

**Additional Information
requested by South Ayrshire
Council from Ayr Lawn Tennis
Club November 2021**

Additional Information 1

Stage 2 CAT Application: funding, gate access; project management;

Additional information requested by South Ayrshire Council and submitted by Ayr Lawn Tennis Club 18.11.2021

Main application

p8 section 4.2

As regards future funding of the courts when they require resurfacing in 10/15 years it is the firm intention of the club through prudent financial planning to self finance from the club sinking fund. However as you will appreciate it is difficult to estimate what the financial situation of the club will be in 10/15 years time. The finances depend on member numbers and this is difficult to predict. This year the member numbers reached 240, the highest for 10 years, and it is hoped that this will be maintained and increased. As I have said the club hope to self-fund but if the need arises will apply for a grant or loan funding for any shortfall. If the application for CAT is successful and the club obtain ownership this security would make it much easier to obtain grant or loan funding if required. The club has been in existence over 100 years and has always been able to meet its financial obligations.

p8/9 section 4.3

As regards the smart access gate system I have been in touch with [REDACTED] who designed and developed the gate system with the [REDACTED]. The bespoke gate and entrance will have a built-in locking and door closing mechanism. The equipment to operate the access control online system will be in an enclosed lockable cabinet mounted at a high level above the entrance gate. Unfortunately as the gate is a swinging gate obstructions could be placed to stop the gate swinging closed. However although not in the design originally requested by the [REDACTED] the company [REDACTED] could add a contact to the gate to either log the fact that the gate is open and /or add a relay and a sounder to operate if the gate was left open for a specified period of time. This would be in addition to the original quotation. However to add a sounder to the gate they would add a heavy duty door contact, 12vdc timer delay and an external sounder at an additional cost of approximately £100 for these devices.

As part of the maintenance [REDACTED] would attend once a year to perform a full inspection of the gate and the control equipment but will be available to deal with any call outs. The club would be responsible for weekly inspections of the gate and to report any fault or vandalism to [REDACTED] by either calling one of the team on [REDACTED] or email [REDACTED]

█ can remotely view the status of the control equipment but not the physical state of the gate and its ancillaries. If there was any vandalism to the gate itself they would not be aware of it unless reported by the club. However █ have installed about 400 of these gates and in only a handful of cases have they experienced reports of deliberate vandalism. Clearly the club will require to carry out weekly inspections and █ have advised that they can assign a designated user within ALTC to be able to view the █ software they use to operate the gate enabling them to view the online status of the system and review the logs.

p9 section 4.4

The project will be managed by the designated project manager of the specialist contractors █ or █ and will be overseen by an ALTC project group consisting of me as Chairperson, Club Treasurer and also the Ground Convenor. The club has successfully managed projects in the past at Southpark Road including building a new clubhouse , replacing the court surface twice with artificial grass and artificial clay, installing floodlights on two courts, replacing perimeter fencing , installing new entrance gate and repointing and repairing perimeter walls. The club has worked in the past on these projects with both █ and █ and know the personnel involved. The club has been happy with all the work carried out by these companies and any problems or defects were attended to promptly. I confirm that all work will be carried out to the recognised industry standards to comply with the LTA regulations, standards and dimensions for tennis courts. Seafield Tennis Courts widening access.

Sport strategy

1. The club has considered and consulted the SAC Physical Activity and Sport Strategy and consider that the application and proposals complies with this and particularly is in line with strategic goal 2 on page 9 of the document. This proposal will provide an opportunity for everyone whatever their age to become involved in tennis and become more active. It will provide a quality facility where people can access tennis which will benefit physical and mental wellbeing. It will make tennis more accessible for people who do not at present participate or who may be considering becoming involved.

Club coach

2. I confirm that █, the club's Junior Convenor, and █, the club Coach, will contact █, the SAC Thriving Communities Team Leader responsible for Active Schools to arrange a meeting to discuss the proposals .

