



Committee Minutes

SQUASH COMMITTEE MEETING – Monday May 11th, 2020 **Held via Video conference from 19:00**

	DETAIL																																		
1.	<p>PRESENT</p> <p>COMMITTEE MEMBERS Tony Hindley (TH) – Chairman Mike Sharman (MS) – Secretary Dave Kelly (DK) – Club Development Pete Ceuppens (PC) – Membership Secretary Graham Woods (GW) – Junior Co-ordinator Andy Keeble (AK) – Sponsorship Graham Hunter (Finance)</p> <p>Members present</p>																																		
2.	<p>APOLOGIES Amanda Richardson (AR) – Ladies Captain</p>																																		
3.	<p>APPROVAL OF PREVIOUS MINUTES</p> <p>Comments were received from the committee and applied and approved.</p>																																		
4.	<p>ACTION POINTS FROM PREVIOUS MEETING</p> <table border="1"> <thead> <tr> <th>AREA</th> <th>TOPIC</th> <th>WHAT</th> <th>WHO</th> <th>WHEN</th> </tr> </thead> <tbody> <tr> <td>Chairman</td> <td>Roles and responsibilities</td> <td>To fill vacant roles of Social Sec, Web Admin and Treasurer.</td> <td>TH</td> <td>Ongoing</td> </tr> <tr> <td>Chairman</td> <td>Guest Fees</td> <td>Speak with Web site administrators to agree an update package to allow reconciliation and policing of guest fees.</td> <td>TH</td> <td>Ongoing</td> </tr> <tr> <td>Chairman</td> <td>Insurance</td> <td>TH to speak with Raymond to update publicising that non members play at their own risk.</td> <td>TH</td> <td>COMP</td> </tr> <tr> <td>Chairman</td> <td>Main Club</td> <td>TH updated and invited comments from all.</td> <td>All</td> <td>COMP</td> </tr> <tr> <td>Coaching</td> <td>Juniors</td> <td>AK to liaise with MA over joint initiative with tennis.</td> <td>AK</td> <td>Ongoing</td> </tr> </tbody> </table>					AREA	TOPIC	WHAT	WHO	WHEN	Chairman	Roles and responsibilities	To fill vacant roles of Social Sec, Web Admin and Treasurer.	TH	Ongoing	Chairman	Guest Fees	Speak with Web site administrators to agree an update package to allow reconciliation and policing of guest fees.	TH	Ongoing	Chairman	Insurance	TH to speak with Raymond to update publicising that non members play at their own risk.	TH	COMP	Chairman	Main Club	TH updated and invited comments from all.	All	COMP	Coaching	Juniors	AK to liaise with MA over joint initiative with tennis.	AK	Ongoing
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Coaching	Ladies	<p>Speak to Jools re a ladies only coaching session.</p> <p>Update : girls only training now organised to start on 16th March and every Monday after that. Courts booked.</p>	GW	COMP	
Facilities	Seating	<p>Update : the cost of a single bench is circa £50 for materials. Approval to proceed given.</p> <p>Update : MS to complete the sides and consider how best to keep the corner pieces attached.</p>	MS MS	Ongoing Ongoing	
Facilities	Maintenance Calendar	To be added to MOU.	MS	Ongoing	
Facilities	Court Usage	Obtain two signs reminding people not to walk across the courts during a rally.	DK	COMP	
Facilities	Under stairs cupboard	Cupboard has been obtained and is to be installed.	DK	COMP	
Facilities	Roof	<p>Obtain further quotes for the roofing work.</p> <p>Note : it was noted that the roof has not linked despite the recent storms although has leaked at the junction with the Sports club DK to liaise with DM.</p> <p>Update : DK to chase DM re the leak on the window frame.</p> <p>New : Organise for Holmes Chapel roofing to visit site to get a view of the longevity of the existing roof.</p> <p>Speak to Steve Elstone re getting his view of the roof.</p> <p>Update : GW has not yet seen Steve.</p>	GW DK DK	On hold Ongoing Ongoing	





		Speak to Morten L re architect work for new courts.	GW	Ongoing
		Update : GW has emailed Morten who is on-side and awaiting our instruction	GW	comp
Facilities	Phase 2	DK to produce and make public the P2 plan for short, medium and long term improvements. TH to confirm costs.	DK TH	May COMP
	Main Club	Update : TH has sent costs back to DK New : speak to Natalie at AE to discuss 2 nd hand vending machine. Update : DK spoke to Nat who has now passed him onto Ben Whitham – DK waiting a call back. All CM to provide sustainable reasons to TH to underpin an application for the development of two new courts.	DK ALL	Ongoing COMP
Funding	England Sports	AK to liaise with Mark Airey regarding the availability of Sport England Grants.	AK	May
Media	Team Kit	AK to provide kit graphics to SL to load on to the web site.	AK	May
Membership	Membership	Speak to Tim Slater re a new Facebook campaign in order to gain new members(see below).	PC	Ongoing
		Update: Pete has spoken to Tim who has highlighted a slight cost associated with this – cost to be tabled at the next meeting.		
		Update: this was discussed at the committee meeting who approved the required £50 spend.		
		NEW: send membership financials to Anne-Marie.	PC	COMP
		GW to discuss with Juniors that taster sessions are limited to two thereafter they need to join the club as a member.	GW	Ongoing





