



## **Request for Expressions of Interest (EOI)**

### **Tennis Centre Manager**

**Casa D'Abruzzo Tennis Centre  
55 O'Herns Road Epping**

**CLOSING DATE:  
5:00pm, Monday, 6<sup>th</sup> April, 2014**

#### **Lodging EOIs**

Expressions of Interest should be lodged by the closing date, either by post or hand delivered to;  
William Giuliani  
Secretary  
Casa D'Abruzzo Club  
55 O'Herns Road  
Epping Vic 3076

#### **Enquiries**

All enquiries regarding the Expression of Interest process, or other queries should be directed in writing (mail or email) to;  
Mr Fernando Cardinale  
President  
Casa D'Abruzzo Club  
55 O'Herns Road  
Epping Vic 3076  
[president@casadabruzzo.com.au](mailto:president@casadabruzzo.com.au)

## INTRODUCTION

### 1.1 General

The Casa D'Abruzzo Club ("CDC") invites Expressions of Interest ("EOI") from suitably qualified and experienced individuals, tennis clubs (existing or potentially new), and tennis businesses ('TCM') to develop, manage and deliver tennis programs and other associated products and/or services under a management agreement at the newly developed facility, to be known as Casa D'Abruzzo Tennis Centre ('CTC') at the Casa D'Abruzzo Club in Epping.

This will be done by managing the CTC on behalf of the CDC as a public tennis venue for the community as well as allowing for access by CDC members, through tennis and other complimentary programs and services, including (but not limited to):

- Tennis coaching programs for all age groups, abilities and standards eg ANZ Tennis Hot Shots, Cardio Tennis
- Programs aimed increasing participation across a wide range of target markets eg. local schools, disability, youth, seniors, females
- Internal & Inter Club Competitions & Social Tennis for all ages, abilities and standards
- Court hire (excluding casual hire, which will be through CDC reception)

### 1.2 Casa D'Abruzzo Club

The Casa D'Abruzzo Club has a long and proud history, having been created in 1975 as a result of the merger of four smaller clubs. The club has is governed by a volunteer committee, and has grown to include extensive social, sporting and gaming facilities, and has over 1400 social members.

### 1.3 The Facility

The Casa D'Abruzzo Tennis Centre is located at O'Herns Road in Epping, and has been developed as a result of the clubs wish to expand its programs aimed at young people and families. The tennis facilities include four acrylic Plexicushion and four synthetic grass tennis courts, all with competition sports lighting.

### 1.4 Objectives

The ultimate objective is to have a welcoming community tennis facility where both CDC members and the community are keeping healthy by being active and playing lots of tennis, with a particular focus on families and young people.

To achieve this, the TCM will need to meet the following objectives:

- Offer coaching programs for all ages, abilities and standards
- Offer ANZ Tennis Hot Shots and Cardio Tennis opportunities
- Develop innovative programming to reduce barriers to participation for targeted groups
- Offer tournaments, internal competitions and inter club playing opportunities for players of all ages, abilities and standards
- Promote casual access by individuals
- Encourage access by schools and community groups
- Offer specialist coaching and talent pathway programs
- Deliver a sustainable business model that assures the financial viability of the venue
- Manage the assets of the centre in such a way as to minimise maintenance and replacement costs
- Develop a strong working relationship with the Casa D'Abruzzo Club and its members
- Report regularly to the CDC on centre operations, including participant numbers

## 1.5 Other information

The following information is considered important and should be considered by all potential Tennis Facility Operators:

### 1. Agreement term

Through the EOI process, a successful Tennis Centre Manager will be identified and offered a management agreement for an initial term of three (3) years, with the possibility of an extension for a further three (3) years plus three (3) years. The agreement term is expected to commence 1<sup>st</sup> June 2015 (or earlier by agreement), and the agreement must be signed before the successful TCM begins operating. The agreement will include a 12 month 'probationary period', whereupon the agreement could be terminated by CDC if performance criteria are not met.

