Weston Creek Tennis Club January Committee Meeting Agenda Tuesday 2nd February 2021, 7:30pm, Club

- 1. Present
- 2. Apologies
- 3. Acceptance of Previous December Minutes 2020
- 4. Business Arising from Previous Minutes
 - a. Refer to Action List.
 - i. Club Logo
 - ii. Defibrillator
- 5. Correspondence
- 6. Reports
 - a. President's Report
 - b. Treasurer's Report
 - c. Projects Report
 - d. Membership Report
 - e. Coaching Report
 - f. Club Captain Report
 - g. Facility Maintenance Report
- 7. General / Other
 - a. Other
- 8. Next Meeting: Tuesday 6th April 2021
- 9. Meeting Close

Action List as of 1 February 2021

Reference #	ltem	Actioned By	Comments	Progress
08/12/2021-6.9	Graeme to try and arrange CCTV cameras in the carpark and surrounding area with the ACT government / police.	Graeme		Open
08/12/2021-7.1	Carl, Tony and Mark to set up the WCTC Improving Social Involvement Working Group to further discuss/progress items from the Consideration of Improving Social Involvement Paper.	Carl, Tony and Mark		Open
08/12/2021-7.2	Mark to provide Open Day promotional material to Clair to promote on Club website, social media and email.	Mark / Clair		Open
08/12/2021-7.6	Mark to contact photographer regarding photos of the Club for promotional purposes.	Mark / Graeme		Open
08/12/2021-7.7	Clair to investigate and progress Club Logo with ACT Tennis.	Clair		Open

13/10/2020-6.5				
	Peter, Geoff and Graeme to discuss issues with resurfaced courts with contractor and resolve off-line.	Peter, Geoff and Graeme	8/12: Graeme sent letter to company to rectify wear on top courts and the drain. No response. Grame to talk with Terry Walker (Reid Tennis Club) about their experience with the company.	Open
13/10/2020-6.9	Geoff will investigate about getting a EFTPOS machine for the Club.	Peter, Geoff	It would cost the club roughly \$30 per month plus a fee per transaction fee	Open
13/10/2020-6.18 13/10/2020-6.19	Graeme digitise competition winning flags.Graeme to collect competition plaques.	Graeme	Refer to WCTC December Minutes 2020 4.4.	Open
16/06/2020-5.4	Graeme and Clair to organise photos for the Club.	Graeme / Clair		Open
16/06/2020-6.3	Graeme to follow up with Tim Harris regarding insurance claims for tools that were stolen at the Club.	Graeme	8/12: Graeme has invoices for tools and needs to counter sign. Graeme to follow up in regards to water system and gardening invoices from Tim.	Open

13/10/20	Executive to talk to Mark Walton regarding contract, payments and the update membership flyer/brochure. This has been merged with 21/04/2020-6.13.2 and brainstorming item.	Executive	Refer to WCTC December Minutes 2020 4.6.	Open
08/10/2020-8.2	Brian to investigate chemistry treatment for blackberries as alternative to poisoning or cutting back.	Brian	Dec 2020: The blackberries were treated however the chemical treatment proved to be ineffective. Brian to investigate other methods.	Open
08/12/2021-6.5	Brian to provide the Committee with further information regarding the introduction of Yearly Memberships from 2021 with no pro rata rates. The Committee then to endorse following discussion in time for 2021.	Brian	1/1/2021: New membership type has been added to system in ClubSpark and website has been updated. Closed	Closed
08/12/2021-7.3	Clair to request a Check In CBR QR code for the Club, display it at the Club and promote its use.	Clair	QR code has been displayed at Club and promoted. 16/12 Closed	Closed

08/12/2021-7.8	Clair to include the President's message, information on safety, stringing, Check In CBR QR Code and Graeme's nomination in the next newsletter.	Clair	Information provided in WCTC December Newsletter on 16 January 2020. Closed	Closed
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Correspondence

