

HACKNEY CITY TENNIS CLUBS LIMITED

BOARD OF DIRECTORS

MINUTES OF BOARD MEETING HELD ON WEDNESDAY 20TH MARCH 2019

Present:

Directors: Howard Bennett (Chair); Maurine Lewin; Alison Hunter; Francesco Caselli; David Smith; David Harrison; George Howe; Daniela Aramu

In Attendance: Christian Coombs (Head Coach and Acting Director of Tennis); Kara Day (Operations Manager, Minutes)

Item		Action
1	Apologies for Absence None	
2	Conflicts of Interest Nothing further to declare	
3	Minutes of Meeting held on 20th November The Minutes of the meeting held on 20 th February 2019 were approved. Action <ul style="list-style-type: none">• Upload February minutes to website when finalised• Post February minutes on the notice board	 KD KD
4	Actions since last meeting Action <ul style="list-style-type: none">• Double check that the Board group email now includes Daniela's details.	 HB/KD
5	Items approved via email The Board approved the updated Equality and Diversity policy by email.	
6	Management Team Update Health & Safety Kara attended the Level 2 Time To Listen Safeguarding training at the beginning of March. The LTA Safeguarding Audit took place today – Hackney Tennis has been awarded a pass on the provision of two requirements being confirmed. These being that the member welcome letter includes reference to Hackney Tennis' safeguarding policy and that junior tennis leaders who are over 16 who assist with the coaching programme have an up-to-date DBS. Staff Holiday Pay Following a review of holiday processes for operations staff on variable hours contracts, it was agreed that the quarterly calculation of holiday accrued and pay owed should continue with holiday pay being paid in the final month of the quarter. A more robust system for leave requests is to be implemented to ensure accurate records of leave taken are in place and are balanced against the annual holiday accrual. Employees are to be updated regularly on their leave accrual – as and when leave is requested, otherwise on a quarterly basis.	

Court maintenance

Courts have been cleaned at Clissold Park and Hackney Downs. Cleaning has exposed some issues with the courts, cracks, holes and some unevenness in the surface. There are concerns about whether the courts will withstand another winter and that resurfacing is needed.

Booking system

A number of customers have raised the idea of moving the Openplay 'week in advance' court booking timing to 10pm rather than midnight. OpenPlay have confirmed this is possible. This would need to be promoted sufficiently and have an appropriate lead-time to ensure customers are aware of the change. The Board agreed to this.

Next Move Sponsorship Proposal

Hackney Tennis has discussed sponsorship opportunities with local estate agent, Next Move. This sponsorship will help to produce a Hackney Tennis team kit and to subsidise team training. Subsidising team training would have an onward benefit to players and encourage more players to sign up to the team training. The contract is to make it clear that players can't be forced to wear the kit at all times but that it will be encouraged.

Fed Cup Legacy Programme

The LTA has devised a 'legacy' programme linking to the Fed Cup tie to be held at the Copper Box over the Easter weekend which it wishes all the Olympic boroughs to participate in. This involves a week of school taster sessions hitting 8-10 schools linked to a venue, running a Nature Valley Tennis Weekend and offering children from the schools the opportunity to book places on a Tennis For Kids short course. There is a very short time line and Hackney Tennis resources are limited due to our already full programme. Schools are a focus area for Hackney Tennis so efforts to participate will be made. Centring a programme around Millfields is being considered. Coaches will need to participate in training. The LTA have agreed to include Hackney Tennis in some media opportunities closer to the Fed Cup tie. There may be some ticket opportunities for coaches and junior players – particularly focused on girls, working with the girl retention/inspiration theme.

Unlit court and play

The LTA have no view on play on unlit courts and have deferred to Howden's the insurance provider. Howden's response is that the same risks will apply as for all sessions run on a tennis court regardless of time of day and that if a risk assessment prior to a session deems it safe to play then they can proceed. CC believes the courts are fit for the activities taking place with juniors and that coaches do a risk assessment each time they are using the courts. The board has agreed to defer to coach judgement and ongoing risk assessments. Hackney Tennis has taken the decision that Hackney Tennis sessions will not run on the non-floodlight courts when dark, but that Hackney Tennis coaches may run private sessions at their own risk.

Coach performance monitoring

CC outlined that Hackney Tennis meets the standards to achieve LTA registration which includes our coaches being accredited. Licensed coaches are fully insured and must go on courses each year to achieve 15 CPD (Continual Professional Development) points which aims to ensure continual upskilling of coaches. Level 2 coaches are accredited and Hackney Tennis always insists on a DBS regardless of level and encourages coaches to have an up-to-date safeguarding. The areas coaches need the most development with is their off court skills, eg planning, time

