



Greendale Tennis Club Inc.

P.O Box 7198

Taradale

Napier 4141

Hawke's Bay

Committee Meeting

Date: Wednesday 29th September 2021

Time: 5.30 pm

Venue: TSA

Agenda:

- Guest Speaker - Peter Wogan on role clarity
- Trophy cabinet
- Membership payments
- Dual Membership
- Pay2Play alternative and gate fixed down hard court end
- Replacement Coach For Luke

Present:

Paul Evans, Nick Bayley, Nic Holland, Ian Smith, Craig Wyllie, Janyce Young, Tony Verry, Gary Brennan, Stu Dawson

Apologies:

Luke Donovan will be at the meeting at 6.30 pm

Paul Evans will be at the meeting at 6.00 pm

Inwards Correspondence

NZ Community Trust informed us (via email) that funding applications are not open at the moment due to Covid restrictions.

Action: Apply for funding once we are able to.

Tennis Eastern forwarded us an email from Sport New Zealand about Covid Vaccinations and Employees and Members. This email is below:

Kia Ora

Thank you for your enquiry about vaccinations. This is currently an ongoing topic of conversation in the sector and we are keeping a close eye on the situation.

At the moment the advice we can give around vaccination and employment is as follows;

Employers can make vaccination a requirement for new employees (and existing employees if negotiated as a variation to the conditions of employment) but only if it is considered reasonable for the role. This is a high threshold and only applies to work where there is a high risk of contracting and transmitting COVID-19 to others (such as border workers, for example). It is unlikely that roles in the sport and recreation sector will meet this threshold. See this link for more info [Vaccines and the workplace » Employment New Zealand](#)

The current advice around membership and vaccinations is as follows;

Asking visitors to your facility about their vaccination status could be considered a violation of their privacy. Even if you did ask, visitors will have no obligation to tell you about their vaccination status. If you're worried, encourage physical distancing, make sure your NZ COVID Tracer app QR codes are prominently displayed, and have hand sanitizer readily available. See [Office of the Privacy Commissioner | The COVID-19 vaccination and privacy rights](#) for more information about the COVID-19 vaccination and privacy rights.

Regarding mask wearing for unvaccinated peoples; as I stated earlier it is not yet clear what rules or restrictions may occur for unvaccinated patrons. Currently mask wearing at Alert Level 2 guidance is that face coverings do not need to be worn when playing sport, but are encouraged (not mandatory) before and after sport.

If you have any further queries, please send them through to this inbox

Ngā mihi

Sport NZ COVID-19 Response Team

covid19response@sportnz.org.nz

Tennis Eastern forwarded us an email from Tennis New Zealand about Covid Resources. That email is below...

Kia ora participation team and CEO's,

I hope you're well around the country. Nice to be heading in the right direction in Auckland, after what seems like ages! I have a couple of covid related updates for you to share as with clubs, coaches, boards and local community.

- NEW RESOURCES – <https://tennis.kiwi/covid-19/resources/>
 - Tennis NZ have developed posters for each Alert Level for clubs and coaching businesses. We encourage clubs and coaches to print, laminate and display these posters. Regions and Associations can help by letting clubs/coaches know about these resources, and help out if you have a laminator handy in the office.
- Coaching at Level 3
 - This remains as per our last advice – no coaching at level 3. Coaches must stay home and work remotely via video conferencing/online connection. The only exception is when the coach and student are part of the same family/household bubble as per government bubble rules.
 - We have continued to request an exemption to this rule for 1-1 private coaching, but have again this morning been told that

there is no government appetite to allow professional coaching at Level 3.

- Contact Tracing
 - Contact tracing is really important at clubs and for coaching businesses. Since last August, Tennis NZ has recommended displaying the government COVID tracer app QR code. Now a manual option is also required for those who don't have smart phones or internet access. More info on best practice can be found on [page 3 here](#).
 - Last March, before the government COVID tracer app existed, we developed a Tennis NZ contact tracing tool to fill the gap until better technology was available. **The Tennis NZ contact tool will be turned off at the end of September 2021.** If you know any clubs that still use this, please alert them.
- More information
 - Don't forget there's more info on the Sport NZ site, including FAQ's about things like face coverings – <https://sportnz.org.nz/covid-19-response/alert-level-information/>

That's all for now, thanks for your support in sharing this message. Tennis NZ will also share a Coach Matters and Club Matters newsletter with this info and links to the resource page.

Jenny

Tennis Eastern informed us that the AGM will be going ahead at Greendale Tennis Club at 6 pm on Monday 13th September.

Outwards Correspondence

Email sent to all members informing them of Luke's resignation.