3. The Club Coach is [REDACTED] who is an LTA Level 4 Performance Coach with a wealth of experience. Details of the Coach can be found on the club website under "Coaching". I shall forward to you a separate email from [REDACTED] detailing her qualifications, past experience and projects etc. In particular [REDACTED] has been responsible for producing regional players from the mini tennis programme while at Prestwick and has run LTA initiatives like "Miss Hits " and "She Rallies " to attract more girls into tennis. The club has a group of volunteer tennis leaders who are PVG checked and staff the Saturday morning FunTennis for primary school aged members and visitors for 1.5 hours which runs for 8 months of the year. These volunteers consist of the Junior Convenor and 3 other Committee members but other member/parents have indicated an interest to join the rota. The club operates indoor mini tennis at Belmont Academy on Wednesday evenings for 2 hours from mid-October to mid-March. The coach has a pool of teenage helpers to support these classes. For the outdoor coaching programme the Coaching team consists of the Club Coach [REDACTED] along with an assistant Level 1 coach and also a pool of 3 teenage members to assist if required. There is also another member who is a Level 2 coach and booked to start her Level 3 course next year. The club is also looking to run a tennis leaders course for some of the junior members to enable them to progress to being able to assist with classes at the club.

Causal play community benefits

4. The club consider that an easily available accessible public facility would be of great benefit to the community and in particular to occasional and casual players. There are people who want to play and try tennis but do not want to commit to membership of a club or perhaps feel that their standard of play is not good enough to join a club but would like to play on a public court first and just want to enjoy the outdoor environment. All of this would widen tennis participation.

Additional Information 2

Outline of Ayr Lawn Tennis Club's community outreach and benefits of additional courts

Further information as requested by South Ayrshire Council. Received 18th November 2021

Evidence of Previous Community Engagement/Outreach pre-Covid by Ayr Lawn TC

- 1) Club Agreement with Active Schools (see separate file)
(Coaches ██████████ in Feb 2017 and ██████████ in Sept 2018 sent the signed agreement to ██████████, Head of Active Schools at SAC at that time)
- 2) Email from Belmont Cluster Active Schools Coordinator in August 2018
- 3) Summary of school links and ALTC outreach work from Sept 2018 to March 2020
- 4) Summary of Tennis Activity currently offered to Community by Ayr Lawn TC

Email from Belmont Cluster Active Schools Coordinator

[REDACTED]

Date: Tue, 14 Aug 2018, 14:27

Subject: Schools Tennis coaching

To: [REDACTED]

Hi,

Last year the Belmont Cluster received some tennis coaching within some of their schools and I was wondering if this would be a possibility for this year? It was [REDACTED] [REDACTED] who came into coach last year.

The schools love the input from the club and coach. We have had this for a few years now and its always been a success.

If you could let me know if this is a possibility for this year or if [REDACTED] could get in touch again

Thanks

[REDACTED]

[REDACTED] | Active Schools Coordinator – Belmont
Cluster | [REDACTED] | Mob: [REDACTED] | South Ayrshire
Council

Summary of School links and ALTC Outreach work from Sept 2018 to March 2020

██████████
5th Sept - 5th Oct 2018 5 weeks of lunchtime sessions once/week for approx. 12 children per session
Kincaidston Primary (Fridays) and Doonfoot Primary (Wednesdays)

14th Nov - 5th Dec 2018 After-school sessions 3-4 p.m. once/week for approx 12 children per session
St Johns Primary

6th - 27th Feb 2019 4 Wednesday Taster sessions 3-4 p.m. for approx 12 children per session.
Alloway primary

6th - 20th March 2019 After-school once/week 3-4 p.m. and 4-4.45 p.m. for 8-10 children per session
St Johns Primary

██████████ also ran two LTA “Tennis for Kids” courses in 2018 with 8 children aged 4-8. Six week course of 1 hour sessions at ALTC. Parents paid £25 and LTA supplied a tee-shirt and mini tennis racket to each child; all were new to tennis.

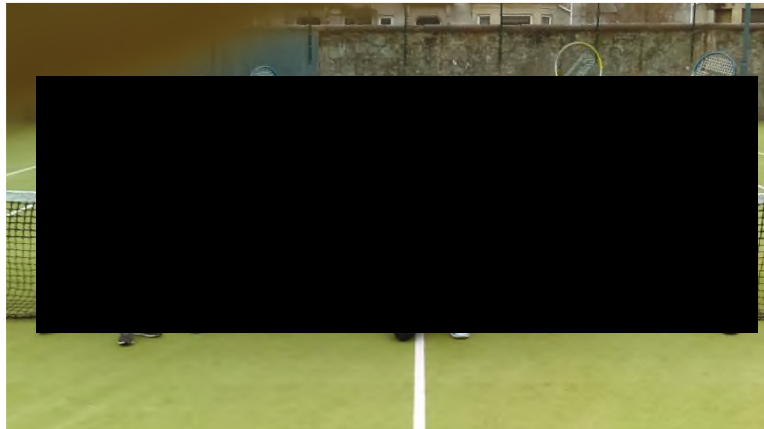


Figure 1 Children playing tennis

██████████
November 2019 3 x 1 hour taster sessions to 8-12 children/session
Alloway Primary

