

# **Minutes of Weston Creek Tennis Club Committee Meeting held on Tuesday 2nd February 2021, 7:30pm, Club**

## **1. Present**

Peter Ward, Graeme Rossiter, Geoff Kotz, Brian Chauncy, Clair Dupont, Tony Laudenbach, Johnny Swientek, Lorraine Ovington, Maggie King, Dan Green and Mark Walton.

## **2. Apologies**

Nil

## **3. Acceptance of Previous December Minutes 2020**

3.1 The WCTC December Minutes 2020 were accepted. Graeme, Geoff

## **4. Business Arising from Previous Minutes**

4.1 Refer to [Action List](#) as of 23 February 2021.

4.2 **CCTV Cameras:** In Progress

4.3 **Working Group:** Refer to [Championship Paper](#). Club Championships for 2021 was fully endorsed by the Committee. Volunteers to help with setup

4.4 **Open Day:** The WCTC Open Day will be held at the Club on Saturday 13<sup>th</sup> February 2021 from 1-2pm. It was suggested that an exhibition match and social tennis could also be held. Mark to provide flyer to Clair to promote on social media and website. Graeme to send letters to politicians inviting them to event.

4.5 **Club Photos:** Mark has a USB of photos from the photographer and will give to Graeme. Mark to give Graeme to photos on USB. Clair to use Dan's aerial photo on the home page of the club's website.

4.6 **Club Logo:** Refer to [logo information](#). Committee voted on logo four with simple creek, tennis ball and name of club. Peter and Graeme will purchase logo from website.

4.7 **Resurfacing of Courts:** Complete. No response from contractor. Remaining funds were not paid as resurfacing was not fully completed to Committee's requirements.

**4.8 Competition Flags & Plaques:** In progress. Displays have been created in the club house in preparation to show the plaques.

**4.9 Coaching Contract, Court Usage & Membership Brochure:** In Progress.

**4.10 Blackberry Treatment:** This item is complete. The roots have been dug out and the roots underneath Court 9 are dead. Plastic sheeting has also been used to stop the blackberries from growing. This was the last option available as any treatment was unsuccessful.

**4.11 Defibrillator:** Refer to [Defibrillator information](#) provided by Brian. The Committee will look to include in next budget or apply for grant to fund.

## **5. Correspondence**

5.1 Refer to [Correspondence](#).

5.2 The Club received an email from a member encouraging the Club to make a submission for a [ANZ Hot Shots Community Grant](#). Applications close on Monday 22 March 2021 at 5pm AEDT.

## **6. Reports**

### President

6.1 Refer to [President's Report](#).

**6.2 Club Forum:** Peter attended the Tennis ACT Club Forum on Monday 1 February 2021. Financial viability was recognised as the biggest challenge for all clubs. The board chair was happy to see the proposed 12 hard court facility proposed for Gungahlin and keen for one at Denman Prospect as well. Everyone agreed that more initiative was required to obtain more funding for the clubs. Tennis ACT CEO Kim Kachel talked about strategic planning and how one pillar of \$10m in investment wasn't reached. Tennis ACT is prioritising projects for all Canberra clubs with a priority order list. It was mentioned that clubs should be aiming to get \$8500 per court per year. Clubs were advised to increase membership/joining fees and court booking casual rate fees in order to increase their financial viability. Ainslie Tennis Club has increased their membership by 20%. North Woden Tennis Club has been experiencing problems with their hard courts and legality issues with contracts. Contracts appear to favour the ACT government and not the clubs/lease. Talked about coaching arrangements and models. Peter also talked with Kim regarding the weakness in Book a Court in regarding if members have guests with them.

### Treasurer

- 6.3 Refer to [Treasurer Report](#) & [Project Report](#).
- 6.4 Membership and court usage has increased by 25%.
- 6.5 The bank account is stable at around \$37,000.
- 6.6 The Club is paying a bank loan of \$60,000 for 5 years (\$1400 per month) to pay for the new courts which were resurfaced in 2020.
- 6.7 The repairing of the club fencing is occurring albeit slowly. The Club would like to request some additional volunteers for the repairs. **ACTION:** Clair to send email to members requesting volunteer to help with the fencing repairs.

### Membership

- 6.8 Refer to [Membership Report](#).
- 6.9 The Executive is currently in discussion via email regarding membership rates for 2021-22 and will provide to Committee for approval soon / in time for April. The club will look to change the family membership where at least one child must be included, as several couples have been taking advantage of the cheaper price for two adults.
- 6.10 There has been increase in members with currently 315 members in the club. The new annual memberships are working smoothly.

