



# DUFFIELD TENNIS CLUB

## Management Handbook

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### 1. Introduction

This document should be read in conjunction with the club constitution and by-laws (appendices 1 & 2).

We aim to foster the atmosphere of an open, friendly, not for profit members' club and encourage as many members as possible to participate in the running of the club.

We are a Community Amateur Sports Club (CASC) run by members and responsible to members.

The club is affiliated to the Lawn Tennis Association.

The club site at 23 Town Street, Duffield, DE56 4EH is shared with Duffield Squash Club and owned by Duffield Sports Club Limited.

### 2. Objectives

- maximise participation and progression of adults and juniors
- encourage new members
- be open and inclusive
- foster a good relationship with the local community
- ensure financial viability, keeping subscriptions as low as possible whilst ensuring sufficient investment to meet our objectives
- maintain and improve facilities
- ensure compliance with relevant legislation and guidelines including safeguarding and health and safety, taking advice from the LTA when necessary
- achieve accreditation under LTA/Sport England schemes
- adopt guidance, policies and procedures based on current advice and best practice
- deal with breaches of any club policies fairly
- take reasonable action to minimise risk in the outside areas and activity

### **3. Running of the club**

The club is run by volunteers, over-seen by the management committee.

The club relies heavily on volunteers to run the club, maintain the courts and surrounds, help to run the bar and plan and organise social activities. The efforts of our volunteers help to keep subscriptions competitive.

### **4. Management Committee**

The club is managed by a committee, which consists of the chair, secretary, treasurer and up to ten further members. All are volunteers.

- a) The committee provides the strategic decision-making function of the club.
- b) The committee members should be a broad and fair representation of the membership and make decisions in the best interest of the members according to the objectives of the club (above).
- c) Committee meetings are held at least twice a year.
- d) The membership of the committee is confirmed at the AGM; each member is required to be nominated and seconded by an adult member of the club. In the event of more than one person standing for election, a vote of members present is held, the chair has the casting vote.
- e) From time to time the committee shall agree time-limited sub-committees which report to the full committee.
- f) The committee may seek, appoint and, occasionally, remunerate, volunteers for specific tasks.
- g) The minutes secretary will circulate an agenda for committee meetings, normally seven days before the meeting. Any committee member may add an item to the agenda.
- h) A quorum of five is required for committee meetings. In the chair's absence the committee will agree another member to chair the meeting.
- i) Conflicts of interested should be declared at the beginning of every meeting.
- j) The committee is responsible for ensuring the club meets its objectives including financial viability and a replacement programme for all club facilities.
- k) The committee is responsible for the strong governance and management required to ensure the club is safe and compliant with its legal obligations, including completing the annual LTA on-line risk assessment and maintaining a risk register.
- l) The day to day running of the club is overseen by an executive committee including the chair, secretary and treasurer. It will meet as necessary, largely informally i.e. non-minuted. The executive committee ensures the committee is aware of any new guidance and concerns with the implementation of any club policies and procedures.
- m) The committee can elect honorary members in recognition of exemplary and outstanding service.

- n) Subscriptions are fixed annually by the committee and announced at the AGM.
- o) Members of the committee may occasionally recommend that a member(s) of the club be given exception to paying the annual subscription.
- p) The Annual General Meeting (AGM) is held before the end of March when the relevant committee member presents a report on club finances, coaching and participation, team results and any future plans.

## **5. Lawn Tennis Association**

Duffield Lawn Tennis Club is affiliated to the Lawn Tennis Association and Derbyshire LTA. Registration with the LTA gives access to various funding possibilities, LTA insurance and guidance on policies and procedures.

The club must achieve accreditation under LTA guidelines annually and adopt guidance, policies and procedures based on current advice and best practice.

All club members have a British Tennis membership number.

Members will be actively encouraged to participate in the annual Wimbledon ballot.