Email sent to tennis eastern thanking them for forwarding us the emails from Sport NZ and Tennis NZ (22nd September)

Review of Previous Minutes

Minutes were distributed to committee via email.

Moved: Paul Evans, 2nd Nick Bayley, all in favour.

Presidents Report - Paul Evans

A lot of significant happenings in the last month for our club.

We were in lock down for a few weeks and thanks to Craig who cable tied the gates and put the signs up no members transgressed. We now have good signage on the entry explaining the protocols under level 2 thanks to Suzanna's beautiful handwriting!

Junior tennis on Saturdays got under way and again very well organised by Smithy and his team. Thanks again for Suzanna for handling new enquiries for members etc.

The Continuous Spouting HB Spring Doubles was a huge success with record entries. I want to acknowledge the excellent team effort from Luke, Stacey, Stu and Sarah. It was also good to see other committee and members pitching in when needed. It was very well organised with draws, refreshments and what I thought was great was HB promising juniors playing in it, not only did they step up but I thought there on court etiquette was a fantastic and a testament to them, their parents and their coaches. Only thing that was disappointing was the lack of support of the tournament from nearby clubs. Having said that I'm sure our reputation will grow, and we will get plenty of entries next year. A big thanks to Stu and Anna Dawson for their generous sponsorship. I hope Continuous Spouting gets to benefit! Will be interesting to see how much we made from the tournament but judging by what I banked into the ATM over the weekend it will be in excess of \$2k after costs.

Tony has taken on the role of membership manager and between him and I we are processing the payments as they come in. We will need to chase up those that haven't paid but Tony will report on this. One thing that will make life easier for Tony and I will be if we change the gate entry system from Pay 2 Play to Club Spark's book a court and I understand it will be cheaper to run in the long run as well. Now that JP is out of Pay2Play I don't feel we need to feel so compelled to support Pay2Play.

You will see the cups have all been engraved and back in the trophy cabinet. With regard to the cabinet the glass door needs replacing and the some of the old certificates and some photos etc need taking out. It would be good if someone could take responsibility to do this.

Now addressing the "elephant in the room"Luke's resignation. You would have all seen the email that I sent out to all members, and I think it

acknowledged very well the huge contribution Luke has made to the club. I know some of the committee want to advertise for a new Coach ASAP. However, before we do that, we need to take on board the feedback we have received from Smithy and what Luke will provide us. Craig, Nic and Stu will be meeting with Luke on Monday before our meeting. Apparently in Japan "Crisis means Opportunity". Therefore, we need to take the opportunity to fully explore what we want from a coach(s) and how it will work best for our club and them going forward. Craig has confirmed that Peter Wogan will come to our meeting at the start and cover off "role clarity" and this maybe good for setting the scene for how we go about defining what we want from a coach and the best way of recruiting one etc.

That's enough from me. I look forward to seeing you all on Wednesday for a productive meeting.

Moved: Paul Evans, 2nd Nick Bayley, all in favour

Vice President Report

No vice president

Treasurers And Financial Report - Nic Holland

Treasurer's Report to 27 September 2021

Profit and Loss Statement

- Attached via email is the Profit and Loss (P&L) from 1 June 2021 (the beginning of the financial year), to date - 27 September 2021. Net Profit (after depreciation) to 27 September 2021 is \$53,893 (includes \$40k Grants, \$9,772 2020).
- Subs in-to-date \$19,029 (\$16,434 in 2020).
- Still waiting on the \$5k grant from NBSFT.
- Continuous Spouting tournament fee income \$2,554.71 (net of GST) (\$1,862.19 in 2020). There are some expenses paid from takings that I need to account for, which will increase the Income and increase the 'Food' expense.
- Expenses are tracking at a similar rate to previous years. Depreciation is only for three months, as we haven't had September month-end yet.

Balance Sheet

- Attached via email is the Balance Sheet to 27 September 2021 (although it states 30 September)
- There is \$107,311 in the bank, \$22,042 of this cash is a term deposit. I will look in to putting more funds on short term deposit.
- The tennis court resurface deposit is sitting in 'Tennis Courts and Shed' in the Balance Sheet.
- The \$400 received from the Napier Antique & Jewellery Centre is sitting separately in the Balance Sheet.

Payments overview

- Attached via email is a listing of the payments made since 27 August 2021 to 27 September 2021.

Moved: Nic Holland, 2nd Nick Bayley, all in favour

Club Captains Report - Stu Dawson

Continuous Spouting Hawkes Bay Spring Tournament went off pretty close to perfectly. Speaking as the club captain but also as the major sponsor Anna and myself thought it was a great weekend with the best numbers playing we have had in a long time. This was mostly due to Luke and Stacey who really stepped up when it comes down to it, emailing, texting and phoning people, pushing really hard to get a good turnout which was achieved. The committee and club members some not even playing dropping in food and their time to help did not go unnoticed. Steve Morris on bar duty for a couple of hours on Saturday afternoon is an example of just how cool our club is. Having a handful of juniors playing I personally think was a great idea, the two I played against played very very well, they were polite and had a great on court attitude. Thank you all.

