



CLUB FORUM SUMMARY NOTES

Tennis Central Region Inc. (TCRI) Club Forum

Date and Time: Tuesday 26 February 2019, 6pm

Venue: Renouf Tennis Centre, Brooklyn Road, Brooklyn, Wellington

Attendees: Mel Jansen (TCR), Florent Perret (TCR), Peter Brown (Karori United), Peter McArthur (Kilbirnie), Richard Rumbal, Alexandra Rumbal (Tawa), Chris Sole (Kilbirnie), Geoff Lewis (Thorndon), Greg Ratcliffe (Ngatitua), Jan Milne (Hutt Valley Tennis)

Apologies: Steph Walker (Miramar), Miles Rogers (Wellington Vets)

1. Action Points from Previous Forum

- a. **ClubSpark Club Code.** This field is applicable to the UK only and won't be changed for use at the Renouf Tennis Centre. This field will therefore need to be left blank for NZ users. Tennis club membership may be verified manually as required.
- b. **Premier interclub cancellation rule.** Notification was made to teams in Premier 2, 3, 4 to allow start time to be moved from 1pm to 2pm at the managers discretion if weather and to postpone by agreement at without the need for travel to the venue. Rule will be amended for 2019-20 season.
- c. **Tennis Rangers.** This is a proposed programme to build interest in tennis in primary schools. Clubs to advise Mel if interested in trialling the concept with their local schools.
- d. **Apologies** to Bill Clark, Vogelmorn, who was left off the attendee list in 6 November 2018 Club Forum summary notes.

2. Update from Tennis Central

- a. **Tennis NZ National Club Conference** scheduled for Saturday 4 May. Being held at ASB Sport Centre. Open to any club in the Central Region. Estimated to cost \$50 per attendee. Key topics:
 - Club/coach relationship
 - Club entrepreneurship – Ian Sandbrook
 - Volunteer involvement (with speaker from Volunteer Australia)
- b. **Tennis NZ National Facilities Guidelines.** This document aims to assist those involved in providing tennis facilities and can be used by all for a range of uses including funding with local councils, trusts etc. See <http://www.tenniscentral.kiwi/About/Policies-and-Reports/National-Facilities-Guidelines>. Clubs and Associations can pass comments for amendment to Jenny at Tennis NZ. Jan Milne advised she would like amendments for Mitchell Park.
- c. **Tennis NZ Tennis Participant Protection Policy (TPPP).** See <http://www.tenniscentral.kiwi/About/Policies-and-Reports/Tennis-NZ-Participant-Protection-Policy-TPPP>

Tennis NZ have adopted this and all clubs/Associations are asked to do the same. TCR have appointed Dale Nelson as Regional Protection Information Officer. Some clubs raised concerns about the practicality of screening all junior team managers. Concerns covered costs, level of effort required by clubs, and whether volunteers would be put off. Mel to raise these concerns with Tennis NZ and advise expectations.

