

MINUTES OF A MEETING OF THE BADMINTON COMMITTEE OF THE WIMBLEDON RACQUETS & FITNESS CLUB HELD ON WEDNESDAY 14th August 2019 AT 7.15PM

PRESENT: Ms. H. Nicolson; Mr. Freddy Birks; Mr. R. Debidin; Mr. S. di Nardo; Mr. R. Wheeler; Mr. M. Atkins (assistant manager) and Mr. S. Shields (Board representative).
Mr. V. Tam (Chairman of directors) for item 085/19 only.

APOLOGIES: Ms. C. Wu; Mr. K. Manro and Mr. W. Fannin.

085/19 Chairman of directors Vincent Tam addressed the committee. The chairman thanked the committee for work being done to move the club forwards and for reports submitted to the Board to keep flow of communication. The Board is taking incremental steps to work towards WRFC becoming a leading squash and badminton club and need the support of the committees. The chairman requested committee to provide a working plan, in support of the club strategy and finance plan, in time for the next board meeting.

086/19 **Minutes of the meeting of 24th July to be approved:** Approval of the minutes were postponed until 17th August due to late submission.

087/19 **Report on Board Meeting of 7th August:**

- RD attended board meeting as BC representative and presented to the board the badminton committee chair report with summary on BC progress and important developments.
- Communication strategy: a main agenda item was to create a better cohesive club; ie better flow of communication between committees, staff and members. This would also help increase level of engagement.
- Team Building: Team building event to be planned for Board, committees and staff, - to help build relationships and communication. A subgroup was formed to organise this. Date and details TBC.
- "Town hall" meeting with staff: Meeting planned to present strategy and vision to staff and engage with them to give them confidence in the future of the club.
- Board "Surgery" on 28th August: Opportunity for members to meet directors and raise any issues.
- Operational matters: Matters relating to computer systems were discussed at great length.
- Membership figures: 1231. Discussion on how to gain better data on reasons for members leaving or joining. Also retention of membership.
- Next board meeting is on the 4th September.

088/19 **Report from management (MA):**

- MA reported that he was working on Restructuring staff responsibilities for more efficiency and better communication channels. There would be changes to management structure and staffing structure and plans to have one designated staff member for regular communication with the badminton committee and acting as a main point of contact to ensure better flow of

communication. The BC was very positive about this incentive. SDN suggested possibility of having a designated timeslot for BC chair to meet and liaise with said staff member.

- System bookings: MA explained the difficulties staff is facing in adding system bookings onto the computer system for sessions and sports courses. Due to difficulties the management needs to be given plenty of notice, including all relevant details, in order to ensure that new sessions/bookings can be set up in time. It was noted that since as the committee is not aware of the difficulties of the process this had led to some frustration with why bookings cannot be readily added to system upon request. SS reiterated that communication is key so that everyone understands the process and the potential difficulties involved.
- Updating of Website: HN noted the request for management to update the club website, including old staff contact details. **ACTION MA**: Updating/removing outdated info from website. MA noted that he was working with Jerry Cheng on making website mobile compatible, but that this was proving a little difficult so far and they would need to spend more time on this. MA would like in future for members also to be able to book courts and courses via a mobile app.

089/19

Disability section report: Report received from Lorraine Brydie was shared and discussed. It was noted that the disability sessions were at a break, but that a special session was planned for Monday the 19th August for PD and WH players. A further 6 PD and WH sessions are planned from September to December still under funding. From then the sessions will no longer be funded and so will need the support of the BC in order to continue, although expected to be largely self-funding. Discussion ensued on appropriate payment of coaches for these specialised sessions and on what falls under BC responsibility in terms of financing. It was raised that many of the players in these sessions are not member of the club and should we consider adding a special type of membership for the players, -fair in relation to what the club can offer them. HN noted that she was due to meet LB to discuss and gain better understanding of how disability sessions are run, membership figures and which sessions receive outside funding. **ACTION HN**: To report back to BC.

090/19

HN shared report received from Marion Eyeles on success of WRFC member Brenda Creasey, who was reported to have won a gold medal in the Over-65 Ladies Doubles event at the recent BWF World Senior Badminton Championships in Katowice, Poland. Her partner was Marguerite Butt from Devon. Congratulations Brenda! SDN noted that the committee should encourage members to notify the BC about their badminton achievements outside of the club, in order that achievements could be celebrated and also posted on social media platforms. **ACTION SDN**: Draft email to members encouraging them to inform BC of achievements.

091/19

Winter Season preparations: Team selections, match fees and coaches in sessions:

- a) Amended winter season application forms for the adult graded sessions were presented. The committee agreed to add to the forms also a breakdown of pricing to show members the *price per sessions* as calculated from the full season fee. New season to start on 2nd September. **ACTION MA**: Add *price per session* to application forms and distribute.
- b) Team Trials: Team trials to take place during the first two weeks of the winter season. Joyce Wadey has entered teams into the leagues and informed the BC accordingly. **ACTION HN**: To arrange for Sam Phillips and Stuart Wardell to do the team selections. **ACTION RW** to produce

sign up sheets for members interested in joining the teams. **ACTION RW:** To speak to Joyce Wadey and confirm match dates/courts will be booked as required.

