

DONCASTER LAWN TENNIS CLUB

Committee meeting Minutes

Wednesday 1 February 2017 – 6.30pm

Attendees:

Committee: Tony Exley, Isobel Hossack, Kevin Beaton, Dave Cole, Gill Ross, Kevin Waller
President Dave Allen

Apologies : Ged Salisbury

1. Minutes from last committee meeting – 28 November 2016.

Accepted as a true copy

2. Action points from previous meeting

Action point	Action	Comments
Floodlight replacement	Committee	David Allen has been liaising with DMBC'S senior planner David Richardson .There appears to be an issue regarding light spillage from the floodlights onto Cross Court View - the housing estate behind courts 1 & 12. He has had a meeting with the residents and he has raised the points for us to consider, suggesting we have the existing light shields replaced, especially on court 12, to try and resolve the situation. He also suggested that we rectify the issue before we go ahead to seek planning permission for the courts' replacements. DA suggested that if we are going to replace the lights maybe look at replacing with LED lights TE suggested we ask for confirmation on light spillage definition and to set up a meeting with David Richards / DA /TE. Action DA/TE
Grants/loans from YLTA	Committee	Further meeting held with YLTA and KB - ongoing. Action KB
Defibrillator Further training sessions to be arranged for bar staff and members.	TE	Isobel to liaise with Steve Plaxton to arrange a further training session. Invite staff & club members. Action IH
Defibrillator - Poster still to be displayed detailing location.	IH	Already displayed
Social Tennis No progress to date has been made in the securing of a Social Co-ordinator. James Hart was	IH/KW	Steve Bisby has now confirmed he will look into when he has more time. We are also looking at other options and bringing onto the committee a designated person to oversee. We also discussed using a group app that social members can use in order to see who is available on

suggested as someone who might be interested in this role?		social nights. Action KW/IH
Look at levelling the areas behind Court 1 – 3.	In an effort to assist with court flooding it was decided to gather a working party to dig and create a drain behind court 3. Date to be mutually agreed. Committee	DC to source a machine to dig the drain behind the courts. and then set up a work party to help with the project. Action DC
Tony/DA obtained a quote for removal of the large poplar trunk behind court 6. DC to see if he can be remove before we pay for removal.	Committee	Ongoing – Action DC
Door plate on the inner double door needs attending to the door is catching the doorplate.	DC	Ongoing – Action DC
Clubspark Website – LTA advocating all clubs to move to using this system. KW to find out more information.	KW	A demo meeting with the YLTA has been arranged for Monday 6 February. This is to go through the various modules. Action KW/IH/GR/KB
CCTV – Not displaying in the bar area. TE to look at sourcing a replacement DVR or similar.	TE	Action point complete Now this is in place the staff need to use and Increase vigilance especially in the corridor.. Action IH/ JM
Sound Bar for TV – To be considered after the CCTV situation is resolved.	KW	This has now been given the go-ahead. Action KW

3. Finance

Treasure's Report – Wednesday 1 February 2017

General

The accounts for the year have been finalised and all the required paperwork is currently with the accountants, Smith Craven. I am hoping that we will be able to see a draft copy of the audited accounts sometime this month. Last year the final copy of the accounts were signed by the club on 9

March 2016. The profit for the club this year will not be as good as last year as there was significant expenditure on club infrastructure, including a new boiler, lighting systems, club house furniture, carpets, curtains and decoration alongside some building works in the ladies changing rooms.

Club Bank Balance

The club balance stands at £104,724.53 which linked with the £35,012.60 in the other account gives a total of just under £140,000. The balance at the end of the year, 31 December 2016, was just under £117,000 in both accounts. This start of this financial year has seen a bigger income in January this year of £24,986 compared to an income of £21,391 in January 2016. This is undoubtedly predominantly linked to more people renewing their membership in January than the previous year.

Clay Court Replacement and Additional Court Lighting

Since the last committee meeting the club has had a further meeting with both Paul Sheard, Yorkshire LTA representative and Paul Bennett, North of England LTA representative. They were both very positive about the proposed bid to convert the six American Clay courts into six Tarmacadam courts with additional lighting planned for Court 9. They were both positive that we would have a good chance of receiving an LTA grant of £25,000 to £30,000 as well as an LTA loan of £50,000 and a YLTA loan of £25,000.

I have made a start on preparing the paperwork but have just discovered that the documentation I have been using, sent by Graeme Clarkson, LTA representative, has now been superseded by a new version, which, annoyingly, will require me to restart the completion of the document again.

There has been a problem with the application for planning permission for the additional lighting on courts 9 to 12 and this will need to be resolved before any bid can be submitted. I think either Dave or Tony can update on this matter.

Floodlighting

Since the new lighting system has been installed the money for floodlights has increased significantly and during the winter months the income has been around £500 in each month.

Bar Prices

Carlsberg have raised all their prices since 23 January 2017 by an average of 2.5% on the wholesale prices. We raised our prices in November 2016 by an average of just under 2% on the retail prices. This means that we have already just about covered this price rise and so do not need to make any further adjustment. The staff costs have continued to rise in line with the government new minimum wage legislation and this impact on bar profits will need to continue to be monitored.