20th Jan - 3rd March 2020
Kincaidston Primary Mondays 3-4 pm approx ten P3/P4 children;

Alloway Primary Tuesdays 3-4 pm approx ten P2 Children

(ALTC paid these Level 2 coaches to do this outreach work)

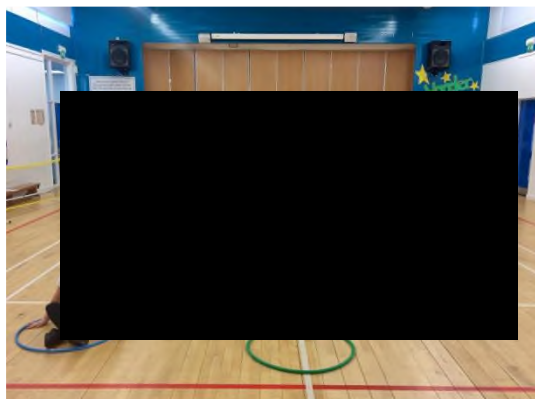


Figure 2 Children playing games in a school hall

2) Summary of Tennis Activity currently offered to Community (Non-members) by Ayr Lawn TC

Indoor Mini tennis for Ages 5-8 and 8-11yrs (Coach Led)

8 weeks Oct-Dec and 10 weeks Jan-March in Belmont Academy Games Hall
Wednesday evenings 6-8 p.m. 30-40 children per night.

Low cost £4.50 per class for non-members of ALTC and £3.50 for members
Free “bump-up” day in March to Outdoor Coaching Programme.

This has been running for >10 years and introduces local children to tennis.

Distribution of 2000 fliers printed by ALTC to local schools (Kincaidston, Alloway, Doonfoot, Ayr Grammar, Holmston and St Johns) aided by Active Schools Coordinators.

Outdoor Junior Coaching Programme (Coach Led)

All after-school classes are open to non-members of ALTC.

Six-week Blocks- Autumn term, Winter term, Spring term and Summer term.

Mini tennis classes for age 5-8 (red ball); age 9 (orange ball) age 10 (green ball) and age 11-18 (yellow ball) are provided Tues-Friday for 1 hour sessions 4-6 p.m.

Non-members pay £9 more per block than ALTC Junior members.

Restricted to using two of the courts at Southpark Rd. Maximum 12 players per class.
New Head Coach [REDACTED] has approx 70 Juniors on the Programme (~25% are non-members).

This is almost double the previous numbers coming. Refurbished Seafield Courts will allow us to grow numbers further on this Programme.

Tennis Camps Over the School Holidays (Coach Led)

Two weeks at Easter, 2-4 weeks in Summer; 1 week in October.

E.g. October Holiday week 2021

Age 5-8 10-11.30 am (1 court)

Age 9-10 11.30 -1 pm (2 courts)

Age 11+ 2-3.30 pm (2 courts)

Non-members pay £15 more per week; daily rates available.

██████ had 35 children attending in total for this October camp, many new to tennis and she needs more court space to expand and cater for the demand in the local community.

Tots Tennis (Coach Led)

Three 45 min sessions for age 2-4 with accompanying adult. £4 per class PAYGO

Tues 1.30-2.15; Wed 10-10.45; Thurs 10-10.45.

This introduces tots and their parents to tennis. ████████ has about 10 tots per class.

Saturday Morning Fun Tennis (Volunteer Led)

Every Saturday morning March-Oct 10-11.30 a.m. Free to Junior members of ALTC but visitors are welcome PAYGO £2.

Pressure on court-time noted with growing Junior Programme. Additional Courts at Seafield would allow ALTC to continue to provide this activity and be more visible to the community (Southpark Rd Courts are behind a high wall) encouraging participation. Usually 8-12 children attend, age 8-13 yrs.

Adult Beginners and Cardiotennis (Coach Led)

Two classes of each run at Southpark Rd one day-time and one in the evening; both are open to non-members who pay £2 more per class. 12 players attend regularly per week for each.

Pressure on court-time during senior tennis league season. Seafield Courts would allow these classes to continue uninterrupted and expand. Running these activities at Seafield would also make them more visible to the Community and attract more participants; no previous tennis experience is needed to get started.

