



Minutes of the Annual General Meeting

Tuesday 7th February 2023
at Lees Hall Golf Club, Hemsworth Road, Sheffield, S8 8LL

1. Opening remarks of the President

Tim Holmes welcomed everyone to the meeting and thanked the committee for their hard work throughout the year.

2. Apologies

Lulu Pinny (Buxton Tennis Club), Martin Gilmour (Ecclesall Tennis Club), Mick Mason (Ridgeway Tennis Club), Paul Hattersley (Thornccliffe Tennis Club), Cheryl Lunn (Thornccliffe Tennis Club) and Dave Parish (Mexborough Tennis Club).

3. Minutes of the AGM held on 8th February 2022

The minutes for the AGM held on 8th February 2022 were formally approved.

4. Matters arising from the 2022 AGM

No matters arising.

5. Safeguarding

Mark Busby raised the following points:-

- To remind all the clubs that the LTA safeguarding toolkit is available on the LTA website.
- The region is covered by Hannah Knox, who is the LTA Northern Region Safeguarding Officer if you need any advice or support. We can pass on her details if clubs require it.

6. Report of General Secretary

The General Secretary Mark Busby, reported the following points:

- There have been seven committee meetings plus AGM and Council Meeting.
- The administration for the two coaching grant scheme "windows" has again been done by Jess Redfearn, 7 applications in September which include grants up to Level 3 courses.
- We are continuing our sponsorship with Slazenger/Dunlop for next seasons. I would like to thank all clubs that purchased the AO Dunlop balls through Duce. Further update on the balls will be discussed later in the Council meeting.
- Sue, Fay and Fiona organised the Junior Tournament, which was a great success, also thanks to Beauchief and Ecclesall for hosting the events

Unfortunately, this year will be Sue and Fay's last time as organisers. I would like to thank them both for all their hard work over the years and they will be sorely missed in 2024. If anyone knows anybody who would be interested in taking on the role of Junior Tournament organiser please get in touch.

- The Senior Tournament was a great success this year in the Centenary event, especially the Ladies Day. As you may have seen the Tournament has won the Yorkshire LTA Tournament of the Year. So thanks go to Trevor and the Senior Tournament Committee and special thanks to our new referee Steve Holmes. Also, a special recognition for Pete Ledbetter for his support on Ladies day and thanks to Hallamshire, Beauchief and all clubs that volunteered their courts for the event. Next year event will be on 25th June to 1st July 2023.
- I also want to remind everyone about player behaviour and ensure we all adhere to fair play and respect in all the leagues.

Lastly, I would like to thank all club secretaries, coaches, team captains and parent helpers for all their hard work this year.

7. Report of Treasurer and presentation of accounts for the year to 31st December 2022

Kay Rollings presented the Accounts, with the following points:

I have shown the years 2022 and 2021. 2021 was a covid year and is not really the greatest to compare with.

Fees are back to normal. In fact they are higher as the changes to the ladies leagues meant we had more teams. We only charged the affiliation fee in 2021, and not the £15 per team.

Fines are high in 2022. This is a composite figure of the fines for the winter league of 21/22 and then an accrual for the fines relating to the summer leagues of 22/23. Last years comparator is low as we didn't charge any fines in 21 for the summer leagues. Fines for the summer leagues are high at over £2,315. This mens leagues received the highest number. The club with the highest fine will be charged £325 of which £80 is due to them conceding a higher team and playing lower teams. (more than once) We are very grateful to the companies and individual who support us via sponsoring the website or our tournaments. Dunlop Slazenger paid us £1,300 and gave balls for the tournament.

Overall, our junior and senior tournaments made a small loss. This is a fantastic financial result when compared to some of the previous years. Since I have been treasurer the average loss of the senior event was £900 and £240 for the juniors so you can see the improvement. Thanks to the sub committees for working so hard to make these events a success. We have now moved to Stripe as a means of taking entry fees, not sure its world class but it is at least electronic.

