

Kidlington Forum Table Tennis Club

Minutes of the Committee meeting of 17th February 2015

1. Apologies: none.

Present: John Duncalfe, Karl Bushell, Brian Jermyn, Paul Woodward, Ben Pritchard, Chris Smith, Bob Hallett and Christine Scaysbrook.

The meeting began at 7.00pm

2. Minutes: The minutes of the meeting of 4-12-2014 were accepted as a true record.

3. Matters arising from the minutes:

(a) PW reported that the posting of details on the website for running open sessions had not worked.

(b) KB said that he had met Les Dent and the Blinds man checking the blinds in the Hall so action may be due on repairs. He had reported the hole in the wall, close to the kitchen door, to Les;

(c) KB said he had checked all the tables and, with the exception of one wheel, which he was going to sort, they were OK.

4. Coaching: JD reported that the beginners' session was oversubscribed and he had started the waiting list again. PW said the increase was due to parents participating with their children. KB said he had sent some youngsters to our sessions from his Satellite clubs as well.

KB said that the intermediates and elites were down to about 6 regulars. He asked CSM to finalise his coaching arrangements so CSM could help him in these sessions. KB said that the organisation of coaching be kept under review.

5. Satellite Clubs: JD reported that the St Gregory's satellite had been running since mid-November with Simon Price and JD coaching. Sessions were a bit chaotic with numbers varying between 2 and 18 and age groups differing. The sessions had moved into a refurbished Gym. 3 new tables had been delivered but they had not yet been erected. The Sports Master was checking the paperwork. Anne Borrowdale, as Development Officer for the League, had visited the Gym to see if it would be a suitable venue for a new Club. As a result she, JD, school staff and Lisa Williams from TTE would be meeting to see if a new Club could be formed there.

KB said that the Marlborough Satellite was not successful as there were problems with transport home after sessions. The Gosford Satellite was successful. There were 4 tables and Jack Smith acted as his assistant coach. Year two funding had been obtained.

KB said an Activators Course had been set up on 24th February at the Oxford Academy to train players to help at coaching sessions. He was running the Course.

6. Proposed Level One Coaching Course at Pavilion: KB said TTE were looking for premises to hold a course and wanted to know if the Pavilion was available for three Sundays this Spring/Summer. The advantage would be that more trained coaches would benefit table tennis locally. PW was concerned that the loss of three open sessions on Sundays would lead to an on-going loss of customers. The

Committee voted 5 to 2 against offering the premises for the Course. CSc suggested that the Course could be held on Saturdays at the Pavilion. KB said he would take that suggestion up with TTE. There should not be a clash with the footballers as the Course was planned to take place after the end of the season.

Action: KB to tell TTE that Sunday use of the Pavilion for the Course was not acceptable to the Club. KB to check with PC that there would not be clash with Football if the Course were held on Saturdays and, if no clash, then suggest to TTE that they could book the Pavilion for Saturdays for the Course.

7. Treasurer's Report: KB said that we had £17,600 in the Coventry Bond, £6,791.87 in the Barclays main account, £868.16 in the St Greg's satellite account and £1263.53 in the Marlborough/Gosford satellite account. Total funds available were £26,523.56.

KB said that rent was due to the PC very soon and we would have to invest in plastic balls as these would be the only ones allowed in League play next season. Most match fees for the first half of the season were now in.

PW reminded us that Sainsbury's Vouchers were now being collected.

8. Divisional KO's: JD said that, at the Oxford League meeting, he had offered the Pavilion for the Divisional KO's on Monday March 30th and Tuesday 31st, Wednesday 1st and Wednesday 8th April, and Friday 10th April for Finals Night. These dates were after the end of the season and in the Easter School Holidays. John Birkin thought that all the competition could be played on those days. It was agreed that the Oxford League be charged £100 for these 5 nights. It was also agreed that the unpaid bill for the previous season be waived.

Action: KB to inform the League of charges.

9. Town and Gown: JD reported that this year's Town and Gown event had been cancelled due to unavailability of University premises. He said that John Birkin thought that the League should host next season's competition and that it be held in September. The favourite venue for the competition was our Pavilion. The League Committee will be looking for someone to organise the competition.

There was considerable enthusiasm for the competition. It was thought that the competition should be held later in that term as students don't start until October. KB said that younger players should be picked to give them experience and because older players had other competitions at weekends. The use of the Pavilion on a Sunday afternoon was OK as it wouldn't impinge on Sunday sessions.

CSc said that she was willing to organise the event.

Action: JD to give views to the Oxford League Committee and offer CSc services as T & G organiser.

10. Practising on Match Nights: JD reported that there had been practising on spare tables on match nights where only one or two matches were taking place. It had led to more lets being called in matches because of stray balls from the practise area. It was agreed that there should be no practising on Monday and Wednesday match nights except that teams playing that night could use a spare table for knocking up and match play.

