



Club Action Plan - Jan to Dec 2018

As agreed at the CTC Committee Meeting on 10/1/18

Area of activity	Details of proposed actions	Timetable	Responsibility	Resource	Impact
1) Retain and expand adult membership	a) Update our online analysis of fees for other local clubs. Consider impact of resurfaced courts and recent price indices. Propose and agree our own fees for 2018-19. Collect fees.	Feb 2018 Committee Meeting	Committee	Membership secretary, Treasurer	High –adult members are the major source of funding.
	b) Continue tennis and social events programme for members. Review club session format to encourage more members to attend.	Aim for 1 event per month	Committee	Volunteers	High – promotes interaction between members
	c) Continue to sponsor multiple teams in the Chippenham and Swindon Leagues	Review nos of teams prior to Summer and Winter leagues	Team captains	League rep - John O'Meara	High – many members join Chippenham to be able to play at League standard.
	d) Continue to invigorate the adult coaching programme	Review before the start of each term	Coaching sub committee	Head Coach	High – encourages players to get more out of their tennis
	e) Promote the club e.g. website, poster by the entrance, GBTW, CSC Open Day, update the flyer for 2018/19, updating the notice board, etc	Banner & flyer – March GBTW – May	Chairman Head coach	Mike - website. Helen - flyer, James – banner Volunteers	High – we have been a well-kept secret! With resurfaced courts we should attract more members
	f) Welcome visitors and temporary members	Ongoing	Committee	Club session roster/all	High – encourages them to join

Area of activity	Details of proposed actions	Timetable	Responsibility	Resource	Impact
2) Retain and expand mini and junior membership	a) Promote via school visits, local publicity, CSC Open day, GBTW, Tennis for Kids, etc	Ongoing	Chairman Head coach	Head coach Volunteers	High – need to increase mini and junior membership
	b) Monitor coaching programme and encourage parents to feel part of the club too	Before start of summer term	Coaching sub committee	Head coach Volunteers	High – promote tennis to all age groups
	c) Encourage minis/juniors to play more e.g. via int and ext tournaments, playing at club sessions and on club teams, etc	Ongoing	Head Coach	Head coach. Team captains	High – important to develop and retain good minis/juniors
	d) Consider financial support for the Performance Prog.	Next decision March	Committee	Club funds	Medium - encourages top talent
3) Maintain and improve facilities	a) Co-ordinate list of maintenance tasks and find external support.	Ongoing	James Brown	Volunteers + Funding for external support	Medium – maintain facilities and avoid any H&S risks
	b) Arrange member working parties to help with maintenance tasks	Spring and Autumn	Mens captain Ladies captain	Members	Ditto – and saves our funds
	c) Evaluate, plan and deliver improvements to our facilities e.g. patio doors, ball wall, etc	Evaluation by April committee meeting	Chairman, Andy Smith, Treasurer	Chad Evans	Medium – Facilities are key to retaining / attracting members
	d) Contribute to Sports Club Development Plan - including balcony extension + car parking	Plan being discussed	Chairman	Chad Evans	Ditto
4) Retain Tennismark+ status	a) Prepare for a potential LTA audit - load key files onto new website. Submit annual registration to maintain Tennismark+ status	Early 2018 Oct 2018	Chairman	Mike Roberts, Welfare Officer, Secretary	Medium – important to promote the club
	b) Ensure H&S policies are kept up to date and are followed . Maintain the First Aid kit. Update the Risk register Maintain LTA insurance	Ongoing	Welfare Officer, Chairman, Committee	Head coach, Committee	High – minimise H&S issues, ensure any incidents are dealt with effectively.
	c) Ensure coaching services continue to meet Tennismark+ standards	Ongoing	Coaching sub committee	Head coach	Medium - helps attract new members