



Hackney Tennis Club Limited – Board of Directors

Minutes of Board Meeting held 18:30 Monday 15 November 2021 (Virtual Meeting on Zoom)

Present:

Directors: Howard Bennett (Chair), Christian Winder, David Pagliaro, Lisa Watch, Maurine Lewin, David Harrison

In attendance: James Mills

The minutes from the previous meeting were approved.

Managing Director's Report

James highlighted the key areas from his pre-circulated report.

An aspect of HT's photography and filming policy that stopped coaches from being able to photograph or film their junior private clients unless done on HT equipment was discussed. The LTA (Lawn Tennis Association) had been contacted by James and ask if they would accept an adapted policy that enabled coaches to use their own equipment if they provided HT with evidence of parental consent. Since raising this issue the LTA have recently adapted their template policy which now states that coaches can use their own equipment where they must, but to do this Club/Organisations would need to perform spot checks on coaches' devices to ensure good practice was being followed. The Board did not believe this was practical and it was decided to enable a policy that allows HT coaches to use their own devices, but they must provide HT with written confirmation of parental consent and follow good guidelines set out in the HT policy.

James was actioned with finalising the document and circulating to the Board.

James discussed the LTA's position on coaches transporting players which states this should only be done with parental permission and when another adult is also in the vehicle. The LTA had been clear that there is no flexibility on this policy and James recommended that HT go with the LTA policy which was agreed with the Board.

James outlined his proposal for HT to hire a head coach with 40 hours per week split between coaching and admin duties with a salary of around £50k attracting the right level of candidates. The coaching hours would help offset the part of the salary. Howard asked what level of coach

would be required and James said ideally L4 or above but excellent L3 coaches who would be ready to move onto their LTA L4 course should also be considered. Howard impressed the importance of hiring someone who would be respected by the other coaches. Howard said that this new position had already been agreed and included in the 2019 tender to LBH (London Borough Hackney). Cristian asked if the role would cover schools work and James said that it would. James explained the schools work is one of the most difficult but rewarding areas of coaching. Longer term, James said he thinks HT should train up local volunteers to assist the HT coaching team with the school programme delivery as this would ease the pressure on the coaches and enable greater expansion of the school's programme. Howard asked if there was support from NGB's to help coaches with schools' work. James said the material and work in this area is limited. Lisa said she felt HT needs a strong commitment to the schools' programme to ensure we are growing participation. James also mentioned the time the coaches need to go to schools which due to the commute time and hours schools' session would take out about two hours from a coach's schedule. It was agreed that school sessions would benefit from a coach and assistant, and everyone was in support with a volunteer programme. Cristian said that Westway Tennis Centre had an excellent school's programme and Cristian could put James in contact with Westway's head coach to share ideas.

The head coach recruitment was approved by the board and James was actioned with circulating a full job spec and advert for Board review. David asked James if it would be worth considering releasing an advert sooner to enable quick recruitment and James would consider the release date.

James asked the Board to consider the proposal of HT starting to charge for courts before 10am which had gone to LBH for initial approval. James said that this needed consideration and if implemented, the additional funds should be used for community projects, and this should be communicated to HT players. It was noted by Howard that there is a lot of frustration about unused booked courts. David said he was in favour of the change. James said that if LBH give permission HT could go in at a lower standard rate and Howard said this should be considered to ensure we do not reduce participation levels before 10am.

James put forward a proposal to move the office from downstairs to upstairs to provide more space, room for a head coaches desk. James did not think that revenue from the smaller room upstairs was significant enough to stop the move. The Board agreed to this, and the council would be asked if this was allowed.

Some of the HT coaches have said that they feel if they turn up to a coaching session and is rained off part way through, they should be paid for the hour. Howard asked whether the coaches wanted paid for one hour or more and James confirmed it was one hour. Howard felt this was fair, but this should be factored into the charges for courses and James said that one rain session was already factored into each class per term. It was agreed to proceed with paying coaches in this manner, but this would be reviewed after six months.

The board reviewed the employee salaries and coaches' rates and after some discussion was agreed by the board to increase by 3.5%.

It was agreed that the level 1 coaching rate would be held at the current rate (for under 21s) as this is comparable to an apprenticeship.

David asked for an update on the progress on the website and when it would go live. James provided an update and hoped that the website would be ready for launch around Feb 2022, but this would be dependent on the potential move to Clubspark and its integration with the website.

Howard discussed that a £30m pot would be distributed to the UK park sites in need of restoration. HT met with the LTA and the council which was productive, and the hope is this we will be able to secure funding for some of HT's sites.

David asked for an update on the upcoming AGM. Howard confirmed that no nominations had been received to date and there were two vacancies for the Board. 18 people are signed up to the meeting. The vote to amend HT's articles was discussed and the need to get 75% of the vote for it to carry. Howard said it was important to ensure people were familiar with the resolution changes ahead of the meeting.

David felt that a plan was required to ensure a good supply of new Board members. David agreed to work on this area.

Howard closed the meeting.