



Kilbirnie Tennis Club 2017 AGM Reports

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President's Annual Report

July 2017

The 2016-17 year has been a year that I believe marks the beginning of significant transformation for the Kilbirnie Tennis Club.

The committee has started long term planning to help secure the future viability of the club. This has become vital as tennis clubs in the Wellington region, and indeed across New Zealand, face a long-term trend of declining membership. Our aim is to build membership and establish KTC as the finest tennis club in Wellington.

Our key instrument for long term planning has been to develop a strategic plan. This remains under development but its key strategies have been identified. They are:

- Membership growth
- Participation growth
- Financial sustainability
- Facilities management
- Operational excellence.

These strategies have already shaped the decisions and actions of the committee over the last year and have resulted in the following extensive list of achievements:

- Modernisation and improvements to the clubroom facilities including:
 - Replacement of hot water boiler in kitchen
 - Completion of painting of the outside of the clubrooms
 - Cleaning and repainting of the interior of the clubrooms
 - Replacement of clubroom furniture with functional, sturdy, hygienic items
 - Creating a schedule of weatherboard and gutter cleaning
 - Recruitment of a supplies manager to ensure general supplies (such as toilet paper, tea, coffee, detergent) do not run out.
- Improvements to the outside facilities including:
 - Extensive gardening to improve the attractiveness of the grounds
 - Installation of new wind breaks
 - Regular cutting of the lawns
 - Placing all courts on a regular maintenance programme.
- A full schedule of club activities including:
 - Regular club days
 - Interclub competitions
 - More junior interclub teams
 - Club championships and handicap tournament
 - Restarting junior club championships
 - Creating an Autumn junior interclub competition
 - Club challenges with Muritai and Havelock North and with a possible additional challenge with Miramar Club.
- Increased communication with club members through:
 - Newsletters
 - Notification of club activities with standardised emails and advance notification.
- Improvements to the operations of the club including:
 - Establishment of a computerised management system to aid financial management and record keeping
 - Introduction of a member controlled court booking system
 - Trialling of an electronic notice board at the clubrooms
 - Started a comprehensive repository of standards, policies, and procedures
 - Created an initial set of health and safety guidelines for club members
 - Created an initial schedule of ways in which members can help maintain their club

- Website improvements in presentation and to ease access and navigation
- Moved to accrual accounting
- Introduced new stock control methods.
- Enhanced relationships with Tennis Central through participation in club forums and workshops.
- Enhancement of the Pro Shop with more items for sale to club members including:
 - Racquet re-stringing
 - Tennis balls
 - Overgrips
 - Soft drinks and bottled water.
- A review of the coaching programmes by our head coach Troy Leamy resulting in improvements to the delivery of coaching at the club including:
 - Establishment of four very popular junior academies - Novice, Tier 2, Tier 1, and Elite.
 - Establishment of the Hot Shots programme
 - Planned establishment of school programmes, tennis programmes at ASB arena, senior programmes including academies, Xpress tennis (for beginners), Cardio Tennis (for fitness).
- Welcomed Troy Leamy's Rise Up Tennis as our new coaching provider in place of Andy Wheeler's Capital Coaching. Andy has decided to move his business in a different direction.

While undertaking the activities above, the committee has adopted cost-effective methods including:

- using Department of Corrections work parties for gardening and painting activities; and
- using high quality second hand items for the club.

For the future, there is still an enormous amount for the committee and the club to do with key drivers being the

- Completion of the strategic plan and its review with club members
- Creation of an annual plan based the long-term goals set out in the strategic plan.

The activities and decisions of the committee will then be guided by the goals and plans in these two essential elements of successful organisation management.

Although the committee is made of volunteers with limited time, the committee is a well functioning and motivated group of individuals focused on the strategic goals of the club. It has been my pleasure to lead this group of individuals and I look forward to more of same in the next year should I be elected as President for the next year.

