

# Steep Lawn Tennis Club

## Minutes of the Committee meeting held on Tuesday 21 July 2020 at 7.00pm at the Club

Item	Present	Action	
	Carol Norris (CN) Michele Mangham (MM) Christine Lally (CL) David Panton (DP) Lesley Whyte (LW)  Christine Musker (CM) David Gaterell (DG)	Club Secretary and acting Chair Membership Secretary Treasurer Grounds Secretary Joint Social Secretary and joint Welfare Officer  Joint Welfare Officer Club Coach	
<b>1.</b>	<b>Apologies for absence</b>		
	<p>Apologies for absence were received from Matt Trench (MT) and Jennie Azevedo (JA).</p> <p>CN said that Matt Trench had appointed her to act as Chair in his absence and that she had met with him last week to sound out his views on the agenda items.</p>		
<b>2.</b>	<b>Minutes of Committee meeting of 12<sup>th</sup> May 2020</b>		
	<p>The minutes of the Committee meeting of 12<sup>th</sup> May 2020 were approved, having previously been circulated by email.</p> <p>To be signed at a later date.</p>	CN/MT	
<b>3.</b>	<b>Matters arising</b>		
	<p>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</p> <p>For reasons of time, as the meeting was being held outside, CN asked all those present to check on any other outstanding actions by the next meeting.</p>	All	
<b>4.</b>	<b>Reopening the Club House</b>		
	The decision to re-open the Club House for floodlight use made at the informal meeting on 17 <sup>th</sup> June 2020 was ratified.		

	<p>There was a discussion as to whether the toilets and kitchen area of the club house could be re-opened safely. Adequate cleaning was identified as a critical issue. The quotes from Ace and the Petersfield Cleaning Company circulated by email by CN on 20<sup>th</sup> July 2020 were noted. CN said that both firms used cleaning products that were effective against Covid 19 and used PPE. DP confirmed that Charles and Lizzie were still unhappy about cleaning the club house in the present circumstances and that they would not object to another cleaning company coming in.</p> <p>It was agreed unanimously to appoint Ace Cleaning for a period of 3 months for two visits a week on Mondays and Fridays at a cost of £32 per visit plus VAT. This will be kept under review with an option to increase the visits if necessary. It was noted that the contract would be suspended in the event of the club having to close again. It was agreed to get the first clean done as soon as possible so that the Club house could be re-opened for the week commencing Monday 27<sup>th</sup> July. DP to liaise with Ace.</p> <p>It was agreed that the kitchen cupboards would remain taped up and that a maximum of 3 people would be allowed in the club house at any time.</p> <p>The following actions were also identified and agreed:</p> <ul style="list-style-type: none"> <li>• place cleaning sprays in each toilet and by the kitchen sink so that these can be sprayed after each use;</li> <li>• replenish the supply of toilet paper;</li> <li>• disable the locks on the toilets; and</li> <li>•</li> <li>• remove the barriers from the clubhouse.</li> </ul>	<p>DP</p> <p>LW</p> <p>LW</p> <p>DP</p> <p>DP</p>
<p><b>5.</b></p>	<p><b>Review of 10 year plan</b></p>	
	<p>The planned 10 year maintenance schedule for the Club was reviewed, having been circulated by email previously. A copy is attached to these minutes.</p> <p>It was agreed that the most pressing item is the rebuild of courts 7&amp;8 and that this work should be aimed to be done by mid September. DP agreed to liaise with Housdens to book dates. It was noted that the courts will not be fully painted until 2021.</p> <p>It was noted that courts 1&amp;2 and 5&amp;6 are slippery and require moss treatment. However, 5&amp;6 are scheduled for a repaint and rebond in 2020. DP Agreed to speak to Housdens regarding the repaint and rebond and to arrange moss treatment.</p> <p>It was noted that 1&amp;2 are scheduled for a repaint in 2021. It was agreed that currently they are holding up well and that this would be reviewed next year. CN to note on the maintenance plan.</p>	<p>DP</p> <p>DP</p> <p>CN</p>

