

Bungendore Park Tennis Club
PO Box 126, Bungendore NSW 2621
CLUB GENERAL MEETING #5/2020
Monday 17 August 2020, 1pm
Messenger Video Conference

1. WELCOME & INTRODUCTIONS

The meeting was chaired and opened by President, Keith Bender.

Present were Kerrie Crane, Rosie Windsor, Lynne Butson, David Pajaczowski, Keith Bender. The chair welcomed and introduced special guest, Lenka Greenhalgh from Tennis ACT, who had been invited to brief the committee about the Canberra Tennis League.

1.1. APOLOGIES Robert Breust.

2. CONFIRMATION OF MINUTES OF 29 JUNE 2020, AND ACTIONS ARISING

The minutes were confirmed with no amendments.

Moved by Keith, seconded by Kerrie, supported by all.

Actions arising: The committee noted the following actions that remain outstanding:

Item 1. - Club to contact Doug Palmer from Bungendore local fire brigade to arrange a date/time to present cheque for \$120 (portion of proceeds from 2020 Open Court sessions).

(Action: Keith/Kerrie)

Item 2. - Write to Haverford to seek a formal quote for curtaining between courts. *(Action: Rosie)*

Item 5. - Clarify apparent new electricity billing arrangements with QPRC and waiver of bills this year for playing field (including court) lighting costs.

(Action: Kerrie)

Item 8. - Follow-up BPTC application for special one-off \$1000 COVID grant to sports clubs (affiliated with NSW sporting bodies) from NSW Office of Sport. *(Action: Keith)*

Item 10. - Follow-up WWCC application *(Action: Rosie/Lynne)*

Item 19. - Make changes to risk register/publish on club website

(Action: Lynne/Keith)

Item 20. – Keith noted that he missed the deadline for submitting the club's application for grant assistance from Australia Post and explained how the program was seeking applications from club's wanting to run a program directly addressing mental health tied in with an organisation/person/s working in the field. The club didn't have a strong proposal in this regard.

The outstanding actions arising were confirmed.

Moved by Keith, seconded by Lynne, supported by all

3. CORRESPONDENCE

Keith noted the correspondence report had not been prepared in time for the meeting and would be circulated out-of-session. **(Action: Keith)**

4. COVID-19 (Coronavirus) – CLUB OPERATIONS UPDATE/COACHING UPDATE

Club operations:

Keith reported that the club COVID safety plan had now been finalised with Dave clarifying that a coach to player ratio no longer applied under the most recent COVID guidelines issued by Tennis NSW. The committee endorsed the BPTC RSTA COVID safety plan.

Moved by Keith, seconded by Kerrie, supported by all.

Kate reported on progress in pulling together the 2020 spring comp. A lot of players have dropped out for various reasons, health reasons, moving away and so on. In spite of this, the club has managed to pull together 12 teams for the winter comp. Of the 48 players, 25% are brand new to the club. There are also a few reserve players who are new to the club. The draw is still being formulated with a few details still to come in.

Kate noted that discounted rates apply to people who paid for the full autumn comp but only played for 6 weeks and a further discounted rate applies for people under 21 years of age – an incentive agreed to by the committee to encourage more younger players. Three young players have entered the spring comp compared to two in the autumn comp.

Kate reported that the winter comp had been a resounding success with ten pairs all of whom seemed to have a lot of fun. People enjoyed the structure and the novel scoring approach (15/Love advantage for second set and third sets to help even out the competition). Kate proposed that the club run something similar in summer. The committee voiced its appreciation to Kate for all her efforts in coordinating club competition activity.

The committee noted that memberships had increased from 130 and were now approaching 140. The committee also noted how the increased club tennis activity and new memberships all have the potential to translate into further coaching activity, racquet sales and restringing and re-gripping activity.

The committee accepted the club operations update.

Moved Rosie, seconded Lynne, supported by all.

Coaching update: Dave reported that:

- tennis activity had been gaining momentum during the term as people become accustomed to the new relaxed COVID restrictions in NSW
- while there is no strict coaching/student ratio, children's programs essentially won't work beyond around ten while the ideal number is eight

- quite a few new children have been participating in kids tennis programs. Kids who are really keen are getting a lot from this activity. Because other sporting activities have been largely shutdown due to COVID restrictions many children who would have otherwise chosen to play tennis have been participating – with the easing of restrictions many of these children have now left tennis to do other activities
- overall the numbers have been holding steady and things are going really well.
- the club facility improvements have been received positively by one and all and having a solid COVID plan has really worked well – the community can see that the club/coaching team at BPTC is taking the COVID safe play arrangements very seriously
- the Bungendore winter school holiday tennis program ran over capacity in the first week of school holiday tennis program in Bungendore (25 kids each day for the entire week and more attending for half days here and there)
- BPTC has a three-child team participating in the Canberra Tennis League green ball comp – the first in a very long time (ever?)
- He is chasing up people who have used programs but not yet paid continues to be an issue that he needs to address.

