



Lynfield Tennis Club

ANNUAL PLAN 2005/2006

Bringing tennis and people together

Providing club members with an environment that encourages full participation in all aspects of club life.

Strategic Goal 1: Membership

Strategic Goals	2005 Target	Key Steps	Responsibility	Budget	Timeframe
GOALS <ul style="list-style-type: none"> - To increase our membership base - To ensure all new members are welcomed - To increase the profile of Lynfield Tennis Club in the wider community - To provide quality coaching for all members 	To develop an email list of members	Elwin to forward list of email addresses to Margaret. Margaret to set up list serve.	Elwin And Margaret	No cost	By end of 2005
	The establishment of a website	Website software purchased Website design and content finalised	Lindsay	\$500.00 software \$50.00/month fee	End 2006
	The development of a brochure for new members	Senior committee meet to draft brochure Submit to Management Committee for comment Brochure printed Copies kept at clubhouse	Nick and Committee	Cost of setting up brochure to be established	March 2006
	Gail Appleton Memorial Tournament	Senior committee to advertise the event and coordinate	Senior Committee	Self funded	April 2006
	Social events and fun tournaments-including one club exchange	Senior committee to set calendar of events for the coming season	Senior Committee	Self funded	Schedule by September 2005
	Participation of talented junior players in senior tournaments	David Branks to make recommendations to senior committee PRIOR to enrolment of any junior member in senior tournaments	Senior Committee	No cost	At least two weeks prior to entries closing for each tournament
	Participation of men in midweek	Advertise through local papers in the new year	Management Committee	Not known	February 2006
	Reinstate championships for Intermediates	Intermediate convenor to organise with support from Nick Taylor	Paul Fletcher and Nick Taylor	No cost	March 2006

Strategic Goal 2: Facilities

Strategic Goals	2005 Targets	Key Steps	Responsibility	Budget	Timeframe
<p>Clubhouse</p> <ul style="list-style-type: none"> - To ensure the clubhouse is well maintained and utilised by all members - To be open to innovations for further development of the club facilities 	Make repairs to ceiling	Make contact with Keith Hay to determine whether work can be done under warranty	Dave	Not known	By February 2006
	Purchase vacuum cleaner	Obtain information about vacuum cleaners and costs Present to management committee for approval	Dave	\$300	December 2005
	Remove water cooler and install water filter	Check water cooler contract – contact suppliers to have it picked up. Arrange instalment of water filter	Lindsay	\$200	December 2005
	Reinstall drink machine	Contact suppliers and get information on products	Nick	No cost	December 2005
	Food snacks for bar	Nick to purchase pies/pizzas for freezer	Nick	No cost	November
	Investigate costing and feasibility of clubhouse extension for changing rooms and storage shed	Set up sub committee to steer this project Get architect designs and costing If feasible begin process of applying to appropriate funding body for funding	Management Committee	Not known at this time	February 2006
<p>Courts / Grounds</p> <ul style="list-style-type: none"> - To ensure the courts are well maintained and provide excellent facilities for playing tennis - To ensure the grounds are attractively presented and reflect a welcoming image 	Complete fencing	Contact Graham Collins to confirm timeline for completion of works.	Wayne	\$11, 000	November 2006
	Repair lighting to volley court	Property person to follow up	Dave	Not known	December 2005
	Keep up to date with court maintenance	Courts to be weeded – October Nets checked regularly	Dave	\$200	December 2005

Strategic Goal 3: Club Management

Strategic Goals	2005 Targets	Key Steps	Responsibility	Budget	Timeframe
<ul style="list-style-type: none"> - To develop a financial plan for the duration of this strategic plan - To develop an annual budget based on goals of the strategic plan - To ensure financial management systems allow for effective tracking of all club income and expenditure - Where appropriate apply to trust organisations for grants to support the future development and maintenance of the club facilities. - To ensure the club is well managed by a team of skilled and committed volunteers. 	Develop role descriptions for all office holders	Review Auckland Tennis Inc club administration guide Find out if guide is available electronically Finalise role descriptions	Lindsay	No cost	February 2006
	Apply for funding for final stages of fencing	Using receipts for work so far apply for funding to complete the fencing	Wayne	Spent so far \$?? Apply for balance of project \$???	Feb 2006
	Develop budget for 2005/2006 based on predicted income and expenditure	Use last years' annual return to put together 2005/2006 budget Budget to include predicted spending on budgeted projects as identified in the annual plan	Elwin	No cost	February 2006
	Complete annual report	Ensure annual report includes both financial report and report of progress towards meeting strategic goals	Auditor in consultation with Elwin Progress towards strategic plan - Kerry	No cost	June 2006