

## Operations Report 17/6/19 - GDTA trading as Gosford Tennis Club

Here is the last month's review of each particular item:

1. **Coaching** – Alex and Jackie have made the following points given Bill finishing up at GTC as of 14 June:

- Current Coaching numbers for the past 6 weeks are outlined below:

	12/5/19	19/5/19	26/5/19	2/6/19	9/6/19	16/6/19
<i>Impacts</i>					<i>3 Wet</i>	<i>1 PH</i>
<b>Hot Shots</b>	93	113	117	102	73	114
<b>Squads</b>	41	53	46	42	18	34
<b>Adult Coaching</b>	24	16	22	22	6	15
<b>Cardio</b>	3	4	4	8	9	2
<b>Private</b>	14	19	9	10	4	14
<b>TOTAL</b>	<b>180</b>	<b>210</b>	<b>198</b>	<b>184</b>	<b>110</b>	<b>179</b>

- **Sydney Inter-district teams** are now being put together, entries close 15<sup>th</sup> June, at this stage we have 1 Blackwall Cup Team, 1 16/U Girls team, 1x 14 Under Boys Team. Alex is putting together teams and please spread the word.
  - **New Comp Red Ball** with Alex starting this up next term on a Wednesday.
  - **Yellow Ball Comp** to continue on a Friday next term with numbers encouraging increasing from 14 to 17 within 6 weeks.
  - **Adult Drill Point & Play** - NSW Tennis has paid the \$750.00 and Jenny is currently organizing the Pilot program (video) for marketing Company, Jenny to do with Alex/Tom
  - **Tournament Squad members** Nick De Vivo and Riley Courtney are currently in Noumea playing their first ITF Junior tournament, and Nick has won the Rosewall Medal awarded by TNSW.
2. **Pro-Shop, Café & Catering** - Vend – purchase Scanner, this will save time when serving at the counter \$200.00 purchase. **Approval Sought**. Bonnie to organize weekly Pro Shop special to our members, Alex now has a demo bag to take on court for players to try out racquets.
  3. **Competitions** – Finals week of Friday Comp 21/6 Bonnie organizing trophies. Keeping our nightly/ afternoon comp result sheets updated and posting at every 2-3 weeks – Jenny doesn't want to overload on posting plus adding in promos for new/ more players. Junior comps – to continuing with the promo of the Friday comp and to start seeking interest for the Wednesday afternoon Orange ball comp to start up, also begin advertising a possible red ball comp to be in the works.  
Publishing the ladies' mid-week newsletter and will add a summary to the Gosford monthly newsletter to help promote the comp and attract new ladies.  
The Central Coast Super Series Finals attracted a quality
  4. **Court-hire** – Court Booking System – A quote has been asked through TNSW to install a key pad on the front gate. This is now with Maurice Murphy to provide a report which will be presented to committee.

5. **Members** – Membership Numbers for the 2018/19 year totaled 896 and we currently have 93 players signed up prior to last week’s Ladies Mid-week finals. We should consider additional Gold memberships for frequent users at higher prices – say \$600 per annum. Jenny is contacting members to remind about memberships due, comps, coaching and Adult class availability
6. **Marketing** - Bing Lee promotion commencing this week for the month of June, any purchases from our club members at Bing Lee West Gosford, the club will receive a % back to the club. Jen can you print of a leaflet for us to advertise at the front counter. Jenny to advertise a special with our sponsors. Jenny has the list of sponsors and will contact each sponsor for a promotion. This will be sent to our SMS Service, FB and Instagram page.
7. **Social Media** - Since Jenny has come on board for the 28 days between 17/5 – 13/6, our post has reached 4,487 users, up 211%, had 2752 post engagements, up 61%, and 14 new page likes, up 27%. We now have 1142 users who have liked our page. Posts being advertised:
  - Special of the week
  - Membership promo to go out again before the Membership draw cut off
  - Tip of the week/ month
  - Court availability during the week/ weekend when there are tournaments on
  - Bing Lee promo for this month
  - Central Coast Spring Dinner Dance – email sent and have put up an event on Facebook – in talks with Chris about getting a Facebook page up for this
  - Progress of the garden club
  - Keeping Facebook/ Instagram updated on progress and results of our travelling tournament players
8. **Website** – The on-line pro-shop was to be in place by 22/5 however due to some delays with linking the site and uploading the images we are not expecting this to be finalised until July.
9. **Tournaments**. Due to excess participants Gosford is assisting Wyong on Sunday 16<sup>th</sup> June with the JDS tournament. Lynn will be providing sandwiches, Max and Megan on front counter and Jackie will volunteer to do afternoon.