The committee noted that there is a new Rising Star Tennis Academy NSW face book (FB) page and that opportunities are being taken to share posts between the new RSTA and club FB pages, when appropriate.

When asked whether or not the committee could do anything further to assist, Dave asked that, from time to time, RSTA information be distributed via the all member email list for example, in the lead up to the next school holiday program.

(Action: Dave/Keith)

Rosie asked what RSTA offers to those families who cannot afford tennis but who have children who would like to play. Dave explained that he considers requests for reduced fees on a case-by-case basis and will try to assist where possible.

The committee agreed to discuss this aspect further separately, and in particular explore other avenues that might exist for disadvantaged families – to be included in the agenda for next committee meeting. **(Action: Kate)**

The committee accepted the coaching update.

Moved by Keith, seconded by Kerrie, supported by all.

5. FINANCIAL UPDATE

Kerrie provided the financial update. In addressing the income and expenditure report Kerrie noted in particular that the substantial bank balance following the recent transfer of a large portion of NSW government infrastructure grant funding into club's bank account. The committee noted that:

- the club's new strategy to pay the loan off faster was working with the balance down from \$31,657.86 at the end of 2019 to \$24,525;
- the new winter comp has brought in \$900 in additional revenue; and

- Monday night social tennis has brought in over \$500 despite the pause in group tennis activity due to COVID earlier in the year.

The club accepted the financial update.

Moved Rosie, seconded Lynne, supported by all.

6. RISKS & ISSUES

Lynne undertook to send the updated risk register to Keith for publishing.

(Action: Keith)

Keith advised that he had posted links to Tennis Australia's child safety guidelines and member protection policies on the club website along with the club's complaint handling process which had been adapted from the generic flowchart in the member protection policy (excluding the council contact which is still to be determined.) Hard copies would be put in the clubhouse as soon as possible. **(Action: Keith)**

Keith reminded committee members that a criminal conviction declaration would need to be completed by every committee member as part of the member protection policy requirements. Keith undertook to circulate the template for all to complete and return as soon as possible. **(Action: Keith/All)**

The committee accepted the risk register noting the amendments discussed.

Moved Kerrie, seconded Rosie, supported by all.

7. CLUB IMPROVEMENT PROJECTS

a. Replacement fencing project

Keith noted the great work done by Steve and John fencing to install new fencing to court #1 after the significant preliminary work done by Rob and his friend Dennis to cut through the concrete so the new fencing could be aligned with the fencing to courts #2 and #3. The committee voiced its appreciation for the work done by Rob and Denis.

Keith also reported that plans are underway to install the gate to Court #1 before the start of the spring comp and how Andy and he were painting the double gates that were at the rear of court #1 so these could be incorporated in the fencing to the left of the clubhouse to be installed shortly. The old entry gate had been refashioned and painted to provide access to enable spectators (parents) to use the space between the old koppers log fencing and the new fencing on the southern boundary to court #1.

Keith reported that most of the funding from the Infigen Capital Community grant should be available to be used for fencing to the right of the clubhouse when the new Hot Shots court is being constructed.

b. Clubgrants Round 3 Application – Club Upgrade Project (4th court, Hot Shots court and practice hitting wall)

The committee voiced its appreciation for the work done by volunteers Mark Butson, Andy Burbidge, Michael Kenney as well as committee members who dismantled and relocated the pergola to immediately in front of the clubhouse. Kerrie acknowledged the significant saving to the club budget achieved in volunteer hours, volunteering of materials and tools and equipment.

Keith explained how the new high school development works would result in the boundaries to Mick Sherd changing such that the location for the 4th court will move to the north by approximately half a court length with one half still butted up against court #3. Keith further explained how the changes would mean additional costs to the upgrade project for:

- additional fencing
- two additional light poles
- a new link walkway and additional fencing taking players from the Hot Shots court to the 4th court
- additional trenching and cabling to service the new light poles; and
- additional fill because the ground slopes away more quickly as you move north/east from the original site for the 4th court.

At the public launch of the high school development Keith verbally advised John Barilaro's office staff (Sarah) that there would be additional costs and her advice was to contact the office so that we could explore options. Keith also advised that he would be talking to the NSW Department of Education (infrastructure Project team) on Wednesday to find out whether the club can get a firm fix on the southern boundary for the 4th court as soon as possible so as not to delay the installation of the 4th court by Christmas.