### Coaching

- 6.11 Refer to [Coaching Report](#)
- 6.12 **Open Court:** An Open Court session will be held at the Club on 17 February 2021. Participants can register online through Tennis Australia's website / ClubSpark system. **ACTION:** Clair to promote Open court on club's various communication platforms.

### Canberra Tennis League

- 6.13 Refer to [Club Captain Report](#).
- 6.14 Dan Green advised there will now be around 10 teams for the Autumn competition.

### Facility Maintenance

- 6.15 Refer to the [Facility Maintenance Report](#).

## 7. General / Other

- 7.1 **Rebel Sport Credit:** There is currently \$115.36 in credit remaining with Rebel Sport. This credit updates every 3 months. This means the club has \$155.36 until end of March, when the next credit will be updated. Johnny advised he uses around 5 containers of balls every 2-3 weeks or 1 tin per week and this depends on the number of participants. He has used an average of 25 tins in 24 weeks since July 2020.
- 7.2 **Casual Library:** The Committee agreed to set up a casual library at the Club using the shelves under the television. The Club is happy to receive any contributions from members. Please contact Maggie King for any enquiries. **ACTION:** Setup Library.
- 7.3 **Rubbish Bins:** The Committee agreed that the small rubbish bin outside the Club house could be removed and it will reimburse Johnny to buy a new one. The current bin is very old and falling apart and not useable. In addition, the Committee agreed to move the yellow and red bins next the Club near the sheds, as people are using them as it is difficult/awkward for Johnny to tip their contents into the hopper. People should only be using the hopper or small bin directly outside the club house. **ACTION:** Johnny to buy a new bin and get reimbursed by the club and clean and move the yellow and red bins to the sheds.

## 8. Next Meeting

- 8.1 The next meeting will be held on **Tuesday 13<sup>th</sup> April 2021.**

## 9. Meeting Close

- 9.1 The meeting closed at 9:30 pm.

**Prepared by WCTC Secretary, Clair Dupont**

## Action List as of 3 March 2021

Reference #	Item	Actioned By	Comments	Progress
<b>02/02/2021-4.13</b>	Defibrillator	Brian	Brian provided information about defibrillator in February Minutes. Will look to include in next budget or apply for grant to fund.	Open
<b>08/12/2021-6.9</b>	Graeme to try and arrange CCTV cameras in the carpark and surrounding area with the ACT government / police.	Graeme	In Progress	Open
<b>08/12/2021-7.1</b>	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	Information in March Newsletter.	Open
<b>13/10/2020-6.9</b>	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
<b>13/10/2020-6.18</b> <b>13/10/2020-6.19</b>	Graeme digitise competition winning flags. Graeme to collect competition plaques.	Graeme	2/2: Displays have been created in the club house in preparation to show the plaques.	Open
<b>16/06/2020-5.4</b>	Club Photos	Graeme / Clair	2/2: Clair has uploaded aerial photo to clubs home page on website. Graeme still sorting through	Open

			photos from photographer.	
<b>16/06/2020-6.3</b>	Graeme to follow up with Tim Harris regarding insurance claims for tools that were stolen at the Club.	Graeme	<b>8/12:</b> 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
<b>13/10/2020</b>	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	In Progress. Peter/Graeme to talk with Mark.	Open
<b>02/02/2021-6.8</b>	Fencing Volunteers	Clair	WCTC March Newsletter	Closed
<b>02/02/2021-6.14</b>	Promote Open Court Session	Clair	Promoted on website and social media however was cancelled due to	Closed
<b>02/02/2021-7.2</b>	Setup Library & Promote	Maggie / Clair	WCTC March Newsletter	Closed
<b>02/02/2021-7.3</b>	Purchase new bin and reimbursement and move other bins	Johny	Purchased new bin on 23/2. Deducted cost from social tennis funds and made note for Geoff. Other bins have been moved to sheds.	Closed

<b>08/12/2021-7.2</b>	Mark to provide Open Day promotional material to Clair to promote on Club website, social media and email.	Mark / Clair	Clair promoted Open day on website and social media. Graeme sent letter of invitation to Open Day.	Closed
<b>08/12/2021-7.6</b>	Mark to contact photographer regarding photos of the Club for promotional purposes.	Mark / Graeme	Mark provided Graeme with USB of photographs.	Closed
<b>08/12/2021-7.7</b>	Clair to investigate and progress Club Logo with ACT Tennis.	Clair	Committee voted on logo four with simple creek, tennis ball and name of club. Peter and Graeme purchased logo from website.	Closed
<b>13/10/2020-6.5</b>	Peter, Geoff and Graeme to discuss issues with resurfaced courts with contractor and resolve off-line.	Peter, Geoff and Graeme	2/2: No response from contractor. Remaining funds were not paid as resurfacing was not fully completed.	Closed
<b>08/10/2020-8.2</b>	Brian to investigate chemistry treatment for blackberries as alternative to poisoning or cutting back.	Brian	The roots have been dug out and the roots underneath Court 9 are dead. Plastic sheeting has also been used to stop the blackberries from growing. This was the last option available as any other treatment was unsuccessful.	Closed

