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

**Held Monday 9 October 2017 at Coppermine, Mill Lane, Chalfont St Giles HP8 4NX**

**Present** Nigel Naylor-Smith(Acting Chair), Hazel Williamson, Richard Cottle, David Morgan.

1. **Apologies**
* Apologies received from Stefan Konig, Steve Dunn, Derek Hughes, Peter Leckie Jnr.
1. **Approval of Minutes**
* The September minutes were confirmed as an accurate record, having been updated with regard to SK’s report, and duly signed and approved.
1. **Matters Arising – Review of Outstanding Actions**

**Sept A1 – (C/F action) Complete E-learning material relating to Pastoral Care and report back to Committee** – NNS confirmed he had now completed this, although this did appear to imply that a face to face course would have been completed beforehand. The e-learning was fairly generic however and he could not recommend that all Committee members undertake the e-learning, especially at £14 per time. RC has also recently completed the Safety coaching module and unless there is a specific involvement of Committee members with juniors he agreed that further action was not required. *Action closed*.

**Sept A2 - Seek to establish point of contact to create League social media presence** – NNS confirmed this had been progressed, with a Facebook page for Chalfonts League now in place. The intention would be to focus on 1 or 2 teams per week, irrespective of results, to provide some focus on these clubs and highlight individual performances. There is a link to the TT365 website on the Facebook page and a similar link will appear on the League’s website to Facebook. It was agreed that the League need to try to develop a strategy to promote the league, both to attract new teams and new clubs via this medium. RC will mention the new Facebook page to his juniors, along with some individuals having additional access rights so articles can be uploaded. Whilst there is significant interest amongst the juniors at Denham Village, to the point that his ‘academy’ is virtually full, the attracting of new clubs is paramount to stop the league shrinking further. RC stated he is excited about Brunel as a new club and they seem to have fitted in well. NNS advised that a previous top 20 junior has now started at Brunel which could potentially be followed up. *Action closed.*

**Sept A3 – (C/F action) - Establish if there is an available software programme that provides a template for determining order of play in championships –** SK advised in separate email that he had now researched this and a potential software tool had been found at <https://www.tournamentsoftware.com/product/page.aspx?id=3&s=2>. He has shared this with Steve Dunn, as Championship organiser, who will investigate further. Additionally, James Johnson has once again agreed to help arrange the tournament on a manual basis. It has been suggested therefore that it would seem prudent to try the software in parallel with J Johnson’s manual process so there is a fall-back in the event that he wishes to withdraw. It was highlighted that S Dunn has run the much larger Wembley & Harrow tournament for many years and presumably has some well-researched system in place to organise this. It was suggested that it would be better to have a number of different competitions running in tandem on Championship day rather than seek to bring one competition to a conclusion, so avoiding potential gaps in the order of play and possible time overruns. *Rolled over to next month.*

**Sept A4** **- Liaise with Chris Lee re potential social tournament on 1/10/17 at Harefield and progress accordingly** – feedback from Social Tournament to follow. *Action closed.*

**Sept A5 - D Hughes to be officially nominated as the League’s designated vote in County and ETTA related issues** – NNS has submitted A2 Annual Return and requested that the League’s vote be transferred from P Leckie Jnr to Derek Hughes as our County Representative. *Action closed.*

**Sept A6** - **AGM documentation to be added to League website ) -**  **Sept A7 - AGM minutes to be finalised and circulated to Committee ) –**

NNS advised that these outstanding actions can be completed with only a small amount of extra work and should be concluded ahead of next meeting. *Rolled over to next month.*

**Sept A8 - Cleanse league database and obtain new email software via TT365 ahead of welcoming email to all players –** HW advised this had yet to be undertaken. NNS has had an initial look and suggested an early cleanse would be beneficial, potentially removing 30-40 names, at which point the software package can be purchased. RC reminded Committee that the Bucks Championship is rapidly approaching so players would need to be circulated fairly quickly. It was agreed that a manual email would have to suffice as the additional software package would not be installed sufficiently quickly. *Rolled over to next month.*

**Sept A9 - Liaise with Steve Keyes and TTE to ascertain potential funding for coaches –** RC said that whilst Steve Keyes had been keen to liaise with Denham Village, RC felt this would be more appropriate on an individual basis. Karen Leach will visit next week to see what might be possible here, with particular emphasis on juniors. There is initial talk about Denham Village being listed as a ‘Premier Club’ although this is likely to require significant additional administration if this route is followed.

**Sept A10 - Championship Secretary to progress booking of Harefield for Chalfonts Closed Championships –** RC has advised S Dunn that the barriers and tables at Harefield are not of great quality, consequently some potential other venues will be discussed. Target date for Chalfonts Championships is 10/3/2018 and clearly tables need to be of sufficient quality, equally the League does not want to become embroiled in moving tables to the tournament venue. *Rolled over to next month.*

**Sept A11 - June minutes to be uploaded onto website** – done, action closed

1. **League Performance – league status / update**
* HW reported the league was performing well, comprising 18 teams from 7 clubs, with 93 registered players, across 3 divisions, 6 teams in each, although more teams would be preferred. The first 3 weeks had been completed, with one outstanding result from Ickenham awaited. So far all result cards had been emailed over which was of benefit in reporting results promptly. All other results are on the website. There have been 3 postponements already, 2 of which have involved Hillingdon. Brunel look to have settled in well, although they are struggling a little in Div 1, although seem to be enjoying their matches. Transport can be a problem however, but managed satisfactorily to date.
1. **Handbook**

***Printing and availability***

* SK advised in separate email that the handbook has been completed, although with Jim Carpenter no longer involved, it has proven difficult to transfer from PDF to Word and back again to enable the handbook to be submitted to the printers. However, the printers have been very helpful and competitive and 120 copies will be produced at a cost of £134, and should be ready this week.

