

Blewbury Tennis Club

Annual General Meeting to be held at the Melland Room
7.00pm on Wednesday 20th November 2024

AGM Agenda

1. Chairman's Welcome – **Sarah Sayers**
2. Apologies:
3. Junior trophies presentations by Club President
 - Most Improved Mini Player
 - Most Improved Junior Player
4. Minutes of Last Meeting and signing – **Sarah Sayers**
5. Chairman's report – **Sarah Sayers**
6. Treasurer's report – **Laura Brazier**
7. Match Secretary's report – **Joe Gold**
 - a. A few to be read out and the rest posted on our website with the AGM minutes in December.
8. Safeguarding 2024 update – **Sarah Vincent**
9. Head Coach Report – to be reinstated 2025
10. Presentation of Adult player trophies by Club President
 - Most improved 2024 adult
 - Mixed Doubles
 - Handicap Tournament winners and plate
 - Prebendal Manor Cup
11. New Head Captain(s) role – see attachment Schedule 1: Opportunity for feedback from the floor
12. Motions received from members in advance or read in absentia

13. **Election of Officers:**

Nominations other than the incumbents standing again can also be made from the floor. All Officers and Secretaries (those with an asterisk) need to be Seconded by someone in the room.

Officers	Current	Re-standing for 2025
Chairman*	Sarah Sayers	Yes
Secretary*	Jen Gold	Yes
Treasurer*	Laura Brazier	Yes
Match Secretary*	Joe Gold	Yes
Membership Secretary*	Glen Meadows	Yes
Welfare officer	Sarah Vincent	Yes
Head Coach	Tollef Ellam	NTA Post
Club Committee	David McPhail (maintenance)	Yes
	Debra Davies (first aid)	Yes
	Germana Sallemi	Yes
	Robert Hughes	Yes

14. **Close AGM**

15. **A.O.B. and questions from the floor**

Following the closure of the AGM business, any other business appertaining to general Club affairs can be raised.

SCHEDULE 1 – AGENDA ITEM 11

Women’s Club Captain and Mens Club Captain Roles

Two officer positions will be created by the committee as follows and sit on the committee:

- Mens Head Captain
- Womens Head Captain

The recruitment of roles will proceed after the 2024 AGM when the roles will be officially announced and further feedback taken from the floor on the role(s) remit. Following initial appointment, the roles will be part of the usual election process at subsequent AGMs like all other committee officers. The role does not overlap with that of Match Secretary who remains responsible for all County League Tournament arrangements, but it will support where input is required.

Purpose of the Role

To be jointly responsible (or if only one Club Captain in role, individually responsible) for co-ordinating the club’s involvement in tennis match play (whether at home or away) when teams, captains and individual players are representing the club in leagues, tournaments and competitions and to assist the Club’s match secretaries for these leagues.

1. Chair and run monthly Captains meetings.
2. Decide how many teams to enter each season with Match Secretary
3. Develop a format and transparent criteria for:
 - a. selecting teams at the start of each season and team numbers
 - b. determining when players move between teams both up and down
 - c. create a system of rating and ranking players by ability independent of any tournament published stats to support the management of a and b above.
4. Work with Head Coach to monitor and recruit more competitive players from across the membership base (from seniors down to juniors) to keep player numbers sustainable.
5. Decide in which team new players will start if they join mid season
6. Organise team practice sessions twice a quarter so the teams can mingle and players get to know each other, compare standards etc. to gradually assess the next season’s selections and maybe even pairings.
7. Point of contact for captains who need more advice on their tournament’s rules and give assistance when required on fielding questions captains get from players.
8. Act as arbitrator between captains if required to reach an objective conclusion should there be any dispute over player selections or playing up decisions.
9. Speak to captains and players who may not be upholding the club’s code of conduct or on court behaviour is not acceptable/may bring the club into disrepute.
10. Support/assist the club’s organisers of internal tournaments/playing events,

Requirements

1. Competitive play (and ideally captain) experience at Blewbury or another LTA club*
2. Robust understanding of each tournament's league rules.
3. Willing to sit on the committee and attend committee meetings.
4. Attend a decent percentage of matches to watch players' performances and get to know them so they're a familiar face
5. Good decision maker and communication skills in order to liaise with captains and players.
6. Approachable and friendly

*NB the role holders can also be a current competitive players but in the event of any decisions concerning themselves that need to be objective, such as going up or down as a player, the other Head Captain or Head Coach should replace them in any decision making