So moving to the next topic, Luke`s resignation. What can I say but bugger, he will be a massive loss to the club. But after having had a couple of conversations with him I can appreciate it`s time to step back and recharge the batteries. Spend time with his family and maybe actually play tennis for fun, I have nothing but respect for him and his decision and wish him the best.

A group of us also played in the Taupo tournament last weekend, the most notable wins in my opinion going to Craig and Pauline taking out the B grade mixed title and Luke and Jas (who now lives in Taupo) taking out the A grade mens title. A really good effort due to the amazing level of players there.

Well done team.

Moved: Stu, 2nd Paul, all in favour

Membership Managers Report - Tony Verry

Hi all

Memberships are coming in, albeit slowly.

I understand we are actually ahead of other years, but payments are slow from existing members.

Club Spark shows we have 481 members and only 149 paid. Not sure the actual member numbers are accurate on club spark, but the paid ones should be.

Total revenue from membership \$25,440 to date.

This includes 54 Hotshots, 4 Couples, 7 Family, 13 Junior, 18 Senior, 23 Senior Citizen, 4 Social, 1 Student, 1 Sponsor memberships.

Obviously, we need to encourage members to pay their memberships.

I need to get the net sponsor offerings and pricing so I can set these up in memberships, also container offerings if there are any re memberships.

We will need to update net sponsors on the webpage etc, as some of these have changed.

I still have had no luck with pay2play admin access and therefore have not issued any gate codes etc. this needs to be rectified.

I suggest we get on to moving to the Club Spark keypad system asap.

Thats all for now.

Tony

Moved: Tony, 2nd Luke, all in favour

Coach's Report - Luke Donovan

Report

27/09/2021

Greendale Junior Open:

Greendale's Junior Open is fast approaching, this coming Sunday afternoon Monday and Tuesday. Numbers are looking really good and we normally get quite an influx in the week leading up to it. Due to COVID, we aren't putting on food this year.

Prize money will come out of the entries received.

My Resignation:

It has been an honour and privilege to be the Head Coach of Greendale for close to 20 years. Thank you all for your support, encouragement and kind words.

I will always be an advocate of Greendale, and I am happy to help in the process of finding a new club coach, should the committee want that. Once the new coach is established, I will step away so they can set themselves up and create their own atmosphere, brand and business.

Today I had a productive meeting with Craig, Nic and Gary regarding the coach's role. They have a document I put together to help in the process of finding a new coach. This is a fantastic opportunity for the club to look for someone to take the reins and start a fresh with some clarity, mandate and ownership of all things tennis and coaching.

I wish you all well, and will no doubt bump into you around the courts.

Luke

Moved: Luke, 2nd Nick, all in favour

Junior Coordinators Report - Ian Smith

October 2021 Junior Report: 29th September

Saturday Morning Tennis started well on Saturday 11th September, the smaller numbers making for easier organisation during the mornings and the smaller group sizes, for coaching. Three Saturdays so far, quite a few new members, but that is quite usual as there is usually a 'turn over' of players each season. Numbers, as expected were relatively small but better than last year at same time, Wk 1: 32 + 37 + 28 = total of 97, last year after lockdown was 68. Wk 2: 42 + 44 + 26 = total of 112, last year was 75. Wk 3: 40 + 62 + 24 = total of 126, last year was 80). Expectations when back into 'full swing': (60 to 72) + (60 to 72) + (24 to 48) = total of (144-192)

Big thank you to Suzanna and Stacey for assisting with registrations. And big thank you to all the adult and junior coaches that are assisting during the morning.

Monday Singles started with reasonable numbers (18, 21 and then rained off), two Mondays so far, thank you to Jac Wardrope for running the drills these evenings. Perfect number is 24 for a Monday, which hopefully we will achieve. Highlight is the good number of beginner Blue players attending. Finished now for school holidays and restart next term on Monday 18th October.

In holiday break now for Junior Saturday morning tennis for school holidays and Labour/Show weekend, restart on Saturday 30th October.

Junior Holiday programme - on in the second week of school holidays, mornings of Monday 11th to Thursday 14th October.

Shirts: last count there are about 12 shirts ordered. Will have these to players when they return on 30th October. Hoping once other players see them that further orders will start coming in.

Like to move that the first recipients of the 'Napier Antique and Jewellery Centre' Scholarship is awarded to the Giri family for the payment of GTC junior subscription costs for Mansi, Mayank and Vanessa. Announcement?

