

MINUTES
ABTO MANAGEMENT COMMITTEE MEETING 2-23
Tuesday 28 March 16:00 to 20:00

Attendees:

At NTC:

Chair: Malgorzata Grzyb (MG)
Mike Crossley (MCR)
Steff Johnston (SJ)
Alex Wolfe (AW)
Honorary Treasurer: Darren Michaels (DM)
Vice Chair: Kath Lovell (KL)

By Microsoft Teams:

Selena Coburn (SC)
Veronica Mwondela (VM)
Myooran Nathan (MN)
Steven Wilkinson (SW)

Apologies:

LTA Officiating Manager: Matthew Morrissey (MM)

N.B. The minutes record the order in which the items were discussed.

All members must check the minutes for actions assigned to them.

SJ is updating the Actions Log as discussed under item 5 to reflect actions pending from previous meetings and for new items to be addressed in 2023.

It was agreed that the meeting would be recorded to help with accurate minute taking. The minutes will remain as the official record of the meeting and the recording will be deleted once the minutes are confirmed.

The recording started at this point.

1. Welcome, apologies and member news.

MG welcomed everyone to the meeting.

SJ noted apologies. The committee were advised of two members who have requested to leave ABTO.

Question raised around notifying MC of ABTO leavers to avoid assisting officials who members of ABTO are not.

ACTION: 2023-2-1 governance group to review and agree how data for ABTO leavers should be maintained considering GDPR rules.

MG updated on sad news regarding Maureen Lavelle and Alex Pepe passing away. Notices will be detailed in the bulletin and Facebook page. Details of Alex Pepe's funeral will be shared once known.

VM left the meeting at 16:15

Dropbox does not sync at the NTC so may be a good idea to download reports in advance of meeting.

2. Declarations of interest

None declared.

3. Matters not on the agenda to be taken as AOB

No matters raised.

4. LTA Officiating Update

A report was not provided.

Good feedback regarding the conference however as it was a working day, difficult to attend with no option of a virtual link. In future, it would be good to have at least 1 day at the weekend.

Questions and topics were raised for MM's review and will be sent to him following the meeting.

5. Championships 2023 Update

The report provided by Adrian Wilson (AWil) was taken as read.

Questions as detailed below were raised and will be sent to Adrian for response. It was decided the questions regarding rostered days off and special rotations would not be sent as they had previously been answered.

DM – noted that it would be a shame that there were no plans for rostered days off as this would help to avoid officials' tiredness.

AW - special rotations and providing a day off in some cases. This would mean potentially no fees or expenses.

VM – will off court coaching be allowed during Wimbledon. This will depend on the tour rules. Depending on the decision, officials to be made aware in advance.

MCr joined the meeting at 16:25

ACTION 2023-2-2: T&D Panel to produce updated "rule refresher" including procedures for the grass court season such as toilet breaks and coaching. This should include ITF, WTA and ATP tours. A separate document was suggested for both on and off court officials in relation to toilet breaks at Tennis Europe / ITF Junior Internationals and LTA events.

VM – Question to AWil regarding team leader selection at Wimbledon.

VM – Question to AWil regarding the benefit of technical advisors and if this is measured.

MCr stated that a daily meeting is held to review feedback based on daily observations and is used as a basis for the morning meetings with the Technical Advisors.

6. Grading Panel Update

The report was taken as read.

ACTION 2023-2-3: MM to share data update relating to new appeals process, how many raised, successful etc This reflects the robustness of the grading process. Need feedback included in report for next meeting and add as an agenda item for the meeting.

KL - The new process does not provide option of in person hearing.

DM – Some non-ABTO members were not correctly identified by the LTA as being eligible for promotion. Where the Panel identified such instances, these were not communicated to the LTA as ABTO have been specifically asked not to represent these officials. This is therefore a disadvantage of not being an ABTO member.

SW joined the meeting at 16:42

ACTION 2023-2-4: DM to set up a call to agree action plan for Grading Panel which will include an analysis of line umpire assessments and weightings using 2022 data.

7. Selections Panel Update

The report was taken as read.

KL - Performance calendar for referees was not issued via ABTO. Only know who was selected but not who applied.

DM – asked why were ABTO not consulted and what is the criteria for selection. Cannot answer questions where this has been queried by members.

Meeting with MM still outstanding and needs to be arranged. This is already detailed in the action log.

DM - further selections have been commented on since report for June to August

KL / DM – have not received professional summer selections for review and concerns over time allowed to review and provide feedback. [This has now been resolved since the meeting.]

8. Working Group Updates

i) Culture Working Group – Report taken as read.

Priorities to be made on actions in report.

DM asked question around report where comments said “out of school”. MCr explained why it was in the report and that comments are often made up when facts are not known.

ABTO Way – DM has received negative comments about this from non ABTO members.

KL / MG - it is basic good manners and common sense and reflects LTA values.

DM – needs to be carefully managed.

SC – could there be a joint document with LTA as part of strategy.

