

**Bovingdon & Flaunden Tennis Club**  
**Committee Meeting Minutes**  
**10<sup>th</sup> Jan 2022**

**Attendees:**

Jill Cohen – Chair, Craig Blythe, Dermot Kirk, Ali Lyons, Dave Seddon, Alison Doyle

**Apologies:**

Steve Spikings, Jax Brabazon, Colin Chamberlain

---

**Review of November Minutes**

**Outstanding actions**

- All committee members to arrange 1:1s with Jill (if not completed recently) to review area agenda and priorities for 2022: **ALL**
- Remaining Committee members to complete and return bank signatories form to Dermot **by end this week latest**
- Safeguarding session to be run on zoom by end of next week latest. **All to indicate availability** to Alison for 45-minute session next week by **Friday 14<sup>th</sup> latest**

**Committee**

**Continued Committee visibility**

Jill asked that Committee members aim to attend Saturday Junior sessions and that the Committee provide bacon and egg baps plus tea and coffee at final Saturday of each month

The Committee also agreed to post small photos of the committee on the Club Website in the committee area and on an A4 sheet in the Clubhouse:

**Actions**

- Committee volunteers needed to provide baps, please volunteer via Committee WhatsApp
- Alison + Craig to publicise via Website and Junior Coaching WhatsApp.
- Alison to coordinate photos

**Ways of Working**

*Jill outlined approach to streamline committee decision making and reduce Email / WhatsApp traffic and how we will work as a committee moving forward*

- Full committee is not required to sign off on actions of discrete areas e.g.
  - All decisions on organised tennis (except club Weds, Fri, Sat and Sun Social sessions) can be agreed by Jill/Craig/Ali and Steve
  - All decisions on facilities can be agreed by Dave and Jill plus Dermot if financial implication
- If in doubt, confirm with Jill
- Jill asked that where we are involving non committee members, we rotate tasks / involve new people to ensure as wide a group of people as possible are included. Jill is also to be included in these.

*Committee reviewed complaints / positive feedback since last meeting. No complaints outstanding*



## **Safeguarding**

### **New head of Safeguarding**

Colin confirmed by email his intention to step down from the role end Jan

**Action:** Jill and Dermot to urgently follow up with possible replacements

### **Social Tennis: Attendance of Juniors**

The committee has had a request for a club Junior to attend Adult social tennis sessions. The committee is keen to support the development of Junior players but need to bear in potential safeguarding issues and follow LTA agreed good practice. The following was decided:

- Juniors will be included into adult social tennis sessions on a case-by-case basis.
- This will be facilitated by Craig (BFLTC Head Coach)
- Craig will meet with any junior interested plus responsible adult (parent / carer) to discuss attendance and run through necessary safeguarding briefing

### **Social Tennis: Group Social Tennis sessions**

The committee is keen to ensure that all members feel welcome to attend each of the social tennis sessions. We would ideally like to see a gentle migration of the current Sunday morning group to attend other sessions (and other individuals to feel welcome to attend the Sunday morning session). With this in mind all social tennis sessions will be named using the same format of 'Social Tennis' on the court booking section of the website.

#### **Action:**

Alison to amend court booking details by Sat 15<sup>th</sup>

Jill to attend Sunday session on 16<sup>th</sup> to talk to the group face to face

## **Coaching**

### **Update on negotiations and plans for Evolve coaching provision**

Negotiations are progressing well and a first draft contract has been agreed. This will be reviewed from a legal standpoint

The aim is for new coaching to be in place to start by 25<sup>th</sup> February

#### **Action**

- Craig will develop a short video to brief members on how to book coaching
- Craig will provide video link for Alison to post on BFTC Website
- Alison and Craig to liaise last week of Jan to review court booking for coaching process including release of courts not needed in good time

### **Minimum age for coaches**

With the recent qualification of younger coaches, the committee discussed how to ensure compliance from a safeguarding and legal standpoint.

#### **Actions**

- All coaches who are still juniors, i.e. under 18 years old, will be required to come under Evolve
- Evolve will take full responsibility for ensuring these younger coaches are appropriately insured (through Evolve) to coach and are scheduled for coaching sessions in line with safeguarding good practice
- Craig to ensure Evolve are aware of these requirements



### **Lease Negotiations update**

A draft lease has been received from Dacorum which is positive but will need suitable legal review by the club. We continue to also liaise with the football club to share insights.

### **Website / Social Media/ Member Communications**

*New Newsflash WhatsApp Group* has launched and currently has 113 members

*Bovingdon Tennis Social WhatsApp Group* is continuing to cause problems with complaints received by the committee twice in the last week. This related to inappropriate posts. This group was initially set up by the club committee for members and so the current committee will continue to monitor it and take the necessary action to ensure it is in line with club policies.

#### **Actions agreed**

- All committee members to monitor official BFTC WhatsApp groups (currently the two above plus others to be decided)
- Committee will meet virtually to identify what if any other WhatsApp Groups are official club groups that the club is therefore required to ensure good practice for. Alison to circulate list and schedule Zoom

### **Recent Draft Paper Submitted Concerning World Tennis Number Integration**

Committee commended Steve for very thorough and engaging paper and would like more detailed discussion ahead of the next Committee Meeting. Committee further agreed that those playing only in social tennis sessions (Wed, Fri, Sat and Sun) or informally would not be required to have any form of World Tennis Number

#### **Actions**

Steve to schedule 1:1 meetings with each of the following to talk through the paper: Ali, Jill, Craig

#### **Key Dates**

Sunday 18<sup>th</sup> September agreed for 2022 Club Champs Final date

#### **A.O.B**

*Jill raised a member query concerning previous AGM minutes. Further detail will be provided in an addendum to the signed AGM minutes.*

#### **Action**

Craig and Dermot to provide appropriate information to Alison to draw up and post addendum

*The committee have received informal feedback that potentially some members may like to revert to a more organised system (similar to one used during 2021 Covid peak) to ensure more certainty of enough people being present for a game*

#### **Action**

Ali and Alison to investigate poll to assess appetite amongst members for more formal Weds session

*Ali briefed the committee on a framework for a new tournament for members in memory of Dot. The Committee was positive about the outline idea*

#### **Action**

Ali and Steve to work up idea in consultation with Jill and Craig.



*Ali asked if the committee could review numbers of teams potentially entered into leagues planned as part of the draft 2022 calendar being developed by Steve /Ali. Ali also asked if it would be possible to ask members during membership review period if they wished to play in teams for the club*

**Action**

Ali / Jill / Steve to agree suitable numbers for the 2022 season against the context of planned intra club activity

Ali to pick up with Jax regarding question on playing in teams

*Ali asked for funding for 2 Trophies for winners of The American Tournament*

**Action**

Dermot / Dave to investigate a couple of options

