

# **S.F.C. SQUASH CLUB COMMITTEE MEETING**

held on 26 March 2009 at 17.30 at S.F.C. Club

## **1. Hand over to New Committee Members**

<b>Chairman</b>	from Ian Rowett to	<b>Sumari Usher</b>
<b>Treasurer</b>	from Corene Roux to	<b>Ester Meyer</b>
<b>Captain</b>	from Sumari Usher to	<b>Ruth Hornickel</b>
<b>Secretary</b>	from Andree Steyn to	<b>Flicky Rowett</b>
<b>Maintenance</b>		<b>John Rowett</b> agreed to liaise with SFC on all matters of maintenance for the squash club

**Former Chairman, Ian Rowett**, would in future be **Club Coach/Communicator** - coaching squash players and continuing to send out Email updates as the club 'scribe'. Andree and Ian would no longer be attending Committee Meetings unless specifically invited to do so.

## **2. Role of each Committee Member**

**Chairman** – provides an agenda, chairs meetings and keeps them on track, assigns tasks and follows up to see they have been done, organises tournaments, draws and liaises with "sports bodies".

**Treasurer** – records and controls all monies in and out, sources funds from sponsors and runs accounts for tournaments, provides floats, collects League and Ladies' Night fees, refunds authorised expenditure, liaises with Renate.

**Captain** – runs tournaments and social events, keeps the ladder updated, sources funds from sponsors, recruits new members, encourages players.

**Secretary** – takes minutes of meetings, keeps a record of members' contact details and sends out notices to members as required by the chairman.

The Chairman would send details of the new committee to relevant sports organisations.

## **3. Handicap Tournament**

The Handicap Fun Tournament would start on the 11<sup>th</sup> April – Easter weekend to raise funds for the Social Team to the S.A. Country Districts Tournament. Ruth would draft sponsorship appeal letters and forward them to Ian for editing - until she felt confident about doing such letters.

## **4. Social League**

Ian would re-E-mail instructions to those involved in the Social League. First to arrive were first on the courts and so on with the object of getting people to mix. There would be a function at the end of Round Two in five weeks' time....a braai to be organised by Sumari and Ester.

## **5. Country Districts**

Ruth and Andree would contact possible players for the social team for the SA Country Districts Tournament.

## **6. Lights**

As advised at the AGM, lights fees were to be increased. Ian would arrange for the re-programming of the computer and advise the new system of charging – more would be charged for guest players than for members.

## 7. Coaching

Sumari advised that several older people had asked whether coaching was available. Ian would offer individual coaching at set times for a fee. For juniors and for group coaching, such as for the Country Districts team, the club would pay Ian. Individual coaching will start after SADC - probably around June

## 8. Rota for Doing Lights

Every 1st and 3rd Monday of the month, a committee member would enter lights payments on the computer and up-date records with new members [membership form must have cellphone number and E-mail address]. When entering new members the membership number of an inactive member should be used – by clicking on the entry and changing the name and details to those of the new member :

Ruth	– April
Ester	– May
Flicky	– June
Sumari	- July

## 9. Keys

Each committee member should have a set of keys – Sumari would organise and issue keys.

## 10. Notice Board and Calendar

The names of the new committee members and their contact details would be posted on the boards. Flicky and Ruth would keep the Notice Boards interesting. John would position the Calendar board with the help of 'the tall guy behind the bar'.

## 11. Ladder

Ruth would up-date the ladder each week using results of social league.

## 12. Upcoming Tournaments

Sumari would submit a generic calendar of forthcoming events and tournaments for the year to regular sponsors such as Nedbank, Daikin, etc

## 13. Membership Payments

Ian would send out an Email to clarify membership payments. An ordinary squash membership was now \$120 for the year. Sumari would ask Olga for the membership receipt book and make a list of those who have already paid.

## 14. Updated List of Members

At the end of April a new list of members and their telephone numbers would be issued and placed on the notice board. Andree would send Flicky the mailing list – after removing John Weeling.

## 15. Maintenance

A separate meeting of the full committee would be held on Thursday 2<sup>nd</sup> April at 5.30 to discuss maintenance requirements. The list of requirements should be submitted to the SFC one week before the SFC AGM.

**16. AOB**

There were no items to discuss

**17. Next Meeting**

The next meeting of the full committee would be held on 2<sup>nd</sup> April at 5.30

**18. SFC AGM Attendance**

All Committee Members should attend the SFC AGM meeting.

**There being no further business the meeting was adjourned.**