- d. **Police Vetting Checks.** TCR are now an approved vetting agency. Clubs may request Police Vetting Checks for tennis related activities via TCR at a cost of \$30 per check. See <http://www.tenniscentral.kiwi/About/Policies-and-Reports/Tennis-NZ-Police-Vetting-Policy>
- e. **ClubSpark for Clubs.** Tennis NZ will be running a ClubSpark workshop on Sunday 3 March. David Hinton will be running the workshop. Good interest from Clubs,
- f. **Love Tennis.** Open days set for 7-8 September 2019.
- g. **“How to Use Tournament Planner” Course.** This free course has been set for 6pm Tuesday 5 March. It provides information on the Tournament Planner software and how to run a tennis tournament (Club Champs). Licence fee for Tournament Planner is around \$100/year through TNZ.
- h. **Premier 1 Grand Finals.** Everyone is invited to this event on Saturday 16 March, starting at 4pm. Top two men’s and women’s teams will be playing. Entry is free. Includes a free glass of wine, prizes, and food.
- i. **Champ of the Champs.** This competition for the winners of club championships is set for 11-12 May and 18-19 May. Competition is open to all central region clubs. Finals on 18-19 May limited to 16 entrants, with prescribed allocations entrants to each Association (excluding Hutt Valley who have opted out). Wellington Association qualifiers will be held 11-12 May. Other Associations will decide their entrants.
- j. **NZTUA Referee’s Course.** This first step in a career to be an umpire is set for Saturday 13 April 2019. Will be rescheduled if not enough participants. Also may look at doing the next level – Chair Umpire’s course.
- k. **New Tennis NZ Coaching/Club Resources.** The TNZ Coaching Advisory Group headed by Patrick Landy has prepared a number of new resources for clubs. See <http://www.tennis.kiwi/Clubs/Coaching-at-your-Club/Coach-Recruitment>
- These resources include:
- Coaching contract template
 - Coach/Venue Relationship Guide
 - Coach Venue Interview Guide
 - Advertising for coaching vacancies on Tennis NZ Website
- The resources cover key concerns between coaches and clubs.
For **coaches**, these include:
- Recognition that coaches are professionals and their livelihood is tied to the club
 - Clubs provide good facilities and access
 - Respect, support, and collaboration on projects
 - Professional club management – part of the decision making
- For **clubs**, these include:
- Continuity of head coach and coaching team
 - A coach that buys into club’s vision/goals/objectives
 - Consistent communication
 - A coach that cares
- l. **2018/19 Affiliation Returns.** These are due mid-April. Details yet to come from TNZ.
- m. **Hurricanes Club Night.** Set for 17 May 2019. This year, Rugby, Netball, Tennis, and Soccer clubs have been invited to attend the Hurricanes vs Jaguares match at Westpac Stadium. Cost is only \$15 for adults and juniors are free. Clubs to collate number of junior attendees and notify Mel.
- n. **Tennis Central Awards.** Set for 19 May 2019. This will include a great night of entertainment. Clubs are invited to start thinking about nominations for TCR awards now. Nominations open soon.
- o. **2019 Wellington Seniors/Vets Double Tournament** – Saturday 6 - Sunday 7 April 2019. Clubs are asked to advise their 35+ members to register now. Online entries open till Sunday

31st March. Details <http://tenniscentral.kiwi/Follow/News-Social/Regional-News/2019-wellington-seniorsvets-doubles-tournament>

3. New Items from Clubs

- a. **Use of Department of Corrections Community Work gangs for Club Maintenance.** Peter McArthur (Kilbirnie Tennis Club) outlined pros and cons of using this service.

The Corrections services are generally available to sports clubs. While providing an endless supply of free labour, with their own tools and food, the Corrections services also come with some risks. The workers are generally low skilled (some have never been employed) and some may have disturbing backgrounds. Some workers are highly skilled and motivated however. The risks can be managed with these guidelines: always provide oversight of work gangs (specifically to the onsite Corrections supervisors); have only one club member dealing with Corrections; lock away valuables; label club tools and kitchen equipment; never accept gifts from the offenders; always be friendly; be sure to encourage and thank the Corrections workers.

To request services, simply call you local Community Probation Office and ask to speak to the supervisor of Community Work gangs. The supervisor will arrange to meet with you to better understand your request for service and decide if your project is suitable.

- b. **LED Lighting Project.** Peter Browne (Karori United Tennis Club) provided an update of the year-long LED lighting project at Karori United.

Karori United has designed and imported LED lighting directly to replace CCMV lighting at its club. The estimated cost (supply and freight) for the full implementation of its current design is about \$17K for 8 x 500watt, 4 x 300W and 3 x 400W LED luminaires. Installation is expected to cost another \$12K. The luminaires are being retrofitted to existing poles.

The LED luminaires arrived 3 January. Court 3 installation has been completed and is available for other clubs to inspect. Contact Peter Browne (email) for more information.

3 x 1000watt and 3 x 1500watt CCMV lights are available free if another club wants them.

- c. **Tennis Club Constitution.** Peter Browne (Karori United Tennis Club) advised that he has prepared a good template constitution for tennis clubs and will make it available for other clubs to use if they wish. Jenny at TNZ will soon make this available on the TNZ Website after review by TNZ Board Members with legal experience. It is based on a New Zealand Bowls template but includes references to TNZ and TCR.
- d. **Health & Safety, Charitable Status, and Tax Status.** Clarification was sought over: the extent to which clubs were required to comply with Health and Safety at Work Act 2015, requirements of the Charities Act, and maintaining non-taxable status and when Club Constitutions need to be updated by. Mel agreed to organise expert presentations on these at future club forums. Greg offered that Janice (Ngatitua) may be able to share on H&S.

