

**Hills Tennis Association Inc
Junior Activities Committee
Minutes of Meeting held 20 August 2015 at 8pm
at The Haus, Hahndorf**

Present: Sue Hutson, Anthony Klatt, Bill Walter, Sean Littler, Scott Hughes, Jayne Taylor, Ian Barry, Martin Smallridge

Apologies: Dan Anderson

1. Positions Vacant

- 1.1. Secretary – Martin Smallridge will take on the communications part of this role. Jayne Taylor will attend to agendas and minutes.
- 1.2. Chair – Sue Hutson appointed as Chair.

2. Allocation of tasks for the season

1. Chairperson - Sue
2. Team nominations – Sean, with assistance from Sue with collating and sorting nominations. Grading to be held on 17 September at 6.30pm at 23 Smeaton Crescent, Littlehampton. A current list of junior co-ordinators to be obtained from Melissa Hutchesson.
3. Programming – Steve Matulick will programme junior matches this year for the last year. Intend to move to programming via new competition planning software. Clubs need to ensure they have all courts sourced and included on nomination forms at time of submitting.
4. Rules of Match & Play and Notes to Junior Supervisors – Rules of Match & Play have been updated by HTA MC. Sean will update Notes to Junior Supervisors in relation to which divisions play tiebreaks after grading.
5. Junior/Senior Conference – completed by Anthony.
6. HTA Website – Anthony will co-ordinate with Myles for Junior Development. Sean and Sue will look after other JAC.
7. Closed Tournament – Anthony, Scott and Hahndorf Tennis Club girls. Will try to organise to have a live draw this year.
8. TSA Registration of players – Changes to competition planning software to better suit tennis. Names from My Tennis will appear in Comp Platform and vice versa. Live on 1 October. Training on 7 September for MC and 27 September for clubs at Cornerstone. All clubs to attend or penalties if mistakes are made. Sue to follow up with MC in regards to submitting lists to HTA.
9. Finals – Dan
10. Orange Ball and Green Ball comps – Anthony
11. Score sheets – Sue has sought a quote and will follow up
12. Country Carnival – Anthony, Scott, Ian and Nancy Moulds. Anthony will check if Nancy will still be involved this year. Trial date 8 November.
13. Foundation Cup – Anthony. Two coaches this year for each region. Succession planning - next year need to train a new co-ordinator.
14. Winter tennis – Bill for one more year.

3. Communication

Continue with email communication. Martin to make decisions on who to forward queries to within JAC.

At start of season specifically advise junior coordinators via email, not website, that there is to be no parent communication direct with JAC and that all communication with JAC must be via junior co-ordinator. Also, for all queries from junior co-ordinators, they must provide all relevant information and statistics and not assume that the JAC knows their players concerned. Separate notes to junior supervisors to be developed for yellow, green and orange ball. Ian to check if he has any resources. Provide feedback on what parents would like to see in the one page notes for orange and green ball. If entering teams in other associations, clubs need to seek permission from MC first.

4. Winter Tennis Update and Presentation

Bill advised that 8 out of 11 teams are through to finals. Still deciding on presentation evening/afternoon.

5. Police Checks

Everyone on committee needs a police check. Bring to next meeting or scan and email to Jayne.

6. Grading Night

To be held at Sue's house at 6.30pm on 17 September 2015.

Meeting closed at 9.30pm