I think everyone who attended, at least those who remember it will agree that the dinner was an amazing success. Costs were higher this year as we had a photo booth to fund. The profits from the raffle will be passed to the Archer project, meaning we break even on this event. This is the creditor in the books.

On the balance sheet you can see that we have £26k in the bank and a further £750 specifically put aside for defibrillators.

This is a really healthy financial position, and we are not a profit making organisation. As a committee we are setting up a subgroup to look at how we can use our funds to

benefit Sheffield and District tennis. If you have any ideas, please let us know I am proposing that we reduce the team and affiliation fees by a third in 2023 as a start!

We are also planning to restart the mini red sessions we ran before covid. These always make a loss (they are indoor) but we think it makes sense to encourage the grass roots.

Thanks to:

Malcolm Lindley who is our auditor and has been for more than 40 years
Sue and Fay for the sorting out of the finance for the junior tournament, and Trevor, Sarah, Evie and the team who did the same for the senior tournament.
Jess and Nicky for their work on the dinner

All the committee for their help and assistance in what has been a complicated couple of years and All of you for paying promptly.

Jane Willis raised a question regarding the excess funds generated from the fines with a view that the league is non-profit organisation. Discussion was had around the levels of fines from the scorecards that had occurred this year. Tim addressed this and reiterated the need for fines to enable the league to run smoothly. He advised the meeting that a sub-committee had been set up to look at ways of using the funds within the league. Kay put forward to reduce the team fees as a result of the discussion.

8. Election of Officers

Tim Holmes announced that Bob Lamb was standing down from the committee:

I don't think you will need me to introduce Bob Lamb – but he has decided to stand down from the S&D committee this year. His service to Sheffield and Yorkshire Tennis has been outstanding. He has been a member of the S & D committee for over 40 years, starting back in 1977.

During his time on the committee he served as President, was league secretary for many years, introduced the junior leagues and helped numerous committee members into their roles with his vast wealth of knowledge. He has kept all our many trophies looking immaculate for as many years as anyone can remember.

He also served on the Yorkshire LTA council for 15 years and was the Yorkshire President from 2014 to 2016 and was awarded the LTA's highest honour being the 'Meritorious Service' award.

We were delighted when in 2020 he was awarded the British Empire Medal for his services as a Silversmith, to tennis and also for his work at Mexborough Miners Welfare.

So, we would like to offer you this little gift for your outstanding service, and we wish you and Jean all the best for the future.

John McGleave thanked Tim for his services as President, especially over the pandemic. John presented Tim with a gift as a reminder of his time as President.

The Officers and committee were elected in accordance with the constitution, all Committee Members are willing to be elected again.

President:	John Clephan (Grove)
General Secretary:	Mark Busby (Moorgate)
Deputy Secretary:	Todd Sweeney (Moorgate)

Treasurer:	Kay Rollings (Grove)
Auditor	Malcolm Lindley
Website co-ordinator:	Todd Sweeney (Moorgate)
League Secretary:	Fay Buchan (Graves)
Deputy League Secretary:	John McGleave (Moorgate)
Past President	Tim Holmes (Abbeydale)
Sheffield YLTA representative	Martin Gilmour (Ecclesall)
	Jessica Redfearn (Fulwood)
Elected member	Paul Hattersley (Thorncliffe)

It will be a matter for the Committee to consider if any co-opted members are required.

9. Subscriptions for 2023

The Treasurer proposed:

- £10 affiliation fee
- £10 team fee

The proposal was carried unanimously.

10. Applications for membership/withdrawal

No new applications for membership or withdrawals.

11. Changes to Rules/Bye-Laws

The following rule changes were proposed by the management committee and accepted.

1. Proposed New Rule 3. The Officers of the Association to S & D Members

Proposed Wording:

The Officers of the Association shall consist of a President, a Vice-President, a General Secretary, a deputy General Secretary, a Treasurer, a League Secretary, a Deputy League Secretary, a Website Coordinator, plus up to three co-opted members and the Sheffield representative to Yorkshire Tennis Limited and LTA. All officers shall retire at the Annual General Meeting held each year, but are eligible for re-election. Nominations shall be made to the General Secretary fourteen days before the Annual General Meeting. Any Life Vice-Presidents are entitled to attend and vote at all General and Council Meetings.