As President, and on behalf of the club, I would also like to express my sincere appreciation to all the volunteers who have contributed to the success of the club over the last year.

These individuals include:

- Current committee members.
- All past committee members who have preceded the current committee. Their work has laid the foundation for work by the current committee.
- Troy Leamy for services to coaching, junior development, junior interclub, junior club championships, clubhouse cleaning, pro shop sales and supplies, club house security and his insightful ideas for development of the club.
- Andy Wheeler and his team of coaches for his long-term commitment to the success of our club. I will pass our best wishes to Andy for the future.
- Jenny Everett-Wells for services to junior members.
- Diana Spice for services as mid-week club day convenor.
- Diana Maunder for services including the match committee and club Sunday promoter and organiser.
- Graham Alderton for services to facilities management.
- Catherine Carter for services to gardening.

- Wendy Mackevics for services as supplies manager.
- All the team captains and junior team managers who provide endless organisation for our teams.
- And to all other club members who have contributed their time and effort to the running of the club invisibly and without any other recognition.

Special thanks as well to the Department of Corrections and their community work parties for their hard work, resulting in fantastic improvements to our grounds and clubrooms.

Marcia Rew

2016-17 Financial Statements July 2017

I am pleased to present the Treasurer's Report for the year ended 30 April 2017. This report should be read in conjunction with the financial statements included below.

Overall, I report the club making a deficit of \$3569 for the period. This includes depreciation which has not been included in statements from previous years. Other items contributing to the deficit include:

- Significant maintenance (\$5,531). Note that a quote of \$15k has been received for crack repairs in the bottom courts.
- Drop in membership numbers (~6%), mainly in the junior 12-18 age-group, although this is less than the 11% drop in membership across Wellington city clubs.
- Income from grants is less than in previous years.

Apart from this, I report that:

- A bequest was received from Alan Hamilton and donations were received from Graham Alderton, Diana Maunder, Geoff Fletcher, and Oscar Cole.
- Grants were received from Lion Foundation for court grooming and Eastern Suburbs Sports Trust for junior coaching.
- The Bollinger event was great financially, having provided over \$1100 in revenue to the club. I think we should aim to do more of these events, broadening our revenue streams.
- The Pro Shop has expanded its sales, to an amount almost four times that of the previous financial year. This is great as the club both earns profit from these sales and provides a good service.
- I arranged a term deposit and two new saver accounts to earn greater interest than before.

Furthermore, I suggest that:

- We should aim to advertise more which should increase membership and revenue.
- We move to accept the proposed membership subscription changes because the current rates are not financially sustainable.
- Any help getting grants and managing fundraising events be completely welcomed.

Chris Sole
KTC Treasurer

**Statement of Financial Performance for the Kilbirnie Tennis Club
Incorporated for the financial year ending on the 30th of April 2017**

	<u>2017 (\$)</u>
Income	
Court hire	3,837
Donations	1,077
Equipment hire	20
Event participation (net)	1,397
Grants	3,000
Interest	61
Inter-club registration	2,915
Membership subscriptions (net)	21,723
Room hire	200
Shop sales (net)	<u>801</u>
Total income	35,030
Expenses	
Advertising	(289)
Balls	(2,552)
Coaching	(3,120)
Depreciation	(11,561)
Electricity	(792)
Event catering	(506)
Insurance	(1,291)
Inter-club registration	(2,628)
Land lease	(1,965)
Maintenance	(5,531)
Other	(338)
P.O. Box	(175)
Shop supplies	(360)
TCR affiliation	(7,138)
Water	<u>(354)</u>
Total expenses	(38,600)
Deficit for the year	<u><u>(3,569)</u></u>

Statement of Financial Position for the Kilbirnie Tennis Club Incorporated as at the 30th of April 2017