Summer Club Membership Scheme

The club has signed up for this LTA supported membership scheme along with 6 other clubs from the Sheffield and District area. For information the other clubs involved are Abbeydale, Beauchief, Brentwood, Ecclesall, Hallam Grange and Rotherham Moorgate.

The sales pitch behind the project says that it will give all the clubs an opportunity to improve their community presence leading to a growth in membership and a subsequent increase in revenues.

The idea is that the LTA will fund an intensive advertising campaign around the two GBTW events in May and July. They will use Google Optimisation and Social Media Advertising as well as targeted

emails. It will be predominately aimed at families with children in the age ranges of 4 to 7 years of age.

The families will be able to take a short term family membership at Doncaster LTC for 6 weeks at a cost of £40. All the other clubs will be charging £30 for the 6 week membership but I considered that we had more facilities. This means that the programme could run from the middle of May through to the middle of September, depending on when people opt to join. At the end of this period the families will be able to make a decision about whether to join the club or not. I have proposed that the families should be able to join on a pro-rata basis for the remainder of the year at the standard rate with a 25% reduction for new members. I have also proposed that if they join the following year that they would also attract the 25% discount for new members.

This project ran last year in other parts of the country, and the experience was that there was a good uptake from families for the six week membership but that the longer term retention in the clubs was then relatively poor. Based on the figures from last year we would expect to see between 30 to 40 families join through the programme.

The project sees Clubspark being an important first point of entry to the club as it should provide easy information and access to the club and the programme. Then it is obviously important that the reception at the club is both welcoming and enjoyable. It will also be important that the club ensures the families are made aware of the offer relating to membership and then encouraged to join.

I have discussed this with Liz, and the coaching team will be putting on some specific activities aimed at both the senior and junior members from this project. There was an indication that there would be some matched funding from the LTA for the coaching events organised.

I have already attended a meeting about this programme and the next meeting is planned for the whole day on Wednesday 15 February 2017. I cannot make this meeting but Liz will attend as the representative of the club.

This will be appropriate as the meeting will look in more detail at the "New Member Journey" which will consider:

1. Local club promotional activities and sign up, which could involve Liz and the coaching team on their visits to the primary schools
2. The welcome at the club & enjoying their time at the club. Although I feel that members of the committee and other appropriate members should become part of the "welcome party", Liz would certainly be involved in any coaching activities for both the senior members and the junior members. If there are to be new adult members with no or limited tennis experience then an activity such as "Social Tennis" would be an important factor in persuading them to join permanently.
3. The key final action will be trying to convince the family to convert into full club membership.

4. **Grounds/ Courts**

- Dave Allen said there were no issues other than we have no clay. It was agreed to place a further order as it was felt that the court replacement project wouldn't start until late summer. **Action TE**

- Russ to start preparing the courts for the new clay going down. **Action DA/RS**

5. Club House / Staff

- Kevin Beaton mentioned that the heating bills have increased over the last year. He said that this had surprised him as he expected bills to reduce having had a new boiler fitted. Comments were made that the heating in the building appears to be on when not needed, therefore, it was agreed to re-programme the thermostat control unit and instruct the staff that this must not be changed without seeking authority. **Action DA/JM**
- The transformer in the bar that operates the bar lights has now been replaced as it wasn't functioning correctly.
- It was also mentioned that some of the ceiling tiles need replacing behind the bar and maybe installing a LED action - quotes to be obtained **Action DC/ DA**
- Janette has raised a point if we have a pest control book for the kitchen as part of the health & hygiene. **DA to liaise with Janette.**

6. Child Protection

Gill updated every one of changes and procedures that have now been put in place. A file has been set up with all documents that are needed and the notice board has been updated with up-to-date documents. Full details are now also displayed on the website.

Gill was unsure if it she needed to look at the Equality & Diversity and the Complaints and Appeals Policy and so if any further documents and procedures needed to be put in place .. TE to check with YLTA. **Action TE /GR**

7. Coach Report

COACHES REPORT TO COMMITTEE 1.2.17

COACHING PROGRAMME: STAFF INFORMATION

As a new year begins, with no formal discussions between the Head Coach and the Committee, and with Mick currently having his coaching licence suspended, this report will outline plans for the year ahead as the team stands today.

Liz will continue to plan and deliver the Programme with the support of the team. Lucy Wright is a level 3 coach and will continue to deliver 2 hours of coaching on Saturday mornings to our oldest and highest ability level of players. Lucy also coaches 2 of our county level juniors privately. Toby Mettam currently has 9 hours of squad coaching, some of which as a support coach, and some as lead coach. Toby will begin training for his level 3 qualification in March which will take 6 months until he qualifies. Liz will mentor his training through the LTA schedule during this time. If Toby qualifies he will earn a higher coaching rate both individually and privately. Will Morley delivers 6 squad hours a week as a support coach, Jacob Bennett has 5 hours and George Bryant and Jayne Hale both one hour. Jayne supports the Coaching Programme on an unpaid voluntary basis. These 4 coaches are all level 1 but Jacob and Jayne are planning on taking their level 2 this summer.

