

## Minutes of the Annual General Meeting

Held at Adel Tennis Club at 8pm on Monday 7<sup>th</sup> March 2011

**Present** Sixteen clubs were represented

**Adel:** G Bond, R Garlick, G Pedder, S Pedder, G Williams

**Alwoodley:** A Taylor, S Taylor

**Armley:** N McDonald, R McDonald, J Pritchard

**Boston Spa:** T Baker, T Hughes, W Ziegler

**Chapel Allerton:** D Chubb, S Smith

**David Lloyd:** S Shipley

**Georgian:** D Smith

**Grove Hill:** H Dove

**JCCS:** D Brown, J Kilbride

**Kirkstall:** A Bailey

**Pool:** P Woodham

**Roundhay:** S Brittain

**St Chad's:** J Ingle, P Rice, K Walker, K Wignall

**Wakefield:** S Bastow

**Wetherby:** D Rhodes

**Whitkirk:** K Sherburn, M Stearman

**Committee:** Graham Bond, Chairman; Ken Walker, Deputy Chairman; Gary Williams, Treasurer; Jill Ingle, Secretary; Janet Pritchard, Mixed/Medley Section; Susan Smith, Ladies Section; Steve Bastow, IT/Website; Penny Rice, Fixtures

**Guest:** Gavin Sutcliffe, YLTA

**Bardsey, Carnegie, Heaton, Ilkley, Rawdon and Sandal** were not represented

Graham Bond welcomed everyone to the meeting and introduced the members of the committee.

### 1. Apologies for Absence

The following apologies were received:

**Alwoodley:** E Bottone, S Donaghy, S Harris; **Bardsey:** J Howes, D Sivey; **Carnegie:** L Assioun; **Grove Hill:** L Ashworth, C Cherry; **Heaton:** M McTurk, K Haq; **Horsforth:** H West; **Ilkley:** C Campbell, J Hunt, C Wilkinson; **JCCS:** C Tatman;

**Wetherby:** T Wright

**Committee:** C Cherry, Winter League; C Tatman, Junior Section; C Wilkinson, Mens Section

### 2. Minutes of the General Meeting

The minutes of the autumn General Meeting held on Monday 15<sup>th</sup> November 2010 at Chapel Allerton TC were accepted and approved.

**Proposed:** R Garlick, Adel; **Seconded:** H Dove, Grove Hill.

### 3. Matters Arising

Matters arising will be dealt with under agenda items.

### 4. Winter League Report

On behalf of Carol Cherry, Graham Bond and Jill Ingle reported that:

- 16 teams from 15 clubs had competed in the 2010/11 winter league.

- Two divisions had again operated with relegations and promotions taking place at the halfway stage.
- Chapel Allerton are currently top of Division 1 with Roundhay top of Division 2.
- This season an additional trophy will be purchased and presented to the winners of Division 2.
- The full league table can be viewed on the website.
- There were some early teething problems with the use of the LTA Tennis Tournament Planner software (TTP) but the IT issues have now been resolved. Captains are up to speed and able to operate the system. Assistance is being provided by Carol Cherry and Steve Bastow as required.

## 5. Junior League Report

On behalf of Charlie Tatman, Graham Bond reported that:

- Last summer's competition went well with the end of season Masters Cup being well received.
- The dates for this year's Masters Cups will be issued at the start of the season, with the event being staged in September.
- After some initial problems team captains are now comfortable using the TTP software with Charlie Tatman providing support as needed.

## 6. Singles League Report

On behalf of Charlie Tatman, Graham Bond reported that:

- The Singles league is going well.
- The number of players is growing with 50-60 currently competing.

Graham reminded the meeting that it is open to men and lady players and there is a one off entry fee of £10. The financial situation will be reviewed after 3 years of operation.

## 7. Financial Report

**7.1 Graham** began by saying:

You will have seen the email sent to all clubs by Barry Wilkinson.

The background to this and where we are on this exercise are as follows:

- When Gary Williams became honorary Treasurer, Graham recommended the appointment of an honorary Auditor and Barry had taken on this role.
- Barry recommended showing historic figures back to 2007 as well as a budget for 2011 and Gary worked on producing the accounts in this format.
- However the number of questions raised by Barry meant it had not been possible to complete the accounts in this manner in time for the AGM.
- Graham and Gary took the decision to present the accounts in the usual two year format. As a result of this decision Barry resigned.
- Rob Garlick, who acts as auditor for Adel TC accounts has offered to audit the League's accounts for this year only, if the consensus of the meeting is that an audit for 2010 should be completed.
- After the meeting Graham will seek an alternative auditor. He will approach contacts in Leeds based major accountancy firms.

