

MID CANTERBURY



STRATEGIC PLAN

2014 - 2017

Mission Statement

Mid Canterbury Tennis to foster tennis as a leading sport in Mid Canterbury

Vision

Mid Canterbury Tennis – Tennis is a game for all people

Statement of Intent

1. Provide good service to Mid Canterbury tennis clubs via linkages with sporting parent bodies
2. Provide a safe and friendly environment
3. Quality Administration
4. Foster and promote Participation and player development
5. Promote Tennis as a Progressive and leading sport

Mid Canterbury Tennis Management Structure

Patron

Management Board

- President
- Vice President
- Honorary Secretary (or Minute Secretary - no voting rights)
- Treasurer
- Committee Members – Convenors of Open Grade Tennis, Junior Tennis, Tennis Seniors (Veterans)
- Representative of Ashburton Tennis Trust
- Co-op others as required

Sub Committees

- Open Grade, Junior Tennis

Paid Employment

- Administrator
- Complex Manager/Coach
- Cleaner

Contractors

- Junior Draw Convenor
- Treasurer
- Contracted coaches

Facilities

Goal: The Mid Canterbury Tennis Centre to be kept to a high Standard

Objectives	Expected outcomes	Responsibility	Timeframes
Maintain The Ashburton Trust Tennis Centre to a high standard	<ul style="list-style-type: none"> Identify problems and rectify Ensure funding is budgeted or applied for, for maintenance Ensure the Tennis Centre is a safe environment 	Complex Manager/ players Management –Mid Canterbury Tennis Trust/Management Complex Manager/Administrator/ Management	Ongoing Ongoing
Maintain a clean interior and exterior	<ul style="list-style-type: none"> Monthly check on external buildings Employ a cleaner Duty Team responsible on Club Day Keep exit ways clear and limit gear bags inside Encourage a network of volunteers 	Complex Manager/Management Duty Team/Administrator/ Management Administrator/Management Duty Team	Ongoing Ongoing Ongoing
Maintain quality Bar Facilities	<ul style="list-style-type: none"> Liquor Licence to be valid at all times A duty manager with current license must be present when bar is open Keep well stocked bar Provide healthy food options 	Management / Administrator Bar Manager/Management Bar Manager/volunteers Kitchen/Bar personnel/volunteers	Annually Ongoing
Maintain Kitchen	<ul style="list-style-type: none"> Provide adequate food for Representative fixtures, tournaments and events 	Kitchen/Bar personnel/volunteers	Ongoing
Maintain playing area	<ul style="list-style-type: none"> Ensure courts are kept clear debris & tidy Keep courts/nets & environments to a high standard Rubbish/recycling Minor maintenance – vegetation etc 	Management Mid Canterbury Tennis Trust Complex Manager/Volunteers Complex Manager/Volunteers/ADC as required	Ongoing Ongoing Ongoing Ongoing

Administration

Goal: To ensure effective Administration of Tennis in Mid Canterbury

Objectives	Expected outcomes	Responsibility	Timeframes
To review and work to a Strategic Plan	<ul style="list-style-type: none"> Plan will be reviewed/updated three yearly 	President/Secretary/ Management	Three Yearly
Created Annual Budget	<ul style="list-style-type: none"> Produce a Annual Plan Budget yearly 	President/Treasurer/ Secretary/Management	Annually (Prior to AGM)
To maintain a working relationship with Clubs & all Tennis bodies	<ul style="list-style-type: none"> Make available resources/workshops for Centre and Club Administrators to develop processes and guidelines for effective management Provide opportunities for networking through forums /courses Ensure a representative attends the Canterbury Tennis 	Board/ Administrator Management Management	Ongoing Annually As required
Establish good volunteer base and recruitment of new volunteers	<ul style="list-style-type: none"> Actively encourage new volunteers Acknowledgement of all volunteers Provide Job Descriptions Encourage Professional Development opportunities where appropriate 	Management/ Committees	Annually As appropriate Ongoing
Encourage Club Secretaries to relay information	<ul style="list-style-type: none"> Administrator to maintain good contact with Secretaries 	Administrator	Ongoing
Employ a part time Administrator	<ul style="list-style-type: none"> Hold an appraisal yearly Maintain current applicable job description as required by Mid Canterbury Tennis Effective, efficient delivery of all administrative requirements 	Management/Treasurer/ President	Annually
Employ a part time Complex Manager	<ul style="list-style-type: none"> Hold an appraisal yearly Maintain current applicable job description as required by Mid Canterbury Tennis Effective, efficient delivery of all complex management requirements 	President Management	Annually Tournaments
To ensure a cleaner is available on a regular basis	<ul style="list-style-type: none"> Cleaning of Pavilion and office areas to a high standard 	Management/ Administrator /Cleaner Management	Annually Tournaments