## **6. Liaison with the Squash Club**

- a) The freehold of the property and land at 23, Town St, Duffield, DE56 4EH, is held by Duffield Sports Club Limited. The squash and tennis clubs each provide five directors of the Sports Club. Directors of the sports club should meet once a year.
- b) The expenses of running the clubhouse are shared by the two clubs on a basis agreed annually by the treasurer, chair and secretary.
- c) Representatives from both tennis and squash clubs make up a liaison committee which considers matters affecting both clubs. The tennis club secretary, treasurer and chairman sit on the liaison committee. The liaison committee's recommendations must be approved by each respective committee. The bar managers report to the liaison committee with any profit/loss shared between squash and tennis.
- d) The tennis club is solely responsible for the upkeep and management of risk of the tennis courts, tennis court lighting and surrounds. The squash club is solely responsible for the upkeep of the squash courts and squash courts' heating lighting and all matters related to the gym. Shared expenses are limited to the common amenities in the clubhouse such as the changing rooms, bar, lounge and car park.
- e) The House Manager, acting on behalf of both clubs, is responsible for the management of risk within the club house.

## **7. Policies, procedures and bylaws**

The by-laws can be found in appendix 2, all other policies and procedures are posted on the club website. They are updated and approved by the management committee as and when necessary, usually in accordance with changes in LTA guidance.

- Anti-bullying
- Changing room usage
- Codes of conduct

- Complaints
- Diversity and inclusion
- Online safety and communication
- Photography and filming
- Privacy
- Safeguarding
- Whistle Blowing

All policies are available on the [About Us](#) page of the club website.

Complaints/breaches of policies are dealt with by the executive committee and the Welfare Officer.

The committee reserves the right to terminate membership according to the relevant guidelines/policy.

## **8. Elected Officials and Committee Members**

All members acting properly while running the club are indemnified by the club against any liability. Their respective roles are as follows.

### **8.1 Chair**

- a) Chairs committee meetings.
- b) Contributes to the day-to-day management of the club and provide strategic leadership.
- c) Deals with breaches of guidelines/complaints according to the relevant club policies
- d) Ensures volunteers and committee members feel valued and deal with issues arising from them implementing their role.
- e) Ensures volunteers are appointed to maintain the courts and grounds.
- f) Appoints and review the head coach
- g) Represents the club at liaison meetings.

### **8.2 Secretary**

- a) Is a point of contact for those looking to join or seek information about the club.
- b) Contributes to the day-to-day management of the club.
- c) Passes correspondence to the relevant committee member, answer queries and relay matters to the committee as appropriate.
- d) Acts as the club's LTA on-line administrator to cover aspects including the Wimbledon tickets ballot and LTA insurance
- e) Appoints and review the head coach
- f) Ensures the club is represented, when necessary, at local and national LTA meetings
- g) Ensures compliance with legislation (as guided by the LTA).
- h) With the treasurer, completes the annual LTA on-line risk assessment and maintain a risk register
- i) With the treasurer and coach, applies for grants, loans and sponsorship.
- j) Represents the club at liaison meetings.

### **8.3 Treasurer**

- a) The treasurer is responsible for all the financial affairs of the club:
- b) Receives subscriptions and other income and oversee day-to-day expenditure.
- c) Signs club cheques with one other signatory.

- d) Liaises with the membership secretary about correct subscription payments and membership categories.
- e) Liaises with the membership secretary and other nominated committee members concerning special membership subscriptions, hardship cases and late payments.
- f) Operates financial controls and checks of all club income and expenditure.
- g) Provides financial advice and information to the committee.
- h) In agreement with the committee, fixes yearly subscriptions.
- i) Fixes the flood light charges.
- j) Ensures an adequate court reserve fund.
- k) Provides financial information where required for funding applications.
- l) Ensures compliance with all tax legislation.
- m) Presents finalised accounts to the AGM in the form of a printed document.
- n) With the secretary completes the annual LTA on-line risk assessment and maintains a risk register
- o) Appoints and reviews the head coach
- p) Represents the club at liaison meetings.

