



LEEDS TENNIS LEAGUE ANNUAL GENERAL MEETING

HELD TUESDAY 5TH MARCH 2013, STARTING AT 8PM

AT
ADEL TENNIS CLUB

Graham Bond (**GB**) in the Chair opened the meeting and welcomed everyone.

Those in attendance being:

1. Adel –Stuart Pedder, Tracy Watson, Graham Bond (GB), Gary Williams(GW)
2. Alwoodley – Steve Donaghy, Alison Taylor
3. Armley –Gill Pedder, Janet Pritchard(JP)
4. Bardsey – Julian Howes
5. Boston Spa – Pete Smith
6. Chapel Allerton – Audrey Reed
7. Grove Hill, Otley – Hilary Dove
8. Horsforth – Hillary West
9. JCCS – Dwight Brown(DB)
10. Rawdon – Matt Martindale
11. Roundhay – Stephen Ball, Cath Brittain, Ann Sedivy(AS)
12. St Chad's – Chris Smith, Julia Smith, Karen Wignall, Jill Ingle(JI)
13. West Yorkshire – Tony Abbott
14. Wetherby –Mike Green(MG)
15. Whitkirk – Stuart Eddison, Mary Stearman(MS)

With 15 out of the 25 Clubs represented, JI declared that we had exceeded the required quorum for holding the meeting.

1) APOLOGIES FOR ABSENCE

Jl went through a list of apologies received including:-

Adel – John Micklethwaite
Alwoodley – Elspeth Bottone, Sally Harris
Armley – Nick & Rachel McDonald
Boston Spa – Alasdair Rattray
Chapel Allerton – Daniel Chubb, Kasia Hiorns, Christian Kaiser, Susan Smith
David Lloyd – Gillie Bailey, Claire Carvis, Marie Gill
Grove Hill - Lynne Ashworth
Ilkley – Steve Baker, Colin Campbell, Carol Cherry
Kirkstall – Chris Bradley
Pool – Gavin Westworth on behalf of the Club
St Chad's – Penny Rice, Ken Walker
Wakefield – Steve Bastow
Whitkirk – Kath Sherburn, Oliver Walsh

GB thanked Adel TC for hosting the meeting free of charge to the League.

He pointed out that this was a milestone meeting and hoped that sufficient volunteers would come forward to enable the League to continue. If the League has no Chair then it is in breach of its constitution. The use of the LTA licence would also be breached.

2) MINUTES OF THE 19TH NOVEMBER 2012 AUTUMN GENERAL MEETING

Under Minute 6: Winter League **GB** noted a correction to the wording regarding the number of teams in the competition. This should read “teams from 16 different clubs....”

GB then asked the meeting whether they were happy with those Minutes as written up and that they correctly portrayed the discussions and the meeting and the decisions as made.

Proposed: Mary Stearman, Whitkirk; Seconded: Hilary Dove, Grove Hill

The meeting then unanimously agreed that the Minutes correctly reflected the business undertaken at the Autumn GM.

3) MATTERS ARISING

GB raised the following matters:

- Continuation of the Medley competition to be picked up under Agenda Item 12
- Steve Bastow was unable to attend due to illness but had submitted an IT report which would be circulated with the Minutes. (See also Section 8 below.)
- Susan Smith had stepped down as Ladies Section Co-ordinator but is to help on fixture planning alongside Penny Rice and JI.
- Ann Sedivy and Cath Brittain, of Roundhay, have kindly volunteered to take over from Susan as Section Co-ordinator
- Carol Cherry was expected to continue as Winter League co-ordinator through the 2013/14 season but not beyond that. A new volunteer is now needed to work alongside her and then take over from her. A separate email would be issued to all clubs in this regard.
- The Vets league continues but more teams are needed. **GB** indicated that a team from Adel may enter this summer.
- Suggestions had been sought on the use of the League’s surplus funds but none had been forthcoming. Ideas from the committee would be picked up under Agenda Item 9.
- Updates to the Rules and Fair Play Charter would be in place on the website prior to the start of the season.
- Possible changes to the constitution would be picked up under Agenda Item 11.
- Presentation of trophies – it had been realised that one club had won a division but that their entry fee was still outstanding. **GB** reminded the meeting that fees must accompany the entry form. If the fee is not paid then the team may be suspended from playing matches until such time as the payment is received.