4. Items raised by Clubs

- e. **Winter Interclub Competition.** This is scheduled to begin around Queens birthday with a bye week on Queens Birthday. Timing of the competition will depend on other events around this time but Greg has asked that there is consideration given to this scheduling.

5. Next Club Forum. Tuesday 7 May 2019, 6pm.

Action points from Forum

- Mel to follow up with TNZ regarding Mitchell Park in the National Facilities Guidelines
- Investigate expectations in terms of practicality of screening club volunteers such as Junior Convenors under new TPPP.
- Mel to distribute details of Hurricanes Club Night special offer
- Add TCR Levy Policy to website for Clubs to easily access and know procedure for booking
- Tawa Tennis Club asked for advertisement for Structural Engineer they need services of for LED lighting to go in No Strings
- Mel to arrange expert advice as per **3. d.** above for future forums

MEN'S:
TAWA TOMMY'S VS
THORNDON

WOMEN'S:
LOWER HUTT
VS KHANDALLAH

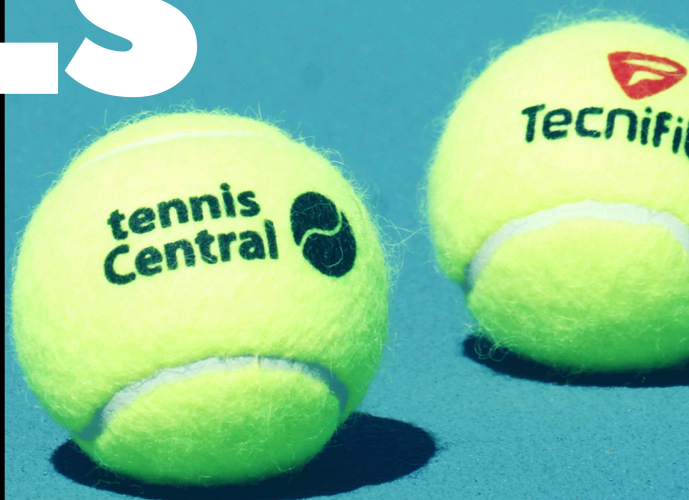
PREMIER GRAND FINALS

Renouf Tennis Centre

Saturday 16 March 4pm

Free glass of wine or juice
for all spectators, great
prizes to be won!

MATCHPINT BAR &
CAFE OPEN



WANT TO BE A TENNIS PRO AND EARN \$\$\$\$?

13 APRIL - RENOUF TENNIS CENTRE

REFEREE COURSE



Become a **NZTUA** qualified court supervisor & line umpire, earn **money** and go on the **Tour**...

Does it sound like **you**?

Email mel@tenniscentral.co.nz
for more details and info.



Attachment A

Tennis New Zealand General Code of Conduct

As a member of a New Zealand Tennis Entity (“NZTE”) or a person required to comply with TNZ’s Participant Protection Policy, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by TNZ and any NZTE and in any role you hold within TNZ or an NZTE.

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealing with others.
3. Be professional in, and accept responsibility for, your actions.
4. Make a commitment to providing quality service.
5. Be aware of, and maintain an uncompromising adherence to, TNZ’s standards, rules, regulations and policies.
6. Operate within the rules of the sport including national and international guidelines which govern TNZ and NZTEs.
7. Do not use your involvement with TNZ or an NZTE to promote your own beliefs, behaviours or practices where these are inconsistent with those of TNZ and NZTEs.
8. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
9. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
10. Refrain from any form of harassment of others.
11. Refrain from any behaviour that may bring TNZ and NZTEs into disrepute.
12. Provide a safe environment for the conduct of the activity.
13. Show concern and caution towards others who may be sick or injured.
14. Be a positive role model.

Attachment B

Member Protection Declaration

Tennis New Zealand has a duty of care to its members and to the general public who interact with its employees, volunteers, members and others involved with Tennis New Zealand's activities. As part of this duty of care and as a requirement of Tennis New Zealand's Participant Protection Policy, Tennis New Zealand and New Zealand Tennis Entities (as defined in the Tennis New Zealand Participant Protection Policy) must enquire into the background of:

- persons who are appointed or seeking appointment with children under 18 years of age (whether employed, contracted or otherwise) as a coach, team manager, tournament director or umpire; (paid or volunteer) and
- persons appointed or seeking appointment to a role in which they are likely to have individual and unsupervised contact with players under 18 years of age

I, (name)

..... (address) Date of Birth/...../.....

