

CBTA Management Plan 2013 - 2018

1) Association Development Activities

- Administration
- Participation including competitions
- Promotion

2) Facilities - Master Planning

DEVELOPMENT ACTIVITIES - Administration

OBJECTIVE	KEY CONCEPTS	STRATEGIES	ACTION TO BE TAKEN
Administration	<ul style="list-style-type: none"> • Conduct of AGM in September of every calendar year • Appointment of voluntary officers to all elected positions • Job descriptions created and updated for every elected position. • Conduct of planning days so officers have input in short and long term objectives of CBTA – this planning is critical to the meeting of all corporate objectives 	<ul style="list-style-type: none"> • Prepare and update CBTA calendar annually to ensure proper planning and implementation of notice of meeting is achieved • All existing officers to be canvassed in August preceding AGM to ascertain if they will be re-nominating • Every elected officer to review prior to August for tabling at the September meeting held immediately prior to the AGM (last Wed in Sept) • Planning day to be conducted on 1st Sat every February. 	<p>Matter to be discussed at annual planning day to be held on 1st Saturday of February each year at a conference centre.</p> <p>President to initiate and monitor on ongoing basis.</p> <p>Secretary to book Conference Centre in November of each year.</p>

OBJECTIVE	KEY CONCEPTS	STRATEGIES	ACTION TO BE TAKEN
<i>Relationship and involvement with NSW Hardcourt Tennis Association</i>	<ul style="list-style-type: none"> Attending regular monthly Meetings on the 1st Thursday of each month at Homebush 	<ul style="list-style-type: none"> CBTA to ensure delegates attend on a regular basis. Train other suitable candidates through adoption of the CBTA Succession plan. 	President / Sec to identify nurture and develop suitable candidates for this important role.
<i>Registration of Players and Membership of Tennis NSW</i>	<ul style="list-style-type: none"> Updating of competition application form to provide superior collection of player data for inclusion on CBTA data bases. 	<ul style="list-style-type: none"> Preparation of updated form in consultation with competition committees (senior and Junior) 	Secretary ongoing.
<i>Coaching and court hire rights at the Panania complex</i>	<ul style="list-style-type: none"> Review of existing contractual arrangements to ensure CBTA attracts the most qualified and experienced coach is engaged at the Association's headquarters Liase with Panania Diggers to achieve the best possible long-term license arrangements for the Panania centre 	<ul style="list-style-type: none"> Advertise at the end of each contractual term for the best qualified coach on the best commercial terms available to satisfy the Association's ongoing legal commitments to the Panania RSL (Diggers) Meet with Panania Diggers CEO from time to time to discuss matters of mutual interest and further ongoing partnership links 	President to monitor " "

	<ul style="list-style-type: none"> • Association's solicitor to review manager's contract to ensure it complies with Tennis NSW standards. 	<ul style="list-style-type: none"> • Liaise with Tennis NSW and Tennis Sydney to obtain most up to date model documentation for coaching contracts being utilized by Tennis Australia. 	
Coaching and court hire rights at Deverall Park	<ul style="list-style-type: none"> • Review of existing contractual arrangements to ensure CBTA attracts the most qualified and experienced coach to be engaged at the Deverall Park complex. • Liaise with Bankstown Council to achieve the best possible long-term license arrangements for the Deverall Park centre • Association's solicitor to review lease terms to ensure it complies with Tennis NSW standards 	<ul style="list-style-type: none"> • Advertise at the end of each contractual term for the best qualified coach on the best commercial terms available to satisfy the Association's ongoing legal commitments to Bankstown City Council • Meet with the CEO of Bankstown City Council from time to time to discuss matters of mutual interest. • Liaise with Tennis NSW and Tennis Sydney to obtain most up to date model documentation for coaching contracts being utilized by Tennis Australia. 	Participate in Bankstown Council's competitive tender process for ongoing management rights to Deverall Park (2013).
Coaching and court hire rights at Coleman Park	<ul style="list-style-type: none"> • Interim management at will, on behalf of Bankstown Council - 	<ul style="list-style-type: none"> • Maintain day-t-day contact with Council on repairs and maintenance matters 	Gen Secretary to manage tender for ongoing management rights