- 1. Expressions of interest for the **Stronger Communities Programme Round 6** grant are due Sunday 21 February 2021. The Stronger Communities Programme provides federal electorates with funds for small capital projects that improve local community participation and contribute to vibrant and viable communities. As the Federal Member for Bean, I will be working with a Community Consultation Committee to identify potential applicants and projects in the Bean electorate and invite them to apply for a grant. A maximum of 20 projects will be funded in the electorate. For this particular round, grant funding will be up to 100 per cent of eligible project costs except for local governing bodies where grant funding will be up to 50 per cent of eligible project costs. The grant amount is between \$2,500 and \$20,000.
- 2. Weston Creek Tennis Club will be holding an **Open Court Session** on Wednesday 17th February 2021 from 6:30-7:30pm.
- 3. A few items from Tennis ACT:
 - a. The next **Club Forum** will be held at North Woden Tennis Club on Monday 1st February 2021 from 6-7:30pm. Present Peter Ward will attend on behalf of the Club and will report back at the Committee Meeting.
 - b. At the beginning of last year Tennis ACT rebranded the Pennant Competition to Canberra Tennis League. To ensure its messaging is consistent they have put together a template of wording for Clubs to use on their club websites to ensure people looking for information on competition have all the up to date information. This information has been updated/published on the WCTC website.
 - c. Other / Marketing
 - i. Tennis to Thrive / VSR
 - ii. The Tennis Australia marketing campaign for this summer will focus on driving people to https://play.tennis.com.au/. It will have a 'real' look and feel to it, with the focus being on showing how accessible tennis is for all abilities at any venue. As the campaign leads the user to the site, https://play.tennis.com.au/ you will have the opportunity to promote and sell your club/venue and coaching via Online bookings (Book a Court + Membership), Cardio Tennis, Coaching, ANZ Hot Shots and Open Court Sessions.
 - iii. Tennis Design Hub for Clubs & Coaches. This is the new marketing resources for 2021.
 - iv. Thriving Tennis Communities is now on Bounce for Clubs & Coaches.
 - v. Australian Ranking Tournaments returning in 2021
 - vi. Marketing for Clubs & Coaches

Clair Dupont WCTC Secretary

President's Report

An incredible amount of work has taken place in and around the club in recent months and this is largely due to a number of our committee members who have provided the equipment and the labor to undertake the tasks. A comprehensive list of the works was included in the recent Newsletter that was sent to all members. A very big thank you to all those who put in the time and effort. It was greatly appreciated.

As a result of our successful application for a Commonwealth Government Community Energy Efficiency Grant we now have 30 solar panels installed on the clubhouse roof. Hopefully we will see a reduction in our future electricity charges as a result of this initiative.

We were also successful with our recent application for an ACT Government electricity rebate that was offered to community clubs. The rebate will be applied to future electricity bills. A big thank you to Geoff for taking the time to prepare the necessary documentation for both the efficiency grant and the rebate. These applications are very time consuming and require some effort. Thank you Geoff.

As a result of work undertaken by Clair, the club now has a QR code, and posters displaying the code have been installed at the club. A big thank you to Clair and also those who assisted in installing the posters around the club.

Some progress has been made with reviewing the arrangements for court allocations, particularly during busy times. The Executive has had some discussions and we would now like to hold discussions with Mark regarding courts allocated for coaching. Once sufficient consultation has occurred, a draft policy will be provided to the Committee for their consideration.

Finally, I will be attending a Club Forum with other club Presidents and Tennis ACT next week. The topic for the night is "community club investment and sustainability". I will report back to the Committee on the outcomes of the forum which hopefully will provide positive actions.