Form a group to work on some junior policies going forward (eg Paul, Luke, Sean Davies, Jac, myself) - more defined pathways.

Well done to the following junior players from GTC for their successes in the recent HB Graded Tournament 3: Div 1: River Apatu 1st, Hunter Every 2nd, Albert Rocard 3rd. Div 2: Logan Margerison 2nd, Div 4: Gemma Johnson 4th, Div 5: Phoebe Holland 2nd, Christine Huang 4th, Div 7: Blake Pittman 2nd, Div 8: Amelia Horrocks 2nd.

Junior Interclub—small numbers at this stage, 7 names for B grade (need 3 more to make 2 teams here), 5 or 6 names for C grade to make 1 team, and possibly a teenage team. Not the 8 teams were hoping for, but still waiting to hear back from Luke, so hopefully some more names to come.

Kidult Tournament and 'Coaching for Coaches': This year or leave for new year due to amount of fixtures and suchlike?

Would like access to be able to put in bookings into Pay2play (I have had a go at mass booking for the likes of Monday Singles and Holiday Programmes etc) with mixed success due to no admin rights). On that matter, I support going to 'book a court' with ClubSpark and having everything under one umbrella.

Still to get info (but may have this for meeting) re insurance on proposal to purchase a Lockable Junior Shed for storage of club Saturday Morning junior equipment (Stracto quote \$ 1150 for a painted double door shed 3.12m x 1.585m plus about \$300 for some shelving).

Moved: Ian Smith, 2nd Paul, all in favour

Funding Resolutions

Nothing

TSA

Taradale Football Club wants into the TSA at the same cost as the others...
\$19,784.00.

Tennis Eastern

Tennis Eastern AGM will be going ahead at Greendale Tennis Club at 6 pm
on Monday 13th September.

Health and Safety

The J.J. Richards bin needs emptying before junior tournament in the
weekend - Paul going to sort that out.

General Business

Trophy Cabinet

Broken Glass. Stu is going to get this fixed.

Dual Membership

Dual members need to go to Tennis Eastern to get the money back.

Membership Payments

Club spark is setup to send emails to remind members of outstanding payments. Members will be reminded about paying membership fees at club days.

Meeting Recap With Luke About A New Coach

Very important to get the right person, advertise nationally. Incentive for a coach to come here. Subcommittee to help select the right person for the job.

Job description... clarity of who we are targeting. Peter Wogan is available to help with the design of the process and then the subcommittee will take it from there. Luke is happy to help select a new coach for the club and help them to fit in with the club.

Guest Speaker - Peter Wogan

Peter spoke on Role Clarity. Here are some key points from his presentation.

6 roles are in place in every organization... they might be called other names but every organization has them.

Owners - Who are they?

Governance - Board. Understand what the owners want.

CEO - Have a plan in place and a team to execute it.

Management and staff - Role Clarity.

President should represent the best of what the members want.

Peter thinks the constitution is old and outdated. The members should be deciding on the constitution. Tennis New Zealand are going to put out a constitution for all clubs to use.

Have a governance group... who is going to be on it? Meet 3 or 4 times a year. This group asks great questions without being emotional.

Find out what the members want from a new tennis coach. Survey etc.

What is the process we're following with the subcommittee to get the best coach?

Who does the coach report to? This needs clarity. Should report to club captain. Club captain does not have a job description.

Should have documented clarity for every role. Peter is happy to help with this.

Initial Plan To Get A New Coach

1. Survey members to see what they want in a new coach. Then use the answers to help formulate a good ad with key roles to be identified.
2. Advertise nationally for a new coach... using the Tennis NZ website was discussed along with having a video advert.
3. Subcommittee should be formed to help narrow down applicants. The subcommittee can be added to in the selection process, with the example of having a couple of juniors involved in the final process to help select the best coach.
4. Subcommittee was chosen to start navigating through this selection process. This subcommittee to consist of...Paul, Luke, Stu, Nick

Moved: Stu, 2nd Craig, all in favour.

Greendale Junior Tournament

\$1700 - \$1800 is predicted for income from tournament entries. Luke wants to take about \$700 or \$800 for prizes. Use new balls for the tournament. Luke going to write it down what balls is used. Good numbers entered.

Moved: Paul, 2nd Nick, all in favour.

Court Booking System

Tony and Craig to look at changing over to clubspark (book a court) from Pay2Play.... maybe. Need to find out if book a court has the ability to track who is on the courts. Whichever system we use, it's a good chance to get both gates to be on the same system and a new gate to be installed on the hard court end.

Court Sponsors

Send out email to see if there are any new sponsors for court 4.

Meeting Closes at: 8.04pm