

# Tennis SC

## Annual Plan – 2020

TO BE Completed with reference to the 2017 Tennis SC Strategic Plan

<b>Goal One</b>		SELF-REVIEW PROCESS	
<b>Participation</b>	<b>Steps</b>	Actual outcome	Comments
A growing number of people become involved in the range of opportunities for competitive and social players to play regularly	Board to review 2020 tennis coaching and participation plan in February 2020		
Survey	Undertake a survey to find out what the <u>wider community</u> (including sponsors, parents, Sport SC) want that would encourage them to play more and get others to play including: <ul style="list-style-type: none"> <li>➤ Social/Casual</li> <li>➤ Competition</li> <li>➤ Interclub</li> <li>➤ Tournaments</li> <li>➤ Preferences on days/times</li> <li>➤ Price</li> </ul>		
	Define what types of events are needed to encourage participation: <ul style="list-style-type: none"> <li>➤ Type</li> <li>➤ When</li> </ul>		
Progress	<ul style="list-style-type: none"> <li>➤ Review end of season participation report (affiliated members, casual bash, schools, vets, tournament)</li> </ul>		
Tennis Centre Usage	<ul style="list-style-type: none"> <li>➤ Access to Tennis Centre – have changes made a difference?</li> </ul>		
Tennis Committee Review	<ul style="list-style-type: none"> <li>➤ Consider makeup and focus for 2020 and beyond</li> </ul>		

<b>Goal Two</b>		SELF-REVIEW PROCESS	
<b>Coaching</b>	<b>Steps</b>	Actual outcome	Comments
Maintain our network of coaches who attract an increasing number of players at all levels, particularly at grass roots to increase young members.	<ul style="list-style-type: none"> <li>➤ Succession planning</li> <li>➤ What can we do to assist?</li> <li>➤ Do we need to/can we develop future coaching resources? Coach the coaches.</li> </ul>		

<b>Goal Three</b>		SELF-REVIEW PROCESS	Comments
<b>High Performance</b>	<b>Steps</b>		
Identify and foster high performers Players, administrators, umpires	<ul style="list-style-type: none"> <li>➤ Who are they? How do they qualify for HP?</li> <li>➤ What resources do they need?</li> <li>➤ How can we support them? Pathways.</li> </ul>		

<b>Goal Four</b>		SELF-REVIEW PROCESS	Comments
<b>Marketing and Communication</b>	<b>Steps</b>		
Re-do survey – Have we made progress since the last one?	<p>Consider:</p> <ul style="list-style-type: none"> <li>➤ What feedback are we looking for?</li> <li>➤ Quality questions</li> <li>➤ Timing – mid 2020</li> </ul>		
Pass it On and Returning Serve	<ul style="list-style-type: none"> <li>➤ Discuss at each Board meeting</li> <li>➤ Provide authors with sufficient material</li> <li>➤ Publish regularly (review value and intention)</li> <li>➤ Assuming value in publication?</li> </ul>		
To lift and maintain a positive and high profile of tennis	<p>Review our overall marketing plan</p> <ul style="list-style-type: none"> <li>➤ Include a sponsorship attraction and retention strategy</li> </ul>		

	<ul style="list-style-type: none"> <li>➤ Think about our relationships, document them, explore how we can build on them</li> <li>➤ Review our communications plan</li> </ul>		
Showcase the range of opportunities for involvement in tennis throughout South Canterbury.	<ul style="list-style-type: none"> <li>➤ Communications strategy with clubs</li> <li>➤ Communications strategy for wider public</li> </ul>		
Promote the use of the Function Centre	<p>Develop stand-a-lone marketing plan for the function centre</p> <ul style="list-style-type: none"> <li>➤ Budget for 2020</li> <li>➤ Confirm systems are in place and are being followed (booking, hiring, costs, promotion)</li> <li>➤ Identify target audience, including business community</li> </ul>		
Grow our Database	<ul style="list-style-type: none"> <li>➤ Establish permission via Club membership forms to be added to TSC database</li> </ul>		

Goal Five		SELF-REVIEW PROCESS	Comments
<b>Financial</b>	<b>Steps</b>		
Proactively manage and review risks that could undermine TSC delivering on its purpose and goals	<p>Develop a risk management framework including:</p> <ul style="list-style-type: none"> <li>➤ Risk management policy</li> <li>➤ Risk review tool</li> <li>➤ Processes to manage identified risks</li> </ul>		
Continue to build the revenue stream from increased hiring of the function centre	Implement planning in Goal Five		
Investments Review	<ul style="list-style-type: none"> <li>➤ Consider future commitments</li> <li>➤ Consider resulting structure of investments required</li> <li>➤ Ownership/Asset protection – TSC or separate Trust?</li> </ul>		

<b>Goal Six</b>		SELF-REVIEW PROCESS	Comments
<b>Volunteers</b>	<b>Steps</b>		
Grow a community of volunteers/paid employees to support clubs and TSC [Priority task, not completed in 2019]	Develop a targeted programme to: <ul style="list-style-type: none"> <li>➤ Identify, attract, retain, value</li> </ul>		
	Identify the different areas where volunteers/resources are required – tennis, admin		
	Consider cross over between club and TSC needs and how we might work together		
	Consider TSC Board volunteer role expectations in excess of Board and committee involvement		

<b>Goal Seven</b>		SELF-REVIEW PROCESS	
<b>Governance</b>	<b>Steps</b>	Actual outcome	Comments
To have an effective organisational structure that supports the purpose and strategic goals of TSC.  To have an effective board that focuses most of its time and energy on discussion and decisions required to achieve TSC purpose rather than operational issues.	<ul style="list-style-type: none"> <li>➤ Review Constitution</li> <li>➤ Systems – such as for running tournaments Ensure key tasks are documented Review individual task systems for completeness</li> <li>➤ Policies: Establish Categories and format Draft Initial Policies</li> </ul>		
Matters Arising	Matters carried forward at Board meetings fully cleared at the next meeting		
Board Annual Work Plan	Develop Board annual work plan		
Strategic Plan	Review Strategic Plan progress 3 monthly <ul style="list-style-type: none"> <li>➤ Are we concentrating on the right issues?</li> </ul>		

	➤ Are we making progress?		
Year End Review	Undertake December year end (2020) review. Consider strengths and weaknesses of our year, skills and knowledge gaps, training requirements, governance focus, outcomes achieved particularly on tennis numbers and participation achievement.		
Succession Plans are in place to ensure that the board continues to attract and retain members with the range of skills and attributes required for TSC success.	Maintain on Board meeting agenda ➤ Include current Board member feedback on their plans		
Employees feel valued	➤ Establish training needs and provide opportunities to grow in the role		