



Hillhead Tennis Club Committee Meeting

Meeting Minutes
14th January 2020 - 7pm

Present:

Stuart Trotter (ST) Chair
Jim Hollingsworth (JH) Vice Chair
Edward Gallacher (EG) Treasurer
Martin Lee (ML) Club Main Contact
Gordon McGuigan (GM) Head Coach
Shona Ross (SR) Coach
Keith Fowler (KF)
Isobel Campbell (IC)
Valentina Bonetti (VB)
Stephen Reynolds (SGR)
Charan Singh (CS)
Sheena Crichton (SC)

Apologies:

Deborah Maddern (DM)

Minutes and Actions

Previous Minutes:

ST thanked SC for the previous minutes which were approved by all present.

Matters Arising:

1. Wi Fi - ST had meeting with relevant people and Roddy McNeil has said we need a cable (approx £200 for 4 hours work by him) then the company doing the installation will come in and organise the Wi Fi (approx £400). This would also allow for cards to be swiped at the gates. Total therefore around £600 plus the tablet.
2. Touch screen – VB has been looking at 21” screen (cost approx £200 plus £60-£85 for computer and cables) and thinks this is the best option. There was short discussion on best place to situate computer - TBD.
3. Wooden boards - EG didn't think these would work but after discussion it has been decided that we will try the boards up on side and monitor. Suggested we need 25 boards at cost of £9 or less per board.
4. Bank Accounts – need to contact the previous signatories to go to bank and transfer to new names. SGR to be added to the signatory list.
5. Sum Up – This has been started with coaches however IC voiced concern that it had been discussed but not brought back to the whole Committee for formal approval. It does seem to be working well though and the whole Committee now aware of it. GM will send full coaching receipt report to ST and EG every month. GM noted that there has been an increase in people paying by card which is a great way of keeping records. He is able to provide a receipt at point of sale or immediately after the coaching session.
6. IR35 Legislation – KF has looked into this and reported some complications but will continue to investigate.
7. Ball Machine - CS's uncle is repairing this. CS suggested advertising it to members but it has to be restricted for safety reasons. Suggested it could be used at off-peak times on court 3 and possibly 2 initially. CS to

check further to see if anything else required. Decided that members wanting to use the machine would need to hand over their card to Café Source to be able to access the machine and therefore need to return key to get card back. Storage of machine still be finalised. Machine needs to be PAT tested and ML pointed out need for a full risk assessment to be done.

8. Hub Budget – SR contacted SC with details to be followed up. SC contacted GT and it is not possible to continue with this idea for various reasons.
9. Extra Gents Teams – G6 probably not feasible. G60+ and G4th Vets to go ahead. ML need a captain's name asap.
10. Signage has been put up but another needed to advise in cases of emergency. It is not an "Emergency Entrance or Exit" but rather an ambulance access point. Membership cards are needed to be carried as a matter of routine as members have to use them to enter the Clubhouse and court areas.
11. Coaching – GM has spoken to Sena and Jordan Gray and sessions have been organised for every other Thursday evening with Sena (by invitation) and 4 Sunday morning sessions with JG.

Head Coach Report:

GM reported that Christmas Tournament had just 9 players (poor weather forecast but fine in the end). Junior programme schedule unchanged. 4 or 5 young ones sitting out this block and 2 or 3 older ones possibly but all expected to return in the Spring. 3 or 4 new kids trialling this week.

Series of fun competition days for 7/8 years olds: 16 kids and parents invited. 6 free sessions leading to paid match play in Spring.

Weather cancellation of Tuesday and Saturday coaching – GM pointed out the lack of permission to use the Bobby Low room at these times making it difficult to accommodate. Permission only for MP room and conference room.

WET Sunday Squads – request to run them at Hillhead in March (Sun 2-5pm on 3 courts). Committee discussed this and it was pointed out that Hillhead have hosted this for last few years. However, there are now more coaching sessions on Sundays so this may not be possible. ST will speak to the Hillhead Board but the Tennis Committee will also consider implications for Hillhead members.

Summer term – selected dates for matchplay / planning for new September groups. 10&U won league and into gold play-off at end of February. 9&U gained valuable experience and now have opportunity to compete in bronze play-off possibly at similar level. 9 Junior teams for 2020 with captains to be decided by 31/01/2020.

Anne Walker now has PVG and is accredited.

Request from PE teacher at Notre Dame for some sort of session for S1-3 girls who have been in care system. Coaching and cost to be decided if agreed it can go ahead.

