recruitment Log	
3.4.1 and 3.4.2	First Aid Policy (including names of trained first aiders)	To be displayed on noticeboard
3.2.2	Equity Policy	To be displayed on noticeboard

**Budget** - Up to £700 to be allocated to support a junior year round coaching programme at Tanner Street tennis courts (complemented by Pool of London bid application) – Deferred to next meeting.

**SCTC Committee Meeting Update Report 26 November 2007 to 21<sup>st</sup> January 2008**

<b>JUNIOR TENNIS (BURGESS PK)</b>		<b>JUNIOR RED TENNIS</b>	
End year competitions 15/12/7. Term restarted Monday 7th Jan Numbers (see Umran)	GREEN	End term sessions numbers increased. Indoor classes being run, wk 1 average attendance 6-7. Attendance Wk 1 33 and Wk 2 37 (John)	AMBER
<b>JUNIOR COMPETITIVE</b>		<b>SCHOOLS COMMUNITY SPORTS COACHING SCHEME</b>	
Open match vs Telford Park. Won match. Southwark Lambeth U14 Winter League Match vs Dulwich (Sat 19/1). Won boys and girls matches 3-0. 2008 competitive plan submitted to LTA (we will be hosting 13 tournaments) Nicholas Adesalu won Orange tournament before Christmas. Asked to host Red league event(s) with LTA.	GREEN	October to December 121 hours coaching delivered to 379 children (2,542 attendances). Restarted programme Mon 7 <sup>th</sup> Jan. Umran – Brunswick Park and Cobourg Schools Denis – Crampton and Michael Faraday Ashley – St James the Great, Bellenden December event postponed (bad weather) End December – not asked back at Harris Girls Academy at East Dulwich. Schools event Mon 21/1 (Umran) CSCS meeting 21/1/8.	AMBER
<b>ADVANTAGE GIRLS</b>		<b>SALMON CENTRE</b>	
New poster done and advertising via Kings College 2008 Numbers (6 and 6). Target 8. £1,500 payment received from Youth Opportunity Fund.	AMBER	Grant to provide indoor coaching (1 hour per week during term time). Draft report summarising scheme to date and request for extension.	GREEN
<b>GERALDINE MARY HARMSWORTH</b>		<b>AYLESBURY ACTIVATE</b>	
New GMH Centre opening delayed beyond 14 Jan. No confirmed opening date. Pricing not confirmed (£4 flat rate proposed)	AMBER	Project to provide coaching at venues on Aylesbury Estate. Met with Nigel Dawes (15/1). Grant award confirmed from October but formalities not concluded.	AMBER
<b>NON-JUNIOR COMMUNITY GROUPS</b>		<b>JACK PETCHEY</b>	
Initial communication with Aylesbury Day Care Centre. Post 16 CSCS discussed at last Community Meeting frozen pending Dept for Culture, Media and Sport review.	AMBER	Leader's award confirmed for Eliana Bruni Junior awards to Mason McKone-Munian and Jnr Babalola-Davies £600 towards free coaching sessions, £600 towards support to competitive tennis. £1,000 TBC.	AMBER
<b>FLOODLIGHTS</b>		<b>FACILITIES</b>	
Target £125k needed. £30k confirmed. Results of FSA (Jan) and Aylesbury bids (18/2) to come.	AMBER	• Funding and lease details still not finalised between the new Trust and Council. Uncertainty over who is to run the Centre post April.	RED
<b>VOLUNTEERS AND PARENTS</b>		<b>SENIOR TENNIS</b>	
Parents to run U14, U12 and U10 National Jnr Club League sides & U11 Little League and Girls U12 & U14.	GREEN	Good continuing results (undefeated) from adult teams (6 teams -2 mixed, 1 mens doubles Southwark, 2 mens in Surrey and 1 womens) Adult coaching on Saturdays restarted 12/1 (Umran) Ropey Ladder tournament 2007 winners Bob Hubbard and Eliana Bruni.	GREEN
<b>FUNDING</b>		<b>OTHER</b>	
2007/8 year to date spent £57k and income received £54k 2007/8 full year turnover forecast approx £79k, in balance 2008/9 question mark over £30k Sports Development Funding. Met Mon 14/1.	RED	Started sit down reviews with coaching staff. Junior Christmas party 8/12/8 Denis McMillan is delivering 10 hours per week at local primary schools through Aylesbury NDC funding. Tennis to the Max initiative being pursued. (£15k per year for project linked to Peckham) Met with Vernon Neve-Dunn about rugby club links.	