Peter Ward WCTC President

Treasurer's Report

Not	Income/Expense C	Comparison by Categ	ory - YTD		
Name	Catanama danamintian	1/04/2019-	1/04/2020 -	Amount	
Court Hire - Casual 2,391.00 2,947.00 556.00 - Coaching 7,200.00 7,700.00 550.00 - External 2,540.00 0.00 -2,540.00 - Social 1,052.00 1,309.90 247.90 - Court usage fees - BookaCourt 7,727.53 13,379.85 5,652.32 TOTAL Court usage fees 20,920.53 25,816.75 4,896.22 Membership - Subscriptions 12,811.00 12,560.25 -250.75 - Subscriptions - Stripe 15,404.56 21,472.27 6,067.71 TOTAL Membership 28,215.56 34,032.52 5,816.96 Pennant player fees 6,180.00 2,850.00 -3,300.00 Sponsorship 1,818.86 15,237.07 13,418.21 Sundry income 240.55 0.00 250.00 Tomal Ball Sales 0.00 150.00 150.00 TOTAL INCOME 57,375.50 78,086.34 20,710.84 EXPENSES Administrative expenses 2 48.00 600.00 600.00 600.00 600.0	Category description	26/1/2020	26/1/2021	Difference	
Coaching	INCOME				
- External 2,540,00 0.00 -2,540,00 - Social 1,062,00 1,309,90 247,90 - Court usage fees - BookaCourt 7,727,53 13,379,85 5,652,32 - Other Court usage fees 0.00 480,00 480,00 Membership - Subscriptions 12,811,00 12,560,25 -250,75 - Subscriptions - Stripe 15,404,56 21,472,27 6,067,71 TOTAL Membership 28,215,56 34,032,52 5,816,96 Pennant player fees 6,180,00 2,850,00 -3,330,00 Sponsorship 1,818,86 15,237,07 13,418,21 Sundry income 240,55 0.00 150,00 Total INCOME 57,375,50 78,086,34 20,710,84 Bank Loan (ANZ) 70,000,00 100,00 160,00 COMBINED INCOME 148,086,34 20,710,84 EXPENSES Administrative expenses 600,00 600,00 Administrative expenses 58,15 600,00 600,00 Loan Application (from ANZ Account) 0.00 <t< td=""><td>Court Hire - Casual</td><td>•</td><td>2,947.00</td><td>556.00</td></t<>	Court Hire - Casual	•	2,947.00	556.00	
- Social court usage fees - BookaCourt 7,727.53 13,379.85 5,552.32 - Court usage fees 0,000 48,000 48,000 48,000 10,00	- Coaching	7,200.00	7,700.00	500.00	
- Court usage fees - BookaCourt	- External	2,540.00	0.00	-2,540.00	
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TOTAL Court usage fees 20,920.53 25,816.75 4,896.22 Membership - Subscriptions 12,811.00 12,560.25 -250.75 TOTAL Membership 28,215.56 34,032.52 5,816.96 Pennant player fees 6,180.00 2,850.00 -3,330.00 Sponsorship 1,818.66 15,237.07 13,418.21 Sundry income 240.55 0.00 150.00 150.00 Total INCOME 57,375.50 78,086.34 20,710.84 Bank Loan (ANZ) 70,000.00 600.00 600.00 COMBINED INCOME 148,086.34 EXPENSES Loan Application (from ANZ Account) 600.00 600.00 Cherry Expenses 600.00 600.00 600.00 Other - pending insurance claim 0.00 603.17 603.17 - Key cutting - Key cutting - Key cutting - Porting, Postage 10.15 0.00 10.15 TOTAL Administrative expenses 58.15 603.17 603.17 Asset purchases CBA account 46.55 84,789.92 -84,743.37 Affiliation<	 Court usage fees - BookaCourt 	7,727.53	13,379.85	5,652.32	
Membership - Subscriptions - Stripe 12,811.00 12,560.25 -250.75 - Subscriptions - Stripe 15,404.56 21,472.27 6,067.19 TOTAL Membership 28,215.56 34,032.52 5,816.96 Pennant player fees 6,180.00 2,850.00 -3,330.00 Sponsorship 1,818.86 15,237.07 13,418.21 Sundry income 240.55 0.00 -240.55 Tennis Ball Sales 0.00 150.00 -50.00 TOTAL INCOME 70,000.00 150.00 Bank Loan (ANZ) 70,000.00 -600.00 COMBINED INCOME 148,086.34 20,710.84 EXPENSES Administrative expenses 600.00 600.00 Loan Application (from ANZ Account) 0.00 600.00 600.00 Loan Application (from ANZ Account) 0.00 603.17 -603.17 - Funding insurance claim 0.00 603.17 -603.17 - Factoriting, Postage 10.15 0.00 40.01 TOTAL Administrative expenses 58.15 603.17 54.98	 Other Court usage fees 	0.00	480.00	480.00	
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TOTAL Membership 28,215.56 34,032.52 5,816.96 Pennant player fees 6,180.00 2,850.00 -3,330.00 Sponsorship 1,818.86 15,237.07 13,418.21 Sundry income 240.55 0.00 -240.55 Tennis Ball Sales 0.00 150.00 150.00 TOTAL INCOME 77,000.00 COMBINED INCOME 148,086.34 EXPENSES	Membership - Subscriptions	12,811.00	12,560.25	-250.75	
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Sponsorship 1,818.86 15,237.07 13,418.21 Sundry income 240.55 0.00 -240.55 Tennis Ball Sales 0.00 150.00 150.00 TOTAL INCOME 57,375.50 78,086.34 20,710.84 Bank Loan (ANZ) 70,000.00 70,000.00 COMBINED INCOME 148,086.34 EXPENSES Administrative expenses 600.00 600.00 Loan Application (from ANZ Account) 600.00 600.00 Cher - pending insurance claim 0.00 603.17 -603.17 Chey cutting - key cutting - key cutting - Printing, Postage 48.00 0.00 48.00 - Printing, Postage 10.15 0.00 10.15 TOTAL Administrative expenses 58.15 603.17 54.98 Asset purchases ANZ account 46.55 84,789.92 -84,743.37 Asset purchases ANZ account 0.00 141,567.29 411,567.29 Affiliation 5,406.00 5,406.01 -0.01 Grounds Maintenance - Ad-hoc 1,272.0	TOTAL Membership	28,215.56	34,032.52	5,816.96	
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Bank Loan (ANZ)	Tennis Ball Sales	0.00	150.00	150.00	
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	·	17,432.06	•		