<p>Coaching and court hire rights at Smith Park</p>	<ul style="list-style-type: none"> • Interim management at will, on behalf of Bankstown Council • Integrate Smith Park into CBTA competitions wherever possible, to help ensure financial viability of small centre 	<ul style="list-style-type: none"> • Maintain day-t-day contact with Council on repairs and maintenance matters • Maintain close relationship with subcontracted coach to support business development 	<p>Gen Secretary to manage tender for ongoing management rights President/SVP to maintain close liaison with coach</p>
<p>Coaching and court hire rights at Roger Bowman (Rose Park)</p>	<ul style="list-style-type: none"> • Management rights subject to outcome of Council tender process 	<ul style="list-style-type: none"> • Ensure review of facility and site visit by Executive pre tender • Call for Expressions of Interest by coaches (subject to tender outcome) • Ensure review of facility and site visit by Executive pre tender 	<p>Gen Secretary to manage tender for ongoing management rights</p>
<p>Management Wran Leisure Centre</p>	<ul style="list-style-type: none"> • In the long term, potential management rights 	<ul style="list-style-type: none"> • Maintain contact and relationship with Council • Provide ongoing proof of CBTA capacity through successful management of community asset under CBTA management 	<p>Gen Secretary to monitor</p>

DEVELOPMENT ACTIVITIES – Participation including competitions

OBJECTIVE	KEY CONCEPTS	STRATEGIES	ACTION TO BE TAKEN
Promotion and Conduct of the Game of Tennis within CBTA boundaries	<ul style="list-style-type: none"> Liaison with coaches operating within CBTA boundaries to explore the viability of further improving the promotion of tennis in novel ways to encourage greater participation numbers e.g. conduct of competitions over a shorter time span and other incentives to encourage greater participation 	<ul style="list-style-type: none"> Review each calendar year in consultation with Competition Sect /committee 	President and Secretary to regularly review
Competitions (Senior)	<ul style="list-style-type: none"> Conduct of competitions 	<ul style="list-style-type: none"> Competition committee to meet regularly to discuss ways of improving existing competitions and devising new ways to introduce new competitions in order to increase the numbers of players participating in competition tennis on a weekly /daily basis 	Competition secretary to convene meetings in March, June and September of each year and report to the committee on a monthly basis.

OBJECTIVE	KEY CONCEPTS	STRATEGIES	ACTION TO BE TAKEN
Competitions (Junior)	<ul style="list-style-type: none"> • Conduct of competitions 	<ul style="list-style-type: none"> • Competition committee to meet regularly to discuss ways of improving existing competition structures and devising ways to introduce new formats of competitions in order to increase the overall numbers of players participating in competition tennis on a weekly basis 	Competition secretary to convene meetings in March, June and September of each year and report to the committee on a monthly basis.
Tournaments	<ul style="list-style-type: none"> • Planning and conduct of Tournaments / inter association events 	<ul style="list-style-type: none"> • Review each calendar year in consultation with Tournament Secretary & Tournament committee 	Tournament Secretary to convene meeting in October preceding Tournament to be held in Feb and Dec for the following calendar year.
InterDistrict Competition	<ul style="list-style-type: none"> • Selection and management of InterDistrict teams 	<ul style="list-style-type: none"> • Selection committee to convene in March each year to consider suitable elite players / candidates for inclusion in the InterDistrict competition. 	Convenor of selectors to nominate date for meeting in December preceding year.
Social Interaction with registered comp players	<ul style="list-style-type: none"> • Organisation of social nights, trivia, corporate dinner, BBQ's, Christmas night, progressive dinners, etc 	<ul style="list-style-type: none"> • Social Co-Ordinator and Social committee to organize. 	Vice President to monitor.