2. Proposed New Rule 4. The Council of the Association

Proposed Wording:

The Council of the Association shall consist of up to three representatives from each Full and Associate member clubs, who shall be entitled to attend all General and Council meetings and speak at all such meetings. Only representatives from Full Member clubs will be entitled to vote at all General and Council meetings. The President, Past Presidents, Vice-Presidents, the General Secretary, the Deputy General Secretary, the Treasurer, the League Secretary, the Deputy League Secretary, the Website Coordinator, the LTA Participation Manager, and the Sheffield representatives to Yorkshire Tennis Limited shall be ex-officio members of the Council.

3. Proposed New Rule 6. Annual General Meeting

Proposed Wording:

The Annual General Meeting shall be held each year, when a Report, and audited Balance Sheet and Statement of Accounts for the previous year ending the last day in December shall be presented, and the officers for the ensuing year elected.

4. Proposed New Rule 7. The business of the Association

Proposed Wording:

The Council shall conduct the business of the Association and shall appoint a Management Committee and any other such Committees they deem necessary from their number to assist with

the day-to-day decision making. The Management Committee shall comprise the President, Immediate Past President, General Secretary and Deputy General Secretary, Treasurer, League Secretary, Deputy League Secretary, the Website Coordinator, the LTA Regional Participation Manager, the Sheffield representative to Yorkshire Tennis Limited and one elected member appointed at the Annual General Meeting. The committee will have the power to co-opt as appropriate.

5. Proposed New Rule 10. Quorum

Proposed Wording:

At all General and Council Meetings twenty-four members, who must represent at least fourteen separate Clubs, shall form a quorum.

6. Proposed New Rule 14. Admissions and withdrawals

Proposed Wording:

Applications from Clubs for admission to and notices of withdrawal from the Association shall be given in writing to the General Secretary before the AGM. Clubs failing to give notice of withdrawal by such date shall be liable for the following year's subscriptions.

7. Proposed New Bye-Law 4. Promotion and Relegation

Proposed Wording:

Promotion and Relegation in the various divisions for Men, Ladies and Mixed shall be normally as follows:

- a. The first and second teams in each division shall be promoted and the last two teams relegated.
- b. However, no more than two teams from the same club shall be permitted to play in the First division of any of the leagues.
- c. In the case where two teams from the same club play in the same division they will play each other in the opening match of the season where possible.
- d. In the case where two teams from the same club play in the same division and there are home and away fixtures the second match should be scheduled no later than the middle fixture of the season where possible.

8. Proposed New Bye-Law 9. Non-fulfilment of fixture

Proposed Wording:

- a. A team conceding or not attending to play an inter-club match shall be fined £10 per match, and shall have one point deducted from their total in that league. If a team is unable to contest at least half of the rubbers, then they must concede the match.
- b. A team conceding or not attending to play either of its last two matches shall be fined £10 per match and shall have two points deducted from their total in that league. A team shall be deemed to have conceded unless at least half of the rubbers can be contested.

In the event that both teams can only field two pairs, and the rubbers are level at the completion of the match then sets won will be counted to decide the winning team. If sets won are also equal then games won will be counted. If games won are equal the match shall be declared a draw.

- c. A team withdrawing from a league after the fixtures have been published shall be fined £20.

9. Proposed New Bye-Law 10. Championship trophies

Proposed Wording:

The team winning the championship in each division shall be awarded the Championship Trophy of that division, to be held by such team in trust and returned at or before 1st October. Failure to do so will result in a fine of £5 per trophy.