Financial Report as at 26 January 2021

		DR	CR	Balance
CBA Cheque Book	Opening Balance 1/4/2020 Income Expenses	78,086.34 119,825.50		77,100.86
	Deduct Transfers to ANZ account Deduct Transfers to ANZ account Add Transfer to Cheque Account Closing Balance as at 26 January 2021	87,981.49	-74,072.62 -14,350.00	35,361.70 34,920.57
CBA Online Saver	Opening Balance 1/4/2020 Interest Deduct Transfers to Term Dep. Deduct Transfers to Cheque Acc. Add Transfers from Cheque Acc Closing Balance as at 26 January 2021	0.00 0.00 0.00 0.00		44.60 44.60
ANZ Bank Account	Opening Balance 14/5/2020 Deduct Application Expense Deduct Asset Pruchases Deduct Loan repayments Add Transfer from CBA Cheque Acc Add Transfer from CBA Cheque Acc Closing Balance as at 4 January 2021	14,350.00 74,072.62	-600.00 -141,567.29 -10,023.16	70,000.00 6,232.17
ANZ Loan Account	Opening Balance 14/5/2020 Service Charges Interest Charges Loan repayments Closing Balance as at 15 October 2020	7,159.40	-187.50 -1,849.38	-70,000.00 -64,877.48
Major expenditure i	n the near future	Solar panels Fence bases		12,000.00 2,500.00

Project Report



Weston Creek Tennis Club Inc.

