

MINUTES OF A MEETING OF THE BADMINTON COMMITTEE OF THE WIMBLEDON RACQUETS & FITNESS CLUB HELD ON WEDNESDAY 11th September 2019 AT 7.15PM

PRESENT: Ms. H. Nicolson; Mr. F. Birks; Mr. R. Debidin; Mr. S. di Nardo; Mr. R. Wheeler;
Ms. C. Wu from item 102/19 and Mr. K. Manro from item 101/19.
Mr. S. Wardell for item 099/19 to item 105/19.
Ms B. Marett (new Membership & Development Manager) and Mr. S. Shields (Board representative).

APOLOGIES: Mr. W. Fannin.

099/19 **Minutes of the meeting of 14th August to be approved:** The minutes were approved, and status of action points noted.

100/19 **Management:** The Chairman welcomed New Membership & Development Manager Beatrice Marett. BM introduced herself to the committee.

101/19 **Report on Board Meeting of 4th September:**

- a) New club structure: A new club structure is in place with Beatrice Marett as Membership and Development Manager and Mark Atkins as Operations and Facilities Manager.
- b) BC Working Plan: The BC draft working plan to support the club strategy and business plan had been presented to the board and well received. The plan includes BC initiatives to build a foundation for growth through focus on four key elements identified by the Board: Organisation, Membership, Finance and Sports & Social. Committees were now tasked to develop plans in more detail using benchmarking also to identify specific targets. Copies of the DWP and Squash working plans had been shared and committees encouraged to compare and borrow from each other and looking for commonality.
- c) Gym: A new gym committee has not been organised. Gym organization to now be redefined. The purpose of the gym is to be to support the two sports. One strength and conditioning specialist is to be dedicated to each of the sports, with Jerry Cheng to be the badminton S&C professional and Tom Saunders allocated to the squash section.
- d) Operations: Some hope that progress is being made with the computer system. Efforts concentrated on communication between Legend (booking/management system) and Sage (accounting system).
- e) Membership: Current membership figure is 1191. Membership is still in decline. The Board is working to stabilize membership and finances. The Board would like feedback from committees on proposal to change the membership structure. Focus on streamlining operations also and improving administration of memberships by doing away with annual memberships and managing all through monthly direct debits, with a notice period of three months (currently one). This would mean renewal process is automated and would save club from having to chase members when renewal is due.
- f) Club Credit and Court Vouchers: The Board is considering doing away with club credit as well as the court voucher system, and setting one court fee (to be priced in the middle), as part of aim to simplify and streamline operations.

- g) Safeguarding: Club managers BM and MA to be trained as welfare officers. The club will be running own DBS checks in addition to those obtained externally. Club policy is zero tolerance.
- h) Teambuilding: A team building event is being planned for staff members, board and committees. Date and activity to be advised.
- i) Townhall Meeting: The Board held a 'townhall meeting' with the staff to engage staff with club vision, strategy and business plan. The meeting also presented an opportunity for the staff to give feedback and air any concerns.
- j) Board Surgery: A monthly 'Board Surgery' has been introduced to allow members opportunity on regular basis to meet and engage with board members and maintain open dialogue. Members will be able to meet the directors for informal chat in the club bar area on the last Wednesday of every month at 6.30pm.
- k) Next board meeting is on the 2nd October.

102/19

Report from Head of Academy (SW): SW reported on the progress with the new Academy following the successful summer holiday camps. The new weekly term time sessions have got off to a very good start, with all three ability groups already oversubscribed and SW having to create waiting lists due to the many enquiries from parents wanting to sign up their children to the sessions. Several new juniors have joined the club as members to access the academy sessions. SS expressed regret that we may not be able to accommodate demand, and concern that players on waiting lists might eventually go elsewhere. SW noted that in order to maintain quality of sessions we have to restrict numbers and also apply a clear criteria, which will ensure we build strong squads. SW noted it has been challenging starting from scratch without knowing what players we would have, but that everything is now settling down and taking good shape. Although there have been some minor teething problems the feedback from parents has been overwhelmingly positive. Criteria will be tightened moving forwards and Academy players will be expected to show strong commitment to the Academy training as well as playing BE tournaments and having private coaching.

Sponsorship: SW reported on progress with regards to securing a good sponsorship agreement for the Academy and the badminton section in general. Details to be confidential until agreed.

Academy Logo: SW and HN have met with graphic designer (academy parent) who has presented some preliminary designs for an Academy logo.

BE Funding: HN asked SW if there was anything the Academy needed, in light of the recent funding received for junior section. SW requested some skipping ropes for the academy and noted that he would like to arrange a trip to the Aros cup (international junior competition in Denmark) and might need some funding towards this if possible.

103/19

Disability Section: HN reported on a meeting with Lorraine Brydie and Jacqui Aquah to discuss the financing of disability sessions from January, when some of the currently available funding will be lost. HN noted that from the meeting she had gained a better understanding of how the various disability sessions are run in terms of funding. The financing of the sessions will come under BC responsibility from January.

