**Minutes of the Chalfonts & District Table Tennis League**

**Held Monday 4 September 2017 at Coppermine, Mill Lane, Chalfont St Giles HP8 4NX**

**Present** Nigel Naylor-Smith(Acting Chair), Hazel Williamson, Richard Cottle, Peter Leckie Jnr, Derek Hughes

1. **Apologies**
* Apologies received from Stefan Konig, Steve Dunn, David Morgan.
1. **Outstanding role of Chairman**
* NNS advised that Rule 3 of the League’s constitution states that the Committee must consist of a chairman. In reality, this role was seen primarily to run meetings, including the AGM, and to opine / deal with any material issues that may arise from time to time. He did not feel this would result in much additional work, and stated he was willing to undertake a dual role if this was supported by the Committee. It was agreed therefore that NNS would undertake this additional duty, acting as ‘interim chairman’ whilst thoughts are given to finding a possible candidate, with other Committee members providing additional support as and when required.
1. **Approval of Minutes**
* The June minutes were confirmed as an accurate record and duly signed and approved.
1. **Matters Arising – Review of Outstanding Actions**

**Jun A1 – (C/F action) Complete E-learning material relating to Pastoral Care and report back to Committee** - this remains outstanding, subscription to the material needs to be renewed. Carried forward to October meeting.

**Jun A2 – (C/F action) – All members to read ETTA Safeguarding Policy and feed back thoughts to NNS. Agreed to support and place on website – to be circulated at Club Secretaries’ meeting –** no adverse feedback has been received. It was therefore agreed that this would be uploaded on to the website, in signed format, and the League would commit to it. It was agreed however that the League would not require individual clubs to formally adopt this policy, although they are expected to adhere to it. RC advised he was attending a course on safeguarding in a couple of weeks’ time as part of his coaching credentials.

**Jun A3 – discuss possible social media presence for the league –** given the league currently doesn’t have a Publicity Officer, NNS suggested thought be given to setting up a Facebook page for the Chalfonts League, and possibly also for the larger clubs in the league, to promote table tennis within the district. He suggested that the dedicated page have potentially 2/3 administrators, with the potential also for Twitter and Snapchat. Consequently there would be a much more focused online presence, in addition to the reports in the local press. He felt Ben Naylor-Smith might be willing to undertake the primary role. It was agreed this would be trialled until Christmas. Links to the League website would be included on the Facebook page.

**Jun A4 – (C/F action)** – **Establish over next three months if there** **is an available software programme that provides a template for determining order of play in championships –** NNS said he had not received any updates and would contact Stefan Konig as original Action Point owner and Steve Dunn as Championship Secretary to see if this had progressed.

**Jun A5 – in the matter of conceded games etc, HW to contact Mike Atkinson –** it could not be recalled what this action specifically related to, so was closed off.

**Jun A6 – to contact Harefield re the possibility of entering teams –** RC advised the league was too late in this respect for this season. There is a new coach at Harefield, who he had yet to meet. RC said he would attempt to establish relationships with the incoming coach.

**Jun A7 –** **Substitute S Dunn for C Lee as Championship Secretary on distribution lists –** matter concluded.

**Jun A8 – send invite / information to Club Secretaries –** matter concluded.

1. **League Preparation**

*Divisional structure / League commencement*

* HW reported that it had been problematic to form the league for 2017/2018 due to several teams dropping out. The League now comprises 3 divisions, each of 6 teams. Rickmansworth had pulled out due to a lack of players and Hillingdon are only entering one team this year (down 2), with last year’s Div 1 champions moving to Wembley League. On the positive side, due to RC’s efforts, it had been possible to gain 2 new teams from Brunel, one in Div 1 and one in Div 3. There is space for 6 further teams to enter, if there is interest. The league will comprise 2 teams from Brunel, 4 from Chalfont, 8 from Denham, with one each from Hillingdon, Ickenham, St Joseph and Stoke Poges. The League will start week commencing 18/9/17.
* 2017/18 fixture lists are now available on the website

*Registrations*

* Player registration details received for Chalfont, Denham and Hillingdon. Closing date for player registrations is Saturday 8/9/17.
* HW advised she still awaits details of the Brunel Club Secretary, along with details of Brunel and Denham Village K team captains. There are 61 registered players to date. Registrations from Brunel, Ickenham, St Josephs and Stoke Poges are awaited, along with some Denham players. It was reported that this is the 3rd year of using the TT365 website, which works well. HW also advised RC of a Brunel employee who is keen to join Brunel B team – RC to await details.

*Handbook*

* The handbook cannot be completed yet given some of the above key omissions. In the absence of SK at the meeting Committee is unclear how far the handbook has progressed, although Jim Carpenter will not be able to offer his services going forward. DH stated that Bucks County is asking when the handbook will be available.
* Discussion ensued about the necessity of continuing to produce a handbook, given the bulk of relevant information (including rules and regulations) are on the website. With advertising costs broadly covering the costs of printing there is little or no profit in the handbook production and it was questioned if production is still relevant given the vast majority of players will have access to information via the internet. It was agreed that in SK’s absence, and given the work already undertaken on this year’s handbook, this would be produced for the forthcoming season, but Committee will look closely at whether this remains appropriate and relevant for next season. Team captains to undertake a straw poll of their players to gauge reaction if this is phased out.

