

EXPRESSIONS OF INTEREST

Expressions of interest (EOI) are invited for appointment as Manager of the Gold Coast Seniors Tennis Club (the Club) when the current contract expires on 23rd November 2011. GCS is particularly interested in hearing from candidates who can demonstrate the experience, drive and creativity to take the Club to the next level to position it as the one of the pre-eminent tennis facilities in Queensland, if not Australia.

Formal documentation (the Agreement) will be entered into between the Club and the successful EOI candidate (Manager) to reflect the rights and obligations of each party.

THE CLUB

The Club is situated at 24 Pizzey Drive, Mermaid Waters and currently has 9 synthetic grass courts (all with lighting), a well appointed air-conditioned Clubhouse including a Club Committee meeting room, a licensed bar, kitchen, showers, toilets (including a disabled toilet), Pro Shop, BBQ area, shaded areas and attractive grounds. Anyone over the age of 35 years is eligible to join the Club which, currently, has around 300 members. The Club's courts have a high utilisation rate and funding for a further 6 courts is actively being sought. Should the Club be successful in acquiring additional courts, the terms of the Agreement to will need to be re-negotiated to take the additional courts into account.

MAIN ACTIVITIES

Organised fixtures are held on Tuesday, Wednesday, Thursday and Saturday of each week (including mid-week night competitions). Social tennis is also held on Monday nights. The Club is the hub for major tournaments including the annual Gold Coast Seniors (May), the Qld State Seniors (July), the Totally Teeth Junior Development Program (formerly the Taylor-Byrne Junior Open) as well as other ad hoc tournaments including the Pan Pac Games (held every second year), the University Games (held every second year) and the World Transplant Games (last held 2009). The Club was selected as the headquarters for the Australian Seniors Tennis Championships in January 2010 in conjunction with Miami Grass Tennis Club. Organised matches are also held with other Clubs in the region (for example, Brisbane Seniors) in addition to Club Championships being held in July/August each year.

ROLE OF THE MANAGER

The Manager is accountable to the Club's Management Committee and is responsible for:

1. day to day management of the Club in accordance with the terms and conditions of the contract and any policies or directions issued from time to time by the Management Committee;
2. developing and implementing programs designed to promote tennis in the wider community;
3. developing and implementing programs for Club members of all standards to actively participate in organised tennis activities;
4. introducing initiatives (in consultation with the Club Executive) to stimulate growth in Club membership;
5. the following services:
 - a. operating and stocking the club bar;
 - b. court hire bookings, using a PC-based booking system networked to the Club's computer system;
 - c. coffee shop with food catering;

- d. day to day maintenance and presentation of the facility (such as ground-keeping, regular court surface cleaning, maintaining court fencing and reporting to the Management Committee any areas requiring major repairs, daily court preparation and maintenance, daily internal cleaning of the Clubhouse and other structures, replacement of light bulbs and minor plumbing maintenance);
- e. all rubbish removal and disposal for the facility;
- f. general maintenance of the grounds, including weeding garden beds, watering and mowing grass and minor repairs;
- g. security of the clubhouse;
- h. pro shop;
- i. tennis coaching.

SELECTION CRITERIA

Candidates will need to demonstrate:

1. experience in managing a tennis club with multiple aspects to the business including:
 - a. general and day-to-day management skills including ensuring adherence to Club rules and By-Laws and dealing with any unacceptable behaviour by Club members or members of the general public;
 - b. a track record in promoting tennis and attracting greater participation from both the wider community and Club members alike;
 - c. operating a full service bar within the rules specified by the Club's licence, local Councils and relevant government authorities;
 - d. running a coffee shop and providing healthy food to members and visitors;
 - e. maintaining the Club's premises and grounds to a high standard;
 - f. presenting a warm and welcoming face to Club members, visiting players and potential Club members; and
 - g. sound communication skills and keeping the Management Committee fully informed (eg via the Club Captain or other members of the Executive).
2. an ability to suitably stock a Pro Shop with an acceptable range of tennis equipment and attire, including a racquet stringing service;
3. an ability to provide high quality, active tennis coaching services to members, and non-members (including juniors);
4. the personality and style to foster harmony and goodwill among the Club; and
5. a creative ability to develop and introduce enhancements to generate improved revenue for the Club.

TERMS

1. The Agreement will include, but is not limited to, the following terms:
 - a. The proposed appointment is for a term of three years with the Manager having an option for a further three year term, provided the performance of the Manager is satisfactory to the Club.
 - b. The hours of operation are - Monday to Sunday 7.30am to 8.30pm or until the completion of night court hire arrangements, whichever is the later, up to 11.00pm.
 - c. The Manager will pay to the Club management rights in the sum of \$1,100 a week plus 25% of total court hire above a threshold of \$120,000. The Manager will retain:

- (i) all day and night court hire (assuming 9 courts) – if the Club is successful in securing additional courts this fee will need to be adjusted and incorporated in an annexure to this agreement;
- (ii) all proceeds from Bar management – bar prices set by Management Committee in consultation with the Manager;
- (iii) all proceeds from tennis coaching,
- (iv) all proceeds from Pro Shop (including racquet stringing, equipment sales, clothing sales),
- (v) all proceeds from Coffee shop and catering.

d. The Manager is to meet the following costs:

- (i) electricity (including for court lighting, clubhouse usage)
- (ii) manager's telephone and fax;
- (iii) manager's internet;
- (iv) costs of maintaining grounds and courts (except where major repairs are required (eg re-surfacing of courts, replacement of fencing), cleaning costs and minor maintenance of Clubhouse (eg light bulbs etc); and
- (v) gas for BBQ.

(e) Manager to provide:

- (i) court hire to Club and members at discounted rates (currently \$7/hr for day hire and \$9/hr for night hire) – these rates are reviewed and set by the Management Committee from time to time;
- (ii) priority access to courts to facilitate Club events; and
- (iii) organised social tennis when courts are not being used for Club organised events.

CLOSING DATE

The closing date for receipt of submissions is 1st August 2011. Submissions should address the selection criteria and be sent to:

The President
Gold Coast Seniors Tennis Club
PO Box 198
ROBINA QLD 4226

Enquiries to:

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