



# Maintenance Policy

## Purpose

This policy details how HORLEY LAWN TENNIS CLUB (HLTC) will approach the issue of maintaining the Club's facilities and grounds.

Maintenance has two main objectives:

- To ensure that tennis and other facilities are fit-for-purpose
- To aid with the management of risk by removing, reducing or otherwise controlling hazards

## Policy

HLTC's Committee will attempt to appoint a person to co-ordinate maintenance activities. That person's role will be to either conduct routine and ad hoc maintenance as required or to manage its conduct by another party (including members of the Club or third parties).

Where no person is appointed individual tasks will be assigned, with their consent, by the Committee to Club members to conduct the task or manage its conduct.

A faults log will be maintained behind the bar in the Clubhouse. Members are invited to report faults by noting them in this log.

## Court Maintenance

The Committee shall decide what works are required, and when, in order that the courts (including playing surfaces, lines, nets, gates and fencing) are sufficiently fit-for-purpose and hazards and consequential risks are managed to an acceptable level. A court sinking fund has been established and will be used to finance court works as required. The level of payments into the sinking fund will be determined by the Committee from time to time.

Members are required to treat the courts and their immediate environment with respect and not abuse or damage them. Members accidentally damaging a playing surface, net, gate or fence is expected to admit to doing so and if necessary and appropriate participate in repair activities.

## Clubhouse Maintenance

The Committee shall decide what works are required, and when, in order that the Clubhouse and its facilities, (including bar, kitchen lounge area, toilets and showers) are sufficiently fit-for-purpose and hazards and consequential risks are managed to an acceptable level.

The Committee shall commission routine cleaning of the Clubhouse and waste removal.

## Grounds Maintenance

The Committee shall appoint a grounds maintenance contractor to undertake routine maintenance to include mowing grass, weed removal or prevention, trimming hedges and pollarding trees. Other tasks shall be conducted as agreed between the contractor and the Committee or by voluntary action by Club members.

The contract for grounds maintenance shall include, as a condition of contract, a requirement for the contractor to have and to be able to demonstrate

- a. a written safe system of work for each area of activity
- b. relevant test certification for equipment and accessories
- c. personnel training records
- d. the existence of approved safety clothing and equipment.

### **Car Park maintenance**

The Committee will arrange for ad hoc maintenance to be undertaken on the car park and entrance, with a view to ensuring that it is fit-for-purpose.

### **Sinking Fund**

HLTC will regularly commit funds to be set aside for tennis court (including surrounding catch-fencing) and clubhouse maintenance. The amounts set aside will be determined by the Hon Treasurer and will be related to the frequency and anticipated cost, informed by historical data, of future funding requirements. The amounts will be presented annually in the Club's accounts to the Annual General Meeting.

### **Complaints**

Any member may raise a concern or suggestion about maintenance or lack of it by following the procedure in HLTC's Feedback or Complaints policies.