	<p>CN reported that Matt Trench was trying to contact his planning consultant regarding the proposed lighting application for courts 7&amp;8. MT to report back at a later date.</p>	MT
<b>6.</b>	<b>Mix- in and Club events for the remainder of 2020</b>	
	<p><b>Mix-ins</b>  Following the recent government and LTA announcements that club nights can now take place, the reintroduction of mix- in, taking into account LTA and government restrictions, was considered.</p> <p>It was agreed that it would be possible to restart mix-in subject to certain conditions as follows:</p> <ul style="list-style-type: none"> <li>• a named steward must be present at every mix-in session to take names of attendees for track and trace purposes and to ensure social distancing;</li> <li>• adult and student members only – no guests or juniors; and</li> <li>• numbers limited to 30 per session.</li> </ul> <p>It was agreed that Committee members would steward for the first week and members would be asked to volunteer for subsequent sessions. Mix-in sessions will be held as follows:</p> <ul style="list-style-type: none"> <li>• 5.30-7.30pm on Tuesday and Thursday evenings</li> <li>• 1.00-3.00pm on Wednesday</li> <li>• 2.00-4.30pm on Saturday</li> </ul> <p>Mix-in to restart on Tuesday 28<sup>th</sup> July provided first clean of clubhouse has been done.</p> <p>The following actions to restart were noted:</p> <p>CN to draft an email to members;</p> <p>CN to produce an event delivery plan based on LTA template and update covid 19 risk register; and</p> <p>LW to buy a day by day diary for the track and trace record. LW also agreed to act as a coordinator for the stewards.</p> <p><b>Club Events</b></p> <p>The planned events for the rest of 2020 were reviewed. It was agreed that it would be feasible to hold the Jumbles scheduled for 16<sup>th</sup> August subject to numbers being limited to 30, a records of attendees kept for track and trace and an event delivery plan being drawn up. It was agreed that it would not be</p>	<p>CN</p> <p>CN</p> <p>LW</p> <p>MT</p>

	<p>possible to provide any food or drink. MT to follow up with Mike Boyce to see if he is still prepared to run this.</p> <p>It was agreed that it would now be feasible to hold some sort of club tournament but not to have a Finals Day. CN to contact Matt Fernandez to see if he is still prepared to run it.</p> <p>It was agreed to cancel the pizza evening planned for September. but to leave consideration of the Quiz night and AGM until the September meeting.</p> <p>DG said that he was planning to run the Juniors tournament in September with timed matches and draws limited to 30.</p>	<p>CN</p> <p>LW/JA</p> <p>CN</p> <p>DG</p>
<b>7.</b>	<b>Review of court usage</b>	
	<p>MM reported that pressure on court bookings had reduced and there was sufficient availability to relax the two court booking rule. However members should still be asked to be mindful of bookings at peak times.</p> <p>It was noted that some members are still not signing their guests in. Apart from this being a breach of club rules it is now important for track and trace that all guests are signed in.</p> <p>It was also noted that some members and guests are not wearing correct footwear and this can damage the court surface.</p> <p>All the above points to be included in a round up email once we have a decision on the club events above.</p>	<p>CN</p>
<b>8.</b>	<b>Review of Club policies</b>	
	<p>LW and CM confirmed that they are happy with the current versions of the Club's Diversity and Safeguarding policies.</p> <p>All those present confirmed that they are happy with the updated General Privacy Notice drafted by MM and CN.</p> <p>CN agreed to check the Health and Safety policy against the LTA template.</p> <p>CN to arrange for the signed off policies to be dated and put on the Club website.</p> <p>In relation to the General Privacy Notice, MM said that the exercise earlier in the year to get consent to publish contact details had not been particularly successful. As a result she recommended that we do not issue a club contact list in future. This was agreed.</p> <p>It was agreed that for future club tournaments competitors would be asked to put a contact phone number or email with their names when they sign- up.</p>	<p>CN</p> <p>CN</p>

