

## MINUTES OF A MEETING OF THE BADMINTON COMMITTEE OF THE WIMBLEDON RACQUETS & FITNESS CLUB HELD ON WEDNESDAY 9<sup>th</sup> October 2019 AT 7.15PM

**PRESENT:** Ms. H. Nicolson; Mr. F. Birks; Mr. R. Debidin; Mr. S. di Nardo; Ms. Kayte Herrity; Ms B. Marett (Membership & Development Manager) and Mr. S. Shields (Board representative).

**APOLOGIES:** Mr. W. Fannin; Mr. R. Wheeler and Mr. K. Manro.

**111/19** **Welcome to new committee member.** HN welcomed new committee member Ms Kayte Herrity. KH works in finance and so will be able to help the committee with financial planning. KH has also recently joined the Saturday junior coaching team at the club.

**112/19** **Minutes of the meeting of 11<sup>th</sup> September to be approved:** The minutes were approved, and status of action points noted.

**113/19** **Management: BM.**

- a) Affiliations: Management are working to ensure BE affiliations required for the junior investment funding are done by the deadline. Good progress reported with this.
- b) DBS checks: Club will be looking to carry out own DBS checks for relevant staff/coaches in the future. This will be in addition to checks carried out by governing bodies such as BE. Managers to lead on this with support of Board to ensure WRFC is fully compliant and following best practice. HN noted that Christine Wu (welfare officer) is also now a verifier and can help with DBS checks.
- c) Safeguarding: Safeguarding policy also being reviewed to ensure best practice. Committee stressed the importance of this and of ensuring everyone, including coaches, are well informed.
- d) Risk assessment for disability event: BM noted that a special risk assessment would need to be carried out in advance of the Inclusive Badminton Festival held at the club on Friday the 9<sup>th</sup> November and the Special Olympics to be held in February 2020. **ACTION BM:** To arrange for appropriate assessments to be carried out, and to request further information from organiser, including times and court requirements.
- e) Event bookings/advance court block bookings: Future events and advance block bookings to be approved by the BC, before they can be confirmed to organisers, in order to avoid clashes with regular club sessions and other planned club run events. **Action BM:** Liaise with HN on a new 'booking request' system.

**114/19** **Report on Board Meeting of 2<sup>nd</sup> October: HN**

- a) BC Working Plan: Committee working plans to support the club strategy and business plan were revisited and progress discussed. 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 are developing plans in more detail, adding available data and financial planning, but experiencing some difficulties due to limited and unreliable data available. A financial plan for the Academy had been added to the BC working plan, showing very promising figures.
- b) Section Finances: Committees are now responsible for section finances over annual cycles and will in future be able to have direct access to financial figures and data for their sections.

Committees in charge of own budgets and have freedom to invest in the sports, with Board acting as the banker. The Board confirmed BC also free to make decisions regarding coaching fees for club run sessions, as long as supported by budget.

- c) Management Accounts: Annual Forecast of 8.5 grand profit. Positive if figures can be trusted. Budget to be set for next year.
- d) Membership figures: Figures pending as not available at the time of the meeting.
- e) IT: All options are being considered regarding problems experienced with the Legend system. Previous planned staff training had to be cancelled due to a fatality at the club, but training has now been rearranged and is to take place soon.
- f) Team building event: Details still to be confirmed.
- g) Court Fees: Single court fee of £6 per hour (£3 junior rate) to be introduced for badminton. Committee will no longer receive reduced committee rate for club sessions, but be charged regular rates.
- h) Booking system: New system being introduced for advance court bookings for events and tournaments not run by committees (See BM Management report).
- i) Filming and Photography in the club: Policy being reviewed for filming other than for private use.
- j) New Chairman: Vincent Tam has stood down as Chairman of directors. A new Chairman is to be elected at the next Board meeting.
- k) Next board meeting: The 6<sup>th</sup> November.

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**Academy Logo presentation:** Professional Graphic designer Lynne Lloyd was invited to present the academy logo developed in consultation with the Head of Academy and HN (Chairman and junior representative of BC). Lynne (parent of Academy player) has been working with SW and HN on developing a suitable logo specifically for the junior academy, but with view also to how a design could potentially be developed into a 'family' of logos for a wider club brand. The main focus of the presentation was the Academy logo, but ideas for wider club rebranding were also explored. The logo and development ideas were very positively received by the majority of the committee and discussions ensued on colouring and placement of lettering when used on t-shirts. The hope is to be able to supply shirts for academy players as soon as a sponsorship deal has been agreed. **Action HN:** To share logo presented with BC members not present at meeting and consult with Board.

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##### **Development:**

- **Academy financial plan:** HN presented a financial plan/forecast based on maximum capacity (16 players per session) on four courts. The forecast shows a very healthy profit which will cover fully the Head of Academy hours, with additional monies to be invested back into development. It was noted that there is a misconception amongst some members that a lot of money is being spent on the junior section and the new academy, while in reality the junior section is financially now very strong. While the Saturday junior sessions are our most profitable club sessions overall, the new academy sessions are already self-funding (HOA hours included). BC agreed that it is important for this information to be shared with members. Discussion followed also on how to advertise the Academy at Saturday junior sessions to motivate junior club players with something to aspire to.