**7.2 Gary** then presented the accounts to the meeting:

- Income from subscriptions has increased by £448 to £2888. The majority of this increase has come from the Singles league entry fees. Further income will be generated this year from an increase in the number of teams entering the Summer leagues and the introduction of the Veterans league.
- Entry fees for all competitions are to be maintained at current levels.
- The main item of expenditure is to Carnegie for the Winter league court hire. Carnegie charges have increased from 2009 requiring a small contribution from the League on top of the £80 paid by each participating club.

- The remaining expenditure consists of the administration fee paid to Leeds City Council (LCC) for the services of Charlie Tatman and Dwight Brown and a small amount of secretarial costs.
- The surplus for the year is £725.
- On the balance sheet trophies are shown at a nominal valuation. It is recommended to depreciate these to nil over time.
- Current assets stand at £5019 with outstanding liabilities to Carnegie and LCC of £2044.
- The total assets of £3252 are represented by the provision of £1800 for website upgrading and £1400 held as contingency for IT support and other future league developments.

The motion to accept and approve the 2010 accounts was put to the meeting:

**Proposed:** Graham Bond, Chairman; **Seconded:** Tim Baker, Boston Spa.

And agreed unanimously by the meeting.

The accounts will be signed by the Chairman and Treasurer. (Subsequently signed after the meeting by Graham and Gary.)

It was agreed by the full meeting that a further audit of the 2010 accounts was not necessary. Clubs did not feel the amounts involved warranted the extra time would have to be spent on a second audit exercise.

A vote of thanks was expressed to Barry Wilkinson for the help received.

The Treasurer and Committee as a whole will work on the production of management accounts and the presentation of historic and budget figures.

## 8. Rules and Constitution

There are no amendments required to the League Rules and Constitution, copies of which can be found on the website.

## 9. Officers

**9.1 Graham** confirmed that all existing officers and committee members have offered themselves for re-election.

There being no other nominations, it was proposed that the current Officers and Committee members be re-elected.

**Proposed:** Karen Wignall, St Chad's; **Seconded:** Mary Stearman, Whitkirk.

And agreed by the meeting.

According to League rules, Ken Walker should be known as Vice Chairman rather than Deputy Chairman.

Graham appealed to all clubs for additional help in running the Sections and on IT matters to support the Coordinators and Steve Bastow.

**9.2** In the interests of succession planning, Graham proposed the appointment of a Vice President. The person appointed to this role would join the committee and ultimately take on the role of Vice Chairman and then Chairman. The creation of this new post does not affect the Rules and Constitution.

**Proposed:** Graham Bond, Chairman; **Seconded:** Stuart Pedder, Adel.

And agreed by the meeting.

Volunteers for the role were asked to come forward after the meeting.

Attendees were asked to bring this proposal to the attention of their clubs.

## 10. IT, Website and use of TTP software for Summer Leagues

Graham reported that:

- Following the successful use of the TTP software for the Junior, Singles and Winter leagues, it was important to build on the momentum achieved and knowledge base gained.
- He recommended the software was implemented on the Summer leagues this season following the collapse of the satellite website due to the financial difficulties of the service provider.
- The satellite site had only been used for the recording of match results and was run separately to the League's main website. No information had been lost as back-up copies had been stored.
- The loss of this free website meant that an alternative was needed and that it made sense to move the Summer leagues onto the software.
- The Medley league may have to stand alone because of the complexity of its scoring system.
- Fixture generation would remain a manual exercise for the time being.

Steve Bastow reported that:

- There was now a pool of knowledge amongst clubs on which to build.
- The LTA will provide instructions on procedures and how to record players, match results and view league tables.
- Each club will have its own user name and password for security purposes.
- The Handbook will not be produced in hard copy. Instead its constituent parts i.e. Rules, Contact details, Club details, Fixtures, Fair Play Charter and Past Honours will be maintained on the website.
- Clubs/Team Captains will need to input details of Summer league players in team squads. Details of players already entered on the system will automatically be forwarded.
- The first draft of the fixtures should be ready by mid to end March and clubs then have until the end of April to review and arrange changes if necessary.
- Section co-ordinators will be trained in the use of the software and they will be supported through the season by Carol Cherry, Charlie Tatman and Winter league captains. The training is most likely to take place at Chapel Allerton where Wi-Fi facilities are available. Susan Smith will look into arrangements for this.
- The winning captain will be required to enter the match result and the losing captain must verify this. Ideally this should all be done 2 to 3 days after the match but certainly within 7 days of the fixture.
- It is recommended that captains retain a paper copy of the result in the event of queries.
- Section co-ordinators will monitor and chase any outstanding issues. They will also be able to edit changes.

Graham then proposed the move to the TTP software and this was voted unanimously by the meeting.

## 11. Summer Leagues 2011

Jill reported that entries for 2011 had increased by two to a total 90 teams overall.