10. Proposed New Bye-Law 11. Trophy inscriptions

Proposed Wording:

~~Clubs winning any division are entitled to nominate up to eight names to be recorded in the Association's permanent records. These names must be submitted to the League Secretary prior to or at the October Council Meeting.~~

11. Proposed New Bye-Law 15. Inclement weather

Proposed Wording:

a. Away clubs **MUST** travel to their opponent's courts before making a decision on their suitability for play, unless the home team has advised them not to travel. If the captains cannot agree whether the courts are playable then the match must be postponed. If the match is not played the League Secretary should be notified by the home club's Match Secretary within three days that the match has not been played. **The home team's Match Secretary should offer three dates to the away team's Match Secretary.** The Match Secretary for each club must, within 7 days, agree a replay date if necessary under bye-law 15d). The agreed date must be no later than three weeks after the date for the last match of the season for the appropriate league and notified to the League Secretary by the home club's Match Secretary within 10 days of the original date for the match. If the League Secretary is not notified of a replay date within the 10-day limit and is satisfied that there has not been enough of an attempt from either or both teams to rearrange the match then the League Secretary will re-schedule the match to be played on a date which they consider to be most appropriate for both teams. Once a date has been agreed and notified to the League Secretary, there shall be no further rearrangement of the date other than for inclement weather.

b. The free Saturday - Men's League

If a Men's League match is postponed or abandoned then, unless clubs agree an alternative date in accordance with 15a) above, the "free Saturday" i.e. that Saturday between the end of the Men's League and the start of the Mixed and Late Summer Men's League, shall be the replay date unless either club have already agreed to this date for a previously postponed or abandoned match. Any further postponement is subject to bye-law 15a).

c. Floodlights

Where floodlights are used and have to be switched off at a time stipulated under the club's rules or in accordance with local planning permission for use of floodlights, the home captain must inform the visiting captain prior to commencement of the match of the time the floodlights will be switched off, whatever the match score.

d. Completion of abandoned match

(i) If at the time of abandonment ONE TEAM HAS REACHED A WINNING SCORE, that score shall be the final match score.

(ii) If a winning score has not been reached, the match shall be replayed in its entirety.

Re-arranged league matches **cannot** be played in the Senior Tournament week.

12. Proposed New Bye-Law 18. Differences and disputes

Proposed Wording:

It is the expectation that captains will deal with issues on the day of a match. If this does not happen then the two club secretaries should deal with any disputes. If this does not resolve the issue then brief details of the issue should be emailed to the League Secretary of the Association within one week and to the Secretary of the other club or clubs concerned. The League Secretary will, if necessary, appoint a disciplinary committee. If the clubs feel that this has not resolved the issue then independent members of the Management Committee will settle all differences and disputes. The representatives of clubs involved in any dispute may be called to attend a meeting. After stating their case they shall retire at the request of the Chairman and shall not take part in the deliberations of the Management Committee while the matter is being considered. In cases of unacceptable behaviour, persistent offenders will be required to attend a disciplinary committee appointed by the Management Committee (with a club representative if required) to explain their behaviour and, if the complaint is upheld, their club may be fined or the player may be suspended from S & D LTA competitions.

13. Proposed New Bye-Law 20. Provision of balls

Proposed Wording:

The club on whose courts a match is being played shall provide no fewer than twelve balls per nine rubber match or, in the case of a four-rubber match, **six eight** new balls. The balls shall be of a make selected for match play for that season. The make or makes of ball to be used during

the ensuing season shall be approved at the Council Meeting following the Annual General Meeting.

14. Proposed New Bye-Law 22. Men's, Ladies' and Saturday mixed matches

Proposed Wording:

- a. All Men's and Saturday Mixed matches shall consist of nine rubbers - doubles (i.e. each pair plays three rubbers). The captain of each team shall, before the match commences, provide a list of each pair of doubles players (constituting a team) in what he/she honestly believes the order of playing merit, for the first round. If the matches have started no substitutes shall be allowed for players who have already taken part in the match.
- b. All Men's and Saturday Mixed Matches to be played on Saturdays, shall commence at 2:00 p.m. or earlier, if agreed by both teams. Any couple not on court and ready to play, 15 minutes after the agreed start time, will forfeit the first set. The first rubber will be conceded, if not on court and ready to play, 45 minutes after the agreed start time. The second rubber will be conceded, 75 minutes after the agreed start time, if not on court and ready to play. Matches shall comprise two sets (tie break to 7 at 6 all). In the event of the rubber standing at one set all a tie break to 10 (2 clear points) shall be played to decide the rubber. This tie break is to be treated as a new set but recorded as ONE game on the scorecard (NB the number of sets for the rubber should be shown as 1 -1). The Official LTA Tie Break shall be played in all sets at 6 all.
- c. All Ladies' matches shall consist of four rubbers - doubles (i.e. a team of two pairs each plays two rubbers). Matches shall be played on Thursdays and will commence at 6:00 p.m. (with prior communication some flexibility is allowed for teams having to travel long distance). Any couple not on court ready to play by 15 minutes from the start time will forfeit the first set, the second set of the first rubber to be conceded if not on court and ready to play by 45 minutes from the start time. The second rubber to be conceded if not on court ready to play by 75 minutes from the start time. Rubbers will consist of two sets to be played to 6 games. Where the score gets to 6-6, the official LTA seven-point tie-break shall be played to decide the winner of the set. If a deciding set needs to be played this should be a champions tie-break (i.e. to 10). This deciding tie-break shall be recorded as a game on the scorecard and counted as a game when entering on the website. Normal deuce will be played throughout. The winner of the match will be decided by firstly, rubbers won, then sets won and then games won.
- d. Home clubs MUST provide light refreshments for all matches i.e. Men's, Ladies' and Saturday Mixed matches.

~~ORDER OF PLAY Three Pair~~

	Court 1	Court 2	Court 3
	H	A	H
	A	H	A
Round 1	1 v 1	2 v 2	3 v 3
Round 2	3 v 1	1 v 2	2 v 3
Round 3	2 v 1	3 v 2	1 v 3

~~ORDER OF PLAY Two Pair~~

	Court 1	Court 2
	H	A
	A	H
Round 1	1 v 1	2 v 2
Round 2	2 v 1	1 v 2

- e. In the event that both teams can only field two pairs, and the rubbers are level at the completion of the match then sets won will be counted to decide the winning team. If sets won

are also equal then games won will be counted. If games won are equal the match shall be declared a draw.

f. If a team can only field one pair, in a two pair match, then they concede the match.

15. Proposed New Bye-Law 23. Midweek Mixed and Late Summer Ladies' matches

Proposed Wording:

a. All matches shall consist of four rubbers - doubles (i.e. each pair plays two rubbers). The captain of each team shall, before the match commences, provide a list of each pair of doubles players (constituting a team) in what he honestly believes the order of playing merit, for the first round. If the matches have started no substitutes shall be allowed for players who have already taken part in a match. All Midweek Mixed matches to be played on Tuesdays shall commence at 6:00 p.m. All Late Summer Ladies League matches to be played on a Thursday shall commence at 6:00 p.m. **Any couple not on court and ready to play, 15 minutes after the agreed start time, will forfeit the first set. The first rubber will be conceded, if not on court and ready to play, 45 minutes after the agreed start time. The second rubber will be conceded, 75 minutes after the agreed start time, if not on court and ready to play.** Both Midweek Mixed and Late Summer Ladies leagues shall comprise two sets (tie break to 7 at 6-all). In the event of the rubber standing at one set all, a tie break to 10 (2 clear points) shall be played to decide the rubber. This tie break is to be treated as a new set but recorded as ONE game on the scorecard. If rubbers are level at the completion of the match then sets won will be counted to decide the winning team. If sets won are also equal then games won will be counted. If games won are equal the match shall be declared a draw. Home Clubs must provide light refreshments for all midweek matches.