MG – asked how we can make it more inclusive.

MG / DM - documentation to be shared at other tournaments such as week long events, referee events and courses and not just major events. It is already included in the welcome pack.

AW – said it was good that MM introduced the ABTO MC at the conference.

MG - Awareness of ABTO Way needs to be broadened.

KL – needs to be part of the standard presentation on courses.

ACTION 2023-2-5: AW to arrange a call with the culture group to discuss items raised in the March meeting regarding the ABTO Way

VM re-joined the meeting at 17:05

ii) Digital Working Group – The report was taken as read.

MG – asked about the peaks in the report.

SC – information specific to counties or awards. Where images are present increases responses. LTA Shout Out does not receive as many.

SW – raised the question about considering an Instagram page linked to the FB page.

SC – there is not enough content / images to put on Instagram.

iii) Fees and Expenses Working Group - The report was taken as read.

MG – questioned when the FAQ log will be issued.

KL – waiting for MM – MC offered to put a version together based on webinar questions.

DM – examples of late payments have been provided to VM yet report says none have been received.

KL - seem to be the non-pro tournaments and provided example about Bolton.

VM explained that MM asked for a few examples to trace it through.

ACTION 2023-2-6: F&E Group to collate examples of late payments and provide to MM.

KL – feels like the chief or manager are blamed for the delay.

ACTION 2023-2-7: Process of how to make claims and timeliness of payments needs to be clarified especially with the new F&E process

Question to MM - KL – grading of tournaments in non-pro tournaments do not seem correct – is this a system issue? [This has been corrected since the meeting]

Question to MM – how the new system is going to work with regards to submitting receipts and making the appropriate claims

MG – queried whether consideration had been given to having a nominal fee for manager of a non pro events.

KL – depends on the type of tournament and the work involved.

ACTION 2023-2-7: F&E group – discuss options with MM for next year regarding fees for managers.

DM – difficult for non pro (ie club) tournaments to fund a manager fee on top of umpire fees.

ACTION: 2022-2-19 - SC – coaching license include additional benefits to those of officials. KL would like to explore further. Date to be extended to end of May.

MN joined the meeting at 17:43

9. Training and Development Panel Update (this discussion took place after the F&E discussion)

The report was taken as read.

MG – are the group happy for the details of the next Conversation to be detailed in the bulletin.

SW – provided an overview of the topics for the Conversation:

Wednesday April 19th: Scenarios based on 2022 CPD tests. (The idea is to analyse last year's test scores to identify questions that were mostly answered wrongly and use those in the webinar scenarios). SW has requested data from CD regarding which questions caused most errors.

Wednesday 17th May: Managing a B Tournament successfully: Referee + Umpire Manager (The idea is to have a Referee and a Manager talk through their preparation and what they do before and after the event)

It was noted that when taking CPD tests, the explanation for each question is not shown. CD indicated that this is not possible with the current system.

SW – need to understand if there is a system issue or another reason for no explanations detailed or is it certain tests impacted.

MN – all 2023 tests have been submitted with explanations.

ACTION 2023-2-8: MN requested SW to send details of response from CD to investigate.

ACTION 2023-2-9: Group to raise with MM/CD regarding this in the future and to confirm which tests may be affected by the lack of explanation issue.

MG – does the T&D Panel have panellists / speakers in mind for the Conversation. SW/VM – not yet but would be good for those involved in creating the tests.

ACTION 2023-2-10: SW – to circulate email regarding panel / speaker volunteers.

SW / VM – next topic – managing a tournament from an umpire perspective based on feedback received from previous sessions.

MG - This has been run before so maybe consider approaching in a different way.

KL – may be good to have different speakers and panellists.

MN – a welcome session may be another option – need to think about structure and topics to be covered. Feedback received from mentoring programme. Possible session to be held in May.

MG – another topic discussed previously and is an existing action was training for team leaders.

DM – number of credits have been reduced for tests this year. Suggested it would be good for suitable sessions of The Conversations to offer credits to help assist ABTO members meet their requirements.

ACTION 2023-2-11: Group to raise the issue of obtaining credits for attending the Conversations. Group to raise with MM.

SC – coaches receive credits for independent learning and need 15 to renew license.

VM – key is to encourage learning.

ACTION 2023-2-12: Non pro coordinator in the past made recommendations to the LTA for course attendees. T&D to raise with MM opportunity to be able to make recommendations for courses outside of development groups.

SC – raised the amount of workload for the T&D group so may not be able to review the above

T&D group to review priorities, workload and decide on next actions.

MG thanked MN and the group regarding the effort coordinating the CPD tests and to pass on thanks to Kris Dymond who also contributed.

MN – Kris D may be happy to review further test questions.

ACTION: 2021-5-3 – date to change end Aug.

ACTION: 2021-5-8 / 9 – to be reassigned to referee group and the date to be amended to end May.