	<u>2017 (\$)</u>
Assets	
<u>Current Assets</u>	
Accounts Receivable	664
Accrued Income	7
Inventory	1,108
Petty Cash	140
Savings Account	4,961
Term Deposit (3.59% p.a. 19/JAN/2018)	15,000
Trading Account	2,335
Prepayments	<u>1,272</u>
Total Current Assets	25,487
 <u>Non-Current Assets</u>	
Property, Plant and Equipment (Note 10)	<u>82,030</u>
Total Non-Current Assets	82,030
 Total Assets	 <u>107,517</u>
 Liabilities	
<u>Current Liabilities</u>	
Accounts Payable	(1,575)
Accrued Expenses	(7,470)
Income in advance	(7,579)
Swipe card deposits	<u>(120)</u>
Total Current Liabilities	(16,744)
 Total Liabilities	 <u>(16,744)</u>
 Net Assets	 <u><u>90,773</u></u>
 Equity	
Equity at start of the year	94,342
Deficit for the year	<u>(3,569)</u>
Equity at end of year	<u><u>90,773</u></u>

Notes to the financial statements:

Note 1: Reporting Entity

The Kilbirnie Tennis Club Incorporated is registered under the Incorporated Societies Act 1908.

Note 2: Accrual Accounting

Transactions are recorded when they occur and represented in the period in which they relate.

Note 3: Measurement Base

These financial statements have been prepared on a historical cost basis.

Note 4: Depreciation

Depreciation has been calculated on a systematic basis over the economic life of the asset.

Note 5: Inventories

Inventories have been valued at the lower of cost and net realisable value.

Note 6: Income Tax

The club is a non-profit organisation and has been exempted from income tax by Inland Revenue.

Note 7: Goods and Services tax

The club's revenue for the 2016/17 financial year was not expected to exceed and did not exceed \$60,000 and did not include GST when selling services to customers and was therefore exempt from goods and services tax. Note this means all expenses include GST.

Note 8: Going concern

The management committee has no intention to liquidate the club, and believes that it will survive into the foreseeable future.

Note 9: Land lease

The club leases land from the Wellington City Council. This lease expires on the 30th of June 2023. The Wellington City Council also has the right to cancel the lease by no less than six months' written notice, in which case the land and all improvements will revert to the Council without compensation.

Note 10: Property, Plant and Equipment

Fixed Asset	Rate	Method	Beg. value	Additions	Disposals	Depreciation	Carry. amt.
Buildings	2.50%	DV	14,077	0	0	352	13,725
Equipment	20.00%	DV	425	0	0	85	340
Fences	10.00%	DV	2,839	0	0	284	2,555
Courts	14.28%	DV	75,249	0	0	10,746	64,503
Ball machine	20.00%	DV	48	0	0	10	38
Sign	20.00%	SL	0	604	0	50	553
Barbeque	20.00%	SL	0	349	0	35	314
			92,638	953	0	11,561	82,030

The depreciation rates for all assets have been taken from the previous financial statements with the exception of the sign, where its five year warranty has been used, and the barbeque, which has been estimated as no other information is available. Note that the depreciation amounts for the sign and barbeque have been calculated since their addition.

Note 11: No allowance for doubtful debts made

There was not enough satisfactory information, in the views of the Treasurer, to make an allowance for doubtful debts.

Note 12: Quote for repair of courts 1 and 2

A quote of \$15,300 to repair cracks in the court has been received.

Note 13: Invoice for engraving

Engraving was done but no invoice was received.

Note 14: Swipe cards

The \$120 liability for swipe cards represents known deposits (to the Treasurer) that have not been refunded. The true amount may be greater.

Note 15: Grants

Grants were received from Lion Foundation (\$1,500) for court grooming and Eastern Suburbs Sports Trust (\$1,500) for junior coaching.

Note 16: Rounding

All figures have been rounded to the nearest dollar.

Note 17: Monetary measure

All figures are in New Zealand dollars.