### 2. Club Usage

The successful TCM will need to consider in their tender proposal CDC use of the facility for their members. In their court scheduling, the TCM will need to allow for two courts to be available at all times for CDC members (which can be utilized by the TCM if not required by members). CDC members will have access to courts designated for their use at no additional cost to their membership fee, apart from a lighting fee.

### 3. Opening times

The facility can be open seven days a week between the hours of 8:00am - 10:30pm, and the TCM should plan to operate their programs within these hours.

### 7. Management Fee

Interested Tennis Centre Managers will be required to pay the CDC a Management Fee for each year of the agreement (as detailed in the table below) to manage the ATC, payable monthly electronically into the CDC nominated bank account. This fee will be paid to the CDC to provide for a "sinking fund" to cover facility maintenance, future replacement of court surfaces, and any future venue improvements.

Period	Management Fee
2015-16	\$5,000 + GST
2016-17	\$10,000 + GST
2017-18	\$15,000 + GST

### 8. Agreement

The TCM will operate under a Management Agreement, which will;

- include quarterly reporting to the CDC
- allow for, and facilitate court access for CDC members

The TCM will;

- be responsible for all operations, programming, tennis coaching & any staffing/supervision of such
- receive all revenues from operations, except for casual court hire (arranged by CDC reception)
- pay a lump sum fee for managing the venue
- pay all lighting charges

The CDC will;

- be responsible for all maintenance of the facility, including tennis court surfaces
- pay for any capital works, including any future refurbishment of court surfaces, fencing and lighting

## **9. Reporting**

The Tennis Facility Operator will be required to submit a Business & Marketing Plan as part of the EOI process, and on an annual basis thereafter. A quarterly report will need to be supplied to the CDC on;

- court utilization levels
- participation numbers: coaching programs, fixtures, social events, tournaments
- marketing & promotional activity
- significant events
- facility & court maintenance required

As part of the reporting process, the appointed TCM will need to provide an approved software package to manage & provide online court bookings for CDC members and the public.

## **10. Key Selection Criteria**

Evaluation criteria for selecting the most suitable TCM will include:

1. Demonstrated knowledge of the tennis industry and the local community, including current trends, participation pathways and other opportunities
2. Demonstrated ability to work collaboratively with CDC and other stakeholders.
3. Proven experience running tennis competitions and other events
4. Quality of coaching services (to be provided by Tennis Australia Qualified coaches)

The CDC may, if it deems appropriate, or necessary, seek further information from applicants.

## **11. Insurances**

The TCM will be required to provide documentary evidence of insurance including:

- Public Liability
- Workers Compensation
- Professional Indemnity

## **12. Application Checklist**

- ✓ Registration Form (Appendix 1)
- ✓ Response to Key Selection Criteria (see above)
- ✓ 2014-17 Business & Marketing Plan (template available from Tennis Victoria)
- ✓ Details of Insurance Coverage
- ✓ Details of any referees (ideally three) including name, position, organisation, telephone number and brief summary of relationship with applicant



**APPENDIX 1  
REGISTRATION FORM**

**Expression of Interest Registration Form and Business Details**

**I/We having read, understood and fully informed myself/ourselves of the contents, requirements and obligations of the Request for Expressions of Interest, submit this EOI for the performance by myself/ourselves of the Tennis Centre Manager for the Casa D’Abruzzo Tennis Centre.**

Company Details – Name of Individual, Organization or Corporation, Australian Company Number and Australian Business Number

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Names of Principal, Directors, Secretary, etc.

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Address of Individual, Organization or Corporation

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Contact Telephone Email and Facsimile Numbers

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It is agreed that this document, together with all other documents referred to therein, comprise and evidence the Expression of Interest between the parties and if the Applicant or the Principal is two or more persons then they shall be bound jointly and severally.

Name of Applicant  
(Submitter of Expression of Interest)

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DATED THIS ..... day of ..... 2015

Signature of Applicant  
(Submitter of Expression of Interest) .....

**This Expression of Interest Form must be returned with your submission**