ACTION: 2023-1-13 – to be marked as completed as no longer required

10. Break

The meeting was paused at 18:26 and resumed at 18:40.

iv) Governance Working Group

Report was taken as read.

MG – reminder that data deletion and declaration forms to be submitted by end of March.

ACTION: 2022-2-15 - ABTO Privacy Policy to be reviewed for any updates required, and also handling of imagery and to include officials under 18 – end of April preferably prior to grass season

v) Referee Working Group

No report provided due to meeting only taking place recently.

Inaugural meeting hosted by KL and SC. Referees attending - Sangeeta Arora, Bob Jenkins, Simon Haddleton and Gill Anderson

SC – topics covered included awareness of standards (opportunity for referees to shadow referees at a higher level for learning purposes), referee evaluations, referee mentoring and development groups.

DM – would expenses be made available to support the shadowing?

SC – would be more on a volunteer basis in terms of learning and shadowing.

ACTION 2023-2-13: SC Expand on idea and options for the lower graded tournaments – pathway for this to happen and then maybe look at the higher graded tournaments.

KL – is there the possibility of an LTA grant to enable this.

SC - Review of workload and how to be distributed.

SC - Review what the LTA are covering from a training perspective to ensure there is no duplication. Need to speak with MM to understand why previous referee development groups were disbanded.

ACTION: 2021-5-8 / 9 – transferred from T&D group to Referee working group

vi) Reward and Recognition Group

Report was taken as read

All long-service certificates have been issued.

ACTION 2023-2-14: Awards poster to be put together. Format and source file to be obtained from AL and edited.

Obtain and encourage non committee members to provide nominations.

ACTION: 2021-2-30 – MG stated that R&R document in Dropbox is not final and there are some outstanding questions regarding award criteria and process. MG to send version to KL and VM for review.

ACTION: 2023-2-15 – Approach to be defined regarding duration of awards and names, gradually fade named awards out, starting with David Howie award.

Others to remain in place.

SC - should there be an explanation as to why the award is named. Officials may not be aware of significance.

vii) **Strategy Analysis Working Group** – no report was provided.

ACTION 2023-1-2 SW to coordinate meeting with MM by end of April to agree scope of workstream.

viii) **Welfare Working Group (WWG)** – The report was taken as read.

MN – awaiting response from MM.

Email sent to MC regarding Mental Health training.

ACTION 2023-1-18 – feedback from MM regarding the coaching assistance programme, date amended to end of April

ACTION 2023-1-19 – date amended to end of May.

12. Inclusion, Diversity, Equity, Accessibility (IDEA) – report taken as read.

VM – attended first meeting of LTA's IDEA group. Meeting was heavy on actions and activities, and questions impact this will have compared to long term strategic plans.

ACTION 2023-2-16: VM to collate ABTO's ideas for the next IDEA meeting in July.

June 2023 – Pride month, what can ABTO do?

AW – some tournaments did not cover Pride last summer so all tournaments should approach in the same way or be specific such as “all pro tournaments”.

SC – have packs available to encourage clubs to take part in events.

KL – recruitment plan for officials in inner city girls' schools

ACTION: 2023-2-17 MG to send link to D&I webinar held last year.

SC – County Closed championships – maybe promote at these tournaments.

13. Actions from previous meetings

ACTION: 2022-4-15 – date amended to end of April

ACTION: 2023 -1-3 / 4 – Not all TORs received – date amended to end of April providing all received by KL by 20th April.

ACTION: 2023-1-7 – No budgetary requirements have been supplied to DM. Deadline extended to 22 April

ACTION 2023-1-12 – log to only contain MC and individual actions; all panel and group actions to move to panel/group action plans to avoid duplication. MN will provide a suggestion for how this could work

14. Finance Update

Report was taken as read.

Election services provider – review after the next AGM as there are no elections this year.

ACTION 2023-2-18: AW to provide details of a contact who may have other options

DM - Mileage to be submitted and food receipts for those travelling today

DM - As detailed earlier, budget deadline extended to 22nd April.

14. ABTO Chair's Report

The report was taken as read.

MG urged actions in report to be followed up.

Bulletin will be issued end of the week, forward any content to be included to MG

ACTION 2023-2-19: Email suggestions to MG for where the goodies can be distributed.

ACTION 2023-2-20: Email suggestions to MG for who to nominate from ABTO for special recognition by LTA Council as part of National Volunteers Week by 28 April

MG - Suggestion to set up WhatsApp group for committee. Protocols would need to be agreed. MC asked to give this further thought prior to next meeting.

15. Meeting format

More work to be carried out in between MC meetings so that MC meetings and actions progressed so that less time is spent following up actions.

This will mean that not all workstreams need to be discussed at every meeting.

Everyone to take responsibility for keeping meetings to time. MG should be able to halt conversations without offence.

16. AOB

KL – requested to make it clear in the subject line who to reply to and the deadline to make it easier for actions to be completed.

17. Close of Meeting

Meeting closed at 20:14

Date of next meeting – possibly before grass season in May or after in August