#### **8.4 Membership Secretary**

- a) Receives membership forms, updates Club Spark.
- b) Provides the committee with membership figures.
- c) Updates membership lists.
- d) Liaises with treasurer concerning correct subscription payments and membership categories.
- e) Liaises with treasurer and other nominated committee members concerning special membership subscriptions, hardship cases and late payments.
- f) Liaises with the Head Coach to ensure people receiving coaching become members after 3 visits.
- g) Issues key fobs, appropriate paperwork, cards etc. to new & existing members.
- h) Follows up non-payment of subscriptions.

#### **8.5 Fixtures Secretary**

- a) Arranges club team fixtures and book courts.
- b) Liaises with the Derbyshire League Secretary, attend League fixture meetings.
- c) Helps to re-arrange any postponed fixtures if required.

#### **8.6 Men's and Ladies' Captains**

- a) Responsible for the development of playing opportunities, including the arrangement of pre-season adult match practices.
- b) Oversee the selection and organisation of team squads and captains, both summer and winter leagues (see Checklist for team captains, appendix 3).
- c) Give input regarding the operation of the senior and junior coaching programmes in conjunction with the Head Coach.

#### **8.7 Welfare Officer**

- a) Ensures that all club/committee members who have regular dealings with club juniors and vulnerable adults, have the necessary checks and training.
- b) Responds to and record any concerns regarding children, young people and vulnerable adults.
- c) Where appropriate involves safeguarding and professional agencies and the LTA.
- d) Promotes the safeguarding of children, young people and adults at risk at the club and ensures that all members are aware of their duty of care to children, young people and adults at risk.
- e) With the head coach is a member of the joint safeguarding team with squash.

### **8.8 Minutes Secretary**

- a) Circulates agendas for committee meetings and AGM.
- b) Takes minutes at committee meetings and the AGM.
- c) Produces minutes following meetings, and email to all committee members.

### **8.9 Head Coach**

See 10, below.

### **8.10 Other members**

Up to three additional members can be appointed to the committee, e.g. members responsible for social media, ground maintenance.

## **9. Club Facilities**

- a) The chair should appoint volunteers to ensure the grounds and courts are kept in first-class condition.
- b) The committee should ensure that the club accrues sufficient reserves for replacement and upkeep. Along with the annual costs of maintenance, the basis of financial planning is a 15-year replacement cycle requiring approximately £250,000 i.e. £17,000 per year.

An outline maintenance task list is at appendix 4.

### **9.1 Tennis courts**

There are seven astro-turf tennis courts which require regular maintenance, including brushing and an annual deep clean.

Two were replaced in 2015 (1,2, three in 2017 (3,4,5) and two in 2020 (6,7)) – including fencing.

### **9.2 Flood lights**

Six courts have floodlights. Hourly charges for floodlights are set by the treasurer to cover operating costs. The flood lights were new in 2007.

### **9.3 Grounds and furniture**

Including two garden sheds, a pavilion, benches and flower beds.

### **9.4 Club house**

The club shares the common areas of the clubhouse building and car park with the Squash Club. These are managed through the liaison committee. Clubhouse facilities include changing rooms, saunas, lounge, balcony, bar, dining room, kitchen, pool table room, TV, wireless internet, offices, gymnasium, and stores.

The bar manager organises an annual rota of members from tennis and squash to staff the bar throughout the year. Tennis members who volunteer to work behind the bar are asked to cover 10 shifts in lieu of their subscriptions. Profits on bar takings are shared between the two Clubs on an apportionment basis.

The car park was partially resurfaced in 2016.

