



# February 24 Newsletter

## Club Governance

We have a volunteer for the role of chairman and so on reflection I have concluded that it is time for me to stand down.

Nominations for all the roles - Chairman, Secretary, Treasurer and up to nine other committee members, will be invited when the AGM Notice is issued on the 19th of February. Last year, of the nine 'other committee members' allowed, only six were nominated and elected.

Preferable I suggest that we have a cross-section of the membership on committee given its principal responsibility is to "represent the views of members and help set our club's direction" as per the LTA Role Description.

Please therefore give thought to allowing your name to be put forward or consider if there is anyone else you know who might volunteer. There is already a form on the clubhouse notice board for names to be entered.

Copies of the LTA Role descriptions for Chairperson, Secretary and Treasurer are found on the following pages, although some of the duties of Treasurer and many of the Secretary are now undertaken by the Club Administrator.

If you would like to discuss the roles, please email or call me.

Adrian - 07710 748060

arees@sotamail.com

## Chairperson LTA Role Description

### Overview of the role

The Chairperson has overall management and direction of the venue.

### What the role involves

Exact responsibilities will be agreed but will likely include:

- Taking overall responsibility for the day-to-day management and success of the venue
- Being the venue's ambassador and spokesperson
- Developing and agreeing a long-term plan for the venue and set direction
- Ensuring the venue runs efficiently, working with the treasurer to ensure the income is sufficient to meet running and development costs
- Hosting committee meetings, keeping to the agenda and ensuring decisions are made in the best interests of the venue
- Working with the secretary to agree management team meetings, agenda items and minutes (meeting notes)
- Delegating roles and responsibilities to volunteers and throughout the membership
- Motivating, supporting and thanking all volunteers
- Hosting the Annual General Meeting (AGM) , updating all members on key club news, decisions and results working with the management committee

### Training and support available

Before starting in this role, you will receive training from [] who will go through the process with you. You will receive ongoing support from [ ].

### Skills and experiences needed for the role

- Confidence and leadership
- Excellent communication skills
- Ability to delegate and monitor
- Enthusiastic, friendly and approachable
- A good listener

### Commitments

- As a guidance, this role typically takes up around [ ] hours per week, which may be more at key times i.e. AGM
- You will need to attend committee meetings and events
- This role requires a DBS check (dependent on your contact with children and/or adults at risk and/or access to confidential information)

## Treasurer LTA Role Description

### Overview of the Role

The Treasurer is responsible for the management of finances for the venue.

### What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Having responsibility for financial planning, including an annual budget and monitoring spend/income against this
- Maintaining accurate and up-to-date financial records
- Providing a financial update at each committee meeting
- Being the named signatory alongside the chairperson and secretary on the club's bank account
- Collecting membership fees and money due to the club
- Paying all bills and issuing receipts
- Preparing end-of-year accounts to present to the auditors and at the AGM
- Making recommendations to the committee on increasing cost saving measures
- Working with the grants and funding officer to plan for fundraising events, such as the provision of floats, and to use grants to support venue development

### Skills and experiences needed for the role

- Good accountancy knowledge and ideally a financial background
- Honesty and integrity
- Good organisation and communication skills
- Approachable and reliable

### Training and support available

Before starting in this role, you will receive training from [] who will go through the process with you. You will receive ongoing support from [ ].

### Commitments

- Time commitment will vary dependent upon tasks but on average this will be around [ ] hours per week
- You will need to attend committee meetings and the AGM

### Further Information

- This role does not require a DBS check

## Secretary LTA Role Description

### Overview of the Role

The Secretary conducts the administration and running of the club

### What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Dealing with all enquiries and correspondence, as the club's main contact
- Supporting the chairperson in the running of management committee meetings and the AGM, writing and circulating the agenda and meeting notes
- Completing the annual venue registration with the LTA
- Maintaining accurate records
- Circulating relevant information from the County, Regional and National LTA

### Skills and experiences needed for the role

- Excellent communication skills – both verbal and written
- Reliable and trustworthy
- Good IT and organisational skills

### Training and support available

Before starting in this role, you will receive training from [] who will go through the process with you. You will receive ongoing support from [ ].

### Time commitment

- Time commitment will vary dependent upon tasks but on average this will be around [ ] hours per week
- You will be required to attend management committee meetings and the AGM
- You will be asked to attend LTA club forums wherever possible

### Further Information

This role does not require a DBS check

## Committee Member LTA Role Description

### Overview of the Role

Committee members represent the views of members at committee meetings and help set our club's direction

### What you will be doing

Exact responsibilities will be agreed, and will depend on the role(s) you're doing but will likely include:

- Attending and contributing to committee meetings every [ ]
- Attending and supporting the running of the Annual General Meeting (AGM)
- Making decisions with the committee in the best interests of our members and venue
- Supporting the chair, secretary, treasurer and other key volunteers in their roles
- Providing support with the set-up and running of any club events.

### Skills and experiences needed for the role

- Good communication skills
- Good listening skills
- Good organisation skills

### Training and support available

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

### Commitments

•The time commitment for this role is flexible and will depend on the role(s) you're doing. On average this will be around [ ] hours per week

### Further Information

Some committee roles require a DBS check. This is dependent on your contact with children and/or adults at risk and/or access to confidential information.

# AGM

The AGM this year will be held on

**Tuesday 5th March at 7.45pm**

We hope that you will be able to make the AGM which will be held in the clubhouse. It would be great to see as many members as possible at the AGM. We need **20 members** present for the meeting to be quorate. There will be a free drink on arrival.



