

HIGH WYCOMBE LAWN TENNIS CLUB

COMMITTEE MEETING MINUTES

4 SEPTEMBER 2023



Attendees	Andy Gibbs, Chair Sue Chapman, Secretary Clare Smith, Social Events Organiser Jezz Baker, Head Coach Adam Smith, Junior Representative & Men's Captain Maggi Newcombe, Midweek Representative & Bar Manager Adam Chivers, Tournament Organiser
Apologies	Alan Gates, Treasurer Alison Wright, Welfare Officer Gail Barstow, Membership Secretary

	Action
Minutes of Last Meeting The minutes of the Committee Meeting held on 3 July 2023 were approved for circulation to the Trustees.	SC
Membership Update Since the last meeting: <ul style="list-style-type: none">• 5 new full members (2 members back from injury).• 2 junior members 8-11 (1 free Ukranian).• 2 Parent hitting with child (1 for 2 weeks only).• 1 coaching for adults.• 2 coaching for juniors.• 2 U21 (1 upgrade and 1 for 2 months). Non-Payment of Membership Fees A payment schedule has been agreed with this member. The first payment of £25 has been made. The 2 nd instalment due was due 31/8/23. AGa to check it has been received.	GB / AGa
Coaching Update <ol style="list-style-type: none">1. Summer Camps Review – A successful 5 weeks of summer camps with a total of 176 sign-ups.2. New term time coaching – Our new coaching term starts 4 September, sign-ups are looking similar to last term so far.3. New coaching brand – This week JB is launching his new coaching brand called '620 Tennis'. This is the website, www.620tennis.co.uk. Feedback welcome. JB will liaise with AGa to link to the club website.	JB /AGa

<p>4. 620 Open Day - JB is organising an open day for 620 Tennis on Sunday 1 October. This will be similar to the last open day with free coaching and court play. JB will be trying to encourage potential new and existing members to join the coaching. Members will be encouraged to support the event.</p> <p>5. Junior Team Challenge - Sunday 15 October JB will be running an LTA Junior Team challenge tournament. The Fixtures Secretary will be asked not to arrange matches on this day or 1 October.</p> <p>6. Adult programme – JB has reduced the price of a PAYG session and added two 1-hour squads on Thursdays as requested. JB has also made clear the pricing of private coaching on the new website.</p>	<p style="text-align: center;">JB</p> <p style="text-align: center;">JB / SC</p>
<p>Safeguarding Update</p> <p>Having reviewed the club's policies surrounding safeguarding and the various issues, as well as looking at the LTA and other websites, AW feels the best way to get the safeguarding message to members and parents is not to try re-writing the policies but to produce a one-page poster highlighting the main points.</p> <p>It is unlikely many members have actually read the safeguarding and related policy documents. It was agreed people are more likely to watch a video rather than read all the safeguarding policies, so AW and JB are also considering recording a short safeguarding video which could be posted on the website and sent to parents.</p> <p>After the holiday season AW will liaise with JB to organise the video before sending the survey.</p> <p>AW is also re-visiting and up-dating the club's safeguarding self-assessment spreadsheet.</p> <p>There was some concern that only JB has the juniors' parent contact details. JB will share this information with the other coaches.</p>	<p style="text-align: center;">AW</p> <p style="text-align: center;">AW / JB</p> <p style="text-align: center;">AW</p> <p style="text-align: center;">JB</p>
<p>Social Events</p> <p>In addition to the following events, it was agreed that CS would organise a live band for the end of October/beginning of November. More details to follow</p> <ul style="list-style-type: none"> • Saturday 23 September – Barbara Stuart Tournament. The party will follow on from the tournament. More details will be posted after Finals Day. • Saturday 9 December – Christmas Party and disco. <p>AGa will be asked to update the home page of the website with the new event.</p>	<p style="text-align: center;">CS / AGa</p> <p style="text-align: center;">AGa</p>
<p>Finals Day – Saturday 9 September</p> <p>There are a few more plate matches still to be played but otherwise all is ready for Saturday. CS has ordered food for 30 people, AGi will run the BBQ (£5 per person), AGa will be asked to act as club photographer and AC has ordered the trophies and bought the prizes. Spectators will be offered bubbly to celebrate the success of the event during the presentation of the trophies. The weather forecast is excellent and a fantastic day of tennis is anticipated.</p>	<p style="text-align: center;">CS / AGi / AGa / AC</p>
<p>Communication</p> <p>SC will draft an email to members with the latest news and events. Members will also be reminded that all Committee meeting notes are available in full on the website.</p> <p>Although the information is readily available on the website, it has been noted that new members may not be aware that the club is run by members elected at the AGM who volunteer their time without receiving any remuneration or reward. This information, together with detail of the Committee and their roles, will be posted on the notice board in the lobby.</p>	<p style="text-align: center;">SC</p> <p style="text-align: center;">SC</p>