## **10. Coaching**

- a) The head coach is a vital part of the club. He/she is key in promoting our aims and objectives and should provide the leadership for innovation at the club. He/she is a member of the management committee. He/she plays a central role in attracting new members, maximising participation and progression and liaison with the local community.
- b) The coach is responsible for the club coaching programme which should include junior and adult coaching for social and competitive tennis and 'performance' programmes for adults, but mainly juniors, who have the potential to play at county level and above. Juniors should be encouraged to attend the county fun days.
- c) The head coach is appointed by the executive committee and captains on a self-employed basis and is responsible for payment of their own income tax and national insurance. He/she may receive a retainer reflecting his/her contribution to the overall running of the club.
- d) The head coach is responsible to the committee, meeting regularly with the executive committee.
- e) The head coach must be at least a level 4 LTA accredited coach with public liability insurance, up to date with first aid training, trained in child protection and safeguarding best practice and passed an enhanced DBS Check. He/she should undertake at least 15 hours professional development per year.
- f) He/she should attend Derbyshire LTA and LTA forums.
- g) All coaches working at the club do so under direction and discretion of the head coach. They all must have LTA accreditation. All financial matters relating to other coaches are the responsibility of the Head Coach. All coaches should promote the club and encourage participation in all levels of tennis. Players showing talent and determination should be channelled by the head coach into performance groups, county squads, tournaments and, in conjunction with the club captains, into higher teams.
- h) The head coach should draw up and advertise a winter and summer coaching programme which caters for all ages and abilities. Photographs and details of any coaches working at Duffield should be displayed on the notice board.
- i) All coaches pay court fees to the club as agreed with the treasurer, co-ordinated by the head coach.
- j) Assignment of courts for coaching is agreed between the head coach and the executive committee balancing the availability of courts for social tennis, matches and the coach's livelihood bearing in the need to attract new members and the progression of both adults and juniors.

- k) With the treasurer the head coach should seek grants and sponsorship.
- l) The head coach is expected to maintain good communication to all members and the local community by, for example, keeping the noticeboards up-to-date and interesting, and sending regular email newsletters to members, preparing press releases to local papers, radio and TV and organise the club's representation at the annual County Awards.
- m) With the secretary, ensure the club is registered with the LTA.
- n) The coaches are responsible for running junior teams and liaising with captains about senior teams.
- o) Adults and juniors being coached on more than three occasions must join the club.
- p) The head coach should contact and visit neighbouring schools to promote the club and encourage tennis in schools.
- q) Oversee tournaments held at Duffield. To include the club championships, junior tournaments, LTA tournaments and at least two social tournaments per year. There should be at least one annual junior ratings tournament, open to Duffield members and to outside players.
- r) The head coach liaises with the groundsman over regular court and grounds maintenance.
- s) The head coach, with the treasurer orders appropriate tennis balls for matches and championships.
- t) With the welfare officer to be members of the joint safeguarding team with squash
- u) The head coach is allowed to organise stringing for the members at his/her discretion.

## **11. Insurance**

The LTA insurance provides public liability and professional indemnity insurance. The house manager with the liaison committee arranges commercial insurance for the building, contents, tennis courts and equipment.



# DUFFIELD LAWN TENNIS CLUB CONSTITUTION

## Amended January 2012

1. The Club, established in 1882, is called Duffield Lawn Tennis Club.

### 2. Purpose

The purposes of the Club are to promote and provide facilities for the amateur sport of lawn tennis in Duffield and the surrounding area, and community participation in the same.

### 3. Management

The management of the Club shall be in the hands of a Management Committee comprising the Secretary and Treasurer, together with up to 11 Management Committee members, elected by ballot at the A.G.M. The Management Committee shall elect its own Chairman.

The procedures, individual duties and responsibilities shall be as set out in the Tennis Club Management Handbook. These shall in no way alter or amend the Constitution.

Management Committee meetings shall require a quorum of 5.

### 4. Membership

(a) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, political or other beliefs. The maximum number of members in each category shall be decided by the Management Committee, by reference to the limitation of available facilities.

(b) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

(c) The Club Management Committee may refuse membership, or remove it, only for good cause such as misconduct or character likely to bring the Club or sport into disrepute, but only under the complaints and appeals procedures contained in the Club Guidelines.

(d) No person shall be eligible for membership until his/her application form with the appropriate subscription has been received and accepted by the Membership Secretary and Treasurer. A person shall not be entitled to any privileges of the Club until two days have passed since his application for membership was submitted, whether or not that person is admitted as a member before those two days have elapsed.

(e) The entrance fees and subscriptions for members shall be determined by the Management Committee of the Club.

(f) Annual subscriptions are payable on the anniversary of the joining date.

### 5. Club Captains

With the advice of the Senior Coach, the Club Captains shall have responsibility for the organisation of all organised tennis playing opportunities, the selection of teams and the appointment of Team

Captains.

