

AYLESBURY LAWN TENNIS & SQUASH RACQUETS CLUB

Meeting held on Saturday 05 September

Attendees: Main Committee - Ben Milner (Chair), Alan Brialey, John Phipps, Ben Herron, Dave Evans
Tennis Sub-Committee - David Wright (Chair), Yvonne Shaw, Alyson Surguy
In the chair - Andrew Petherick

Further to the above meeting I have been invited to summarise outcomes I believe to have been agreed, and offer guidance on potential ways forward to improve relationships within the Club. I am taking it as read that all members of committees within the Club recognise the fact that the 'Constitution and Rules' document (dated February 2001) places ultimate responsibility for governance of the Club in the hands of the Main Committee. The following is provided in an attempt to assist the growth of the Club.

1. All committee members throughout the Club should strive to adopt a 'one-Club' mentality, with the two sub-sections (Lawn Tennis and Squash Racquets) working amicably with members of the Main Committee towards achieving this fundamental. This 'one-Club' approach should then become a key message to the membership at large. [NB. Anyone within appointed committees who fails to grasp this concept should be asked to fall in line with this approach or step aside.]
2. In its management of the Club it is important that the Main Committee works in a business-like manner with all Sub-Committees and the membership at large. To this end, it is crucial that improved channels of communication are established between key volunteers on the Main Committee responsible for specific tasks and members of the Sub-Committees for each sport. Where necessary the respective Chairs of the Main Committee and each Sub-Committee should act as the go-between if problems arise. In first instance, for the immediate future verbal communications (face-to-face, or telephone/virtual) should be used, rather than email, with follow-up in writing where an audit trail is required.
3. Defining specific roles throughout the club is important and this should be managed effectively by the Club Chairman. The Sub-Committees of each sport should establish systems whereby volunteers are appointed to undertake specific roles associated with the furtherance of their sport within the Club and more widely within Aylesbury. Such roles should mirror the requirements of the Main Committee.
4. A review of the existing Constitution and Rules should be undertaken to ensure that it is fit for purpose and provides adequate representation from the two sports. As part of the review the roles and responsibilities delegated from the Main Committee to the two Sub-Committees should be reconsidered, with adopted outcomes confirmed in written format. The review should also consider whether it is appropriate and beneficial in a 'one-Club' setup for each sport to hold a named Annual General Meeting that is not subject to any Rules or referenced within the Club Constitution.
5. At all times a system of financial discipline must be adopted, with the Club Treasurer in control of all income and contracted outgoings. A cycle of budgetary prudence should include the creation of sink-funds for foreseen maintenance projects. Both Tennis and Squash Sub-Committees should provide input into short and long-term budgeting.
6. A system of cohesive, 'one-Club', communications with all members should be adopted, with regular draft input being prepared by representatives of Sub-Committees from each sport.
7. Contracts with all professional (part and full-time) coaches should be ratified by the Main Committee, but in the first instance negotiated (with input from representatives of the Main Committee) and managed directly through named representatives of the respective Sub-Committees of each sport. [NB. It is recognised that there may be a need for some re-negotiation to take place with the existing Tennis Coach, to include ways in which the Coach's ClubSpark platform can be used to assist in use of LTA based tools and projects. This should be handled through the Tennis Sub-Committee following discussions between the Chairs of the

Main Committee and Tennis Sub-Committee and, as appropriate, other members of the two Committees.]

8. A Club-wide Safeguarding/Welfare Officer should be appointed if it is possible to find a suitable person who is a member of both sport sections. This person should maintain close contact with the Main Committee, either through attendance at meetings or liaison with a specific member of the Main Committee, and also with appointed liaison representatives from the Sub-Committees of the two sports. [NB. At the earliest opportunity the appointed Safeguarding/Welfare Officer should meet with the LTA's Safeguarding Officer for the Central and East Region, Alan Hodges].
9. As soon as possible it is important to check that all details relating to the Club's registration with the LTA are correct and that all risk assessments are up to date. Failure to ensure that the details are correct could invalidate any insurance cover provided by the LTA.
10. 'Traffic light' action plans for the growth of both sports should become integral business of the two Sub-Committees, with regular reports to the Main Committee on progress being made.
11. The Main Committee should appoint a Sub-Committee of visionary members, with equal representation from both sports, to consider a strategy for growth. This Sub-Committee should prepare a 'one-Club' marketing plan to be agreed with the Main Committee. The role of contracted professional coaches in promoting the Club should be included in the Sub-Committee's remit, together with the promotion of the clubhouse's social amenities for external and in-Club use.
12. As part of the vision for the future a facility improvement plan should be considered, along with potential improvements in the 'offer' to members, thus making joining, and retaining of membership, worthwhile. In the longer term, the potential in the future for the employment of professionals to manage day-to-day activities within the Club should be considered by the Main Committee.