JAKE PRIME

Jake Prime, a level 3 coach, will be back at the club from April to August and Liz will be liaising with his university in America to satisfy the demands of his summer internship here.

As part of his internship, Jake must complete 600 hours of work.

Jake will be covering squads, accompanying Liz to some school clubs and Sports weeks, taking some individual lessons and delivering camps and tournaments where required. Liz has some contacts within the LTA to secure him some hours at other venues if necessary. Lucy Wright will be organising some work experience at Hungerhill School for him and, hopefully, more work experience can be organised for him at another senior school.

However, there are two more areas where his talents could be beneficially used: to gain an understanding of the maintenance of a tennis facility and to deliver taster sessions in junior schools with a view to help deliver an Open Day at the club.

With the first initiative I would like to ask, through the committee, for Jake to shadow and assist Russ with Grounds man duties for a minimum of 3 weeks. For the second, I am proposing delivering tennis tasters to 10 local primary schools. The purpose will be to ultimately improve squad sizes at the club. Jake will be doing the majority of hours as voluntary work as it is of ultimate benefit to himself and a requirement of the university to deliver so many hours. Funding for the schools' initiative is available through the club's LTA plan to part support its delivery. Obviously it will be of benefit to the club long term to attract new players. A more specific school and Open Day plan will be available before the AGM and by the next committee meeting.

Jake will also be asked to organise some Adult initiatives for existing and new members. Jake's schedule will be prepared for next month.

ADULT DRILLS

The coaches have organised 3 free sessions for club adult members, partly as a goodwill gesture and partly to show what type of adult coaching could be available for small to medium groups. Session 1 attracted 18 players on a Sunday afternoon and we await the next two sessions to evaluate the success: Wednesday evening and Saturday lunchtime.

JUNIOR DEVELOPMENT FUND (JDF)

This was originally set up to allow players to purchase club track suits and hoodies. The players would order, the JDF would pay and the clothing payments would go into the JDF account, making a small profit on every order. Any fund raising money (primarily from ladies tournaments, members' gifts or 2nd hand clothes sales) would also go into the JDF and the JDF would cover equipment, junior trophies and the annual presentation night for juniors. It was extremely useful but payments were sometimes a bit slow and the JDF was not VAT registered. Consequently, money from the JDF account has now been paid into a new till line, called "Junior Development". Any equipment will now be paid for by the club but will be balanced against the "Junior Development" income. This will allow VAT to be claimed and so increase the funds available for equipment and other junior activities. The aim is still to fund the equipment through fund raising and to use it for the benefit of the juniors. Kevin has all the details of money received and spent.

CLUBSPARK

The Coaching Programme supports the club using Clubspark: Liz will be attending the meeting next week. One aim of the Coaching team is to put squad payments onto direct debit. More details of this will follow.

PLAYER SUCCESS

The under 14 have won the Sheffield & District Winter League, with the under 16 team runners up in their league.

DISABILITY TENNIS

We have dates for working with the Mencap Group on Thursday mornings, resuming after Easter. We have also booked 3 evenings for tennis for people associated with Mencap. Steve Prime will be organising some refreshments afterwards.

PLAYER CONSENT FORMS

Liz has liaised with Gill to produce Player consent forms. Thanks to Gill as, apart from tightening up some safeguarding requirements, it has provided us with more up to date records of our juniors.

8. Admin

Membership receipts 2016										
Type	Jan	Feb	Mar	April	May	June	July	Aug-Sept	Oct-Dec	TOTAL
Senior	149	23	4	3	3	2	4	2	2	192
Juniors	87	26	7	7	8	7	3	2	6	153
Non playing	24	12	7	0	0	5		2	3	53
Student	3	1	0	0	1	0	2	3		10
Coaches	2	0	0	0	0	0	0	0	0	2
Hon Members	3	0	0	0	0	0	0	0	0	3
	268	62	18	10	12	14	9	9	11	413
Membership receipts 2017										
Type	Jan	Feb	Mar	April	May	June	July	Aug-Sept	Oct-Dec	TOTAL
Senior	145									145
Juniors	110									110
Non playing	37									37
Student	3									3
Coaches	1									1
Hon Members	2									2
	298									298
	Jan		Jan			year		year		
	2017		2016	diff		2016				
Senior	145		149	-4		192		47		
Juniors	110		87	23		153		43		
Non playing	37		12	25		53		16		
Student	3		1	2		10		7		
Coaches	1		0	1		2		1		
Hon Members	2		0	2		3		1		
	298		249	49		413		115		

9. AOB

- AGM – meeting set up for Monday 27 Feb 6.30pm
- Congratulations to both Doncaster A and C winning their respective winter Mixed Leagues. and to the U14 junior mixed league who won the league and the u16 were runners up in their league.
- Band booked for Friday 10 March **Kw to arrange publicity.**

Next Committee Meeting Monday 27 Feb to discuss AGM