PO Box 3157, Weston Creek, ACT 2611

ABN 68 568 792 579

Projects Report – 26 Jan. 2021

Court Fencing

The work is progressing, albeit slowly. We may need to organise work parties to do the work involved with the base of the fencing.

Landscaping

Tim and Graeme are continuing to make improvements to the grounds.

The elm tree has been pruned away from the covered area roof.

In-house labour will be used to cut down the "dead tree" and cut back the cotoneaster growth from the south and east fence lines.

The broken concrete paving in front of courts 1 – 4 is on the "Repair" list

"Community Efficiency and Solar Grant

The Solar Panel contractor has completed the installation of panels and electronic equipment. We are waiting for certification of the work before payment can be made. We have been advised that at some time we will be given a talk on operating the system.

Membership Report

Туре	April to March (Paid & Active)	Time of joining / Annual (Paid & Active)	TOTAL April + Annual
Adult	161	5	166
Family	54	2	56
Pensioner	52	0	52
Student	10	0	10
Junior	20	0	20
Life	11	0	11
TOTAL	308	7	315

As of 1 February 2021

The new categories of membership ie 1 year from the date of joining are functioning well with 3 new memberships; 1 family and 2 adults.

We have a total of 312 members as of 27/1/21 (this number will be higher once the first of the yearly family membership adds his family members to his entry). I have contacted Robert to put this process in train.

The confusion regarding junior members in Clair's email to Carl of 22/1/21 relates to including 5 lapsed members in the junior category. There are currently 20 active junior members. Juniors who are included in Family memberships are not included in the Junior category.

Brian 27/1/21

Coach Report



Weston Creek Tennis Club Junior/Coach Report

Date: 1st Feb 2021

Hi all, here is our coach report for the summer.

As always we have had a break over the Xmas period with us re-starting again with admin on Mon 11th Jan & holiday camps started the 18th Jan.

It is interesting to note that so far with the lack of current tennis events & profiles etc on TV our current bookings & enquiries is down a lot for this time of the year. Hopefully this will change as our new term starts & tennis swings into action with the Aust Open to start next week 8th Feb.

We will be running our Weston Creek Tennis Open day on Sat 13th Feb, which coincides with the Aust Open mid way thru the tournament so hopefully we can generate some interest & activity at the club. It will be 2hrs of tennis activities for anyone interested from coaching juniors & adults thru to social play & racquet demonstrations. At this event it would be important to have information about the club & perhaps some membership offers as well as coaching. Fliers have gone out to schools in local areas & we can promote thru social networks & our own newsletter.

Junior Pennant also, kicks off 14th March, with entries closing 12th Feb. We hope to more than last seasons number of 3 teams, so will be putting out interest for this event this week. All players need to be a member of the club, so will liaise with Brian to confirm.

Anyway things/Dates to note:

- Term 1 starts for us Mon 1st Feb
- Weston Creek Tennis Open Day Sat 13th Feb 1pm -3pm
- Junior Tennis Leagues (Formerly Junior pennant) starts 14th March
- Term 1 concludes Thurs 1st April
- Easter 2nd 5th April (Away at Albury Grass court championships)
- Holiday camps 6th 9th April & 12th 16th April
- WCTC Junior club championships proposed 17th & 18th April

Many Thanks see you all at the club & on the court.

Regards Mark Walton Club Coach Visit csot.com.au <u>csot@grapevine.com.au</u> MOBILE 0408 486 191

Club Captain Report

There hasn't been much activity since the December report with the Christmas/New Year period. The Summer leagues for Monday/Tuesday night and Thursday night are at the half-way point of the season. Weston Creek has 5 teams participating and all teams will feature in playoff finals in the short 6 week season.

Team nominations for the upcoming Autumn season close this Wednesday 3 February via <u>Match Centre</u>. There are currently 6 teams nominated and a few players looking for teams so get in touch if you want to take part.