***Distribution and notification to players***

* HW confirmed the electronic version of the handbook is already on the website.
* SK will be in touch regarding distribution of the handbooks once they are available.
1. **Social Tournament – review of the event**
* NNS stated he thought this had gone well, with RC in agreement, stating the games were competitive and the handicapping had worked well. The venue had been passable, but no more. Additionally, there did not seem to be anyone from the venue available all day, which was far from ideal. Photos of the winners are already on the Facebook page.
1. **Sportsperson of the Season Award (in memory award)**
* NNS and RC advised that Bob Baines’ family were in favour of establishing an annual award to a player and / or administrator within the league in recognition of endeavours or sportsmanlike behaviour. This need not necessarily be one of the best players, but in recognition of someone who has given something back to the sport. Committee agreed this was an excellent idea although additional thought will be needed to frame the basis of the award. RC will liaise with Bob’s family accordingly.
1. **Officers’ Reports**

**Chairman –** N/A

**General Secretary –** All submissions to ETTA have been done and outstanding roles from last year have been carried forward, including welfare. NNS remains the primary point of contact if any welfare issues are suspected.

**Treasurer –** SK had advised via prior email that there have been no financial transactions this month. HW has cheques for player registrations etc to hand to SK and NNS has the cash generated from the Social Tournament. The cost of the hall for the Social Tournament was £200 ie a net cost to the league in the region of £130/140. It was acknowledged that a tournament sponsor for say £50 would be ideal to help defray costs – RC said he would look into this.

**Match Secretary –** HW advised that Denham A are leading Div 1, Stoke Poges leading Div 2 (although they have played a higher number of games) and Denham Village G are leading Div 3. Safeguarding information has been uploaded onto the website, along with June minutes. HW will provide the treasurer with cheques for both Denham Village and Chalfont.

**Inter-League Secretary –** in PL Jnr’s absence, RC has confirmed that Yanu Aurelian and John Tolontan are keen to play in the Inter-League competition with potentially Nick Lee. Scheduled date is 26 November. – RC / PL Jnr to chase up in normal course. PL Jnr has written to Mike Atkinson requesting the Chalfonts Team be placed in Div 2 of the competition – venue as per last year.

**Development Officer –** RC has been in contact with Steve Keyes with regard to setting up a new Junior league, involving Harefield, Middle School and Denham Village. Intention will be to run the tournament on 2 Saturdays before Christmas and 2 after, the venues alternating between Middle School and Denham Village. Following John Underwood’s retirement, RC has now made contact with his successor (Nicola) who is keen to continue the school’s involvement.

RC is pleased with how Brunel have started and he has also spoken to St Josephs who may be interested in an additional team, there being additional capacity there. He will look to place an item in their newsletter to see if a table tennis morning / evening can be set up to try and interest new players.

**County Representative –** DH was unable to attend the last County committee meeting and nothing further to report.

**Publicity Officer –** no progress made with regard to a new Publicity Officer, although RC will look to put together an article for onward transmission to the press that table tennis is a game for all ages.

**Fairbank Cup Officer –** DM confirmed he will undertake the draw for the first rounds of the Fairbank Cup at the next Committee meeting. However, with the smaller divisions this year it will be more difficult for players to achieve 3 qualifying games each and therefore suggested that for this year the number of qualifying games be reduced to 2, as this would save work in the long run. Committee agreed to this suggestion and this will also be signposted on the League’s website.

**Championship Secretary –** no report.

1. **Any Other Business**
* RC reported that unfortunately Ken Marshall has been admitted to a hospice and is in very poor health.
1. **Date / Venue of Next Meeting**
* Next Committee meetings set for Monday 13/11/17 and Monday 11/12/17, at Coppermine, 7.30pm.

Meeting closed 8.25pm.

**Summary of Actions**

**Oct A1 C/F** Establish if there is an available software programme that provides a **SD**

 template for determining order of play in championships and advise Committee

**Oct A2) C/F** AGM documentation to be added to League website **HW**

**Oct A3) C/F** AGM minutes to be finalised and circulated to Committee **NNS**

**Oct A4 C/F** Cleanse league database and obtain new email software via TT365 **NNS /**

 **HW**

**Oct A5 C/F** Championship Secretary to progress booking of Harefield for Chalfonts **SD** Closed Championships (or alternate venue)

**Oct A6** September minutes to be uploaded onto website **HW**

**Oct A7** Website to be updated reflecting that for Fairbank Cup purposes the number of **HW**

 qualifying games for this season will be reduced to 2