Open Days

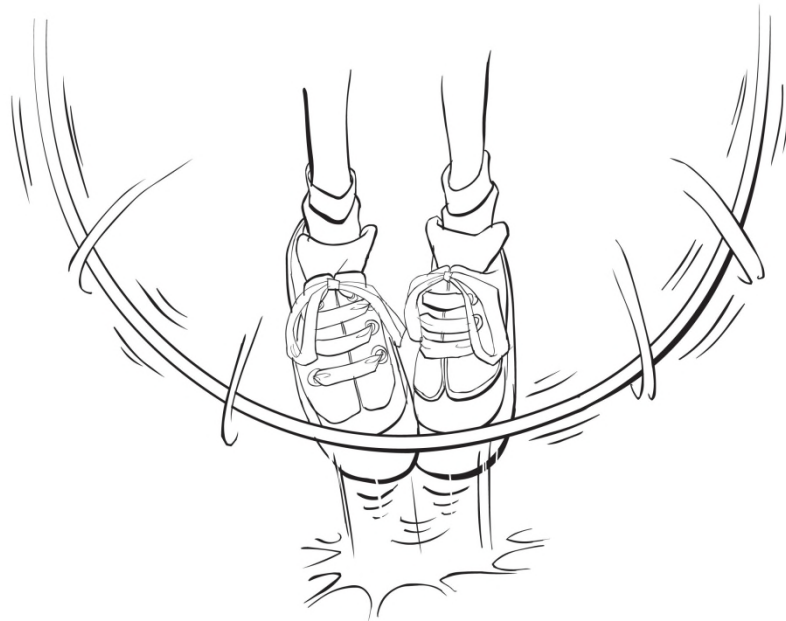
Run at Southpark Rd at start of April to attract people to come and try tennis and see behind the high wall. Being able to run additional Open Days at Seafield courts would be much more visible to the community.

Additional Information 3: Active Schools Agreement



Further information as requested by South Ayrshire Council. Received 18th November 2021

ACTIVE SCHOOLS Club Agreement



ACTIVE SCHOOLS PROGRAMME

WELCOME

South Ayrshire Council would like to thank you for supporting Active Schools and for helping children participate in sport and physical activity. We hope that you and your club enjoy working within South Ayrshire's schools and find the sessions both rewarding and fun.

This club agreement is aimed at ensuring you are equipped with all the relevant information and contact details that are required to ensure that your sessions are a success and that your club are recognised by the children and their schools through Active Schools.

South Ayrshire Active Schools 2015-16 Contact Details

Active Schools Manager Base:- Queen Margaret Academy	
Competitive School Sport Officer Base:- Queen Margaret Academy	
Cluster	
Ayr (& St John's PS) Base:- Queen Margaret Academy	
Belmont Base:- Alloway PS	
Carrick (& St Cuthbert's PS) Base: - Gardenrose PS	
Girvan (& Sacred Heart PS) Base:- Queen Margaret Academy	
Kyle Base:- Queen Margaret Academy	
Marr Base:- Queen Margaret Academy	
Prestwick Base: - Monkton PS	
St Ninian's PS, St Patrick's PS Base:- Queen Margaret Academy	

Secondary and ASN Schools	Active School Coordinator With responsibilities for Secondary & ASN Schools
Ayr, Kyle & Prestwick Academy Base:- Queen Margaret Academy	
Belmont Academy / Marr College, Southcraig and Invergarven Base: - Queen Margaret Academy	
Carrick & Queen Margaret Academy Base:- Queen Margaret Academy	
Girvan Academy Base: – Queen Margaret Academy	

Attainment Challenge Schools	Active Schools Assistant
Braehead PS	
Dalmilling PS	
Newton PS	



CHILD PROTECTION POLICY

South Ayrshire Active Schools is fully committed to safeguarding the welfare of all children in their care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines South Ayrshire Active Schools' commitment to protecting children.

CHILD PROTECTION GUIDELINES ARE BASED ON THE FOLLOWING PRINCIPLES:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility. You should report any concerns about abuse and it is the responsibility of the School, Social Work Department and Police to conduct, where appropriate a joint investigation.
- Children have the right to express views on all matters, which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.
- Work in partnership with other partner agencies to safe guard and protect the welfare of children.

CHILD PROTECTION

- Create a safe, secure and enjoyable environment in which to train and play.
- It is everyone's responsibility to protect children from harm, abuse and exploitation.

