

Steep Lawn Tennis Club

Minutes of the Committee meeting held on Thursday 2nd April 2020 at 7.30pm via Skype

Item	Present	Action
	Matt Trench Michele Mangham (MM) Christine Lally Carol Norris (CN) Jennie Azevedo Lesley Whyte (LW) Christine Musker (CM) David Gaterell (DG)	Chairman Membership Secretary Treasurer Club Secretary Joint Social Secretary Joint Social Secretary and joint Welfare Officer Joint Welfare Officer Club Coach
	Due to the Coronavirus restrictions the meeting was held remotely via Skype.	
1.	Apologies for absence	
	Apologies for absence were received from David Panton.	
2.	Minutes of Committee meeting of 14 January 2020.	
	The minutes of the Committee meeting of 14 January 2020 were approved, having previously been circulated by email. To be signed at a later date.	CN/MT
3.	Matters arising	
	Due to the nature of the meeting it was agreed not to run through the whole list. Actions completed since the previous meeting are noted on the	

	addendum to these minutes. Urgent outstanding actions are addressed as agenda items in these minutes.	
4.	Temporary closure of Club due to Coronavirus restrictions	
	<p>Membership and subs for 2020/21</p> <p>It was noted that the Club was closed on Tuesday 24 March in compliance with the government restrictions. The codes have been changed on the Club house and courts and the car park gate has been locked. Members were informed by email on 24 March. MM and CN agreed to make regular checks on the Club premises.</p> <p>Following the closure the Club's position on Membership and subs for 2020/21 was agreed by the Committee by email as follows:</p> <ul style="list-style-type: none"> • For all those who already have made a payment or will renew by 15 April we will reduce next year's subscription fees to take account of the period that the courts remain closed. • Members who do not wish or are unable to pay at the moment will be able to re-join in the same way as a new member, paying a pro rata rate for the remainder of the subscription year and with no penalty fee. <p>An email outlining the club's position was sent to Members on 1 April 2020.</p> <p>Club events</p> <p>It was noted that as a result of the temporary closure, the Curry Night and Wimbledon ballot and barbecue have been cancelled.</p> <p>The club spring clean and the annual championship have also been postponed until the situation becomes clearer. CN said that Matt Fernandez had agreed to run the club championship this year and has agreed to do it later in the year if the opportunity arises.</p> <p>MT reported that Mike Boyce has agreed to run the Jumbles.</p>	MM/CM
5.	Reconstruction of courts 7 & 8	
	David Panton reported by email that the date for the reconstruction of courts 7 & 8 remains uncertain as Housdens can't operate for now due to the suppliers of materials being in lockdown.	

	<p>MT said that in his experience most suppliers will review the situation on 10th April, so it might be possible. All agreed that the best outcome, given the current closure, would be to get the work done before the Club reopens. MT agreed to contact DP and ask him to keep trying Housdens.</p>	MT
6.	Club email and IT	
	<p>Club email MT reported that the separate email address within the club email system for each Committee role is set up and ready to go.</p> <p>All agreed to go ahead, MT agreed to roll it out.</p> <p>Club Instagram account MT reported that the club Instagram account has been set up and is ready for release. It was agreed to hold release until the Club re-opens and we can start with positive news.</p> <p>Webcam It was noted that the webcam is out of action and that a replacement laptop is needed to get it working again. CL asked MT if Synstar would be able to provide a cheap refurbished laptop. CL agreed to forward the specification provided by David Mangham to MT and MT will investigate.</p> <p>Website Officer CN noted that the position of website officer is still vacant. Graham Heath has continued to assist in updating the website and the Committee are grateful for his help, but a permanent officer should be found.</p> <p>MT identified a possible candidate and agreed to approach him.</p>	<p>MT</p> <p>MT</p> <p>CL/MT</p> <p>MT</p>
7.	Floodlights	
	<p>MT reported that he has had an initial conversation with a planning consultant regarding floodlights on courts 7 & 8 and will follow this up. He commented that now could be the perfect time to submit an application as the council are not receiving many applications at the moment.</p> <p>It was noted that the floodlights on courts 5 & 6 have been left on on several occasions. There was a discussion as to whether this is a fault or whether players are unaware that they still need to turn them off in the</p>	MT