On this last point Steve Donaghy, Alwoodley commented that this should be formalised as policy.

It was then proposed that in future all teams must be fully paid up before playing any fixtures and that any results would be null and void until the entry fee was paid.

Proposed: Steve Donaghy, Alwoodley; Seconded: Mike Green, Wetherby

This was unanimously agreed by the meeting

- Trophies which had not been returned at the autumn General Meeting for presentation to the 2012 champions were then awarded to:
Whitkirk B – Men’s Division 5
Rawdon – Mixed Division 2

Tony Abbott, West Yorkshire TC wished it to be noted that his club are a new entry to the Men’s league this year. The club are based in Sandal, Wakefield but should not be confused with Sandal Tennis Club.

JJ will liaise with Tony to make sure that the correct details for the location of the club are posted on the website and that directions are given to visiting team captains.

4) WINTER LEAGUE 2012/13 REPORT

GB gave apologies for absence for Carol Cherry, the Section Co-ordinator, and then raised the key points in Carol's report to him, being:

- a) The season is halfway through and it looks as though there will be a new name on the trophy this year with Ilkley 1 being the leading contender.
- b) Chapel Allerton 1 conceded their last fixture and this is likely to rule them out of contention. The team will be invoiced £48 for unpaid match fees which remain due.
- c) In Division 2, Beckfoot and Ilkley 2 are currently leading the way on 5 points each although Beckfoot have a match in hand.
- d) The other second teams appear to be struggling.
- e) The season will run until the middle of April as two nights of fixtures were postponed due to inclement weather.

GB then commented that the League would not commit to the hire of courts at Carnegie for 2013/14 until it knew there was a Winter League Co-ordinator in place.

Carol's report is attached to these Minutes.

ACTION: GB/JI to circulate the clubs requesting volunteers for a new Section Co-ordinator for the Winter League.

5) JUNIOR LEAGUE REPORT

GB introduced Mary Stearman, Whitkirk, who is taking over from Charlie Tatman as the Junior Co-ordinator for the U12 and U14 leagues. A further person to help for the U16 league is still the preferred option. However, no volunteers came forward at the meeting and so Mary kindly agreed to take on this section as well.

GB asked that the appeal for additional help was raised within clubs.

GB then reported that Mary would be unable to organise and run the Masters Cup end of season events. Dwight Brown, JCCS, agreed to take over this responsibility and so the events will again be held at JCCS in September.

ACTION: GB asked club representatives at the meeting to consider who at their clubs could help on the junior leagues.

Subsequent to the meeting Ben Mitchell, a member of the coaching staff at the David Lloyd Centre, has agreed to take on the role of U16 Section Co-ordinator.

Alison Taylor, Alwoodley, advised the meeting that JCCS had charged junior visiting teams £5 per player for court hire. **DB** acknowledged this and said that the issue had arisen because JCCS is a pay and play centre rather than a membership club. He reported that the adult teams cover the cost of court hire but this was not the case with their junior teams so the costs had to be shared with their opponents.

GB said the League had been unaware of this issue and that this will require a discussion with Dwight (but that the starting point for any junior Leeds league match has been no court fees being charged to the visiting team.).

6) SINGLES LEAGUE REPORT

GB confirmed that Gillie Bailey had taken over from Charlie Tatman as Singles League Co-ordinator last November. Gillie was unable to attend the meeting as she was working at David Lloyd. In her absence **GB** reported that:

- There are around 100 players involved and that the competition was working well. This was confirmed by those participants present at the meeting.
- Consideration is being given to the award of a trophy, possibly to the player who wins the most matches over a particular period.

7) VETERANS LEAGUE

Mike Green (**MG**) reported that the League is in its fourth season, with the second winter season underway.