- It is your responsibility to protect yourself and conduct yourself in a professional manner.
- Fulfilling your responsibilities under your duty of care and never finding yourself in a compromising situation with a child.

Please refer to child protection policy and procedures for further information

CHILD PROTECTION PROCEDURES

1) Grounds for Concern

Grounds for concern can arise from wide range of circumstances and will generally be covered by the following:

- A child states that abuse has taken place or that the child feels unsafe
- A third party or anonymous allegation is received.
- A child's appearance, behaviour, play, drawing, or statement(s) cause suspicion of abuse

If you do not share your concerns, a child may be harmed.

2) What should I do?

- Listen carefully to what is said.
- Observe what is happening.
- Write down exactly what you see and hear.
- If you are seriously concerned about a child or a young person's welfare don't delay.
- Report any concerns immediately to your Active Schools Coordinator (ASC) and / or Head Teacher (HT).

3) Action points for all Club Coaches

- Immediately report any grounds for concern to the following people in the following situations
 - 1 If in a school environment report to HT
 - 2 If at an event report to the lead ASC
 - 3 If at a community club and there is no HT or ASC present contact the relevant social work team immediately.
- Do not wait to gather evidence
- Do not promise to keep a secret.
- Share information with relevant agencies, social work and in certain circumstances the police.
- Be aware of confidentiality.
- You must record the information clearly, accurately and succinctly using the child's own words.
- Follow the guidance given by the head of establishment or child protection coordinators and social work department.

IF IN DOUBT, CHECK IT OUT!

IN THE EVENT OF A FIRE

- Ensure you have the register but leave all other personal belongings inside the venue. You should lead the group from the building ensuring all doors are closed behind.
- Make your way to the designated area, and check you have all children present
- Do not re-enter the building until you are given the all clear by either school staff or fire brigade

ACCIDENTS

- Alert the first aider who will administer any treatment needed
- Record the incident on both school and Active Schools report forms
- If the person is well enough to join back in activities, keep an eye to ensure they do not deteriorate
- At the end of the session inform parent/guardian who is picking up child the extent of the injury
- For serious injuries ensure the child's parent/guardian has been informed. You may have to accompany a child to the hospital if an emergency contact cannot be reached.
- Report all accidents to your Active Schools Coordinator as soon as possible
- Adult Injury/Illness - if children are taking part in more than one area, they should be brought together. Safety of the children is important at all times

EQUAL OPPORTUNITIES

South Ayrshire Council works hard to ensure equality of opportunities and enable all its volunteers, staff, clubs, coaches and delegates to achieve their full potential in furtherance of our objectives. The organisation will not tolerate any unlawful acts of discrimination, any forms of harassment or any unjustifiable acts of discrimination on any grounds including, colour, race, nationality, ethnic or national origin, sex, marital or parental status, sexual orientation, disability, religious belief, social class or age.

INSURANCE

South Ayrshire Council has Public Liability insurance cover for insurance in respect of volunteers and their activities and any actions that are required to ensure that

suitable cover is in place. The policy applies to volunteers, is in respect of legal liability and provides cover only where the incident results from negligence. Volunteers should be aware that the Council does not have general professional indemnity insurance cover in place. Accordingly, volunteers should not provide advice or information out with the limits of any training received.

DISCIPLINARY PROCEDURES

When the Active Schools Coordinator believes there is reason for concern regarding the conduct of a coach/club, a disciplinary process will come into place:

1. Discussion with Active Schools Coordinator
2. Verbal warning
3. Written warning
4. Formal meeting and investigation
5. Suspension or termination of voluntary opportunity

In case of severe misconduct, the Active Schools Coordinator may dispense of stages 1-3 and after a meeting as described in stage 4, move directly to stage 5.

Repeat offences will also be dealt with seriously and may result in suspension or termination of voluntary role.

If a coach/club is asked to leave the project immediately, the coach/club has the right to appeal and may do so in writing to the Active Schools Manager.

CLUB CONTRACT

I have read and understood the Active Schools Club Agreement and agree to following the procedures/code of conduct outlined throughout.