The following promotions (*P*) and relegations (*R*) were agreed -

### 11.1 Mens:

Alwoodley "C", Chapel Allerton "C", Kirkstall and St Chad's "B" have entered making a total entry of 31 teams.

- It was agreed to add a fifth division, with 7 teams competing in Division 1 and 6 teams in Divisions 2-5.
- Chris Wilkinson will continue to act as Section Co-coordinator for Division 1 and 2.
- Dwight Brown will act as Section Co-ordinator for Divisions 3-5.

Div 1	Div 2	Div 3	Div 4	Div 5
Ilkley A	Rawdon A (R)	Ch Allerton A (R)	Adel B (R)	Pool B (R)
Bardsey	Ilkley B (R)	Roundhay B (R)	Rawdon B (R)	Alwoodley B (R)
Boston Spa A	Roundhay A	Grove Hill (R)	Ilkley C (R)	Alwoodley C
Adel A	Wakefield A	JCCS	Georgian (R)	Ch Allerton C
Alwoodley A	Boston Spa B (P)	Horsforth (P)	Wetherby	Kirkstall
Ch Allerton B (P)	Pool A (P)	St Chad's A (P)	Wakefield B	St Chad's B
Whitkirk (P)				

### 11.2 Ladies:

Alwoodley "B" and Roundhay "C" have entered making a total of 18 teams.

- It was agreed to add a third division, with 6 teams in each division.
- Susan Smith will act as Section Co-ordinator for all 3 divisions.

Div 1	Div 2	Div 3
David Lloyd	Whitkirk (R)	Pool (R)
Ch Allerton A	St Chad's (R)	Alwoodley A (R)
Horsforth	Armley (R)	JCCS (R)
Adel	Ch Allerton B	Roundhay B (R)
Roundhay A	Kirkstall	Alwoodley B
Wetherby (P)	Georgian	Roundhay C

### 11.3 Mixed:

No overall change. St Chad's "B" has withdrawn but JCCS have entered making 10 teams in total.

Horsforth again declined promotion.

- It was agreed to reduce Division 1 to 4 teams and increase Division 2 to 6 teams.
- Teams in Division 1 will play each other 3 times during the season making 9 matches per team.
- From 2012 it was confirmed that the team placed top in Division 2 would be automatically promoted.

Div 1	Div 2
David Lloyd	St Chad's (R)
Ch Allerton	Horsforth
Rawdon	Wetherby
Adel A	Adel B
	JCCS

### 11.4 Medley:

No change, 5 teams in total being:

- Boston Spa, Grove Hill, Kirkstall, Pool and St Chad's.

### 11.5 Juniors:

- **U16:** Kirkstall are a new entry making 12 teams in total.
- **U14:** Boston Spa, Heaton, Kirkstall and Sandal have withdrawn.  
Grove Hill and Wetherby have entered making 7 teams in total.
- **U12:** Wetherby have withdrawn making 7 teams in total.

## 12. Veterans League

Graham outlined his proposals for the introduction of a mid-week daytime doubles competition for players aged 55 and over:

- The competition would have a summer and winter league season with a one off cost of entry of £10 per person per season.
- Play would be in ladies, mens or mixed doubles pairings drawn from teams of up to 3 players. Players would not need to be members of the same club to form a pairing/team.
- The summer league would begin on 1<sup>st</sup> May through to 16<sup>th</sup> October with the winter league running from 1<sup>st</sup> November to 16th April.
- Rounds would consist of up to 6 matches played over 10week periods with promotion and relegation of the top and bottom two teams.
- The home team will book and pay for courts with the away team providing the balls. It will be a rule that games should be played within the “Leeds region” and as such players should not have to travel further than 30 miles each way for a match.
- The match format, scoring, rules and conditions would be as per the Singles league.

Graham will expand the rules and issue application forms with entries for the summer league to be received by w/c 25<sup>th</sup> April.

Interest in the competition has already been expressed by a number of clubs.

Graham appealed for volunteers to contact him regarding offers of help to co-ordinate the summer and winter competitions.

### **13. Any Other Business**

**13.1:** Graham recommended to the meeting that the League seek sponsorship from large locally based business, including an accountancy firm and a bank or other such financial institution. Graham already has a number of contacts he would be happy to approach in this regard. Monies received would go towards future League developments and the provisions of cups for competitions.

**13.2:** Jill informed the meeting that courts were available for hire from Moor Allerton Sports and Social Club.

- Alwoodley TC is negotiating to hire the courts on Monday, Tuesday and Thursday evenings for Summer league matches.
- Three courts are available for hire at other times priced at £4-£5per hour. Bookings can be made through Olga Bartram, Centre Manager on 0113 2930766 or 07815652017 or see the website [www.massc.org](http://www.massc.org) for more information.

Graham thanked Adel Memorial Hall and Adel TC for hosting the meeting and those present for attending.

There being no further business the meeting closed at 10.20pm.