Champion of Champions 30<sup>th</sup> June, volunteers to be advised, cakes and slices required. Jackie has mentioned to Kat re the Trophies, due to the fact that this is a champions of champions event the trophies will need to be impressive \$20 per trophy, this should come out of the Northumberland Budget.

AMT Bronze event is being hosted from 18-21 July 2019.

We were unsuccessful in winning the EOI for the next 3 years of hosting the Country Championships. These have again been awarded to Forster.

10. **Participation Numbers** – The Term 2 2019 participation numbers are as follows:

	2018				2019	
	T1	T2	T3	T4	T1	T2
<i>Average per week</i>						
<b>Coaching</b>	162	138	143	159	142	198
<b>Comps*</b>	64	49	59	55	59	70
<b>Schools</b>	0	0	0	231	213	188
<b>Tournaments</b>	0	0	0	106	152	99
<b>Total</b>	<b>226</b>	<b>187</b>	<b>202</b>	<b>551</b>	<b>566</b>	<b>555</b>

## 11. Maintenance & Capital Works:

- **Garbage Bins – *Quotes obtained – recommendation to be provided by committee***
  - note that these bins will be locked inside our complex to avoid public use of the bins.
    - **Cleanaway** - 1100 L - Waste - weekly or fortnightly pickup - Service fee of \$32.70 with no bin rental no fees or charges whatsoever and no yearly contract Paper and cardboard - 1100 L - weekly or fortnightly pickup at no charge
    - **Remondis** - 1100 L - Waste - fortnightly pickup \$29.50 + GST per service with a 12-month contract.
    - **Commingle** 1100L - monthly pickup \$16.50 per service Cardboard 1100L - as required \$5.00 per service
    - **Veolia** - General Waste - 1 x 3 metre bin Service Frequency is on call. Current charges \$37.93 per metre / \$113.79 per service Rates are based on an average weight of 100kgs per m3 / 300kgs per service Monthly rental of \$6.54, Cardboard Recycling - 1 x 3 metre bin Service Frequency is on call. Current charges \$10.68 per metre / \$32.04 per service Monthly rental of \$6.54
- **Lighting – Court 3, 10 & 11** - Council have been contacted in regard to our light situation to see what contractor they use and after discussions with Bonnie and council they have now logged the job into their maintenance scope of work, due to the fact we are under council, council should be fixing lights.
- **Honor Board** update, Committees have been updated however update is required for championship winners.
- **This is a further update on quotes or updates required in red received**

	List of Improvements	Top Complex	Lower Complex
1	<b>LED replacement of Lighting</b> – \$125,075 from EGM This quote including 6 poles at \$147,730 includes GST. Quoted 10/9/18 (Summerland Tennis)	\$147,730	\$148,480
2	<b>Re-building new Toilet and Locker room facilities and demolishing existing structures replaced by outdoor garden and café area. To be quoted.</b>	\$250,000 Est.	CCSA proposal - \$6m
3	<b>Work Shed and Committee rooms</b> – replacement of structure required due to white ant issues. Cost to be identified and reported to committee. To be quoted.	\$30,000 Est.	
4	<b>Re-fencing of Courts – 12 &amp; 13</b> (Quoted by Coastal Fencing (8/9/2018))	\$40,040	
5	<b>Dividing tennis fences – courts 5/6, 6/7 and 8/9.</b> (Quoted by Coastal Fencing (8/9/2018))	\$21,560	
5	<b>Re-surfacing of Courts &amp; extending where possible to ITF standard courts – Courts 10, 11, 12 &amp; 13 resurfacing</b> - (Summerland Tennis 10/9/18)	\$109,200	
6	<b>Solar Panels placed on Clubhouse roof</b> - 70 panels, savings in electricity at \$6,900 per annum	\$30,000	
7	<b>Repainting internal main-clubhouse and re-sanding floors</b>	\$2,200	
8	<b>Partial Re-fencing of courts 1-4.</b> Quoted by Central Coast Fencing 10/9/18)	\$41,800	

