

Usk Tennis Club
Committee Meeting

7.00PM on Sunday 9th January 2011 at The Clubhouse

Present

Pete Hawke	Tudor Morgan	
John Barton (Secretary)	Kath Badran	Rhys Jones (Coach)
Jennie Parsons (Membership)	Ros Hawke (JDO)	Don Parsons (Acting Treasurer)

Apologies

Alex Brown (Chairman)	Nigel Webb
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Minutes

Minutes of the last meeting on 21st November were accepted.

Action Points from last meeting

On line Clubhouse booking system now in place. Need to advise other sections of password to book room at next Athletic Club Exec Mtg. **Action: PH/JB/NW**

RJ unable to Laminate documents at GYA. Advised to purchase Laminator for own use as cost minimal. **Action: RJ.**

Kitchen installation delayed but AB hopeful that will be completed by end of January. 'Roll of Honour' board should also be installed this month.

Not clear in NW's absence whether arrangements for cleaning clubroom in place. Could be discussed at next Athletic Club Exec meeting. **Action: NW/PH/JB**

Concern that the lights on Court 3 still not fully functional. RC awaiting part. Need to chase when likely to be fixed. **Action: AB**

Finance

DP presented preliminary budget for 2011. Projected deficit of £4700. The committee discussed likely reduction in sponsorship income for next year (£2250 received this year including 'Room with a View' sponsorship). Agreed that review of membership fees (see below) and fundraising required. The committee acknowledged need to maximise income from use of bar facility in new clubroom.

Club Development Project

AB not present but report subsequently received by JB. Quotes for Shutters, Vending machine and water fount received. Costing of TV/ internet also received. AB to circulate. **Action: AB.**

Further (final) clear out of football changing rooms required. Date to be arranged. **Action: AB, JB**

Fundraising

KB advised that Ginna Gow-Smith, Caroline Mitchell and Debs Hancock had agreed to form a fundraising sub-committee and were enthusiastic about developing an events programme.

A licence to serve alcohol has been awarded but paperwork still pending.

The Community Chest grant should be received before 31st January. Report on use of grant within coaching programme will be required by May 2011. The Wells foundation will also require quarterly reports. **Action: RJ.**

Remainder of Sports Match grant (£1285) will only be released on receipt of details/evidence of individual's participation in courses, ideally before March 31st. **Action: RJ.**

Total amount of grants awarded over last year stands at £9515. KB currently exploring a further grant to install CCTV and a grant from Youth Strategy Funding. **Action: KB.**

Membership

JP presented figures on membership categories, fees and income received during the last year. Agreed to revise Family Membership to include only children under 18 years of age and to include new category of Student (in full time education) Membership. The committee recommended a modest increase in fees of around 5% in view of increased running costs and improved facilities. JP to produce new schedule of fees for 2011-12 in time for AGM. **Action: JP.**

Coaching Review

TM and JP presented a report on meeting on 22/12/2010 with RJ to review coaching programme (Julie Williams from Tennis Wales also in attendance). RJ tabled a report outlining actions taken in response to concerns raised. RJ acknowledged a loss of enthusiasm over last 12 months and that he had underestimated the administrative work required when becoming self-employed. He recognised the need to maintain a greater presence on court at the club and asked for assistance from TM in completing Health and Safety documentation for Club Mark file. **Action: RJ, TM.**

RJ has improved Tennis Squad website with increased profile of Usk Tennis Club and link to Athletic Club website. On-line booking and 'Player of the Month' sections now in place. A coaching newsletter has been produced and a parent's evening is to be held shortly.

Junior and Adult open competitions are scheduled in March and April and have been submitted to Tennis Wales. An increase in RCJs at Usk has been recorded and received positive comment on Tennis Wales website. A disability tennis session will take place at Usk this month.

The committee welcomed RJ's prompt response to action points agreed at review meeting.

The committee emphasised that all UKCC1 and UKCC2 sessions must be supervised in accordance with LTA guidelines and that RJ engage inactive mentoring and development of coaching assistants. **Action: RJ.**

All junior match play results must be uploaded to Tennis Wales website within 24 hours of completion. RJ to obtain necessary computer software to facilitate this. **Action: RJ.**

In line with best practice guidelines the committee requires an attendance register to be kept at all coaching sessions and for all coaching staff to have up to date first aid and other necessary certificates in place with immediate effect. **Action: RJ.**

The committee's view was that the coach should be supportive of juniors (and adults) on the coaching programme when they participate in external competitions and that this required regular attendance by RJ at these events whenever scheduled. **Action: RJ.**

KB felt it would be beneficial for club members if RJ present at Club at times over weekend. RJ advised that he would be in attendance for the weekend competitions scheduled and that he was seeking a grant to host Pay & Play sessions at the club on Saturday mornings. He did not envisage offering group coaching sessions at a weekend.

External Competitions

RJ agreed to organise an u14s boys and girls 'Road to Wimbledon' draw (minimum 8 persons in each) for club members. JB to send in entry form. **Action: JB**

RJ to complete entries for Aegon Junior leagues before deadline of January 31st. **Action: RJ.**

RH to liaise with Men's USP, agree numbers of adult teams to be entered into Courtstall Summer Doubles league and submit entry by January 31st. **Action: RH.**

Men's Night

JB tabled results of the Men's night questionnaire. Only 18 questionnaires returned but valuable opinions expressed. Agreed that PH, TM and JB to meet before AGM to discuss results and future plans for Men's night. Results and recommendations then to be shared with Men's section members. **Action: JB, PH, TM.**

AGM

Agreed that the AGM would be scheduled for Sunday February 13th at 7.00PM in the Club House. JB to advise members of date and post notices at club and in Usk. **Action: JB.**

Committee agreed to maintain its current composition but to encourage other club members to take on responsibilities in sub-committees as necessary. Fund-raising sub-committee already appointed. Agreed to approach Rachel Watkins to lead a clubroom/facilities sub-committee to manage week by week running of new facility. **Action: KB.**

RH informed committee that Jo Vineall had agreed to join committee as Junior Development Officer. She will need to be nominated and seconded prior to AGM.

Committee agreed to approach Nic Hughes about the vacant Permanent Treasurer's post on committee. **Action: KB.**

AOB

RJ asked the committee to approve purchase of lines for junior competitions. Agreed given income available from grants. **Action: RJ.**

RJ asked the committee to purchase furniture for coach's room and shelving for Tennis store room. RJ asked to detail requirements and submit to AB. **Action; RJ, AB.**

RH and KB expressed concern at the unsecured storage of large quantities of alcohol in club house. Currently Athletic Club alcohol stores have been removed from Cricket Pavilion cellar and placed in club room together with bar till. The quantities of alcohol involved far exceed those likely to be used by tennis section over winter and represent a risk if accessed by junior members using club room. Storage particularly difficult at present due to building equipment on site but security would still be an issue. Agreed to raise this problem at next Athletic Club Committee meeting before end of January. **Action: PH, JB, NW.**

RH also noted that the external light above exit from Club House not working making leaving and securing the clubhouse after dark very difficult. Russell Carter to be asked to fix. **Action: Committee.**

Date of Next Meeting Sunday 6th March2011 at the Clubhouse.