# 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 17<sup>th</sup> 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 1<sup>st</sup> 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

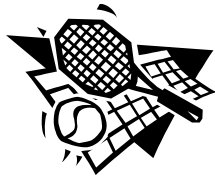
Income/Expense Comparison by Category - YTD			
Category description	1/04/2019- 26/1/2020	1/04/2020 - 26/1/2021	Amount Difference
<b>INCOME</b>			
<b>Court Hire</b> - Casual	2,391.00	2,947.00	556.00
- Coaching	7,200.00	7,700.00	500.00
- External	2,540.00	0.00	-2,540.00
- Social	1,062.00	1,309.90	247.90
- Court usage fees - BookaCourt	7,727.53	13,379.85	5,652.32
- Other Court usage fees	0.00	480.00	480.00
<b>TOTAL Court usage fees</b>	<b>20,920.53</b>	<b>25,816.75</b>	<b>4,896.22</b>
<b>Membership</b> - Subscriptions	12,811.00	12,560.25	-250.75
- Subscriptions - Stripe	15,404.56	21,472.27	6,067.71
<b>TOTAL Membership</b>	<b>28,215.56</b>	<b>34,032.52</b>	<b>5,816.96</b>
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
<b>TOTAL INCOME</b>	<b>57,375.50</b>	<b>78,086.34</b>	<b>20,710.84</b>
Bank Loan ( ANZ )		70,000.00	
COMBINED INCOME		148,086.34	
<b>EXPENSES</b>			
Administrative expenses			
Loan Application (from ANZ Account)		600.00	600.00
Loan Repayments (from ANZ Account)		10,023.16	0.00
Other - pending insurance claim	0.00	603.17	-603.17
- Key cutting	48.00	0.00	48.00
- Printing, Postage	10.15	0.00	10.15
<b>TOTAL Administrative expenses</b>	<b>58.15</b>	<b>603.17</b>	<b>54.98</b>
Asset purchases CBA account	46.55	84,789.92	-84,743.37
Asset purchases ANZ account	0.00	141,567.29	141,567.29
Affiliation	5,406.00	5,406.01	-0.01
<b>Grounds Maintenance</b> - Ad-hoc	1,727.00	800.00	927.00
- Scheduled	2,673.44	6,358.80	-3,685.36
<b>TOTAL Grounds maintenance</b>	<b>4,400.44</b>	<b>7,158.80</b>	<b>-2,758.36</b>
Audit	550.00	550.00	0.00
Clubhouse cleaning & maint	5,181.50	2,575.00	2,606.50
<b>Consumables</b> - Tennis Balls	440.75	0.00	440.75
<b>TOTAL Consumables</b>	<b>440.75</b>	<b>0.00</b>	<b>440.75</b>
<b>Govt. Charges</b> - Land rent	2,854.50	1,427.25	1,427.25
- Rates	8,278.12	4,418.38	3,859.74
- Miscellaneous fees			
<b>TOTAL Govt charges</b>	<b>11,132.62</b>	<b>5,845.63</b>	<b>5,286.99</b>
Pennant team fees	3,060.00	4,170.00	-1,110.00
Sundry expenses			
<b>Utilities</b> - Electricity	6,592.72	2,851.62	3,741.10
- Waste removal	1,016.40	797.11	219.29
- Water & sewerage	2,058.31	1,997.26	61.05
<b>TOTAL EXPENSES</b>	<b>39,943.44</b>	<b>268,934.97</b>	<b>65,366.21</b>
Expenses CBA account		119,825.50	
Expenses ANZ account		152,190.45	
Total Combined Expenses		272,015.95	
<b>TOTAL INCOME - EXPENSES</b>	<b>17,432.06</b>	<b>-122,046.54</b>	

# Financial Report as at 26 January 2021

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

The ANZ account will cover loan repayments up to May 2021

# 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

Type	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
<b>TOTAL</b>	<b>308</b>	<b>7</b>	<b>315</b>

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 : 1<sup>st</sup> 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 11<sup>th</sup> Jan & holiday camps started the 18<sup>th</sup> 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 8<sup>th</sup> Feb.