9	<b>Renovating “Blue Room”</b> – re-flooring, painting, new chairs and tables, new fans, lighting and air-conditioning, to be hired for functions, palates, fitness classes etc. Costs to be identified and reported to committee.	\$6,600	
10	<b>Replacement of Drainage</b> - next to shed & committee room	\$9,516	
11	<b>Renovating Kitchen Area</b> – provide organized cupboard and draw space, dishwasher, re-flooring, gas outlet connected. Oven not functional.	Refer to Del/Lynne	
12	<b>Updating Coaches area adjoining office</b> – re-flooring and re-painting required. Budget \$1,000. To be costed	\$1100 est.	
13	<b>New outdoor furniture and repairing and updating existing furniture.</b> Costs to be identified and reported to committee. Budget - \$3,000. To be costed	\$3,000 est.	To be costed
14	<b>Shade Cloth replacement</b>	\$6,651	
15	<b>Replace Driveway Gates for security purposes</b> – quoted by Coastal Fencing 8/9/2018	\$6,280	
16	<b>Replacement &amp; upgrading signage at Entry of Car Park</b> and re-planting Garden Beds with hedging and possible bollards. To be costed.	To be costed	To be costed
17	<b>Implementation of Book-a-Court system</b> - Costs to be identified and reported to committee.	\$15,000 (TA rebate - \$6,000)	\$15,000 (TA rebate - \$6,000)
18	<b>Replacement of Lower complex Club-house</b> – Refer to CCSA reference in this report.		CCSA Report - \$6.1m
19	<b>Parameter fencing for grounds</b> - Costs to be identified and reported to committee.		To be costed
20	<b>New Landscaping</b> - Costs to be identified and reported to committee.	To be costed	To be costed

The Committee prioritizes works to be completed for grant requests and monies to be used from the Capital works programs. Note that quotes have been obtained for the lower complex tennis courts. Both companies that have quoted advise that geo tech reports would need to be commissioned before a formal quote is provided. We will defer to Lee Spencer to assist us on this.

12. **Sponsorship** - Jenny has put an Appreciation Certificate together with approval required from Executive once it is transformed to A4 and an area for President and Treasurer to sign. This will be also provided digitally to showcase on company websites.

- **ANZ Australia’s Richest Grassroots Doubles Tournament** – The club has put forward a document outlining this new event which was presented to ANZ 2 weeks ago. I have attached the tender document for your reading. The ANZ Central Coast Open has been ditched, to attract a broader number of players. ANZ are very supportive and are now involving their marketing team to provide wind breaks, banners, other marketing material which will be showcased in each of their branches. A further update in July to be provided with payment of sponsorship due by 30/9/19.

13. **Central Coast Squash Association** – There is a planned meeting with the Mayor, CCSA reps, Leonie and I for 21 June at Gosford Chambers (postponed from 5<sup>th</sup> June). Chris and I are meeting with CCSA on 19 June.

14. **Council** – Car Parks & Workshop. We need to discuss this at a committee level with the possibility of restricting parking via fines or generating parking fees as they have at Gosford Golf Club. The council have also provided a letter of support via Central Coast Tourism for the EOI of the NSW Country Championships tender.

15. **Other Items – Approval & Noting**

- **(Outstanding) Defibrillator**– A training date was set for 9/3 however the Red Cross failed to show up. A new date is currently being organized.
- **(Noting) Stocktake** was completed 31st May 2019 with the help of Del and Lynne.
- **(Noting) Weekly Staff meetings** are being held Fridays, this includes all key staff, we organize action plans for the week ahead and each staff member receives the to do list to action for the week ahead.
- **(Noting) Business Plan** has been discussed with staff and well received.
- **(Noting) Opening Hours** – with Bill's departure a revised plan is now being looked at and to be advised to Executive.