Club name (block capitals please) _____

Signed (Club Coach/Representative) _____

Date _____

The following details will be published on the South Ayrshire Active Schools Website:

Sport:	
Club Name:	
Contact Telephone Number:	
Contact Email:	
Club website:	
Club Venue:	

Additional Information 4: Coach profile, qualifications, volunteers

Further information as requested by South Ayrshire Council. Received 18th November 2021

From: [REDACTED]
Sent: 16 November 2021 13:05
To: [REDACTED]
Subject: Re: Seafield Tennis Courts - URGENT

Hi

I am a Level 4 Senior Performance coach which means I have gone through all my previous levels of qualification plus extra qualifications in disability tennis, cardio tennis, schools coaching and performance 10u.

I have worked within the team of coaches at Prestwick Tennis and Fitness for 16 years - 2 of which were as head coach before joining Ayr Lawn. During my time at Prestwick part of my role was growing participation and bringing new players into the club. I have worked within schools taking PE sessions, kids then would get invited to free sessions at the club and then invited to holiday camps and to join classes.

At Ayr Lawn since I have joined the classes have over 70 children attending weekly and a recent addition of matchplay saw 20 children playing matches at the weekend.

I think with extra courts and access to taking school classes this number could grow.

At the moment the coaching team consists of myself and a Level 1 assistant. Within the club there are 4 committee members who volunteer in helping with fun kids tennis. Along with another member who is currently a level 2 coach and booked on to start her Level 3 in the new year. We are also looking to run a tennis leaders course for some of our juniors to give them a start onto helping out with classes at the club.

Anything else you need let me know.

Hope this helps.



Sent from my iPhone

Additional Information 5 – ALTC and SAC Thriving Communities/Active Communities. Meeting note 20.11.2021

From: [REDACTED]
Sent: 21 November 2021 21:14
To: Jamieson, Robin <Robin.Jamieson@south-ayrshire.gov.uk>
Cc: [REDACTED]
Subject: Feedback from Meeting on Saturday at ALTC with [REDACTED]

Hi Robin,

[REDACTED] (ALTC Head Coach) and myself had a good meeting with [REDACTED] on Saturday. [REDACTED] explained that Active Schools now comes under the Thriving Communities Dept of SAC and has a wider remit to cover engaging all age-groups in sport , not just school-age children. [REDACTED] explained that all but one of the classes that she runs for ALTC are open to non-members of the tennis club but she has reached full capacity at the Southpark Rd courts for the outdoor Junior programme. I explained that the weekly tennis activities available to members of ALTC serve the full age-range and provide physical health and social benefits. [REDACTED] is also now aware that ALTC is a charity with the aim of increasing the playing of tennis in Ayrshire; she suggested that this might increase funding opportunities.

So just to summarise what ALTC currently offers to the community and what Seafield Courts could enable:

All of the coach-led activities listed below that run at the 3 courts at Southpark Rd are open to non-members of the tennis club:.

- Junior Coaching programme
- Tennis Camps run in the Easter, Summer and October School Holidays
- Tots Tennis (which also introduces new parents to tennis)
- Adult Beginners/Rusty Rackets classes
- Cardiotennis (a fitness class with minimal tennis skills required)

These classes have reached capacity court-usage at Southpark Rd. Having two renovated courts at Seafield would enable ALTC to provide more classes and places on them to the benefit of the Community.

Membership of ALTC provides the following weekly activities at no extra cost to a range of age-groups benefiting members' physical fitness and mental well-being:

- Ladies mornings (mostly retirees)
- Ladies/Gents nights
- Social Mixed Doubles on Sunday afternoons (very welcoming to new members)
- Junior Fun Tennis on Saturday mornings (for age 8-14 years)
- Court-booking for private play
- Members can sign-in a visitor to play at the club 3 times for a small fee.

We have seen a significant increase in membership due to a number of factors: tennis being permitted during Covid, obtaining a Level 4 Coach and having a new court-surface at Southpark Rd.

Acquiring two renovated courts at Seafield would serve the community by:

- 1) providing a "Pay & Play" tennis facility to the general public
- 2) enabling ALTC to provide more coach-led activity to local people who do not belong to a tennis club
- 3) enabling ALTC to explore new initiatives e.g.:
 - outdoor taster sessions for school classes
 - a tennis festival for teams from local schools
 - Open Days at Seafield Courts that would be more visible to the Community and increase interest in trying tennis.

██████████ has said that she will be in touch with you about the ALTC and SAC Active Schools memorandum of understanding.

For our part, ALTC is very keen to work with Active Schools and the Thriving Communities Team to deliver existing activities and also to deliver enhanced tennis provision as enabled by renovated Seafield courts. ██████████ would act as the key contact for ALTC.

Kind Regards,

██████████

ALTC