Action: JD to inform members.

11. Date of Next Meeting: Monday 18th May. 7pm start.

12. AOB:

(a) KB said that Yoshi has one more match before he returns to Japan. Neil Hurford and KB would be presenting him with an Oxfordshire County Badge. KB said that a Hungarian would be replacing him and that several more Hungarians may join in the near future;

(b) JD said that BP had proposed Club Development as an item for Committee. Sport England was offering clubs advice on this matter. PW was concerned that if we didn't get enough volunteers for sessions we couldn't think of developing. PW said that he would give a set of keys to Andy Baulch so he could run sessions.

It was agreed to put club development and volunteers for sessions as items for next Committee;

(c) JD said that Junior League would start on Monday 13 April and run for 9-10 weeks depending on entries. He said he would be asking for entries soon. He would also be asking Committee members for help on specific nights soon.

The meeting ended at 8.45 pm

Signed.....Paul Woodward, Chairman

Date.....

RISK ASSESSMENT

Organisation: Kidlington Table Tennis Club

Risk Assessment For: The Pavilion Exeter Close,

Date of Risk Assessment: July 2014

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Vehicle Movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	Car park partially lit.	Participants to be notified of parking limitations and advised to car share. Remainder of car park	Parish Council to provide additional lighting for car park. John Duncalfe to inform club members of actions	By next winter.	

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			to be lit.	necessary.		
Slips, trips, falls and other injuries of site users.	Players, spectators, and other site users may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.	<p>External surfaces and clubhouse maintained to good standard.</p> <p>Good lighting in car park and all rooms and corridors in clubhouse.</p> <p>Spillages inside will be cleared up immediately.</p> <p>No storage in corridors.</p> <p>No trailing electrical leads/cables.</p> <p>Access to drinking water tap will be kept clear of obstructions.</p> <p>Tournament area will be kept clear from food provision.</p> <p>First aiders on hand in case of injuries.</p> <p>Maintain a first aid kit.</p>	<p>Volunteers at sessions to fill in accident report forms for the Parish Council.</p> <p>Maintain a supply of accident report forms.</p>	<p>Karl Bushell to provide accident report forms.</p> <p>John Duncalfe to let volunteers know about a.r.forms.</p>	By September.	
Fire	If trapped, site users could suffer fatal injuries from smoke inhalation/burns	<p>Fire extinguishers in place.</p> <p>Fire exits clearly marked.</p> <p>No obstructions to fire exits</p>	Ensure that exits remain obstruction free on the days of event.	Brian Jermyn checks fire alarms work.	Weekly	

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		<p>or passage through Pavilion</p> <p>Checking that fire alarms work.</p>				
<p>Manual handling of tables and chairs</p>	<p>May suffer back pain if they try to lift objects that are too heavy or awkward.</p> <p>Falling tables may injure those handling tables.</p>	<p>advised to work in pairs when moving tables and to ask for assistance.</p> <p>Users to make sure wheels are not locked and braces are loosened before moving tables.</p> <p>Maintaining tables annually.</p>	<p>No further action needed.</p>	<p>John Duncalfe to inform all members of procedures when moving tables.</p>	<p>John Duncalfe to ensure procedures are posted on the club website by September.</p>	
<p>Kitchen / food preparation</p>	<p>People in/around food preparation areas may suffer burns and injuries from kitchen utensils spillages, hot water/equipment etc.</p>	<p>Relevant safety warning signs displayed.</p> <p>Access to kitchen to be limited to those with need to access.</p> <p>First aiders on hand in case of injuries.</p>	<p>No further action needed.</p>			

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Box on wall by carpeted area has sharp corners	Tall players playing nearby may hit their heads on the corners.	Nothing	To put safety corners on the box.	Parish Council.	asap	
Personal Security	All members if their whereabouts are not known if a fire alarm sounds. Juniors, if coaches and session supervisors do not know who is picking them up.	Maintaining attendance registers at all sessions. Requiring parents of juniors to sign a parental responsibility form noting who shall pick up their children from sessions.				
Hazards when playing.	Players may slip, fall and collide with other players and objects.	We require players to wear clothing and footwear appropriate to playing table tennis. We require that players do not eat and drink or wear earphones or operate mobile phones whilst				

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		<p>playing.</p> <p>We ensure that table wheels are locked and any braces secured before play is allowed.</p> <p>The playing area must be free of obstacles before play is allowed.</p> <p>No encroachment on playing areas is allowed during play except at the request of the player or in an emergency.</p> <p>Juniors and other players are required to follow the instructions of the coaches and supervisors at sessions.</p> <p>Supervisors and coaches are required to carry mobile phones to contact emergency services if necessary.</p>				