	<p>club house if the automatic cut out at 10.00pm operates.</p> <p>CL advised that LTL Floodlighting normally check the lights. It was agreed to check for a fault. CN to ask DP to commission a check.</p> <p>It was also agreed to look into putting in a control system whereby an override is in place so that they are automatically switched off and do not come on again until manually turned on. MT agreed to get a quote.</p>	<p>CN/DP</p> <p>MT</p>
8.	Ball recycling scheme	
	<p>CN gave an update on the ball recycling scheme being run by Ralph Lambert.</p> <p>3 bags totalling 780 balls have been sent thus far.</p> <p>This has given us a dedicated recycling unit and approx £95 has been paid to the club account so far.</p> <p>CN said that the Committee now needed to decide which charity to donate the funds to. She said that she had tried to contact Dementia Friendly Petersfield (the organisation suggested at the AGM) but had not received a reply to date. In any event this appeared to be an enabling type organisation rather than a charity.</p> <p>It was agreed that funds should go to a local charity. LW nominated the Kings Arms youth charity, which has recently relocated and is in need of funds. It was agreed to donate the current amount to the Kings Arms. LW agreed to forward the link to CL so that she could make the transfer.</p> <p>CM suggested that we do an event at the club at a later date to highlight the scheme. All agreed that this is a good idea but the donation should be made now.</p>	LW/CL
9.	Court usage (standing item)	
	Not taken forward due to club closure.	
10.	Officers' reports	
	Updates from the Chairman, Secretary, Treasurer, Membership, Social, Tournaments, Grounds, Fixtures, Welfare and Website Officers and the Club Coach were received on items not already covered.	

Chairman: nothing further to report.

Secretary: nothing further to report.

Treasurer:

CL reported as follows:

We currently have approx. £20,000 in the bank and £20,000 in the building society. This is after giving Dave an advance on his retainer (7 months' worth) and a loan to buy new balls. Dave asked me to pass on his thanks to the committee. Joe also took up the offer to suspend repayments on the loan we gave him in December, and offered to help the club in any way he could during this difficult period.

We have been receiving subscription renewals at a steady rate, but now that the club has closed these are expected to dry up. However, we should have enough money to continue to keep things ticking over and to carry out any maintenance work (if this proves possible during the lockdown period.) and to pay for the refurbishment of courts 7 & 8 and the planning consultant fee (estimated to be in the region of £3,000).

Membership:

MM reported as follows: The subscriptions for next year membership were sent on Wednesday 11th March. Payments arrived steadily to start with until the coronavirus lockdown and now are reduced to a trickle. We have also have new members who joined mid-March. The total of renewed and new members stands as 204, which includes our 7 Honorary members, 133 Adults, 48 Juniors, 7 Students and 9 Social members. However uptake is now tailing off and is below the normal rate of rejoining. Some members have said they will not be rejoining. I have received very few consent forms and that mostly from people who have renewed their memberships. I received forms on the club email system, on my personal email, by post and found some in the club letter box! Some members did not return the form at all but have asked if their agreement was enough on the email. A few people pointed out that publishing their email address could lead to misuse. I tend to agree. At this point in time, the list is very short and patchy and not usable therefore it should be considered as work in progress.

Grounds Secretary: nothing further to report.

Social:

The Committee agreed to consider some kind of social event when the club re-opens.

JA reported that the Italian evening scheduled for September is booked. Arrangements for the Quiz Night on 30 October have also been made;