Check out the <u>TennisACT website</u> for more information on any league. The popular Monday/Tuesday night league offers players with a mixture of singles and doubles in a quick format. The Thursday league is a great option for players wanting to play just doubles, and the recently introduced singles focused Saturday league is perfect for players looking to play a longer format.

I hope the delayed summer of tennis will encourage some of you to get back on the court!

Dan Green WCTC Club Captain

30 January 2021

Facility Maintenance Report

Improving and maintaining the Weston Creek Tennis Club facility underpins the success of any Club. For our Club, this has continued over the December/January holiday period. A brief description of the works completed in recent months is summarised below:

- A key piece of infrastructure improvement was the repairs and painting of the roof. This
 was followed by the erection of 30 solar panels. It is expected that the panels will
 reduce the Club electricity costs in future years. A big thank you to Geoff Kotz for
 arranging and managing this project.
- 2. A contractor was engaged to clean out the area around the perimeter fencing. This included removing old wood, roots (including a large ant-root trench at the end of Court 9), large thorny weeds, and other debris. The completion of the work has resulted in opening up the vista around the facility. A big thank you to Graeme Rossiter and Tim Harris for assisting the contractor.

In addition to the above, other work continued to be undertaken by a small group of dedicated members (using their own equipment) and included:

- 1. preparing and laying a new spoon drain and cutting large roots at the western end of the courts (Tim, Geoff and Graeme);
- 2. bolting down and making safe, the bottom of ageing (though still good) coiled wire at the ends of the courts (Geoff, Graeme and Brian Chauncy);
- 3. welding a number of our sagging gates (Johnny Swientek);
- 4. removal of weeds and ants on and around all the courts and grounds (Tim);
- 5. flattening existing roots on Court 9 (Graeme and Geoff);
- 6. poisoning the tree roots and filling in the trench at the back of Court 9 (Graeme);
- 7. repairing and maintaining the in-ground watering system (Tim);
- 8. removal of the bike rack and ultimately cementing in new garden edging (Graeme and Tim);
- 9. removal of large and small diameter low lying branches from the tree closest to the Clubhouse (Tim);
- 10. mulching of the branches and building up the gardens (Tim and Graeme);
- 11. watering, tending to and planting flowers in the gardens, and general weeding (Tim and Lorraine Ovington);
- 12. repairs to shed and surrounds (Tim and Graeme); and
- 13. cleaning the external canopy (Geoff and Brian).

In coming months, it is planned to continue the work in the areas outlined above, including straightening the fence poles.

No doubt the improvements are appreciated by all those using our facilities and a huge thank you to those who have invested their time and effort to undertake the work. Photos provided below.

Graeme Rossiter WCTC Vice President & Maintenance Crew Leader

Mulching





Solar Panels









Defibrillator



What is cardiac arrest?

Cardiac arrest is the term given to the sudden loss of heart function. The heart is no longer pumping blood and oxygen around to the vital organs of the body. A cardiac arrest is different to a heart attack where a person is awake and has symptoms such as pain in the chest, difficulty breathing, nausea or feeling light-headed. If a person is experiencing a heart attack or more serious cardiac arrest, call Triple Zero (000) immediately for an ambulance.

Signs of a cardiac arrest are present when a person is:

- Unconscious
- Unresponsive
- Has no pulse
- · Has absent or abnormal breathing

How common is cardiac arrest?

Over 33,000 people experience an out of hospital cardiac arrest in Australia every year. Less than 9% will survive. For every minute that passes after a person has a cardiac arrest, the chance of survival decreases. Quick action could save a life.

What actions can be taken to survive an out of hospital cardiac arrest?

Anyone can try to save the life of someone who has experienced a cardiac arrest by acting quickly to restore the heart beat with CPR and defibrillation. If someone has suffered a cardiac arrest, take immediate action:

- · Call Triple Zero (000) for an ambulance
- Push hard and fast in the centre of the chest to start CPR
- Shock using a defibrillator as soon as possible to restart the heart, if one is available

What is cardiopulmonary resuscitation (CPR)?