Eric Martin has undertaken to provide a revised site plan and associated architectural drawings based on the changed location for the 4th court and new engineering specifications (based on the soil analysis results) as soon as possible so the club is able to request revised quotes from potential providers. The committee voiced its appreciation to Eric Martin for his continuing efforts in preparing architectural drawings and facilitating engineering specifications at no cost to the club to help realise its longstanding vision for the 4th court and associated facilities.

Keith also advised that he spoke to Mayor Overall and had received verbal confirmation at the high school public launch that the club upgrade project could proceed ahead of and independent from the work on the new educational precinct.

Dave raised a possible issue around future use of the practice cricket net areas with the new 4th court preventing bowlers from having a run up area. Dave also raised an issue regarding balls being belted well past the exercise machines and into the electrical substation and how this may make playing on a 4th court unsafe. Dave went on to report how cricket balls being hit into court #3 was already an existing issue.

The committee agreed that:

- the existing risks posed by the practice cricket net to users of court #3 will be included in the club's risk register. **(Action: Lynne)**
- the council will be advised in writing of the existing risks posed by the practice cricket nets and asked to explore a suitable alternative location, for example parallel to Turallo Creek on the Warren Little Oval precinct where cricket is played. **(Action: Keith)**
- the club will arrange to meet with John Barilaro's office staff, preferably at the tennis club, to discuss the cricket net issue and possible sources for funding for the additional work/costs flowing from the changed location for the 4th court. **(Action: Keith/Rosie)**

c. Court lighting upgrade

The club is awaiting the outcome of the 2020 Community Building Partnerships grant program round which is expected to be announced in late November 2020 – the club's application was submitted on 5 June 2020.

The committee accepted the club improvement project update.

Moved Keith, seconded Kerrie, supported by all.

8. CLUB COMMUNICATION

Keith advised of drafting work underway to prepare a spring newsletter to cover many of the changes occurring this year. The draft will be sent to committee members for feedback. The plan is to circulate the newsletter by end at the end of August, publish the newsletter on the News page of the club website and pin a hard copy to the club noticeboard. **(Action: Keith/All)**

The club noted the club communication update and endorsed the plans to distribute a spring newsletter at the end of the month.

Moved Keith, seconded Lynne, supported by all

9. TENNIS ACT EVENTS AND INFORMATION

a. Canberra Tennis League (CTL) – Briefing (Lenka Greenhalgh – Tennis ACT)

Lenka noted that Bungendore currently has one kids team entered in the CTL's green ball competition. Lenka briefed the committee about the full calendar of CTL events.

Junior leagues – (6 weeks, \$230 for a team/\$160 yellow ball) three person teams, weekend play, green ball/yellow ball competitions with green ball supervised and parent helpers for yellow league.

Tennis ACT is working towards junior participation in the state league competition.

Adult leagues (over three nights) 11 weeks, \$200 per team - club may add a cost for lights etc. some clubs add a further \$200. Players are rated – new players after discussion with club and adjusted if necessary as the competition progresses.

Monday/Tuesday (7:30 – 9:30pm) – three person league, one set singles/two sets of doubles – everyone is on court all the time.

Thursday (from 7:30pm sometimes until midnight) – two sets of men's or women's doubles, one set of mixed doubles (usually supper but not held currently because of COVID). Less popular because of the late finish time.

Saturday – two person teams, one match of singles and one of doubles.

Midweek ladies (Tuesday) – different club hosts each week, emphasis on social play.

Play could be organised to occur in Bungendore every second week provided two courts are available – Tennis ACT would probably draw on north side clubs depending on grading etc. to make travel easier than for example, clubs in south Canberra. Teams must be approved by each club before entering – online entry/approval processes. Lack of courts would not be a barrier to Bungendore participation because the club could nominate a club in Canberra as its home club.

Lenka undertook to send a package of information out to BPTC including a poster. Dave briefed the committee about the three young children playing for BPTC in the green ball comp in Canberra on Sunday. The committee were pleased to hear that BPTC is already represented in the CTL after such a short time under new coaching arrangements.

The committee thanked Lenka for her briefing and undertook to advise her of the club contact for CTL moving forward. **(Action: Keith)**

Rosie volunteered to be the BPTC contact for all CTL participation matters, excluding those managed by the club coach.

Moved Keith, seconded Kerrie, *supported by all*

10. OTHER BUSINESS

Keith asked for feedback on the draft business plan circulated recently.

11. NEXT MEETING – 26 October 2020

CLOSE OF MEETING

The Chair thanked everyone for attending and declared the meeting closed at 2:10pm.