**Southwark City Tennis Club: Meeting Mon 21<sup>st</sup> January 2008 (Meeting nos 20)**

**NEW ACTIONS FROM THE MEETING**

Nos.	Topic	Action	Who	Action Date	Status	Notes
20.1	Volunteers	Request to members for help with marketing the club.	Kate	Next meeting	Open	Need someone with expertise to help the club approach potential sponsors.
20.2	Volunteers	Organise a volunteers meeting	Tom	Next meeting	Open	To go through Clubmark Policies and Procedures.
20.3	Staffing	Need for staff meeting	Umran	Next meeting	Open	To go through Clubmark Policies and Procedures.
20.4	CSCS	Encourage schools to join British Schools Tennis Association.	Umran	Next meeting	Open	Schools can then bid for £50-500 worth of equipment. <a href="http://www.lta.org.uk/Community/Schools/BSTA/">http://www.lta.org.uk/Community/Schools/BSTA/</a>

**ACTIONS FROM THE MEETING Mon 26<sup>th</sup> Nov 2007 (Meeting nos 19)**

Nos.	Topic	Action	Who	Action Date	Status	Notes
19.2	Marketing	Send details to Tim H for inclusion in Southwark marketing	Tom	First week in January	Open	Big mailshot goes out in mid Jan.
19.4	Funding	Research - Tony Blair was supporting a new sports charity.	Niyi	Next meeting	<b>CLOSED</b>	<b><u><a href="#">Charity based in North East.</a></u></b>
19.5	Volunteers	Club members to consider putting in an application to be a Trustee.	All	Advertising in early 2008	Open	The Club needs to be represented on the main Trust Board.
19.6	Management of Centre	Club to stay in contact with Steve Gaunt at Groundwork	Tom	Ongoing	Open	Interested in the proposed Service Level Agreement for the Trust's running of the Centre. <b><u><a href="#">Now Laura Ward.</a></u></b>
19.7	Junior	Develop Junior Community Coaching idea	Umran	Next meeting	Open	John attended initial meeting with Give It Your Max charity. <b><u><a href="#">Draw up job description.</a></u></b>
18.2	Governance	Need for junior representative.	Zeni / Sandra S	October / Nov	Open	Talk to older juniors about taking this role on.
18.3	Junior: CSCS	Refocusing of schools programme needed.	John C / Ashley M / Denis McM	October	Open – noted that new Head Coach would take one of the roles from October half term onwards. Noted that courts at GMH might allow new schools to be targeted.	1) to see if any schools will join the British Schools Tennis Association and compete in leagues 2) organise tennis coaching course for teachers. 3) bring schools to Burgess Park 4) Introduce new six week programme. 5) schedule monthly coaches meeting.

**Southwark City Tennis Club: Meeting Mon 21<sup>st</sup> January 2008 (Meeting nos 20)**

Nos.	Topic	Action	Who	Action Date	Status	Notes
17.1	Publicity	Production of short video to promote the club to poss sponsors.	Eliana / Clive Brown	September	Open	Actions to include short video of event on 28/7.
Fa004	Facilities	Windbreakers – require fence strengthening.	Club / SC		Open	Quote received about £90 per post so cost is approx £5.5k. To be included with bid for floodlight funding.
6.9	Facilities: Storage	External Equipment Storage:	John / SC		Open	Ask for space in external cupboard as well. Awaiting planning permission
15.2	Facilities	key barrels (indoor cupboards), Centre plan, picnic tables, Key and fob. <u>(ready for collection)</u> Cutting back vegetation <u>(now to be scheduled twice a year)</u>	FdS	Various	Open. Still no key fob or replacement keys. Fabian agreed to get back to us by 15 June. See update on facilities meeting 16/7.	Request that the Centre come up with a longer term plan for the facility, e.g scheduled annual maintenance (pressure washes, leafblowers, floodlights, shutters), any improvements (water fountain) and staffing / opening hours.
15.10	Funding: Sponsorship	Letters to firms.	EB	Next mtg	Open	<i>See action 17.1 about film.</i>
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.	Developers most promising source of fund for floodlights. 2) Awards for All application for GMH site. <i>Review Every Child Matters scheme.</i>
15.8	Funding	Aylesbury New Deal Funding	TU / ND	Next month	Open	Met with Shelley Ross; Denis McMillan coaching at Aylesbury. <u>Confirm funding and start project</u>
12.2	Indoor tennis centre	Initial research – now meet with Lambeth. (meeting with Nigel Robinson from Southwark held)	<u>Julian Jones</u>	Next meeting	Open	Lambeth contacts are Binnie Crookes. Lahdi Ajaji. Meeting held with Rodney Craig and second at Lillian Bayliss centre. <u>JJ to take this on.</u>
12.4	Clubmark accreditation		TU / Issie Beesley (LTA)	Next meeting	Open	Documentation submitted to our national governing body. <u>Resubmission to LTA.</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. No new courses from the LTA.
10.5	Club	Confirm coach licensing for Milton.	JC	3/7/6	<u>CLOSED</u>  <u>ACHIEVED</u>	Should be sorted by September.
6.2	Club: Twinning Idea	Twining with Clichy, France.	<u>Fabien deJoly</u>	10/1/06 Oct 07	Open	Only one reply from Clichy received. <u>Contact club by phone.</u>