Cardiopulmonary resuscitation (CPR) is the technique of chest compressions combined with rescue breathing. Early CPR saves lives. The Australian and New Zealand Committee on Resuscitation recommends that bystander CPR t actively encouraged. Resuscitation using the step DRSABCD should be followed for cardiac arrest and is taught in all first aid courses in Australia. It is important that first aid skills are up to date.

Further information is available on the Australian Government's healthdirect website at: https:// www.healthdirect.gov.au/how-to-perform-cpr

What is an automated external defibrillator (AED)?

An automated external defibrillator (AED) is a small, portable device designed to deliver a controlled electrical shock to a person experienc certain cardiac arrhythmias. Defibrillators must b used in conjunction with CPR.

Cardiac Arrest and Automated External Defibrillators

- Anyone can use a defibrillator they have verbal and visual instructions to guide people.
- A person cannot hurt someone by using a defibrillator.
- A defibrillator only shocks a person who is in cardiac arrest.

Choosing an AED

An AED can be purchased by individuals and organisations of all types to enhance their first aid capabilities and response. NSW Health does not recommend a particular brand or model of defibrillator for public use. Consider the features of a defibrillator that best suit your situation.

Please ensure your unit of choice:

- · is purchased from an Australian supplier
- has Therapeutic Goods Administration (TGA) approval
- · is within your budget
- meets your requirements (eg child electrode pads, storage cabinets, 24/7 security option)
- has a high IP Rating suitable for outdoor use (IPS5 or above)
- · includes training for AED use and maintenance
- confirms maintenance requirements and warranty periods

AED program implementation

After purchasing an AED, it is important to consider the following factors to implement an effective AED program for your organisation.



- Location: Nominate
 an accessible location specific
 for your organisation, e.g. first
 aid station, reception desk, entrance hallway.
- Visible: AED must be visible to all users and visitors.
- Ready to use: Battery & electrode pads must always be inserted.
- Communication: Communicate AED placement to staff, volunteers, nearby premises, larger community, etc.
- Training: Provide training for CPR and AED use, and ensure first aid qualifications of staff and volunteers are up to date.
- Signage: Use internationally recognised green AED signage to communicate there is an AED at your premises.
- Maintenance: Ensure unit is regularly monitored & maintained to manufacturer's recommendations. Appoint a responsible person(s) to take responsibility for the equipment.
- Policies: Ensure AED forms part of the operations of your premises, e.g. Fire Evacuation, First Aid response, risk assessments, training & induction programs.
- Response: Consider and plan your organisation's response to a cardiac arrest event at your premises.
- Cross street: Ensure all staff know the physical street address and cross street of your premises, to provide to Triple Zero (000) operator.
- Debrief: Debrief with those who are involved in or witness a real life cardiac arrest.



The photo is of the one in the table tennis centre in Kingston. The red light on the top of the white box fixed to the wall flashes and makes a loud noise when the door is opened.

Club Logo

WCTC Secretary Clair Dupont investigated producing a club logo through Tennis ACT. Tennis ACT advised it would cost the club \$500. This would include the one concept with 2 amendments and then once the club chooses they will get a jpg and an eps version of the logo to use. The club can use the logo however they see fit. Tennis ACT is happy to assist with the design concept if required and put together a few options before going to the designer. Some ideas below. Need to look at colour, demographic, focus of logo, imagery focus, mascot, source of inspiration etc...



WCTC President Peter Ward has suggested an alternative cheaper way to create a logo for the club and provided a few examples below. These logos would cost the club around \$20-\$30 and you get a jpeg file. An example jpeg below.

https://www.brandcrowd.com/

https://www.graphicsprings.com/category/club

https://www.vectorstock.com/

https://www.designevo.com/

https://www.brandcrowd.com/