9.	<b>Officers' reports</b>	
	<p>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.</p> <p><b>Chairman:</b> nothing further to report.</p> <p><b>Secretary:</b> nothing further to report.</p> <p><b>Treasurer:</b> CL reported that the Club is currently about £5,000 down on this time last year due to reduced membership take up.</p> <p><b>Membership:</b> MM reported that the membership currently stood at 475, this compared well to 318 at the Mat meeting. She said that she was aware of a number of prospective members waiting to join when mix-ins restart.</p> <p><b>Grounds:</b> The suggestion from Mike Boyce regarding hanging the drag mats on courts 3&amp;4 from the perimeter fence was noted. DP agreed to investigate with Charles and report back.</p> <p><b>Social:</b> nothing further to report.</p> <p><b>Welfare:</b> nothing further to report.</p> <p><b>Tournaments:</b> nothing further to report.</p> <p><b>Fixtures:</b> nothing to report.</p> <p><b>Website:</b> It was noted that attempts to get someone interested in taking on the role had been unsuccessful. DG agreed to ask someone he thought would be suitable.</p> <p><b>Club Coach:</b> DG reported as follows: Camps are up and running, with good numbers in the older kids sessions (10-14 and 13-17) not too bad in the 8-10 year old sessions and some good, some quiet in the 5-7 year old sessions. Hopefully some of the quiet sessions will pick up as the weeks go on.</p> <p>Given summer camps are running, we anticipate being able to run our usual junior groups come September.</p> <p>For adults, as of today that has now changed, the guidance simply says, 'larger groups are allowed'. This is vague but I will take that to mean we can get 8 adults on 2 courts.</p>	<p>DP</p> <p>DG</p>

	<p>Tournaments can run up to a limit of players, which should allow us to run our junior tournament in September as usual, so I will begin to promote that and get the courts booked with Michele.</p> <p>There was a poor take up for the singles league, but a few people have asked after it, so I will try again shortly.</p> <p>Shoes; an increasing number of adults are wearing running shoes - it should be highlighted again to members that tennis shoes only should be worn, and they can expect to be asked to come off court if that don't have tennis shoes. I always have shoes in stock, so it is very easy to get them, and not be fobbed off with cross trainers by the local 'sports' shop.</p> <p>DG asked if consideration could be given to sponsoring juniors to obtain a level 1 coaching assistant qualification. DG explained that in his view this would be beneficial not only to the individuals but also to the Club as they would do volunteer work at the Club as part of the course. The cost is relatively modest at £235- 245 per course.</p> <p>It was agreed unanimously that this would be a very worthwhile thing to do and that the Club would allocate funds to sponsor up to two juniors a year. The criteria for sponsorship is that the junior must have demonstrated commitment to the club by playing regularly and willingness to be involved in junior tennis.</p> <p>DG to identify individuals and liaise with their parents and an appropriate course. CL to authorise payment.</p>	DG/CL
<b>10.</b>	<b>Any other business</b>	
	None was raised and the meeting finished at 9.00pm.	
<b>11.</b>	<b>Date of next meeting: 15 September 2020</b>	

### Actions completed since last meeting

Action	Who	Status
Ask Charles to clean table tennis table and put up sign so that members know where the bats and balls are.	DP	completed
MM to print parental consent form for LW to hold	MM/LW	completed
CN to ask DP to commission a check on floodlights on Courts 5&6 in case there is a fault.	CN/DP	CN checked lights working as expected, new instructions issued to floodlight users to

		turn off after play.
Obtain quotation for override control for floodlights on 5 & 6.	MT	No longer required
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
Payment of recyclable donation to Kings Arms. LW agreed to forward the link to CL so that she could make the transfer.	LW/CL	completed
DG asked the Committee to consider scrapping guest fees for camps to enable the program to be more competitive.	CN/All	completed
Put together a short questionnaire, for new players on the coaching program and run wording past Committee.	DG	completed
Schedule an emergency Committee meeting once we get the go ahead to re-open the club.	CN/MT	completed
LTA covid risk assessment template to be completed	CN/MM	completed
Hand sanitisers to be located in the club house by the entrance to each set of courts and on the practice court.	MT	completed
MM to re-arrange bookings on ClubSpark for covid restrictions.	MM	completed
Arrange for LTA covid signs to be made and displayed for each set of courts.	MT	completed
Draft and send short communication to Members setting out the key points and referencing the more detailed LTA guidance for players.	MT/MM	completed
To note possible review meeting early June.	CN	completed
send email those members who have yet to pay, setting a deadline of Sunday 24 May for Members to pay without incurring a late joining penalty.	MM	completed
To check and confirm that no changes are needed to club's LTA standards for Diversity and Inclusion, Health and Safety and Safeguarding	LW/CM	completed
review the General Privacy Policy with regard to publishing member contact details and circulate an updated draft to the rest of the Committee.	CN/MM	completed
To note club tournament on hold to be reviewed if LTA guidance changes.	CN	completed