104/19

Winter Season preparations (adult graded sessions):

- a) Team Trials: Team trials are now taking place with Sam Phillips and Stuart Wardell in charge of selecting this year's league teams. The issue was raised that some players expect to be selected

- for teams without having to turn up for the trials. Discussion ensued on whether players should be able initially to be chosen for teams if they don't show up to the trials, and whether it was worth holding trials (and paying coaches for these evenings) if players didn't need to attend in order to be selected. *It was agreed that any players who are unable to attend the team trials, but would like to be selected for a team, must register their interest in advance (by signing the team sheets and notifying BC) in order to be considered.* It will then be at the discretion of the selectors to consider. It was noted also that visitors should not be allowed to sessions on busy nights of team trials. It was agreed that session members should have priority in consideration for teams. This would all need to be communicated to members in advance of next season as part of a general selection policy. **ACTION: KM:** To formulate a draft selection policy/protocol for team selections moving forwards. Draft to be reviewed by BC at future meeting.
- b) **Team Captains:** Teams must have a captain willing to take on responsibilities for payments etc. All Captains to receive information pack from Joyce Wadey (match secretary) on responsibilities and including all necessary information on fixtures etc. Joyce Wadey has confirmed that she will book in courts for all home matches as required.
 - c) **B+ ladies 2nd mixed team:** It was noted that not enough ladies had expressed interest in the B+ mixed teams and that there were insufficient women to make up a 2nd team. If required number of ladies could not be found the team would have to be withdrawn from the league. **ACTION: RW:** to consult with session members to drum up interest and see if possible to source more ladies. **ACTION HN:** to consult with JW if team needs to be withdrawn.
 - d) **Upgrading Weeks:** Upgrading weeks for the season decided for October and February. October upgrades to start week commencing 7th October. February upgrades to start week commencing 3rd February. **Action: HN:** Organise for Stuart W. and Sam P. to take on the October upgrades. **ACTION CW:** Produce a poster to notify members.
 - e) **Coaches in sessions:** HN reported that Aripin Mahadi has agreed to continue attending the C+ session for another season to help boost the session and offer advice to members. RD will attend the C session as co-ordinator during the no strings incentive.

105/19

Tournaments and Event Planning:

- a) **“Out of a Hat” fun tournament:** The committee was disappointed that the tournament planned for September 7th had had to be cancelled due to lack of entries. It was noted that it was a difficult time to engage members (before the start of the season) and that the event had not been promoted in time. Many members had expressed interest but were unable to attend at short notice. The BC will consider holding the event on another date. HN suggested BC create a calendar/poster advertising main events of the season so members would be able to plan ahead. **ACTION HN:** To make poster. **ACTION KM:** To draft a tournament marketing approach.
- b) **Hiro Yamamoto:** Annual handicapped doubles tournament for members to be held on November 3rd. **ACTION HN:** To amend poster from last year and promote the event.
- c) **Cross sports event:** To be arranged before Christmas if possible. Suggestion to plan a dodgeball event. **ACTION RW:** To discuss with Jamie Jessup and consider a potential date for the event.
- d) **Calendar and outside bookings:** It was agreed that all tournament/event bookings should go through the BC in order to avoid clashes with regular sessions and late cancellations of these. No bookings should be entered into the diary before authorised by BC. Organisers to go through management or BC to request courts.

- e) Surrey Restricted Tournaments: Restricted Tournaments to be held on weekend of 28/29th September. ACTION HN: Cancel regular sessions as necessary.

106/19

Development:

- a) BC Working Plan: BC discussed the working plan to ensure an agreed focused approach. It was noted that the club must affiliate junior members before deadline of 24th November to secure the remainder of the BE funding granted for the junior section. **ACTION BM**: To ensure affiliation deadline is met. KM and SdN formed subgroup to focus on development and implementation of working plan. **ACTION All BC**: To review plan and forward thoughts to KM and SdN.
- b) Approved coaches register/display: HN has contacted relevant coaches and invited them to join the new listing. Coaches have been asked to submit a photograph and a short professional bio to advertise themselves.
- c) "No Strings" session changing in September: From end of September the session will integrate with the adult C session. RD is advertising the new session.
- d) Grading: HN reported that Sam Phillips had informed that he did no longer wish to undertake the Sunday evening gradings. Stuart Wardell has agreed to cover the gradings until the BC can find a long-term solution. It was noted that often players did not show after booking, and it was agreed that gradings should be paid up front to reception at the time of booking.

107/19

Communication with members: An email relating to the pay rate for coaching of Saturday sessions was discussed. The issue of pay rates had previously been raised and it was agreed that there should be an increase in pay for coaching these important sessions. **ACTION HN**: To consult with Board of directors.

It was noted that in general communication with members could be improved and that occasional newsletters should be considered as a way of keeping members updated. It was suggested that a newsletter should be sent updating members on the success of the new Academy and the Funding received from BE for development of the junior section. **ACTION HN**: To draft newsletter.

108/19

Confidential Matters: Confidential matters were discussed in relation to professional roles.

109/19

Action points for club managers/board: Website updating still required. Calendar of events display to be replaced/updated.

110/19

Any other business:

- a) Christine Wu noted that she is looking to resign from the committee in November (date depending on when new safeguarding officers have obtained their qualifications) due to other commitments. CW confirmed that she will continue to act as welfare officer until BM and MA are ready to take over responsibility for safeguarding. The committee thanked CW for this and for her time and work on the committee.
- b) A member with background in finance has expressed interest in joining the committee. **Action HN** to communicate with member and invite member to meet committee at the October meeting.

The next committee meeting was set for 9th October 2019.

