

## **CORSTORPHINE LAWN TENNIS CLUB**

### **SECRETARY'S REPORT 2018**

The new season officially opened on Saturday 7 April 2018 with an American Tournament in the afternoon, followed by a social event in the evening.

#### **TEAM TENNIS**

Match practices started week beginning 2 April, with women's practices on a Tuesday evening and men's on a Sunday morning and Wednesday evening.

Two men's teams and one women's team were entered in the Dunlop East of Scotland Leagues. The women's team having gained promotion to division 5 last season finished 4<sup>th</sup> top of Division 5B. The men's first team finishing in 3<sup>rd</sup> place in Division 7B and the men's second team finished in 2<sup>nd</sup> place in Division 9A, therefore gaining promotion.

A boys' 12U team and a girls' 14U team were entered into the Aegon leagues this season. The girls' team played in Division 1B and the boys' team in Division 2B. They all performed well and enjoyed the matches.

#### **SOCIAL EVENTS**

On Saturday 7 April an American Tournament was held in the afternoon, followed by a wine & savouries social evening which was attended by 32 people. The Wimbledon ballot for the club's allocation of 7 pairs of tickets was also held during the evening.

In May 22 people, 18 members plus 4 partners/friends, went on the club tennis holiday to Sa Coma. This was once again very successful and enjoyed by all.

On Saturday 14 June, despite the wet weather, an American Tournament and BBQ was attended by 50 people.

On Saturday 1 September a wine and savouries social evening was attended by 43 people.

The Christmas Party Night will be held at the Murrayfield Hotel on Saturday 8 December and a Christmas fancy dress social tennis evening is planned for Monday 17 December.

## COMMITTEE MEETINGS

1. Following the AGM, a committee meeting was held on **Monday 29 January**. The following items were discussed.
  - 1.1. Actions from previous meeting had all been completed with the exception of the ongoing issues of repairs to the boundary wall.
  - 1.2. The list of duties of committee members was reviewed and agreed.
  - 1.3. The marketing subcommittee were asked to meet and identify actions.
  - 1.4. The purchase of a backpack sprayer and attachments was agreed. It was also agreed that £500 left to the club by Ben Todd should be used to purchase an outside storage unit for the ground maintenance equipment and a commemorative plaque.
  - 1.5. The club captain outlined progress with the wall repair. This resulted in considerable debate regarding the possible options.
  - 1.6. The Junior Secretary, Liz Ferguson, submitted a report of comments received from parents. Some feedback had also been received from Chris Leonard, one of the junior coaches. It was identified that of the 46 children attending coaching every week only one is a club member. It was agreed that there was a need to look at ways to build on this and increase junior membership.
  
2. A committee meeting was held on **Monday 22 May**. The following items were discussed:
  - 2.1. Actions from previous meeting had been completed apart from taking measures to prevent the ingress of earth onto the north side of the courts.
  - 2.2. The new GDPR legislation was discussed in detail to ensure that all committee members were aware of the requirements within the club. The following had been completed:
    - A GDPR audit
    - A flow chart of information flow within the club
    - A data protection policy had been developed
    - A draft privacy notice
    - GDPR compliant contracts for coaches.
    - Neil Moncrieff had agreed to take on the role of Data Administrator.
    - The Data Administrator, Club Captain and Club Secretary had all completed webinar training on GDPR provided by Tennis Scotland.

Following the meeting it was agreed that the Club Secretary would email the Privacy Notice and Data Protection Policy to all members and would amend the Application Form to incorporate the Privacy Notice. The Club Welfare Officer and Data Administrator would also meet with the coaches to issue new GDPR compliant contracts and discuss the need for them to protect all data.