- Unfortunately there are only 3 teams competing but matches are being played and enjoyed by those participating.
- New entrants are encouraged. Clubs are reminded that teams consist of up to 3 players with an entry fee of £5 per player. The competition runs during the week at off peak hours, the eligible age is now 50 and over.
- MG** will need to know by April of any new teams for the summer competition.

GB and MG asked people in attendance at the Meeting to take this message back to their clubs.

8) IT AND WEBSITE MATTERS

GB presented a summary of the IT and Website report on behalf of Steve Bastow. The full report is attached.

- The League's use of LTA software continues to go well across all competitions.
- Captains are thanked for mainly submitting results and information on time and are asked that they continue to do so in a timely manner for the summer 2013 season.
- A change of captain means there is also a need to transfer the user passwords for that team across to the new user. Also a new captain should also benefit from the expertise built up within clubs.
- Steve Bastow along with Steve Cordingley and Mike Green are on hand to provide help and support.
- A Google maps page has been introduced on the website providing directions to clubs.
- The LTA are likely to introduce a fee for use of the software of 2 euros per team.

Hillary West, Horsforth, suggested that captains agree at the match about timings for inputting and confirming results. She suggested that the winning captain could text the losing captain when the match result had been entered. This would prompt the losing captain to log on and confirm the result.

Mary Stearman, Whitkirk, noted that results reporting in the Juniors is often delayed because the parent representative of the team is not always the inputter of results.

GB confirmed that the need to input and confirm results in a timely manner would be emphasised on the website and at the start of the season.

9) FINANCIAL ACCOUNTS 2012 AND TREASURER'S REPORT

Gary Williams (GW), Hon. Treasurer, reported on these items as follows:

Income and Expenditure -

- Summer league fee income of £1240 was a slight down on 2011 due to the reduction in entry fees.
- Winter league fees had been expected to increase to £88 per team. However Carnegie charged less than expected for court hire in 2011/12 so the fee was left unchanged at £80. Players pay a match fee of £6 each.
- 26 new players entered the Singles league generating £260 income. Operating software costing £64.99 has been purchased to help Gillie Bailey run the league.
- Other expenditure includes £37 annual charge for the website domain name and host server.
- The expenditure accounts contain two provisions - an adjusted provision of £525 for an administration payment to Leeds City Council for the services of Charlie Tatman for 9 months of his time in 2012 and £1344 for court hire at Carnegie for 2012/13.
- The surplus for the year was £902.

Balance Sheet –

- g) Fixed assets consist of the trophies which are being depreciated.
- h) £13 is owed to GB in respect of a website payment. The unrepresented cheque is more than 6 months old.
- i) The website upgrade fund of £1800 is still held in reserve. Thanks to the work of Steve Bastow and his team this anticipated expenditure has not arisen. **GW** suggested that these funds could be used to pay the LTA licence fee if this is introduced.
- j) The overall surplus has now risen to £3119.

GW suggested that the surplus funds could be put towards a replica trophy that would be retained by each winning team and held within the club or rotated around each team member. This would cost about £250 per year. As previously suggested a Singles League trophy is also under consideration.

Tony Abbott, West Yorkshire, commented that the Wakefield & District League issue a certificate to each winning club, signed by the League Chairman.

Julian Howes, Bardsey, commented that the Barkston Ash League provide a memento for each team member.

GB then raised the issue of paid administration support for the League itself. He explained that a lot of voluntary work currently goes into running all the leagues including IT support and that the League cannot continue to rely on the goodwill of volunteers going forward. He estimated that admin support requirements could easily average £1,500 /£2,000 pa if bought externally.

It was agreed that a brief on admin support requirements should be prepared and issued to clubs.

Proposed: Graham Bond; Seconded: Hillary West

These proposals were put to the Meeting and were agreed unanimously by those present.

The meeting was then asked to approve the accounts as shown, for the year ended 31 December 2012.

Proposed: Gary Williams; Seconded Graham Bond

This was unanimously agreed by those present.

GB and GW duly signed the accounts and passed to JI for safe keeping.