SINCERELY declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for, or related to, violence, child abuse, serious sexual offences or offences related to children.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment.
4. To my knowledge there is no other matter that Tennis New Zealand or any New Zealand Tennis Entity may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President or appointed person within the New Zealand Tennis Entity engaging me immediately upon becoming aware that any of the matters set out in clauses [1. to 4.] above has changed for whatever reason.

Declared at:

on/...../.....(date) Signature

OR

I, (name)

of(address) Date of Birth
...../...../.....

SINCERELY declare:

That, I have the following to disclose [please provide details of the offence for which you are unable to make the above declaration, including the nature of the offence, when it was conducted and any disciplinary action or penalty imposed as a result of the offence]

Parent/Guardian Consent (in respect of person under the age of 18 years)

I have read and understood the declaration provided by my child or ward. I confirm and warrant that the contents of the declaration provided by my child or ward are true and correct in every particular.

Name:

Signature: Date:/...../.....

FAIRMONT
ESTATE



2019 Wellington Seniors/Vets Doubles Tournament

Saturday 6th - Sunday 7th April 2019

Are you 35+? Enjoy tennis?

- Be part of a fantastic social weekend of tennis at the Renouf Centre.
- Entries are now OPEN for the 2019 Tournament.
- Enjoy a social evening including BBQ and "Minute to WIN IT" entertainment and Music on Saturday night.
- Enjoy a social evening including BBQ and "Minute to WIN IT" entertainment and Music on Saturday night.
- Sample Fairmont Estate's stunning range of wines at MatchPint Bar
- Coming from out of town? Affordable rates at Ibis and Novotel Wellington – (04)496 1880 / (04)918 1900

Saturday 6th April (9am)

Women A Grade Doubles
Women B Grade Doubles
Women Over 60 y/o Grade Doubles
Men A Grade Doubles
Men B Grade Doubles
Men Over 60 y/o Grade Doubles

**BBQ & Pizza & "Minute to win IT"
Social evening!!!**

Sunday 7th April (9.30am)

A Grade Mixed Doubles
B Grade Mixed Doubles
Over 60 Grade Mixed Doubles



Enquiries:

Tennis Central (04) 2809370
flo@tenniscentral.co.nz
www.tenniscentral.kiwi



2019 Wellington Seniors/ Vets Doubles Tournament

Renouf Tennis Centre,
60 Brooklyn Road, Wellington

Saturday 6th - Sunday 7th April 2019

ENTRY FORM (to be completed by each player)

Entries close on 24th March 2019

Entry Fee: **PER PLAYER**

Name: _____

Email: _____

Phone (H): _____ (M) _____

Member of _____ Tennis Club

Configure Rankings code (Match Hub) _____
Grade: _____

- | | |
|--|---|
| <input type="checkbox"/> A gam Saturday | <input type="checkbox"/> Mixed A 9.30am Sunday |
| <input type="checkbox"/> B gam Saturday | <input type="checkbox"/> Mixed B 9.30am Sunday |
| <input type="checkbox"/> 60+ gam Saturday | <input type="checkbox"/> Mixed 60+ 9.30am Sunday |

Women's Doubles Partner*: _____

Men's Doubles Partner*: _____

Mixed Doubles Partner*: _____

*If partner is required please write REQUIRED.

- One event \$40 per player
- Two events \$65 per player

Entry fee Includes BBQ and "Minute to Win IT" social night provided by The Wellington Entertainment Group on Saturday evening.

No. of people attending the Saturday social evening : _____

Online Entries:
<http://tnz.tournamentsoftware.com/sport/tournament.aspx?id=F2D72916-827E-4237-B608-8B31BA055344>

Direct credit entry fee to account;
12-3141-0049151-51 (use REF: SURNAME/VETS)

Payment by cheque: mail entry from and payment to Tennis Central, 60 Brooklyn Road, Wellington. Cheques payable to Tennis Central.

- **Entries close 24th March 2019**
- Entry fee must accompany entry form, even if you enter online
- Photocopied entry forms are acceptable
- Use separate forms for each entrant
- Social evening (BBQ & Entertainment) included in Entry fee
- Please check your nominated partner wants to play with you first!



Enquiries:

Tennis Central (04) 2809370
flo@tenniscentral.co.nz
www.tenniscentral.kiwi