Effective governance of Mid Canterbury Tennis	<ul style="list-style-type: none"> • Ensure the Mid Canterbury Board operates within the rules of the Mid Canterbury Tennis constitution • Hold regular meetings [11 per year] to govern Mid Canterbury Tennis • Receive monthly reports from various sub committees etc • Provide direction to staff and volunteers 	Management	Ongoing Monthly Monthly
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Players, Coaches and Referees Development

Goal: To maintain a constant number of Players, Coaches and Match & Tournament Officials

Objectives	Expected outcomes	Responsibility	Timeframes
To provide opportunities for coaches, players, match & tournament officials	<ul style="list-style-type: none"> • Support development of coaches and match and tournament officials • Create networks for development • Disseminate information sent from Canterbury Tennis, NZ Tennis on opportunities for development • Liaise with Clubs to provide professional development for coaches • Advertise support/courses available for tennis personnel 	Management/Coach Administrator/Coach Administrator Administrator/Coach Administrator /Coach	Ongoing Ongoing Ongoing Ongoing Ongoing
Encouragement for players to achieve at a higher level	<ul style="list-style-type: none"> • Representative team selection • Provide development teams/squads at Age group and Junior levels (Ace Programme, Mini Tennis/Hot shots) • Provide opportunities for players to attend Regional or National coaching Seminars 	Coach/volunteers Coach Coach	Ongoing Ongoing Ongoing
Engage a Tennis Coach	<ul style="list-style-type: none"> • Appraise Annually • Provide support for coach • Create a coaching plan • Recruit and develop assistant coaches • Be responsible for administration of coaching • Support the schools programme 	President Management Coach Coach Coach Coach Coach	Annually Annually Ongoing Management / Administrator / Coach Coach

Provide youth programmes	• Mini Tennis/Hotshots/ACE programme	Coach/Assistant Coaches	Ongoing
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Promotion

Goal: Tennis to be competitive, recreational and have a positive high profile in Mid Canterbury

Objectives	Expected outcomes	Responsibility	Timeframes
To promote tennis as a well organised sport with opportunities for competition, recreation and coaching	<ul style="list-style-type: none"> • Provide regular media releases • Ensure local events are well publicised and promoted • Produce a newsletter • Have a co-ordinated advertising Plan • Have a well maintained and up to date website 	Fixture co-ordinators Coach/administrator Management/ Coach/ Administrator Administrator	Bi monthly Annually
Maintain and increase a positive relationship with Sponsors	<ul style="list-style-type: none"> • Sponsors kept informed of MC Tennis Events and receive newsletter • Create new sponsorship opportunities • Co-ordination with Mid Canterbury Tennis Trust • Hold an annual Sponsors evening Ensure sponsors profiles are frequently acknowledged & informed 	Administrator Administrator/Management Management Management / Administrator	Ongoing Treasurer / Management/Administrator Treasurer / Management/Administrator
Encourage Tennis personalities/Rep teams/events for publicity purposes	<ul style="list-style-type: none"> • Events/competitions • Open Day 	Coach/Management/ Administrator Volunteers	
Set up a Promotions Committee	<ul style="list-style-type: none"> • Sponsors and Volunteers • Prize Giving 	Administrator / Promotions	Annually September Annually March Annually March