10) ELECTION OF OFFICERS AND COMMITTEE MEMBERS AND

11) RULES AND CONSTITUTION

GB reported on the current status of the Committee and Officers of the League and volunteer helpers as follows:

Ladies Section: Ann Sedivy/Cath Brittain

Mens Section: Oliver Walsh, Dwight Brown

Mixed/Medley Section: Janet Pritchard

Juniors Section: Mary Stearman, Dwight Brown

Winter League: Carol Cherry

IT: Steve Bastow, Mike Green, Steve Cordingley

Fixtures: Penny Rice, Susan Smith, Jill Ingle

Treasurer: Gary Williams

Secretary: Jill Ingle

Deputy Chairman: Vacant

Chairman: Becoming vacant

GB then outlined the recent difficult history for the League in filling the roles of Chairman and Deputy Chairman since the departure of Paul Copley to London and the resignation of Ken Walker. **GB** was also standing down as Chairman after 4 years and despite having given 18 months notice, a successor had not been appointed.

GB explained that another way forward was needed to ensure the League would continue without having to go through these crises every time a new Chair was required. **GB** proposed the introduction of a Club rota system in which every club competing in League competitions would be obliged to participate. A Club then, when it was their turn, would nominate from their Club a Deputy Chairman of the League for one year who, after that one year, would succeed as Chairman, followed a year later by becoming the Immediate Past Chairman. This would mean 3 years in total on the committee and ensure continuity and expertise on the committee going forward.

A Club rota could simply be based on the alphabetical order of Clubs in the League, with those Clubs who have already provided elected officers being given the opportunity to put forward a nomination but without being required to do so. As there are currently 25 clubs participating in League competitions, the rota would come round 1 in every 25 years.

GB also suggested that if a club failed to make a nomination or that person dropped out and was not replaced by their Club then a sanction such as all teams from that club being suspended until such time as the situation was rectified should be agreed.

The following views and comments from the floor were expressed:

- Alison Taylor, Alwoodley – Could a system be based on membership levels and number of teams per club?
- Julia Smith, St Chad's – Is it worth asking clubs again for a volunteer? If the role is to be time bound it may encourage volunteers to come forward.
- Hilary Dove, Grove Hill – Clubs already find it difficult to fill internal roles.
- Mike Green, Wetherby – This will always be the case but there is a need to share responsibility.
- Karen Wignall, St Chad's – Something has to be done to avoid this situation arising in the future but it's important to have the right people in the roles.
- Julian Howes, Bardsey – What about skill levels within clubs? If there is just not a suitable person would it go to the next club on the list?
- Tony Abbott, West Yorks – It does assume that a club has a person competent enough to do the job
- Mike Green, Wetherby – The LTA are doing their best to put in place support for clubs. They have a place to play in helping clubs and Leagues be run. Perhaps they could be approached to run a training course on the roles and responsibilities of Chairmen.
- Gary Williams, Adel – There needs to be an agreement on the way forward and to have the situation nailed down now.

On time commitment required by the Chair of the League, GB acknowledged that he had only been able to fulfil this role because he had worked on a part time basis in recent years. He also commented that bringing in administration support would help take the pressure off these volunteer roles.

GB re-iterated the need to agree the general principle of a club rotation system to provide Deputy Chair then Chair and then Immediate Past Chair and would be an obligation for a Club to fulfill of approximately once in 25 years.

The Chair's job description issued to clubs last December would be revisited and revised as necessary.

Proposed: Graham Bond, Chairman; Seconded: Cath Brittain, Roundhay
This was unanimously agreed by those present.

Following this agreement, **GB** said that, in consultation with **GW & JI**, he would prepare a draft proposal covering the re-wording of the League's constitution, the Fair Play Charter, third party liability insurance and standards of court playing surfaces and facilities to ensure that these were all fit for purpose for the next 10 years.

Once ready in draft format, the document(s) would be issued, possibly by email, for comment and a final draft version would then be presented to Clubs either at an Extraordinary General Meeting or at an Autumn or Annual General Meeting.