- **Session Review (graded sessions):** FB reported that the A session is continuing to build, with good numbers, good quality and variety of games and a better balance with more ladies attending. It was noted that the B+ session is also very healthy and that the problems are with the sessions below (B and C+) where numbers have been in decline. The committee agreed that sessions to focus on improving now are the B, C+ and C sessions. It was suggested that a small working group should form and address this. **ACTION: RD and KM** (to consult also with Stuart).
- **Upgrading:** We are in the middle of some very busy upgrading weeks and everything appears to be going well. The bulk of applicants are from the C and C+ sessions, with a few from B and B+. Sam and Stuart are managing upgradings together, with Luke Pearce also brought in to help and learn procedure. BC recognises it is important to grow skillsets of coaches within the club, so we are not always dependent on the same individuals to carry out tasks.
- **Coaching matters:** HN is working on the display for private coaches but this has been delayed by other pressing matters and is awaiting photographs from interested coaches. So far profiles have been submitted from Sam Phillips, Luke Pearce, Aripin Mahadi and Stuart. The committee is also supporting the development of several new young coaches (all members) interested in joining the Saturday coaching team. The Saturday coaching team is now growing and becoming healthy in numbers. The Saturday junior sessions were discussed in depth, including review of payment structure and number of coaches needed per session. It was agreed that a financial forecast/review should be completed before introducing proposed changes: **ACTION KH. ACTION HN:** To source and supply relevant information and data to KH.

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#### Tournaments and Event Planning:

- a) Surrey Restricted: The event was run by Judith Fisher as per recent years (\*see report later received from Judith, attached). FB reported that this year's event had been very well attended, with strong events, good matches and a great atmosphere, with lots of people watching. The tournament had been well advertised and had seen a larger entry than recent years, with many Wimbledon players and Academy juniors taking part also. The ladies singles event had been less well attended, and there had been some issues with taking payment for entries, but overall a very busy and successful tournament.
- b) U19 Gold: 19/20<sup>th</sup> October. BE sanctioned tournament showcasing top quality junior badminton. To be run by Val Andrews, with prizes donated by the Anders Foundation. Helpers will be needed on the Saturday to manage games in new hall. **Action HN:** To organise helpers. Discussion ensued on how to source future referees/officials to run these tournaments. HN is in communication with BE about this. **ACTION FB:** To speak to A session members and see if any interest in becoming involved in future.
- c) Hiro Yamamoto: Annual handicapped doubles tournament for members to be held on November 3<sup>rd</sup>. Poster is out to promote the event. **ACTION: HN and CW** to organise draw and prizes. **ACTION BM:** To locate trophies. KH noted that clarification on grading, and how to obtain a grade, would be helpful to ungraded members interested in playing. A discussion ensued on additional ways of celebrating future winners, by displaying trophies together with photographs of winners in a display cabinet each year. To be considered for future events.

Out of a Hat: It was suggested the previously cancelled event could potentially be held as a Christmas event. Many juniors had expressed interest in the tournament. It was agreed to gain clarity from Board on any planned Christmas events before making any decisions.

- 118/19**      **Communication with members:** Communication regarding the no strings sessions discussed. Most feedback has been positive, but issues have been raised on how the sessions should be managed and whether criteria should be introduced to ensure visiting players would be able to mix well with the session. Session to be monitored as season progress.
- 119/19**      **Confidential Matters:** A confidential matter was discussed.
- 120/19**      **Additional Action points for club managers/board:** Website updating still required. Calendar of events display to be replaced/updated. Purchase light for peg board in new hall as very dark and hard to see.
- 121/19**      **Any other business:** SDN noted that he had been in contact with BE regarding lighting issue in the new hall, and had also been in discussions with BE about them supporting and advising on the DWP working plan.
- The next committee meeting was set for 13<sup>th</sup> November 2019.

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\*Report on Surrey Restricted by Judith Fisher:

*“The entry was the best for many years, particularly in the men’s singles, where many of the players were from the junior ranks. Sadly, the same cannot be said about the women’s events.*

*All events are run initially in a round robin format, followed by a knockout of group winners.*

*Men’s singles: Luke Pearce defeated Andrew Heineman in three great sets; 21/12, 11/21, 21/12.*

*Women’s singles: Georgina Bland defeated Alexandra Oprisan; 21/14, 21/11.*

*Men’s doubles: Aaron Cheng and Lenin defeated Jerry Cheng and Sam Phillips; 21/12, 21/13.*

*Women’s doubles: Georgina Bland and Claire Royall defeated Charlotte Atkins and Smrithi Shirol; 21/14, 21/18.*

*Mixed Doubles: Aaron Cheng and Claire Royall defeated Dan Tang and Kim Novak 21/14, 21/14.*

*Sadly we had a malfunction with one of the club computers and couldn’t put the results on tournament software.*

*As ever, the club staff were incredibly helpful...thank you to Martin and your team and also to Hannah working on reception.”*