## APPENDIX ONE – PERFORMANCE AGAINST TARGETS 2007/8

In our third year from April 2007 to March 2008 we set a total of 14 targets again divided into 3 areas, more players, better players and enablers. We also carried over 5 targets.

### More players

175 participants at the summer training camp in Burgess Park.

70 participants in total at the Easter and half term training camps at Burgess Park.

1,500 participants at junior sessions at schools during term time.

120 participants from other priority groups

60 participants at the LTA's Play Tennis open events at BPTC.

### Better players

Continuation of a tournament as part of Surrey LTA's mini tennis programme.

Continuation of support to Community games and Southwark Junior Open Tennis Championships.

Junior League Tennis – Boys U12, U14 & U16, U18 sides.

Two Girls junior sides

Senior Tennis - third men's team in National league, first ladies' side in National league.

### Enablers

Plan for upgrading tennis courts in public parks in Southwark and identification of funding.

Retention of funding from Southwark Council, currently some £30k per year.

Allocation of £4,000 to junior coaching activities with partners outside of BPTC.

Further 3 Volunteers trained as Assistant Tennis Coaches. 3 Volunteers trained as Development Coaches.

£5,000 in external grant funding / sponsorship raised.

### Other achievements outside of the plan

Mini Tennis accreditation (carried over)

Achievement of Clubmark status (carried over)

Club membership reaches 420. (carried over)

Upgrade of floodlights at BPTC (from two to six courts) including attraction of funding. (carried over)

Extension of the plan from March 2008 to March 2010. (carried over)

### Achieved

✓ 210

On target so far.

Easter 2007 / May half term and October half term & Feb 08.

On target so far.

Equivalent to teaching 50-60 different classes of kids.

Men's O50 group. // Disability groups

Advantage Girls programme

Open days in April 2007 and in July.

### Achieved

✓ From April 2007 we have hosted U14, Red, Orange and U14 age groups. Green in early October will complete the programme.

Alternative events to be planned.

Summer Little League team (undefeated) – 5<sup>th</sup> out of 57 teams in Surrey.

Winter 2007 Surrey teams – U10 & U11 Boys and U10 girls.

Decision on Southwark – Lambeth Winter League.

National league entries start in Jan 2008.

✓ Kept at two teams in National League but also entered two mens' teams in Surrey Winter League. Ladies team in Surrey league & National League. Also 1 men's and 2 mixed doubles teams in Southwark League. (e.g. 12 teams entered in leagues in total, 6 in both summer & winter).

### Achieved

Will look at this in January 2008.

✓ Service Level Agreement being entered into for 2007/8.

On target.

Tanner Street programme £1,800.

Salmon Centre (Peter Minet Trust - £1,500)

Geraldine Mary Harmsworth (£3,500 in year).

Level 1 Tennis Assistants – Sam Mhangami, Niyi Bello and Gabriel Gudino.

Now also a Level 2 Community Coach award

Level 3 DCA – Ikani Agabi.

✓ £8,179 grant for Geraldine Mary Harmsworth.

£3,400 from Jack Petchey scheme.

✓ Mark Padfield (LTA) accredited our programme in May 07.

LTA are getting back to us early October.

✓ **Membership currently stands at 427.**

Current fundraising (estimate including VAT is £125k). Planning permission obtained. **LATE A PRIORITY**

Note – will do this about January time when future of Burgess Park is clearer and new Head Coach fully in place.