- 2.3 It had been hoped to hold an open day following the taster sessions with the primary schools but it was agreed that this would not be possible before the school holidays and it was hoped that they could run in September.
- 2.4 The Treasurer reported that we currently had 115 members and that while a number of members had not rejoined there had been a number of new members.
- 2.5 Ernestine Mckay had carried out a marketing review, following which the marketing committee had met with her to agree a number of actions, in particular the introduction of a club logo and the installation of a bigger notice board at the entrance.
- 2.6 Kenny Couper had indicated that he was unable to continue with the management of the Box Leagues. Other members had expressed an interest in taking this forward and would meet with Kenny to discuss.
- 2.7 The Club Captain once again outlined progress with the wall repair.
- 2.8 AOCB
- 2.8..1 It was reported that a number of juniors (under 10) had joined as a result of the offer which allows a non-member parent to play with them at specific times.
- 2.8..2 Liz Ferguson had highlighted the need to establish a rota of members and parents to run the Saturday junior social tennis sessions.
- 2.8..3 Liz Ferguson also indicated that she would not be able to continue as Junior Secretary in the next year and that it would be necessary to identify a replacement.
3. A committee meeting was held on **Monday 1 October 2018**. The following items were discussed:
- 3.1 The majority of actions had been completed. Those that were ongoing were: purchase of key for defibrillator, establishing a club logo and replacement of external notice board. It had been decided to delay work on north side of courts until completion of wall repair and to postpone the open day until the spring. It was also reported that the reintroduction of Box Leagues had been delayed due to difficulties with Tennis Jeannie and an alternative was now being looked into.
- 3.2 AGM planning
- 3.2.1 A financial report was presented by the Treasurer.
- 3.2.2 The proposed fees for next season were discussed.
- 3.2.3 Potential changes to Office Bearers, committee members and team captains were discussed.
- 3.2.4 Dates for next season were agreed.
- 3.2.5 The need to review the club constitution was discussed.
- 3.2.6 The proposal to discontinue charges for floodlights at social sessions was discussed.

3.3 Euan Morrison (Welfare Officer) requested feedback on the Safeguarding / Diversity / Whistleblowing Policies which had been circulated, to enable him to finalise the documents which would be published on the website and clubhouse noticeboard.

Lesley Mackie agreed to be deputy Welfare Officer.

The Welcome letters for new members would need to be amended to introduce Euan as Welfare Officer and direct them to relevant information.

3.4 Neil Moncrieff (Data Administrator) advised that all requirements had been met. The Welcome letter would also need to highlight that the privacy notice is included on the application form.

3.5 Gordon Fisher reported that he and Frank White would carry out the H & S inspection required prior to registration and ensure PAT testing was carried out.

### 3.6 AOCB

3.6.1 It was reported that a request for a ball machine and practice wall had been received. This had previously been discussed and agreed that the costs would need to be met by fundraising. It was agreed that the member should provide further information on costs, safety implications, storage requirements and the experience of other clubs in order that this could be given further consideration.

3.6.2 The need for new members to receive more formal induction to the club was discussed and it was agreed to amend the welcome letter accordingly.

## CLUB CHAMPIONSHIPS

### SENIORS

The Club tournament was organised by Ian Gordon and the finals took place on Saturday 1 September 2018. The results were:

<b>Men's Singles</b>	Winner	Richard Miller
	R/up	Thomas Ladomery
<b>Women's Singles</b>	Winner	Jane Kerr
	R/up	Margaret Johnston
<b>Men's Doubles</b>	Winner	Kenny Couper & Thomas Ladomery
	Rs/up	Ronnie Easton & Calum Massie
<b>Women's Doubles</b>	Winner	Margaret Johnston & Mary Gordon
	Rs/up	Jane Kerr & Jenny Carson
<b>Mixed Doubles</b>	Winner	Liz Ferguson & Derek MacDonald
	Rs/up	Jane Kerr & Ronnie Easton
<b>Mixed Doubles handicap</b>	Winner	Kristopher Clark & Tracey Lees
	Rs/up	No Rs/up due to withdrawal of both pairs from one of the semi-finals.
<b>Men's Doubles over 50</b>	Winner	Ronnie Easton & Derek MacDonald
	Rs/up	Euan Morrison & Chris Whytock

A women's doubles round robin tournament, with drinks and savouries, was held on Sunday 17 August. This was won by Anne Murray and Eileen Warmington.

### JUNIORS

A junior tournament was organised by Liz Ferguson. All matches were played on Sunday 2 September and this was followed by a BBQ. Due to the wide range of ages of those taking part this was not played in the formal age groups and this ensured it was a fun day enjoyed by all. One group was won by Kristopher Clark, runner-up Anna Hancox and the other group was won by Sandy Barclay, runner-up Samuel Tait.