## 6. **Visitors**

- (a) The names of all visitors to the Club and the members by whom they have been introduced shall be written in the book kept for that purpose on the Club premises, the members being responsible for all fees. No person shall normally be introduced as a visitor more than three times in any one year. Fees for all visitors shall be decided each year by the Management Committee.
  - (b) Members of visiting clubs shall be deemed honorary members for the day.
  - (c) No excisable article shall be supplied to such visitors except that the same shall be ordered and paid for by the member of the Club introducing him/her to them.
7. Any casual vacancy occurring on the Management Committee, or among the officials, shall be filled by the Management Committee. Any person so appointed shall retain office so long only as the vacating or retiring officer would have retained the same if no vacancy had occurred.
  8. The Club financial year shall end on the 30th day of November and the Annual General Meeting of the Club shall be held not later than March 31st each year. Ten days' notice of the meeting shall be given in writing to all members.

Every candidate for an office of the Club shall be proposed and seconded by two members entitled to vote, must have been a member for a year, and be not less than eighteen years of age. Only members who shall be over the age of eighteen years at the date of the meeting shall be entitled to attend and to vote thereat.

All questions shall be decided by a simple majority of votes of the eligible members present, who shall have one vote each, and the Chairman shall, in addition to his vote as a member of the Club, have a second or casting vote.

9. An extra-ordinary general meeting of the Club shall be called by the Secretary on the request in writing of 20 members eligible to vote. Fourteen days' notice shall be given of the meeting, which must be called within one month of the receipt of the request. The notice convening the meeting shall specify the business of the meeting. The voting rules shall be the same as for the Annual General Meeting. The quorum for the annual and extraordinary general meetings shall be 20 members.
10. Alterations to the Constitution of the Club shall be made only at the Annual General Meeting or at a special meeting called for that purpose.
11. The Management Committee shall have power to formulate or revise the bylaws of the Club, but not in such a way as to alter or amend the Constitution.
12. The accounts of the Club shall be certified by an auditor appointed by the Committee, and the statements of accounts so certified shall be presented to the A.G.M.
13. Applications for temporary membership shall be considered by the Secretary, Treasurer and the Membership Secretary who shall fix the appropriate subscription.
14. The Management Committee shall have the power to enter the Club in any competitions and to organise competitions for members of the Club.
15. Any matter not covered by the Constitution and bylaws shall be referred to the Management Committee for decision.

16. The Management Committee shall have the power to elect as honorary members of the Club, without entrance fee or subscription, those who have rendered outstanding and exemplary service to the Club. Such honorary members shall enjoy the full privileges of the Club.
17. The Management Committee shall appoint a committee member to be responsible, with the bar manager, for the operation of the bar during the months the tennis club are responsible for it. The bar opening hours shall be as permitted by the Club's Premises' Certificate. The sale of alcohol to anyone under the age of 18 is expressly forbidden.
18. The Management Committee shall determine the duration and operation of the court floodlights, in accordance with planning permission requirements, and shall fix the appropriate fee for their use.
19. **Property and Funds**
  - (i) The Club is a non-profit making organisation. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.
  - (ii) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
  - (iii) The Club may also in connection with the sports purposes of the Club:
    - (a) sell and supply food, drink and related sports clothing and equipment
    - (b) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present
    - (c) pay for reasonable hospitality for visiting teams and guests
    - (d) indemnify the Committee, and members duly instructed by the committee, acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
    - (e) the Committee will have due regard to the law on disability discrimination and child protection.
20. **Winding Up**
  - (a) The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
  - (b) The Committee will then be responsible for the orderly winding up of the Club's affairs.
  - (c) After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
    - (i) to another Club with similar sports purposes which is a registered charity and/or
    - (ii) to another Club with similar sports purposes which is a registered CASC and/or
    - (iii) to the Club's governing body for use by them for related community sports.