Note 18: Possible effect of changes in holder of Treasurer's position/change in accounting policies

The holder of the Treasurer's position changed in January 2017, which has apparently meant a change in some accounting policies to those stated above. As a result, the figures reported for the previous financial year (2015/16) may not balance with those reported in the financial year being reported for in this document (2016/17). Furthermore, as this change of position was made mid-way through the 2016/17 financial year, information arising before that time, possibly having a material effect on these financial statements, may not have been represented in these financial statements. It follows that the apparent assets within the club that have not been included in these statements are assumed to have a nil carrying amount, and all accounts not represented have been closed, either by complete payment, or written off in its respective year, and that incomplete payments not known to be incomplete payments have been considered as a full payment i.e. the price of the good/service.

Note 19: Coaching contract

A contract for coaching with Capital Coaching Limited, expiring on 31/9/2018, is still active. This contract is currently under review. It provides \$1000 in revenue each year and \$3120 in expenses.

Note 20: TCR affiliation points not included

TCR points awarded for affiliation have been used to book courts at the centre to host events and to pay for competition registration, but these are not represented in the financial statements as they are not measurable in New Zealand Dollars. The club had 3175 points as at 30/4/2017.

Note 21: Tennis balls

A small number of balls have been used at events, but have not been included in the event's costs to prevent confusion about the total expenditure on balls for the year.

Note 22: Principle of materiality

The principle of materiality has been applied when considering financial transactions.

Head Coach Annual Report July 2017

Hi everyone,

What a year it has been! Since the last AGM coaching report we have grown ten fold. We had a successful Term 1 and holiday camp. The major change that has undergone is the new academies we have created. We launched these at the start of term 2 going from novice - tier 2 - tier 1 - elite academy. We started with selecting and coaching 20 - 22 players that were put in to the right academy for their level and by the end of term 2 have boosted to 22-26. Term 3 is looking even better from having 26-30 players booking in.

We have also booked in ASB Sports Centre through Rise Up Tennis to be providing all tennis coaching services to at least 80 schools in the Wellington Region. This will kick off in term 3. Compared to term 2 last year this year we have added on around 10 more hours and we are hoping to reach 50 hours coaching in term 4 2017.

We have some new programs for juniors and seniors in term 4 to help boost membership for the club!

I want to say a huge thank you to Kilbirnie Tennis Club committee and members for the massive support you all have given us and we hope we are giving just as much back in support of the club!