Secretary	Admin	<p>Store MOUs in an agreed location, utilising Drop Box to align with the sports club.</p> <p>Update: MS to review documentation and align to the main club, specifically the R&R.</p>	MS	Ongoing	
	Clubmark Actions	<p>Work with Neil in order to achieve this asap.</p> <p>Update: contact made with Neil and NF to produce a list of outstanding activity. Current sticking block is around the Junior team and medical/CB check.</p> <p>Re-submit DBS checks on all coaches.</p> <p>Update : DBS checks have been submitted and are starting to be returned.</p> <p>Update : GW has written to Neil L requesting a name from England squash in order to have a site visit.</p>	GW	Ongoing	
	Web Site Notices	<p>TH to notify Raymond of key dates to be posted on Web site.</p> <p>Update : TH to request a further update to the booking system to make it clear that 'guests' are not insured and the member must make them aware of this by accepting liability.</p>	TH	COMP	
	Match Reports	<p>MS to discuss with SL forwarding match reports to RD for him to post.</p>	TH	Ongoing	
	Sponsorship	Sponsors Wall	<p>GW provided plaque. Wooden board to be acquired (approved £130) GW to erect.</p>	MS	COMP
	Social	End of season meal	<p>Speak to Greg to organise and Bill to organise a veterans table. Post meeting MS offered services as fall back .</p> <p>Update : MS has requested the room to be reserved, caterers and emailed members.</p>	TH	COMP
			MS	COMP	





		Update the wider membership to see if anyone else is interesting in attending. AK Proposed a re open social gathering. More information to follow.	MS AK	COMP May
Other	Daytime playing	Email the membership to identify who would be interested in daytime playing.	PC	COMP

Summary of the actions from this meeting

- 1) AK to submit the Knutsford Squash club request for funding prior to the 14th May(see section 14 below)
- 2) MS to follow up with Simon Langley regarding the potential recruitment of Radbroke Hall members on the assumption that Knutsfor will be 'open for Business' prior to RH(see section 11 below)

5 CHAIRMAN'S REPORT (TH)

Action Plan Review

A brief update was given by Tony to reflect the latest position and the proposed update to the imminent main club committee

Court bookings update

Several changes are being proposed to website in order to tighten-up the court booking process and to aid collection of due monies

The booking Window options are

1. Opponent - Members name (Drop down) – Mandatory field
2. Guest – With full name and telephone number and email (Required for confirmation) - all mandatory fields
3. Solo – Tick box

There should be no ability other than the guest field for free type and only members should appear in the drop down list.

Report set up to be amended so that there is a column to distinguish the opponent as either member, guest or solo. From this report it should be possible to filter by date who and when a member has played and with which category of a member. Can an automated weekly report be sent





	<p>to the treasurer to confirm the bookings by members with guest and solo?</p> <p>We are referring to a visual display of the bookings time sheet court side and as you propose an icon to show guest bookings and solo bookings. To see the bookings time sheet there needs to have been a log in. I imagine that we need to create a dummy member who is permanently logged in?</p> <p>Members should only have access to booking the courts their membership permits them to book. The following rules apply.</p> <p>Day members (9.00 am – 5pm weekdays) Social (None) Parents of a Junior (9.00 am – 5pm) Only their child Corporate (9am – 5pm Weekdays No more than 4 courts a day No more than 20 bookings within 28 days</p> <p>Can the system flag or stop the booking of double courts in peak time?</p> <p>Can the sytem flag if a guest has played 3 times in a season Season is 1/9/ - 30/08</p>
6	<p>COACHING REPORT (GW)</p> <p>Junior Coaching Carried forward Senior Coaching Carried forward</p>
7	<p>EXTERNAL COMPETITIONS REPORT(MS)</p> <p>NWCSL Winter leagues Advice from England Squash is that squash courts cannot be opened yet</p>
8	<p>FACILITIES REPORT(DK)</p> <p>Club development of phase 2 (DK) Carried forward</p>
9	<p>INTERNAL COMPETITIONS REPORT (JW)</p> <p>Carried forward</p>





10.	MEDIA REPORT (AK) Team Kit(AK) Carried forward Facebook campaign Carried forward	
11.	MEMBERSHIP REPORT (PC) Current Membership Carried forward It was discussed if there was an opportunity to recruit some current Radbroke Hall players to join Knutsford on the premise that Knutsfor Squash club will be open prior to Radbroke Hall – this was accepted and MS to take forward	
13.	SECRETARY’S REPORT (MS) Review of existing documents Club Mark No further progress AGM date Suspended until further notice	
13.	SOCIAL REPORT Cancelled until further notice	
14	SPONSORSHIP REPORT (AK) 1.Sponsorship Board Carred forward 2. Funding Knutsford squash club have applied to ‘Active England’ for a grant to cover lost membership during the Covid 19 period. A submission needs to be entered by the 14 th May in order to qualify. AK is running with this	
<u>15</u>	TREASURERS REPORT (JE)	
17	<u>AOB</u> This month’s AOB items	
18	NEXT MEETING	





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Notes prepared by Mike Sharman



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