

TECHNICAL SERVICES

Enquiry Form



TECHNICAL SERVICES ENQUIRY FORM

Tennis Victoria's partnership with *2MH Consulting*, *SPORTENG* and *Court Technology Victoria* makes the latest technical information, planning, design and project management services available to tennis clubs and Councils.

If you're seeking independent advice on your facility project Tennis Victoria can connect you with our partner consultants and may offer funding for affiliated clubs and Councils to support facility audits, designs and other services provided by the above consultants.

To take advantage of this service complete the following enquiry form.

- Answer each question by providing as much detail as possible. This information helps us understand the project and your objectives.
- Attach relevant information such as photos, quotations, plans, drawings and relevant correspondence.
- Note and sign the conditions of the enquiry form.
- Submit the signed form to Tennis Victoria at tennisvicinfo@tennis.com.au

Once the form is completed and submitted:

- A member of Tennis Victoria's Places to Play team will be in contact to discuss the project or infrastructure issue and help determine the level or type of service/s required.
- Tennis Victoria will then provide a copy of the enquiry form to 2MH Consulting, SPORTENG and Court Technology Victoria, who will each provide a quote for the works direct to the club/Council.
- Club/Council will select the quote most closely matching their needs. Tennis Victoria will advise the club/Council of its financial contribution to the works, if applicable.
- Club/Council return the accepted quote/fee proposal direct to their chosen consultant and confirms with Tennis Victoria the consultant engaged to complete the work.

Technical Services		
Service Type	Service Level	Cost
Facility Hazard Checklist	Self-assessment of facilities by club	Free
Club Development Officer	Club support, Thriving Tennis Communities, programs, coach liaison	Free
Places to Play Team	Facility strategy, funding support, club development, LGA partnerships, base level technical support.	Free
Facility Audit	Site visit and report on courts or other infrastructure condition, identification of issues and possible remediation. On request, may include engineer's report, site survey, and geotechnical testing or reporting.	Fee proposal
Concept Designs and Cost Estimates	In addition to a facility audit, cost estimates and concept designs can be developed.	Fee proposal
Project Management	Project management, geotechnical report, detailed plans/designs and specifications, cost estimates, tender documentation, tender/quote evaluation.	Fee proposal



Club and Local Government Information

Club	
Facility location	
Contact name	
Contact email	
Contact phone	
Local Government Authority	
Contact name and position	
Contact email	
Contact phone	

Courts Overview

Current no. of courts		With lights? Type?	
Current court surface/s			

Planning

Our club has a business, strategic or action plan.	Y		N	
Our club has contacted local government and/or site owner and discussed the project with them.	Y		N	
Our club/Council has, or is in the process of, securing funding for the project.	Y		N	
Our club/Council has read the Tennis Australia Facility Development Guide.	Y		N	
Our club/Council has received information on the Tennis Australia National Court Rebate Scheme.	Y		N	

Facility Development/Project Description

What are the facility issues and the reasons for this request?

Provide a description of your proposed project and its current status.

How will your project provide increased community benefit?

What are the next steps for your facility development/project?

Tennis Victoria use only

- a member of the Places to Play team will be in contact to discuss completion of the following section

Facility Development/Project Service Request		
General advice, information and planning	Help us set up a meeting with our local government	
	Provide information on available funding	
	Provide a copy of the Tennis Australia Facility Development Guide	
	Provide court surface information	
	Provide an Infrastructure Contractors and Suppliers contact list	
Site visit and report	Site inspection (no report)	
	Site inspection & report	
	Lighting performance test (LUX)	
	Geotechnical report	
	Site survey	
	Cost estimates	
	Concept plan/drawings	
Project delivery and management	Detailed designs	
	Tender documentation/quote evaluation	
	Hold point inspections	
	Project management	

Conditions and sign off

- The tennis club will remain affiliated to Tennis Victoria for a further two years.
- Once the club/Council has confirmed their preferred supplier, Tennis Victoria will advise its financial contribution to the cost of the works, if applicable.
- The club/Council agrees to consult with Tennis Victoria through the project lifecycle.
- No financial contribution from Tennis Victoria is available to non-affiliated clubs.
- By signing below, I understand and agree that completion of this form does not guarantee a contribution from Tennis Victoria.

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Signature

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Date