The AGM is held to review the events of the past year, to agree the membership fees and to elect the Officers of the club for the coming year. The Officers of the club are the President, Chairman, Secretary, Treasurer and up to nine elected committee members. There will be a nominations sheet for the election of Officers in the clubhouse towards the end of January. The agenda and reports for the AGM will be sent to members approximately two weeks before the AGM.

# Merrow Tennis Club

# Safeguarding

January 2024

## Welfare Officers

We have just appointed a Deputy Welfare Officer and updated our Safeguarding policy. Here we share how the club is committed to providing a safe and enjoyable place to play tennis.



Welfare Officer

Julie Pearn

07952 525149

email: [welfareofficermUtc@gmail.com](mailto:welfareofficermUtc@gmail.com)



Deputy Welfare Officer

Laura Morton

07763 618110

## Policies

All our policies can be found on our website and paper copies can be found on the noticeboards in the clubhouse.

We have the following policies:

- Antibullying
- Code of Conduct
- Comments, Complaints and Suggestions
- Diversity and Inclusion
- Health & Safety
- Online Safety & Communication
- Photography & Filming
- Safeguarding

We also have a specific page on the website for Safeguarding :

[merrowtennis.com/safeguarding](http://merrowtennis.com/safeguarding)

## Concerns

You can report any concerns to our Welfare Officers or directly to the LTA:



## Children Under 13

Please remember that children under the age of 13 are required to have parental supervision whilst at Merrow Tennis club.

## Coaching

All our Level 2 and above coaches are LTA accredited. This means that they have undertaken the appropriate safeguarding training, first aid training and undergone Disclosure and Barring Service (DBS) checks. All our Level 1 coaches have also undergone DBS checks. Information about our coaching team can be found on the noticeboard in the clubhouse.

## LTA Safe to Play

Safe to Play aims to highlight the role everyone involved in sport – parents, players, coaches and volunteers – can play in protecting our children and young people. More information can be found at <https://www.safetoplaytennis.co.uk/>

# Policies

The club has recently updated its Health and Safety policy and its Safeguarding Policy and Safeguarding Policy Statement.

The Health & Safety policy can be found here:

[https://www.merrowtennis.com/health--safety\\_policy.html](https://www.merrowtennis.com/health--safety_policy.html)

and the Safeguarding Policy and Policy statement can be found here:

<https://www.merrowtennis.com/safeguarding.html>

## LTA Safeguarding Visit

We have been informed by the LTA that Merrow Tennis Club will receive a Safeguarding Support visit at some point during 2024.

We are required to circulate the below safeguarding survey link to our members. The LTA are evaluating the effectiveness of safeguarding measures in place at Merrow Tennis Club. The survey will be open for a few weeks and will take around 5 minutes to complete. To access the survey please click here:

[https://lawntennis.fra1.qualtrics.com/jfe/form/SV\\_cNiKtLpyN NvSOlo?venue=SUR1772024](https://lawntennis.fra1.qualtrics.com/jfe/form/SV_cNiKtLpyN NvSOlo?venue=SUR1772024)

We would be grateful if you could fill out the survey.

Thank you.



This event is sold out but here is a reminder of the timings:

*Curry & Quiz*  
**NIGHT**

Entrance is **£15** per person

**CURRY: KATHY – SIMPLY DELICIOUS**  
**QUIZMASTER: RICHARD HOLBERTON**

7.00pm Doors Open  
7.30pm Quiz Starts  
8.00pm Curry Served

**FRIDAY 9TH FEB**

Please email  
Alison on [merrowltc@gmail.com](mailto:merrowltc@gmail.com) to sign up.  
Places will be allocated on a first come, first  
served basis.

# Lost Property

Please collect the following items from the lost property by the end of February. The lost property is located in a red bucket near the noticeboards. Water bottles are on the worktops near the noticeboards.



# Juniors

As a reminder Junior members are not able to book courts however they can use the courts in the following ways:

- There are two courts booked for junior priority sessions. These are for parents/juniors to organise to play with other junior members. The sessions are on a Wednesday from 4-6pm and Sundays 8-10am.
- You can view the court booking system to see if courts are free. Juniors can play on courts that are not booked. To do this go to our online court booking system <https://merrow.clubsolution.co.uk/newlook/default.asp> and log in with Member ID: junior and PIN: 22junior.
- We have a junior club session which is supervised by one of the coaches every Friday during term time. Juniors play points/matches against other junior members with the aim of increasing their skills in this area. This is not a coaching session. The junior session runs from 5.00-6.00pm for juniors playing with red, orange or green balls and 6.00-7.00pm for juniors using yellow balls.

We have also just started our Junior Yellow Ball ladder. If you would like your child to join please email Alison on [merrowltc@gmail.com](mailto:merrowltc@gmail.com).

Don't forget juniors are not allowed on the club premises if they are under 13 without parent/carer supervision. Please also supervise your child when they are using the changing room or toilet. Adults and children should use the changing rooms/toilet at different times to each other.



# Easter Fun Session

Join us on Sat 16th March

- 4.00-4.30m for Mini Red
- 4.30-5.30pm for Mini Orange
- 5.30-6.30pm for Mini Green
- 6.30-8.00pm for Yellow Ball

The sessions are free and open to all junior members not just those attending coaching.

Please email Alison on [merrowltc@gmail.com](mailto:merrowltc@gmail.com) by **Saturday 9th March** to book your child/ren in.

## Club Tournament

The sign up sheets for the Club Tournament will be put on the notice board in March. The competition will start in April and the finals day will be held on

**Sunday 23rd June**