We will be running our Weston Creek Tennis Open day on Sat 13<sup>th</sup> 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 14<sup>th</sup> March, with entries closing 12<sup>th</sup> 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 1<sup>st</sup> Feb
- Weston Creek Tennis Open Day Sat 13<sup>th</sup> Feb 1pm -3pm
- Junior Tennis Leagues ( Formerly Junior pennant ) starts 14<sup>th</sup> March
- Term 1 concludes Thurs 1<sup>st</sup> April
- Easter 2<sup>nd</sup> – 5<sup>th</sup> April ( Away at Albury Grass court championships )
- Holiday camps 6<sup>th</sup> - 9<sup>th</sup> April & 12<sup>th</sup> – 16<sup>th</sup> April
- WCTC Junior club championships proposed 17<sup>th</sup> & 18<sup>th</sup> April

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

Regards Mark Walton Club Coach  
 Visit [csot.com.au](http://csot.com.au) [csot@grapevine.com.au](mailto:csot@grapevine.com.au)  
 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 play-off finals in the short 6 week season.

Team nominations for the upcoming Autumn season close this Wednesday 3 February via [Match Centre](#). 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 [TennisACT website](#) 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:

1. 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



## Fencing





# 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 be actively encouraged. Resuscitation using the steps DRABCD 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 experiencing certain cardiac arrhythmias. Defibrillators must be used in conjunction with CPR.

- 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 (IP55 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.



# Club Championship

## Report from the Club Championship Sub-committee - Members Carl J, Tony L, Mark W

### Delivered to WCTC Committee Feb 2 2021

**Working Title:** WCTC Club Championships 2021 - The Inaugural Club Championships of the 21<sup>st</sup> Century

**Committee Objective:** Produce a budgeted plan for the tournament to present to the committee

**Proposed Dates:** April 17&18, 2021

**Strategy:** 1)2021 Tournament to be a “Pilot” - a test run for a bigger better tournament in 2022

2. Financial Objective is to break even
3. Tournament to drive new memberships - only WCTC members can enter

#### Money Matters:

Revenue:

1)Entry to be \$10 per event for all Singles and \$10 per person for doubles estimate 150 entries- \$1500

2)Memberships: Tournament to drive new Junior(\$90?), Young Adult(\$172.50?) and Adult(\$232?) Memberships. Target numbers Junior: 20

Young Adult :5

Adult: 15

Pensioners: 5

2. Food and Drink sales \$TBA
3. Sponsorship - CSOT Mark W: I am happy to chase some sponsors & also to be the tournament director of sorts & would like to target all our young juniors with a sign up package to get them involved in the event ( ie become members if not already ). Something like the waiving of joining fee, & a free private lesson as another enticement.



**Costs:**

1. Balls - about 100 tins - 400 balls. From Rebel \$10 a tin = \$1000 - possibly \$0 with Rebel credits
2. Trophies up to 50 x \$10-\$15. Mark Walton to present. Possibly paid for my sponsor?
3. Prizes - some free memberships +?
4. Marketing - flyers/Poster \$100 -200

5)Honor Board - Mark W quote is between \$500 - \$1000. Vague estimate as they need more details including size, type & what is going on the board before giving a more definite quote.

**Tennis Matters:**

**Strategy:** Get entries first then decide what events will go ahead. Get commitment via payment in advance

**Proposed Events:** Open Unisex Singles - (Note we don't know if there are enough female members for a ladies open)

Open Unisex Doubles

Open Mixed Doubles

Seniors Singles (50+?)

Seniors Doubles (50+?)

Young Adult Singles U/24 (to tie to the membership category)

Young Adult Doubles U/24

A. Grade Singles and Doubles - Round Robin format. Cannot enter both Open and A-Grade

Social event - Round Robin Doubles

Junior Unisex U/16 Singles and Doubles

Junior Unisex U/12 Singles and Doubles

MW offered himself as tournament director

Committee to assist

Entries: Online and paper sheet at Clubhouse - prefer payment in advance and no cash

Prizes :Open Winners:Trophy + Honor Board+ 1 year Free membership(\$232)

U/24 Winners Trophy +Honor Board +1year free membership (\$172?)

U/16 Winners Trophy+ Honor Board +1 year free membership (\$90?)

U/12 Winners Trophy+Honor board+1 year free membership(\$90?)

Senior Winners:Trophy + Prize tba

A. Grade: Trophy and Prize tba

Promotion of the Event:

Primarily word of mouth by:

1. the Committee
2. CSOT
3. Pennant Captains - Dan
4. Seniors?

Also Flyers, Posters, Website, Club newsletter