- c) Match fees: Agreed to keep as last years' fees, with no increase. The BC agreed to continue to sponsor the 3 first A teams for another season and charge no match fees to these. To be reviewed end of season. **ACTION FB:** To inform A session members of BC decision. The possibility of streaming home matches was discussed.
- d) Coaches in sessions: It was agreed to continue the initiative of having a coach attending the C+ session, as this had proved successful and received a lot of positive feedback from session members. **ACTION HN:** To contact relevant coach and arrange. The C session will not need a coach at least to start with, as session will merge with "No Strings" and now be attended by RD as co-ordinator.

092/19

Communication with members:

- a) A refund request was discussed. It was agreed that all refund requests would be dealt with on a case by case basis and be confidential to the BC.
- b) A request from a B+ member to join the remainder of the A summer session was declined due to consideration of fairness to other members, and also the A session having become busy over the summer period.

093/19

Development:

- a) Approved coaches register/display: The centralised coaching scheme is now no longer in place for the badminton section. HN noted that with only one coach left on the scheme, the decision was finally made to close it down, remove the outdated display and inform the coach. The committee has agreed to replace the CC display with a listing of "Approved Coaches" available for private coaching. To be listed and advertised, coaches must fulfil BC criteria which includes a minimum level 2 qualification and being a registered Coaching Member of Badminton England (ie have recognised qualifications, insurance and enhanced DBS disclosure). All coaches will also need to sign a safeguarding self-declaration form provided by the club. The BC will carry out regular checks on coaching memberships to ensure all are up to date. Approved coaches will continue to manage their own bookings, fees and payments. MA noted that the Board would need to be consulted as there had been some objections to the BC proposal at the recent board meeting. **ACTION HN:** To consult with Board and if agreed then contact relevant club coaches, inform them of criteria and invite them to join new listing. Coaches to be asked to submit a photograph and a short professional bio (approx. 40 words) to advertise themselves.
- b) Academy/junior development and approved funding application: HN confirmed that a funding application for £5000 for the development of the junior section, has been approved by BE. The first instalment of the grant has been received with the remainder to follow after 12 week period and membership target review. **ACTION MA:** to produce a spreadsheet detailing junior memberships/affiliations and club usage.

The Academy summer camps have been very successful with high numbers attending throughout the summer period and very positive feedback received. The new weekday sessions will start on the 2nd September with 2 weekly training sessions for each development group. It was decided to postpone the planned Academy launch/fundraising event until a later date due to time restrictions and to the Head of Academy wishing to focus on getting new sessions up and running

- with a good structure before organising an event. HN reported that Stuart has been approached by a parent who is a professional graphic designer and who has offered to help with logo design for the Academy. HN has been in communications with the parent for advice and is due to meet to discuss. The BC agreed to follow professional advice available and table the previous logo competition idea at least until the offer of professional help has been explored.
- c) Affiliations and junior membership targets: HN reported that she had been in consultation with Carol Webb about member affiliations to gain understanding of the different types and costs of affiliations (junior age groups/adults/BE/Surrey County) as well as numbers of members affiliated in the various categories. Affiliations are made in October and valid for 12 months.
 - d) “No Strings” session changing in September: From end of September the session will integrate with the adult C session on Wednesday nights. Charge will rise to £10 per session due to use of feather shuttles and integration with C session members. RD will attend the sessions as coach/coordinator. RD reported that he has been in consultation with C session members and C session session Rep who are welcoming the incentive. The BC hopes to attract new members into the club through this incentive to introduce non members to our adult graded sessions.
ACTION RD: To organise and advertise new session.
 - e) Sponsorship Update: It was reported by the sponsorship working group, tasked with formulating a proposal/wish-list from the club in preparation for negotiations and communication with the different companies, that members of the group had met and that Stuart is now in communications with representatives of various relevant and interested companies. The BC will be updated on progress in due course.

094/19

Tournaments and Event Planning:

- a) “Out of a Hat” fun tournament, 7th September: Promotional poster has been sent to MA. All BC members to promote the charity event and attend if possible. HN and RW confirmed attendance. Deadline for entries is 5th September. Board to advise on after-event to be joined with squash. **ACTION HN**: to organize prize for winners.
- b) BE sanctioned tournaments: HN reported that the board had set goals for BC to run 4 national events in 2020 but that this may prove difficult as the club relies upon only a few independent individuals who are experienced and qualified to run these tournaments, and therefore we are dependent on these individuals to accept dates offered by BE for sanctioned tournaments. An attractive date has been offered for the 2020 senior Gold tournament, but will have to be declined as it was not agreeable to the usual organiser. A second date was offered but also not agreeable, leaving the club with no one willing and able to officiate. **ACTION HN**: To consult with BE.
- c) Schedule of events: HN presented an updated schedule of events for the 2019/20 season.

095/19

Action points for club managers/board: Website updating still required.

096/19

BC Focus: Professional roles. A discussion relating to the development of professional roles ensued. **ACTION HN**: To consult with directors and gain clarity on Board position to BC proposals.

097/19

Confidential Matters: Confidential matters were discussed.

098/19

Any other business: None. The next committee meeting will be on 11th September 2019.

