

**BLTC Tennis Sub-Committee**

**Minutes**: of the BLTC Tennis sub-committee (BTSC) meeting held on 5 July 2018

**Present:** Barbara Awbery, Jenny Cox, Matt McCombe, James Morris, Lou Tierney

**Apologies:** Sue Willoughby

**In Attendance:** Jane Timmis

|  |  | **ACTION** |
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|  | **Progressing Key Priorities – Junior & Adult Programmes**  **Mini Tennis**   * JM confirmed Byfleet LTC logo and name is now clearly displayed on the programme flyer for Tennis Explosion. Visits to schools are going well and 15-20 children have already booked on the Open Day at the club on 18 August. * Was agreed that the BTSC would review the Tennis Explosion website and submit comments to JN and Ben Nicholson (BN) by 15 July. JM and BN to incorporate changes by 22 July to enable the Management Committee to be updated before the website officially goes live.   NOTE: Following meeting with coaches on 11 July, website review to be incorporated as part of the development and overhaul of the overall coaching programme.  **Junior & Adult Programme**   * BA, JT and MM had a productive meeting on 5 July to discuss the strategic goals for the Tennis Development programmes. Was agreed the three of them would own the development documents and that JT would pull together the development plan. Further meeting arranged for 27 July to review the plan and incorporate junior elements in the Competitive Strategy document, previously updated by the BTSC. Update to be provided at next meeting of BTSC.   **Social Mix-Ins**   * JC has spoken to Pauline East, who is happy with the proposed changes to the Tuesday session (change of time from 19:00 to 21:00, trialling of a tournament at some sessions). Changes to be communicated to members and first tournament planned for September. Date to be agreed with BA.   **New Members**   * Development of an end to end induction process for new members is progressing. JT currently working with Jane Read (JR) and Emma Lever (EL) to identify gaps. | BTSC  JM/BN  JT  BA/JC  JT/JR/EL |
|  | **Progressing Key Priorities – Team Management**  **Team Captain Roles**   * Revised draft Team and Captain guidelines were circulated for review prior to the meeting. * JC to arrange meeting with SW to discuss taking overall ownership of the team selection process, including further updates to guidelines. Aim is to trial new process for the Winter season. MM and LT offered to assist. | JC/SW |
|  | **Calendar of Tennis Events for 2018**  **Club Tournament (using Tournament for All format)**   * There has been a good response to the club Adult tournament. Greg Read is planning to run 10 main events, plus consolation events using the traditional knock out formats, resulting in a total of 20 adult finals over finals weekend. * Was agreed the BTSC would review the arrangements for future tournaments once this year’s had finished. Ongoing.   **Joint Elstead & Byfleet LTCs Grade 3 Junior ITF Tournament – 14 to 16 July**   * The Management Committee have been informed about the access arrangements for the tournament. * MM has spoken to Nuffield regarding refreshments for the competitors and spectators and they are happy to provide wraps, sandwiches etc. Catering facilities would, however, be more limited on Sunday. * BA has drafted a communication about the tournament, which has been circulated to members via My Courts. Posters have also been put on the club noticeboards. * MM has been liaising with House & Grounds regarding a schedule of court maintenance before and during the tournament. * Over 75 juniors have entered the events being held at Byfleet. BA to instruct competitors not to use Nuffield for parking and find alternative spaces on the surrounding roads if there is no availability in the club’s car park. * BA to ask Sandra Richardson (SR) if she would be able to help manage parking at peak times over the weekend. BA to pay SR directly from tournament budget. Was agreed competitors would be directed to use the car parking area directly next to the club house. * JC to notify Nuffield General Manager that their members will not be able to use the outer parking area (after the barrier) for the duration of the tournament. This area will be reserved for Byfleet club members. BA to prepare notice about parking to be issued to members. * JC, LT and JT have volunteered to assist BA over the weekend. | c/f  BA  JC  BA |
|  | **Any Other Business**   * **Box League:** MM to liaise with Ethan Clements to discuss how the BTSC can help with the development of the box league, when it recommences in September. Was agreed that there was a need to look at ways of promoting the league. * **Head Coach:** Update meeting with coaches to discuss the club coaching programmes and Head Coach recruitment process has been arranged for 11 July. * **Court Usage:** It was unanimously agreed by the Management Committee at their meeting on 14 June that 6 courts (only 4 artificial grass) can be booked for matches at the same time on a trial basis effective immediately over the next four months. * **Court Booking:** EL and JC are updating Excel based booking sheets for team captains and scheduled club sessions on outside courts. MM has provided EL with an initial list of scheduled sessions to be included. Further sessions to be added. * JC to circulate latest version to BTSC for review.New sheets should be ready for the start of the Winter season. * BTSC to define priority for tennis court access at all times. * EL is looking at the LTA system for court bookings (Club Spark). Ongoing. * **Drill Session Cancellations**: Was suggested coaches could ask for help from “emergency” coaching contacts (e.g. BA, JT, LT, Betty Maitland) if they needed to cancel a session and no other official club coach was able to run it. MM to arrange for note to be added to Thursday drill session information on the club website session stating the sessions will be cancelled whilst summer camps are being run. Ongoing. * **Court Booking Notice Board:** Quotes have been obtained from Kaspa Signs for the provision and installation of a free-standing court bookings noticeboard (approx £570 including VAT). EL has also requested a quote for a wall fixed version of the noticeboard. EL to check if Fred can install the free-standing sign. * **Court Maintenance:** MM has been liaising with House & Grounds about the maintenance of the courts. He commented that he would be happy to “manage“ the ongoing maintenance and liaise on a day to day basis with Cameron and Fred, as he is at the club most days. He is also planning to speak directly to Fred. * **Provision of Balls for Coach Led Sessions:** The LTA has advised that the club should not be providing balls for coach led sessions. One element of being classed as a self-employed coach is supplying the balls for coaching sessions, although this is not necessarily definitive. * BTSC to consider other options, e.g. revisit club rules, coaches to buy balls from club at a reduced price etc. | MM  EL/JC/MM  JC  BTSC  c/f  c/f  EL  MM  BTSC |

**Date of Next Meeting: 13 August 13:00, Nuffield Coffee Bar**