21. **Priority**

Where there is any conflict between any of the above Rules ("key Rules") and any other rule or rules the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

## Appendix 2

# DUFFIELD LAWN TENNIS CLUB - BYLAWS

1. Members should wear appropriate clothing and footwear on court.
2. Abusive language and unacceptable behaviour on the Club premises and courts will not be tolerated. See Code of Conduct and welfare policies on the noticeboards and website.
- 3 Court priority use will be agreed from time to time by the Management Committee and advertised to members.
4. Club captains shall have the authority to arrange and notify match practice sessions on specified nights.
5. Court usage is determined by the court booking system and members should use their booked court.
6. Dogs, except guide dogs for the blind, are discouraged from club premises. Dogs are NOT allowed on court areas or in the Clubhouse.
7. Juniors of primary school age are not allowed in the Clubhouse unless accompanied by an adult.
8. The use of the floodlights shall be in accordance with planning permission conditions, with switch-off times of 10pm except during May June and July when this period is extended to 10.30pm for the completion of matches.
9. In accordance with Duffield Sports Club's determination, the car park is provided exclusively for the benefit of members using the Club, with the exception that members only may use it at off-peak times (i.e. 9am to 4pm) for purposes unconnected with the Club, providing that it is of a short term (i.e. not more than one hour) nor of a regular nature. Longer, more frequent use at off-peak times may be considered, but only with prior agreement of Duffield Sports Club.
10. Members will comply with all directions, notices or the like from time to time displayed in the Club or on the Club's website, or in emails from the committee or the House team, relating to health and safety matters, fire emergency procedures and non-interference with Club assets or equipment.

## CHECKLIST FOR CAPTAINS

1. All team members are expected to behave in accordance with the Club's Code of Conduct towards opposition members and fellow team members.
2. Every member who expresses an interest in team tennis should be given the opportunity to play in matches.
3. It is the team captain's responsibility to ensure that all team members are aware of the time and venue of matches, and to ensure that 6 players are available. While last minute problems can occur if a player drops out and a replacement cannot be found, the captain should make every effort to inform the playing partner concerned so that they do not have a wasted journey.
4. Captains must collect match fees for both home and away matches and ensure access to floodlights if needed for home matches.
5. As required by law, designated drivers for any journey associated with a match must stay within the legal alcohol limit after playing.

### Safeguarding of juniors playing in adult matches

6. In addition to 1. above, we expect all adults to be positive role models for any junior playing in an adult team, regarding their language and behaviour, both on and off the court.
7. When any junior is playing for an adult team, home or away, it is always preferable that a parent/carer is responsible for their transport.
8. If this is not possible, team captains should have a written consent from a parent/carer of any junior playing in an adult team. There should always be two adults present in the car and juniors must sit in the back of the vehicle.
9. We request that any driver transporting juniors does not drink any alcohol after the match.
10. Team captains must have emergency contact information and details of any medical conditions of any junior playing in their team when a parent or carer is not present.
11. Juniors playing in adult teams should come ready changed to play, in appropriate clothing for the conditions.
12. Adult team members should avoid being alone with any junior. They should avoid physical contact with any junior apart from shaking hands at the end of a match.
13. Any adult team photos including a junior need parental consent.

#### NB

- If a team captain (or other adult player or club member) drives a junior **more than once**, advice is that they should have a DBS check.
- If a parent takes a number of children to a match, whether it is adult or junior, that is a private arrangement with other parents and does not require a DBS.
- If any captain has any queries re safeguarding aspects, please contact the Welfare Officer.

# GROUND MAINTENANCE

**Courts:** Regular brushing and an annual deep clean.

**Nets:** Should last a minimum of 4 years. New nets are regularly purchased. Centre straps often need replacing, as may the hook or weight holding down the centre of the net. Net posts corrode below the court surface and are expensive to replace. Each year the posts should be taken out, grease applied to the base & also to the winding mechanisms.

**Surround netting** is regularly repaired, or, as necessary, replaced as part of the renewals programme.

**Floodlights:** Should be cleaned by contractors every 3-4 years,

**Court surrounds:** Trees and hedges must be trimmed or cut back regularly the grass must be mowed weekly in summer and regular weeding and flower bed work is necessary.

**Outdoor furniture:** Needs regular cleaning/protection.