Treasurer's Report:

£8,814.57 in bank but if topped up with the loan to club would be £11,316.57. Suggested that the loan should be donated to the Club as a gift for our sand. This was approved and passed by the Committee.

Les Melville has very kindly donated £100 to the tennis section.

Coaching Review:

Ladies coaching on Sundays at noon – this was discussed but problem lies with CW only being available at this time. It was agreed that it would continue for the time being although noted that not suitable for many ladies. One suggestion from a member had been that there might be a mid-week daytime slot for those who did not work and this would also relieve pressure on an all-team session at noon on Sundays. GM will contact CW to see if this is possible.

KF delivered his detailed coaching review – see Appendix 1.

Communication Channels:

SC requested that the minutes of tennis meetings be put on the web site so that there is transparency for members. This was agreed and decided that these will be put up once the minutes of the previous meeting have been approved by the Committee.

SC also requested that when e mails are sent to anyone on the Committee that they should include all Committee members and replies should be to “reply all” so again there is transparency. This was also agreed by Committee.

Safeguarding:

No issues at present

AOCB:

CS asked about the process for electing team captains. He would like to see some younger people being approached with the possibility of a new captain for the Spring Leagues.

GM gave list of dates to the Committee for various tennis tournaments etc this year (see Appendix 1).

IC asked about Health & Safety in terms of the tennis area being checked and has offered to review the current situation in respect of this. The Hillhead Board however is ultimately responsible for overseeing this.

Date of next Committee meeting: Tuesday 4th February 2020 at 7pm

Actions

Ref	Action Name	Action Description	Action Owner	Due By	Status (RAG)
1	Wi-Fi	A Booster is needed to enable Wi-Fi in Tennis Corridor. 14/01 – ongoing.	ML & ST	04/02/2020	In Progress
2	Touch Screen	Screen for bookings & signing in of guests. VB to also engage with Fraser. VB continuing with this.	VB	29/02/2020	In Progress
3	Wooden Boards	Wooded boards needed at courts 1 & 4 to stop sand disappearing. Now going ahead with boards at one side.	EG	04/02/2020	In Progress
4	Bank Accounts	Check who can sign for accounts. Previous signatories to go to bank and transfer names. SGR to be added.	EG	04/02/2020	In Progress
5	Sum Up	New way of taking in money to assist coaching. IC to contact Ewan Campbell	IC	14/01/2020	Completed

6	Safeguarding	ST to put VB in touch with Matt	ST	29/02/2020	In Progress
7	Coaching Analysis	Analysis of numbers of members and non-members	KF	29/02/2020	In Progress
8	Members' Survey	Deciding on content for this. KF and Sandy to discuss	KF	29/02/2020	In Progress
9	IR35 Legislation	Review of coaching contract and agreement. KF continuing to investigate IR35.	KF & ST	04/02/2020	In Progress
10	Ball Machine	Check where and how it can be safely used. Risk assessment required. PAT test. Storage unit needing bought.	CS, ST, EG	04/02/2020	In Progress
11	Extra Cost to Non-Members	This is to be decided at next meeting . This has still not been decided.	ST	04/02/2020	In Progress
12	Hub Budget Funding	Check if this could be used should tennis section be allowed to use empty ground for hitting balls	SR	14/01/2020	Completed
13	Storage Unit	Storage box just beside entrance to courts. See Ball machine info.	ST/EG	04/02/2020	In Progress
14	Extra Gents Teams	Feasibility of finding suitable time slots. Captains needed for G60+ and G4 vets.	ST	17/01/2020	In progress
15	Gates to Courts	Signs to be made and put on gates. Padlock numbers to be changed and notified to members. Sign up but another needed to advise in time of emergency.	ST & KF	04/02/2020	In Progress
16	G1 & G2 Coaching	Facilitate high level coach & organise sessions	CS & GM	14/01/2020	Completed
17	Christmas Tournament	Organise and run	GM & ML	28/12/2019	Completed
18	Minutes of AGM	To be sent out to Committee. Once updated to be sent to Committee.	ST	04/02/2020	In Progress

19	WET coaching	Request to use Hillhead Sunday afternoons.	ST & GT	04/02/2020	In progress
20	Notre Dame request	Coaching session Thursdays 5-6?	GM & ST	04/02/2020	In progress
21	Communication channels	Minutes of tennis meetings to be published on web site once approved by Committee	CB	04/02/2020	In progress

Appendices

Appendix 1



2019 Coaching
Review 1.pdf



2019 Coaching
Review 2.pptx

Appendix 2



Dates.png