GB then went on to confirm that a volunteer had come forward to succeed him as Chairman. He introduced Pete Smith, Boston Spa. Pete has played League tennis for many years and is captain of the Boston Spa Men's A team. **GB** expressed his gratitude to Pete for coming forward.

GB confirmed that he would remain as Chairman until the end of April to allow a handover period. Pete Smith would take over from 1st May. **GB** also confirmed that he would then remain on the committee in the new role of Immediate Past Chairman as proposed above.

Proposed: Stuart Pedder; Seconded: Julian Howes
This was unanimously agreed by those present.

With Pete Smith now Chairman designate and Ken Walker having stepped down, it was appropriate to seek sanction to update the bank mandate.

GB proposed that Pete Smith and Gary Williams become signatories on the League's bank account, replacing Ken Walker who was no longer on the committee.

Proposed: Graham Bond; Seconded: Karen Wignall, St. Chad's

This was unanimously agreed by those present. The final issue requiring ratification is the change to the Medley playing format. Proposals were put to team captains in advance of the meeting whereby a team would consist of 2 men and 2 ladies (as opposed to 4 men and 2 ladies at present). A majority of the clubs involved agreed with this and entry forms were issued to all clubs on this basis.

Proposed: Janet Pritchard, Armley; Seconded: Hilary Dove, Grove Hill
This was unanimously agreed by those present.

12) SUMMER LEAGUE ENTRANTS/FORMAT/POLICIES FOR 2013

- a) New teams/withdrawals
- b) League Entrants and Divisions, including those promoted and those relegated
- c) Fixture Planning Issues.

Jl reported that a total of 93 teams have entered the summer competitions, 62 adult teams and 29 junior teams. This is no overall change on 2012.

Jl went through the flip chart proposals for the divisions and the following promotions **(P)** and relegations **(R)** were agreed:

12.1 Mens:

Pool B and West Yorkshire are new entrants; Alwoodley C has withdrawn giving a total of 32 teams, an increase of 1 team on 2012. 7 teams will compete in divisions 1 & 2 and 6 teams in divisions 3 -5.

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

Subsequent to the meeting, Jl contacted all clubs offered promotion but not represented at the meeting. All clubs involved accepted promotion and so the promotions and relegations shown above have now been confirmed.

12.2 Ladies:

In 2012 20 teams entered but only 19 competed with David Lloyd B withdrawing pre season from division 3 leaving an imbalance in the distribution of teams. David Lloyd has now withdrawn altogether meaning a total of 18 teams. It was agreed to have 6 teams in each division.

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

12.3 Mixed:

7 teams have entered a net decrease of 1 team. It was agreed to merge into one division

Div 1
Ch Allerton
JCCS
David Lloyd
Rawdon
St Chad's
Adel
Horsforth

12.4 Medley:

No overall change with 5 teams in total; Armley replacing Pool who have not re-entered.

Div 1
Grove Hill
St Chad's
Kirkstall
Boston Spa
Armley

12.5 Juniors:

U16: New entries from JCCS and Wetherby have been received making 12 teams in total.

U14: New entries from David Lloyd B and Roundhay B have been received making 11 teams in total.

U12: Teams from JCCS, Roundhay, Sandal and Wetherby have been replaced by just one new entry from Grove Hill making 6 teams in total.

Fixture planning will now start as soon as possible with the aim of issuing these to clubs before the end of March.

Clubs were reminded that they had until the end of April to agree any mutually acceptable alternative date with their opposition and notify the Section Co-ordinator of this change.

From the beginning of May, teams must be prepared to play on the date specified and fixtures may only be rearranged in the case of inclement weather.

13) ANY OTHER BUSINESS

a) Dwight Brown advised that JCCS is hosting a pre-season adult doubles tournament on Saturday 23 March. It costs £16.50 per team to enter. Teams will play in pools for the chance to compete in the final. A trophy will be awarded.

Details would be passed to **JJ** who will forward to all clubs.

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

GB thanked everyone for coming and wished all a safe journey home.