

**Minutes of a Special Committee Meeting
8pm Monday 13th October 2008**

Present: Nigel Kippax; Ken Tavener; Barbara Davies; Anne Woolacott; Breda Tunnell; Julie Hoskins; Kirstie Campbell; Martin Allen; Pat Collins; Peter Dickenson; Sarah Painter (part time); Sheena Cogger (part time)

Apologies: Julie Turner; Len Tunnell

Agenda topics

Adult Coaching

This was a special committee meeting called to discuss specific proposals relating to adult coaching at the club

Proposal 1

To create the new post of Adult Coaching Coordinator and that Debbie Hobday take this role with immediate effect.

The scope of the role would include:

1. Generating interest and demand for adult group coaching sessions, including men; ladies & mixed team members. The decision on which groups of adults are provided with coaching will be made by the Coaching Coordinator based on her understanding of demand.
2. Agreeing frequency & timing of coaching sessions to meet the demand
3. Ensuring coaches are available to deliver the required sessions
4. Setting the coaching fees payable by each attendee to each session
5. Collecting fees for coaching sessions and liaising closely with the club Treasurer to ensure all finances are clearly understood
6. Managing the overall adult group coaching finances to ensure that, on an annual basis, the club is not out-of-pocket
7. Providing support to the team captains in the selection of match players
8. Attending club committee meetings and keeping the committee fully informed on progress

The role would be remunerated for administrative work in line with fees already set for similar work with the juniors. Attendance at club committee meetings would, however, be on a voluntary basis and would not be paid.

Votes for the proposal = 10; Votes against = 0; Abstentions = 2
The proposal was carried.

Proposal 2

To make additional court time available during the winter months (October to March) for adult group coaching as follows:

1. Courts 1&2 to be reserved from 7pm to 10pm on Monday, Tuesday and Thursday evenings for either club matches OR adult coaching i.e. adult coaching will not be provided when there is a match on that evening. At all times, two courts will be maintained for general club play, normally courts 5&6.
2. Courts 5&6 to be reserved for adult coaching between 7pm and 10pm on Friday evenings. On Fridays, all other courts will be available for club evening play.

With regard to adult coaching options for the summer months (April to September) the committee would welcome proposals from the Adult Coaching Coordinator on how this may be run, bearing in mind the higher demand for general club play during these months.

Note: It is not proposed to change the current availability of courts (normally 3&4) for private coaching. Private coaching sessions may be arranged with any of the club coaches in the same way as currently happen. Also, if coaching sessions are not being held during the above times then, naturally, these courts will be available for general club play.

Votes for the proposal = 10; Votes against = 0
The proposal was carried.

Proposal 3

To allow the coaches to generate interest and income from adults who are not currently members of Tring Tennis Club. This would be allowed under certain conditions:

1. Any non-member would pay an additional coaching fee, over and above that paid by club members, and that this fee would go directly to club funds
2. That the additional fee paid by non-members be no less than £1 per coaching session
3. Those non-members would only be permitted to use the courts during times of organised coaching. They would not be permitted to use the courts at other times unless they were to take up membership of the club

Votes for the proposal = 10; Votes against = 0
The proposal was carried

Proposal 3

That in her new role, the Adult Coaching Coordinator has full access to the contact details of all adult members of Tring Tennis Club, including postal addresses; phone numbers and e-mail addresses

Votes for the proposal = 10; Votes against = 0

The proposal was carried

Any other business

Tring LTC Equality Policy

A proposed equality policy was given to the committee for approval. This was duly accepted by all 10 members present (attached)

Adjusted subscriptions

The committee used its discretion to make adjustments to the fees for two current members, each due to personal injury

- a) A reduction of 4/12th of the annual fee was approved for a member who was injured and unable to play before August
- b) A reduction of 8/12th of the annual fee was approved for a member who was injured in July and will not be able to play for the rest of the year

There being no other business, the meeting closed at 9:08pm