*Financials*

* HW advised that roughly half of subscriptions owing have been received, with cheques from Hillingdon, Ickenham, St Josephs and Stoke Poges received to date.
1. **Social Tournament**
* Discussion ensued about when this should be held. Harefield venue is unavailable on 24/9 although a large venue is not required, and this could potentially be held at either Chalfont or Denham. It was agreed that an early October date would be more appropriate. Other dates will therefore be investigated, but will likely be run on a Sunday afternoon, as last year. Chris Lee will be approached. RC subsequently advised by email that Harefield is available on 1 October and he will take forward with Chris Lee accordingly.
1. **Bucks County meeting feedback**
* DH attended meeting 1/9/17. It had come to light, as a consequence of the recent ETTA governance issues, that DH is not the League’s nominated vote, and this needs to be corrected.
* Inter League activities will commence 26/11/17. There was also discussion regarding the Bucks Closed Championships which at this stage may be held on 22/10/17, consequently it is important to ensure there is no clash with any proposed Chalfonts activities.
* DH had sought to establish what plans, if any, Bucks has for local development; the only potential here is through ‘Building Better Experiences’ which TTE CEO Sara Sutcliffe is promoting. Aylesbury League has applied for funding but closing date for applications has now passed. DH will attend one of these meetings and ascertain what might be relevant for Chalfonts League. There is no funding available for league development from Bucks County. The ongoing lack of a County website was again discussed, Bucks being one of the few counties without an online presence, but it appears there is a lack of willingness to progress this. Sue Hayes has assumed responsibility for inter county liaison. Bucks members may revert to their individual leagues to see if anyone willing to create and operate a county website can be found, although this is considered unlikely.
* DH referred to the recent governance issues at ETTA, with Sport England funding suspended for a temporary period until a subsequent vote achieved the requisite majority percentage, subject to an internal review of the association’s activities and how it governed itself. It transpired that several bodies who were eligible to vote had not done so, which was disappointing. PL Jnr stated that a significant amount of documentation had been in circulation during the summer holidays covering this issue.
* County is still looking for players to participate in the inter-county fixtures, although they must have been born in Bucks, or live in Bucks, to participate.
* Finally, TTE is installing tables in social venues through lottery funding, with appetite to consider additional venues still apparent.

**8. Officers’ Reports**

 **Chairman; -** N/A

**General Secretary; -** AGM documentation needs to be added to the website, and finalised AGM minutes need to be completed and circulated.

HW and NNS to undertake a review of non-playing members and remove from league database, to enable the purchase of the additional TT365 email software to operate to best advantage and reduce cost accordingly (c£2 per person). Attention will then be given to an initial ‘welcome to the new season’ email to see how the software works.

**Treasurer; -** report submitted via email prior to meeting. After payment for hire of hall for Fairbank Cup final, engraving of trophies plus sundry other expenditure, bank balance is £1391.53cr.

**Match Secretary;** - nothing further to report.

**Inter-League Secretary**; - With regard to the Inter-League tournament on 26/11/17, PL Jnr has entered one team, but not yet specified to Mike Atkinson which division it is to play in. It was agreed unanimously to enter the team in Div 2 to avoid a repetition of last season’s outcome, when the team was automatically placed in Div 1 and heavily beaten as a consequence.

**Development Officer**; - Given the loss of both Rickmansworth teams, RC had liaised with Graham Trimming at Cippenham Club to see if they were interested in entering teams in Chalfonts, but he declined, advising that Maidenhead league was also shrinking in size.

Steve Keyes has also been in contact, trying to arrange a meeting with TTE regarding funds availability to develop new coaches. RC will attempt to take forward, but does not think this will deliver upside.

With regard to the Junior League, RC regretted to report that John Underwood has now retired and moved to the south coast, his involvement with local table tennis, and especially the development of young players will be sorely missed. RC has yet to make contact with his successor and establish what interest (if any) there is to continue the School’s legacy in this regard, but the prospect of setting up and running a new Junior League is a daunting prospect, and he would probably need help to do so. DH offered occasional help in this regard which was appreciated, but could not commit fully to this.

**County Representative**; - nothing further to report.

**Publicity Officer**; - N/A

**Fairbank Cup Officer**; - N/A

**Championship Secretary** – Nothing required at this stage.

1. **Any Other Business**
* It was reported that Harefield is not available on 4/3/18, the outline date for the Chalfonts Closed Championships. RC advised subsequently via email that some alternative dates have been obtained from Harefield and he will advise Steve Dunn so the Championship Secretary can progress accordingly. It was agreed that if at all possible Harefield would be the best venue.
1. **Date / Venue of Next Meeting**
* Next Committee meetings set for Monday 9/10/17 and Monday 13/11/17, at Coppermine, 7.30pm.

Meeting closed 8.45pm.

**Summary of Actions**

**Sept A1 C/F** Complete E-learning material relating to Pastoral Care and report **NNS**

 back to Committee.

**Sept A2** Seek to establish point of contact to create League social media presence **NNS**

**Sept A3 C/F** Establish if there is an available software programme that provides a **SK/SD**

 template for determining order of play in championships

**Sept A4** Liaise with Chris Lee re potential social tournament on 1/10/17 at Harefield and **RC**

 progress accordingly.

**Sept A5** D Hughes to be officially nominated as the League’s designated vote in County **NNS /**

 and ETTA related issues. **DH**

**Sept A6** AGM documentation to be added to League website **HW**

**Sept A7** AGM minutes to be finalised and circulated to Committee **NNS**

**Sept A8** Cleanse league database and obtain new email software via TT365 **NNS /**

ahead of welcoming email to all players. **HW**

**Sept A9** Liaise with Steve Keyes and TTE to ascertain potential funding for coaches **RC**

**Sept A10** Championship Secretary to progress booking of Harefield for Chalfonts **SD**

 Closed Championships

**Sept A11** June minutes to be uploaded onto website **HW**