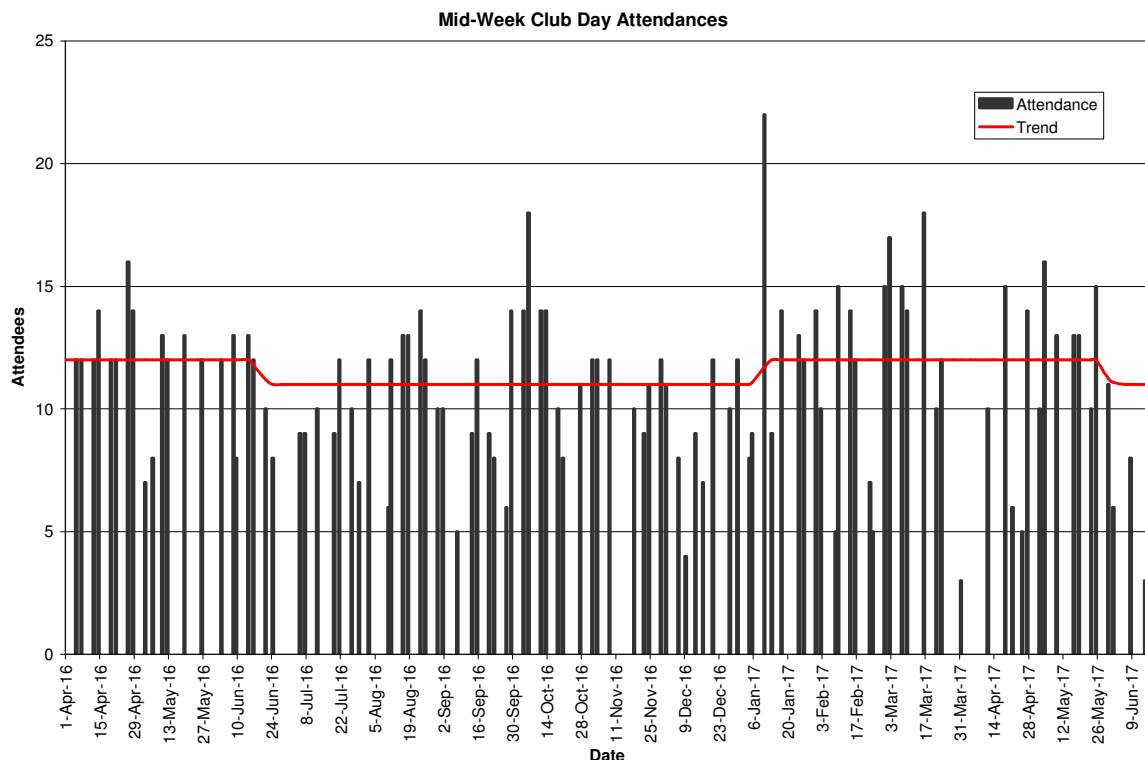
Troy Leamy

Mid-week Convenor's Annual Report July 2017

Just realised we have been in operation for 12 years. As we mostly use the upper TigerTurf courts, we have reaped the benefits of the work that has enhanced that lovely setting. Must also mention the newly painted clubhouse – how light and airy, clean and inviting it is!

Our club days remain relaxed and enjoyable, albeit a bit noisy from the cries of anguish and growls at our ability to make those damn balls go where we strive to put them. But then that's tennis eh?

I have been keeping an attendance chart and below is the resulting graph.



A peak of 22 attendees on one day was achieved on 10 January 2017. An estimated 40 different club members have enjoyed mid-week club days over the last year.

We always welcome new recruits so the following facts could help decisions to come out and play!

- Hours of play 9:15 to noonish – later if needed. Officially Tuesday and Thursday – governed by weather – can be changed to Wednesday and/or Friday.
- There is no grading – everyone plays everyone.
- The sets are shortened to first to four – not six.
- The deuces are shorted to sudden death – one deuce then croak!
- The play is almost non-stop – bring your drink bottle.
- Any sitting out time is short – might fit in a pit stop.
- Rules of tennis are adhered to – especially current refined ones.
- Tennis etiquette and helpfulness among players helps enjoyment (and me(!)).
- Please bring your two listening devices – ears – you will need them.

Thank you folks for another great year – warts and all – and I hope we look forward to the next one – warts and all.

Diana Spice

Junior Convenor's Annual Report July 2017

The 2016-2017 Junior season saw little growth, however this was mostly due to a big drop off of Juniors being older and either joining Seniors or leaving the club.

We had great results with Interclub with an additional 2 teams despite the lack of member growth. We still do not have a dedicated group of girls keen to participate in interclub, however Troy is working hard as we do have more girls that joined and are playing in the training squads.

As per last season the junior group coaching was included in the fees, a real selling point given we also have the best courts in Wellington.

The Juniors and Peewees had their coaching sessions on Sunday mornings (same as last season), and the Teen tennis on Friday evenings. The teen tennis was not as successful last season, the weather for the first half was terrible! And as per normal parents are not helping with the BBQ so next season we will roster parents on with a full list of names and contact numbers and they can replace themselves. I did most of the BBQs when I could and Chris helped out as well.

Troy is continuing with his Academy Squad through the winter (as he did last year), and this group has grown. He also is keen to set up a contact list of those that are now ready to be playing in Junior Tournaments. We have 4 girls in these groups.

Troy is a real asset to the club, and his continued enthusiasm is to be commended. All the juniors really like him and he is a real draw card for the club. Along with the fabulous courts and improvements made to the grounds (namely the steps up to the top courts), there is no reason why we should not see continued growth.

Jenny Everett-Wells
Junior Convenor