

Blairgowrie Tennis Club



Management and Maintenance Plan

Introduction

The Club is committed to ensuring our facility is safe for all users and maintained responsibly. Effective and efficient management and maintenance are essential to the longevity of our facility. The Club's Facility Maintenance Officer is responsible for ensuring this plan is implemented. All maintenance projects and related expenditure will be subjected to a full decision process at committee meetings.

Management and Maintenance

For the purposes of this plan, management and maintenance are defined as follows.

Management includes all the activities that help to run our Club, promote tennis and aim to keep our facilities in good condition, such as having procedures for:

- Meeting registration standards including Safeguarding, Diversity and Inclusion, Welfare and Whistleblowing, Criminal Records checks, conducting Risk Assessments;
- Compliance with legislation and regulations and obtaining consents or licences where needed including publication of media
- Code of conduct for children, adults, volunteers and coaches
- Providing training for volunteers and others involved in the Club
- Community involvement
- First aid and sun safety.

Maintenance is the routine work needed to prevent any damage or decay such as:

- Courts: Maintaining court surfaces, fences, gates, nets and lighting;
- Clubhouse: checking security, roof, windows, gutters and drains;
- Keeping paths, fences, car park, and access routes in good condition;
- Maintaining facilities for visitors and spectators, seating, appropriate lighting;
- Keeping machinery (eg ball machine, kitchen equipment) in safe working order;
- General housekeeping, routine cleaning, litter management;
- Keep first aid supplies stocked up;
- Caring for immediate surroundings, grass areas, trees and other vegetation.

Annual Action Plan

Other actions can be raised at Committee meetings where any relevant details will be recorded (action, responsibility, time scale, cost).

Action	Responsibility	Timescale	Cost
Site clear up Prep for Open Day General repairs/maintenance	Committee and Volunteers	March-April	Variable £500-600pa

Policy and Procedure review including Welfare and First aid training	Secretary Welfare Officer President Coaches Committee	May September	£70/person every 3 years
Club registration	Head coach	October	-
Document publication	Secretary ClubSpark consultant	March-April	0
Insurance renewal	Treasurer	October	£849
Utility bills (electric)	Head coach	Quarterly	£300
Policy Training	Committee	On-going	0
Community involvement Publicity	Hub-Head Coach Social media-ClubSpark	Quarterly As required	0 0
On-going site maintenance - roads, paths, courts, fences, gates, security, clubhouse, lighting/Musco	Facilities officer Contractors hired	As required 2026	£500+ pa £4,000
Housekeeping inc supplies	Cleaner	Weekly	c £5/month
General equipment for use in clubhouse and courts	Coaches	Daily	0
Ball stock	Head coach	Seasonal	£450 pa
Website updates	Committee	As required	£150-500pa
First aid supplies	All first aiders in club	As required	£10-20 pa

Monitoring

The club's Management and Maintenance Plan will be reviewed annually. Maintenance projects will be managed at committee meetings and recorded as necessary. All committee members will be issued with the maintenance plan and minutes of any relevant meetings.

Review: Annually / as required by Committee

Approved by:

Approved by	President: Shirley Davidson	Club Welfare Officer: Aine Fitzgerald
Date	1/4/24	1/4/24