ORDER OF PLAY

- ~~Court 1 Court 2~~
- ~~H - V - H - V~~

Round 1 - 1 V 1 - 2 v 2

Round 2 - 2 V 1 - 1 v 2

~~b) Where a Midweek mixed match has to be re-arranged because of the priority given to a Rowlinson Cup match, the Match Secretary for each club must, within 7 days, agree a replay date which must be no later than three weeks after the date for the last match of the season for the Midweek Mixed league. The home club's Match Secretary must notify the re-arranged date to the League Secretary within 10 days of the original date for the match.~~

~~Gb. If a team can only field one pair then they concede the match.~~

16. Proposed New Bye-Law 25. Rowlinson Cup

Proposed Wording:

Teams shall consist of three men and three ladies. Matches shall consist of a total of 9 mixed doubles matches with 3 mixed doubles pairs. Where a club enters more than one team in the competition any player from that club may only represent one team. Pairs shall be numbered 1, 2 and 3. The Management Committee will nominate dates for all matches. However, if both teams agree, matches other than the final may be played prior to the nominated date, otherwise the match must be played on the nominated date. The final will be played on a nominated Sunday. For matches played in an evening with a six o'clock start, any couple not on court ready to play by 6:15p.m. will forfeit the first rubber. The second rubber to be conceded if not on court ready to play by 7:00p.m. and all three rubbers by 7:45p.m. All Rowlinson matches scheduled to be played on a Sunday shall commence at 1:00 p.m. Any couple not on court to play by 1:15 p.m. will forfeit the first rubber. The second rubber to be conceded if not on court ready to play by 2:00 p.m. and all three rubbers by 2:45 p.m. All matches shall comprise of one set with a winning pair being the first to ten games. The Official LTA Tie Break shall be played in all sets at 9-all. To be eligible for the final a player must have played for that club in either the League or Rowlinson Cup in the current summer season.

~~ORDER OF PLAY~~

	-			Court 1	-			Court 2	-			Court 3
	-			H - V	-			H - V	-			H - V
Round 1	-	Mixed 1	v	Mixed 1	-	Mixed 2	v	Mixed 2	-	Mixed 3	v	Mixed 3
Round 2	-	Mixed 3	v	Mixed 1	-	Mixed 1	v	Mixed 2	-	Mixed 2	v	Mixed 3
Round 3	-	Mixed 2	v	Mixed 1	-	Mixed 3	v	Mixed 2	-	Mixed 1	v	Mixed 3

17. Proposed New Bye-Law 26. Winter League

Proposed Wording:

- Winter Teams shall consist of two men and two ladies.
- Matches shall comprise of two sets (Tie break to 7 at 6-6), with a Men's and Ladies doubles followed by two mixed doubles, with a 10-point tie break to be played to decide the rubber if sets stand at 1-1. This tie break is to be treated as a set, but recorded on the scorecard as one game.
- Matches will start at 1pm, unless specifically agreed by both captains.
- Any couple not on court to play by 15 minutes after the agreed start time will forfeit the first set. The first rubber is to be conceded if not on court to play by 45 minutes after the agreed start time. The second rubber is to be conceded if not on court by 1 hour and 15 minutes after the agreed start time.
- Home clubs should provide light refreshments.
- Entries for the post season Knockout Tournament will be requested in January each year. Only members who have played in two or more Winter League matches are eligible to play in the Knockout Tournament.

18. Proposed New Bye-Law 28. Order of play

Proposed Wording:

The following order for play shall be followed depending on the number of pairs.

Two Pair:

	Court 1		Court 2	
	H	A	H	A
Round 1	1	v 1	2	v 2
Round 2	2	v 1	1	v 2

Three Pair:

	Court 1		Court 2		Court 3	
	H	A	H	A	H	A
Round 1	1	v 1	2	v 2	3	v 3
Round 2	3	v 1	1	v 2	2	v 3
Round 3	2	v 1	3	v 2	1	v 3

Two Pair Winter League:

	Court 1		Court 2	
	H	A	H	A
Round 1	Men's	v Men's	Ladies	v Ladies
Round 2	Mixed 1	v Mixed 1	Mixed 2	v Mixed 2

All the proposals were carried by the majority.

The meeting closed at 20:13 pm

DRAFT