	<p>Nick Drew has agreed to run the quiz again and CL confirmed that she has paid the hall deposit.</p> <p>Welfare: LW referred to the update to the photography policy circulated by email on 2 April. It was agreed to incorporate this into the draft previously circulated so that this could be put on the website.</p> <p>Tournaments: nothing further to report</p> <p>Fixtures MM, on behalf of DM, said that it looked as though the East Hants Summer league would be cancelled although it might be possible to play some friendly matches.</p> <p>Coach DG reported as follows:</p> <p>Update on Winter Junior League: the club was not doing so well in girls or 10/U, but were winning 16/U boys, and would have come 1st-3rd in 14/U boys. However these are all cancelled now.</p> <p>NL adults and juniors are also cancelled until mid July and Road To Wimbledon is also cancelled.</p> <p>New Club Night Format: this is working well, getting some regular attendance from kids aged between 10-16/17 each week. Now cancelled until group tennis can resume. When we get back on track, we'll let members know.</p> <p>As previously advised by email, the format is as follows:</p> <p>In time, this session should be 4-6 courts in use for juniors playing singles or doubles matches, either as part of the internal junior league, team match practices (for any teams playing that weekend), or friendly singles/doubles 'battles'. All matches ideally using Fast4 format, or best of 3 championship tiebreaks for quick turn around and chance to play multiple players - this for players aged 10+ Depending on the structure (straight match play, or pre-match team practice), the coach may also give some small amount of instruction or guidance to players involved, but this is not a coaching session. Yellow balls provided for the above. In addition, 2 or more courts can be used for players aged under 10, who can also play with their parents as well as other children, to feel safe, to guarantee at least one person to play with and to free the coach/supervisor to monitor the more structured matchplay taking place simultaneously. Small amount of mini balls (from the 'wet' bucket) provided, but parents encouraged to bring their own/purchase mini tennis balls for additional practice.</p>	<p>CN</p>
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	<p>Players 10+ with less confidence would be encouraged to either ‘come with a friend’ or come with parent the same as the under 10’s - but would be guided to participating in the leagues and match play asap. The idea is to cultivate an environment where matchplay and purposeful, player-led practice is the norm - the less parental and/or coach input, the better, especially amongst the teen age group. Occasional sessions where a parent-organiser can provide food/bbq/pizza takeaway for a small charge to cover the cost are envisaged ; although parent cooperation will be required.</p> <p>This has now been cancelled until group tennis can resume. When we get back on track, we’ll let members know. We will assess the program shortly after Easter (when we often take on some new players), and would have been looking to run a talent identification day aimed at mini tennis in the middle of the summer term, possibly increasing number of mini tennis sessions to cope with any influx. This may have to put this on hold, depending on how busy it will be and what number we are allowed on court. if there is a limit because of social distancing, we will postpone until next year.</p> <p>The new sessions and slight change to session lengths are based on the need for some players to have a little more matchplay in their sessions. DG will give details to MM as some days may need a small adjustment to court bookings for the winter months.</p> <p>Easter camps are probably going to be cancelled.</p> <p>DG asked the Committee to consider scrapping guest fees for camps to enable the program to be more competitive, giving the following reasons:</p> <p>Being a non-member makes a camp between 10-20% more expensive. These sessions that are often the first contact point for new players (and their parents, also potential members) into the program. Camps serve the club as well as the coaching program, by attracting new players. Oct, Feb and now Easter camps have all been significantly down compared to previous years, even though the term program is stable/growing - it is often not term time players who participate. This needs to be addressed by May half term, and certainly by the Summer holidays. We are in competition with a program at the Avenue courts, who do not have to charge guest fees. The quality and setting here is much higher, but someone simply searching out for tennis camps online may not be able to tell the difference until they attend. Related to guest fees, I am going to change the wording on all invoices and flyers to reflect a ‘members discount’ rather than a ‘guest fee.’</p> <p>The Committee agreed to consider this request. CN to add to next</p>	<p>CN/All</p>
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	<p>agenda.</p> <p>DG also outlined possible stages of 'comeback for when Coronavirus lockdown measures are eased and outlined a new pricing strategy for private lessons which will apply from that point.</p> <p>Finally, from now on, when a new player applies to go on a coaching program, there will be a small questionnaire, to get details we need regarding medical conditions, consent for photos, and an opportunity for us to put forth the values of the club and program, and other important info like footwear requirements and the expectations we have for players. I'm in the process of putting the wording together, I'll run it past the committee before I start using it.</p>	DG
11.	Any other business	
	<p>CN proposed putting together a rolling action plan/club calendar to cover all essential tasks undertaken by the Committee members. This would serve as a business continuation plan. All agreed to this. CN will email all Committee officers to capture their individual responsibilities and produce a draft document.</p> <p>MT proposed holding an emergency Committee meeting once we get the go ahead to re-open the club. All agreed.</p> <p>The meeting ended at 8.40pm.</p>	<p>CN</p> <p>CN/MT</p>
12.	Date of next meeting: 12 May 2020	

Actions completed since last meeting

Action	Who	Status
electricity certificate: DP confirmed that this is nearly completed and will be done by the end of this month. It was noted that PAT testing is currently done every two years and was agreed that in future this will be done annually. DP agreed to book for January 2021.	DP	completed
Arrange hedge cutting	DP	completed
Updated accident reporting procedure -forward a draft of the updated accident reporting policy for approval by the rest of the Committee.	CM	Completed
Set out accident procedure on noticeboard and website	LW/CM	
MM to print parental consent form for LW to hold	MM/LW	Printed – not given to Lesley

M mini tennis nets to be replaced in January	DG/CL	Ordered and received
to send the membership renewal request out by 15 th March. Including asking members to complete the downloadable form on the website if they wish their email address to be published in the club contact list.	MM	completed
Key dates for 2020 list – CN to collate and circulate to committee	CN	Completed and on website
put together a rota for club teas based on last year's volunteers.	LW	completed
liaise with the Cricket club for use of their carpark for the club spring clean and Wimbledon ballot.	CN	Permission given but no longer needed.
to approach last year's finalists to run the club tournament.	CN	Emailed 2/2/20
to approach MB to run the Jumbles.	MT	completed
to look at rebranding junior club night as family night and to communicate this to parents and juniors. A launch date is also to be agreed.	DG	completed
Feb half term camp has been finalised -the dates and times to be forwarded Michele for court booking.	DG	completed
Foam roller - to send a link to the rest of the committee for consideration.	CN	completed