

Team Meeting

Date of meeting 16 June 2015

Participants: Matt, Rob, Phil, Sarah, Max, Sean, Jo, Shane, Sharon, Raegan, Josh, Nick R, Melissa & Ang

Time of mtg: 10.45-11.45am

Apologies: Erin

Grading

- No in class grading's next time round, these take to much focus away from the other students.
- We will trial Saturday afternoon gradins at Toowong.
- Sign in process – we will try emailing registration form and hand them out prior to grading.
- Dragon to come out for the younger gradings.
- Belts – the sizes of yellow and orange need to be worked on a bit better
- New belt – looking at introducing an Orange and white belt.
- Tips – sewing – could take up to 2 weeks to complete, manage the expectation of students regarding this time frame.
- BJJ Kids – there are no inclass gradings for kids BJJ students

Beginning of roster

4 things that you must do when you first start your shift

- Check your emails
- Check the phone for messages
- Check roster
- Check Calendar

Calendar

- When putting something in the calendar put persons name early in information to who it refers to, so they can easily identify it when checking the calendar.

Qld Open

- 120 Competitors
- Ran Well
- There were some abusive parents – looking into ways to reduce this.

May Student Report

- No change in numbers
- Copy will be available on staff page.
- 30% of students are currently leaving because of lack of interest.
- Good time to remember our motto “Red face, Learn something, have fun”
- Up anti at the end of class
- Remember phone calls help to create raving fans
- Bday cards to always be done and on time.
- Grading cards are important for retention – you can use the key traits when writing to students on the cards.

Seminars

Angelique is trying to organise some personal seminars for staff, the first lot are based around money topics. A list of topics were given out to everyone to circle their preferences, the most popular two will be topics we will go with. If you were not present at the meeting, forms were left at Toowong for you, please return these to the office ASAP.

New Projector

A new projector has been installed at Toowong, a UFC afternoon was held the other week and was enjoyed by everyone. Staff are welcome to organise events with their students to help with building relationships. If you are going to have an event make sure you book it into the calendar and inform Matthew.

Remember that sometimes live events cost money, if you are going to run one of these it might be worthwhile charging a small cost per head to cover this. It is also a good idea to suggest everyone brings a plate to share.

Other Topics

Reports – remember to email these to Matt and Sarah.

Privates –have increased a lot. .

Learn student names – when calling the roll, be sure to look at students faces so you can improve on knowing their names.

- Figure out 3 kids you don't know in the class and spend 1 minute with each of them, using their name at least 3 times during that 1 minutes period.

Calendar bookings – If your name is down on a booking in the calendar, do not flick pass this booking to another instructor, usually your name is on it for a reason (such as you have been requested).

Instructor Changes – When things change with instructors, be sure to communicate this to the students, keeping them informed is very important. Otherwise people start speculating and this is how bad rumours start.

Holiday Clinics – Hand out flyers

Equipment Wish List – Everyone can email an equipment wish list to Matt for him to consider before the end of the financial year.

Mats to be cleaned - Mats need to be cleaned over the holiday period.