ASSOCIATION DEVELOPMENT ACTIVITIES - Promotion

OBJECTIVE	KEY CONCEPTS	STRATEGIES	ACTION TO BE TAKEN
Sponsorship	<ul style="list-style-type: none"> Undertake review of existing sponsors and arrangements to further provide opportunities for the promotion of the game of tennis. 	<ul style="list-style-type: none"> Promotions/ Publicity Officers to regularly explore links with stakeholders to ensure best possible avenues for sponsorship are pursued on a regular basis. 	Promotions & Publicity Officers.
Promotion of activities of CBTA through Print / Electronic Media	<ul style="list-style-type: none"> Explore links with existing media outlets to provide opportunities for stories promoting CBTA to be published on a regular basis 	<ul style="list-style-type: none"> Write stories and publish photographs in local media to ensure CBTA gains maximum media exposure on a regular basis in Express and Torch newspapers. Co-ordinate Sydney NSW country radio show "Talking Tennis" and have the audio files linked to the cbta.com.au website regularly Publish Bulletin as required Update website regularly Prepare stores for local radio stations 	Publicity / Promotions Officers Liase with Tennis NSW to provide opportunities for promotion of CBTA activities in news publications issued by that body.
Sponsorship Radio Station 100.9	<ul style="list-style-type: none"> Advertising on local Community radio station to promote our tennis centres 	<ul style="list-style-type: none"> Announcements on the hour 7 days a week to promote CBTA 	General Secretary

FACILITIES – Master Planning

OBJECTIVE	KEY CONCEPTS	STRATEGIES	ACTION TO BE TAKEN
<p>Panania</p>	<ul style="list-style-type: none"> • Further develop as first class competition <i>and</i> family tennis venue • Improve toilets and showers • Resurface remaining 2 courts • Install 4 Hot Shots courts • Install children's play equipment 	<ul style="list-style-type: none"> • Install Hot Shots courts • Seek grant funding when available • Remain vigilant for energy efficient options • Seek competitive quote and schedule • Planning underway with Panania Diggers • Planning underway with Panania Diggers 	<p>General Secretary to liaise with Panania Diggers re space</p> <p>Snr VP to access competitive quotes</p> <p>Gen Secretary to advise grant availability Snr VP to develop plans and costings Treasurer to consider CBTA funding position</p> <p>Snr VP to access competitive quotes Treasurer to advise timing based on CBTA funding position</p> <p>Snr VP to access competitive quotes</p> <p>Snr VP to access competitive quotes</p>

<p>Deverall Park <i>(subject to successful management rights tender in 2013)</i></p>	<ul style="list-style-type: none"> • After hours access • Longer term <ul style="list-style-type: none"> - investigate solar water - install Hot Shots courts 	<ul style="list-style-type: none"> • install electronic secure gates 	<p>Snr VP to access competitive quotes</p> <p>Treasurer to advise timing based on CBTA funding position</p>
<p>Coleman Park <i>(subject to successful management rights tender in 2013)</i></p>	<ul style="list-style-type: none"> • Lift and maintain presentation standards • Longer term development subject to outcome of Council tender process but could include <ul style="list-style-type: none"> - electronic gates - electronic lights - solar/water efficiency measures 	<ul style="list-style-type: none"> • Participate in Council tender process • Monitor grant rounds for potential funding 	<p>President/Snr VP to monitor facilities</p> <p>Gen Secretary to manage tender for ongoing management rights</p>
<p>Smith Park <i>(subject to successful management rights tender in 2013)</i></p>	<ul style="list-style-type: none"> • Lift and maintain presentation standards • Longer term development subject to outcome of Council tender process but could include <ul style="list-style-type: none"> - electronic gates - electronic lights - solar/water efficiency measures - 	<ul style="list-style-type: none"> • Monitor grant rounds for potential funding 	<p>President/Snr VP to monitor facilities</p> <p>Gen Secretary to manage tender for ongoing management rights</p>

<p>Roger Bowman (Rose Park) <i>(subject to successful management rights tender in 2013)</i></p>	<ul style="list-style-type: none"> • Longer term development subject to outcome of Council tender process but could include <ul style="list-style-type: none"> - electronic gates - electronic lights - solar/water efficiency measures 	<ul style="list-style-type: none"> • 	<p>Gen Secretary to manage tender for ongoing management rights</p>
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