

HIGH WYCOMBE LAWN TENNIS CLUB

COMMITTEE MEETING MINUTES

20 SEPTEMBER 2022



Attendees	Andy Gibbs, Chair Sue Chapman, Secretary Alan Gates, Treasurer Maggi Newcombe, Off-Peak Representative Clare Smith, Membership Secretary Ross Murray, Head Coach Adam Smith, Junior Representative & Men's Captain Mike Nye, Committee Assistant Carolyn Nye, Social Secretary
Apologies	Ginny Eastwood, Welfare Officer

		Action
<p>This meeting was held to discuss the forthcoming visit from the LTA Safeguarding Team and for the Management Committee to undertake Safeguarding Training.</p> <p>In preparation for the meeting, all members of the committee read the document "Safeguarding Standards for LTA registered venues".</p>		
1.	AG opened the meeting with an explanation of the current LTA safeguarding requirements and why the club is receiving a support visit on 27 September 2022.	
2.	<p>Following the introduction, the LTA Safeguarding Training video was shown to those present. As requested in the accompanying facilitator's notes, the video was paused after each session to allow for discussion on spotting the signs of abuse, how to report the any concerns, how to ensure members, coaches and volunteers are aware of their responsibilities and what support is available from the Welfare Officer and the LTA. There was a lot of discussion on how to keep members informed and what systems could be put in place to new members are aware of the club's policies and safeguarding procedures.</p> <p>The following actions were agreed:</p> <ul style="list-style-type: none"> • Safeguarding will be promoted to all members on a regular basis. • Safeguarding will be more prominently displayed on the website. • Team captains, coaches and tournament organisers will be made aware of the Event, Activities and Competition guidance and the importance of risk assessments. • New members will receive a welcome sheet which will include the Welfare Officer's contact email and details on where to find safeguarding information. 	<p>ALL</p> <p>AGa</p> <p>AGi/SC/AGa/ CN</p> <p>CS/SC/AGa</p>

	<ul style="list-style-type: none"> • ClubSpark will be investigated to see if the system is flexible enough to send an automatic email with this information to new members • From 2023 membership renewals will include a request for members to alert the club to any serious health conditions which could result in the member requiring medical treatment at the club. • Parents will be asked to sign a consent form before any photographs of under 18s are taken as per HWLTC Photographic and Filming Policy. • The Changing Room Policy will be implemented immediately. • The Head Coach will ensure all coaches working at HWLTC have a current DBS certificate and LTA Accreditation and are aware of the contact details for the club Welfare Officer. A spreadsheet of the details will be maintained and expiry dates monitored. 	<p>AGa</p> <p>AGa</p> <p>RM</p> <p>ALL</p> <p>RM / SC</p>
<p>HWLTC Policies</p> <p>All members of the management committee have read and review the following new policies and they were accepted. The policies will be posted on the website and an advisory email will be sent to members.</p> <ul style="list-style-type: none"> • Anti-Bullying Policy • Changing Room Policy and notice • Diversity and Inclusion Policy • Photography and Filming Policy and content form • Online Safety and Communication Policy • Safe Recruitment Policy • Whistle Blowing Policy 		<p>AGa/SC</p>
<p>Kate Mareckova</p> <p>The club has received a complaint from Kate Mareckova that she has been banned from receiving coaching. Kate Mareckova is not a member of the club and only holds “coaching membership” which allows use of our courts when receiving coaching. After hearing from RM, Head Coach, and other members of the behaviour of Kate Mareckova towards RM and other members, it was agreed that the ban would be upheld and an email sent to this effect. It was further agreed that this incident would be included as part of the club’s safeguarding submission to the LTA ahead of the visit on 27 September 2022. Any future abusive behaviour or emails/social media posts will be reported to the police.</p>		<p>AGi</p>
<p>LED Floodlights</p> <p>The club has been successful in applying to the LTA for a grant of £1.5k and a loan of £12k which means we can now proceed with obtaining firm quotes and applying for a minor amendment to our planning permission.</p> <p>MNy has agreed to deal with the planning requirements. A minor amendment could receive approval in 4 weeks. Full planning permission would take longer.</p>		<p>AGi</p> <p>MNy</p>
<p>Date of Next Meeting</p> <p>Tuesday 27 September 2022 @ 5.30pm – LTA Safeguarding Team, AGI, SC, VE</p> <p>Monday 17 October 2022 @ 7.00pm – full committee</p>		