**Spire Reds, 2 Year Action Plan, 2019-2021**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Aim** | **Objective** | **Action** | **Responsible** | **Timescale** | **Resources****(INCLUDING COSTS £)** | **Review** |
| **The Playing Programme** | **Coach Development** | 1. All coaches are accredited UKCC coaches.
2. New coaches, Tiffany and Mel to be considered for Level 1 coaching courses when established and happy at club.
3. Coaches to attend available CPD courses/workshops as when able- balanced with family commitments.
4. Continued reaching out to our younger members to develop into coaches. I.e. Ellie Glasgow, Nadia Cavanagh and Chloe Everett
 | Coaching OfficerKaren Short | 1. Ongoing
2. KS to make contact with Mel and Tiffany on a weekly basis to ensure that they join the club at the right time, not out of season! And are with the right session with their valued time. **Due 1.6.2020**
3. Ongoing
4. KS to make contact with EG, NC,CE with a plan to develop coaching skills from Sept 2020. **Due 1/6/2020**
 |  | Sept 2020 |
| **Official Development** | * Priority need to increase the number of qualified umpires. At present we have 1 x B award, 3 x C award.
* Priority for younger members to engage in officiating. Nadia and Jaz on the C award pathway.
* Young members to attend Young umpire award, managed through schools.
* Caroline Cavanagh is a mentor for local umpires.
 | Officiating OfficerCaroline Cavanagh | 1. CC to meet with HG to discuss how to meet this objective. **Due 01.05.20**
2. Ongoing
3. Ongoing
4. CC to create a list of mentored and an AP as to the time/success of this. **Due 01/04/2020**
 |  | Sept 2020 |
| **Facility Development** | Risk Assessments for both Chafyn Grove and Bishop Worsdworth School have been created and will be assessed at the start of the season, September each year.Access to facilities are available to all to observe training and matches including those with disabilities. Funding for the facilities is managed through liaison with the Treasurer on setting the member payments yearly. | ChairHelen Glasgow | 1. HG to add feedback from coaches and committee members to RA for CG. (mention of stairs and possible slips) **Due 150320**

2.Done3.HG and MK to set funding in view of facilities costs . **Due 01062020** |  | Sept 2020 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Aim** | **Objective** | **Action** | **Responsible** | **Timescale** | **Resources** | **Review** |
| **Duty of Care and Welfare** | **Safeguarding** | DSB checks will be completed on all those coaches, helpers, volunteers that are preforming regulated activity with our young players.All lead coaches will have attended an accredited safeguarding course.The safeguarding Officer will attend a Time to listen courseThe website contains all the information regarding our Safeguarding Policy, plus a yearly reminder at start of the season and always in our newsletters. | Safeguarding OfficerLyns Hearsey | 1. CB to ensure all those performing regulated activity complete a DBS check. .**Due 05/032020**
2. CB to ensure all those performing regulated activity attend a safeguarding course. **Due 05/032020**
3. Complete
4. CB/FM All relevant polices to be uploaded onto the Spires Website. **Due 05032020**
 | WASP/UK CoachingWASP/UK CoachingEN Fiona Makin Marketing to manage the website | Sept 2020 |
| **Health and safety** | 1. All lead coaches and volunteers to be first aid trained.1. The Risk Assessments completed for the venues also included risks to be considered at away matches.
2. Fire safety advice to be made aware to all lead coaches, incorporated in the Risk Assessments for the venues.
 |  | 1. KS to ensure all new volunteer coaches to be first aid trained. **Due 1/10/2020**
2. Complete
3. HG to incorporate Fire Safety advice into RA’s for both venues. **Due 15032020**
 |  | Sept 2020 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Aim** | **Objective** | **Action** | **Responsible** | **Timescale** | **Resources** | **Review** |
| **Club Management** | **Funding Opportunities** | We are always looking for funding opportunities.At present we are obtaining help with funding through. Tea/coffee refreshment stand at our monthly Roses league. Application to local supermarkets re a monthly support initiative. We have been successful with Waitrose and have an application in with Tesco’s at present. We have a good relationship with WASP and Salsibury Sports partnership and have received funding previously from these sources  | Fiona MakinMarketing | FM to chase the Tesco application made late 2019. **Due 010420**2. FM to make contact with Simon and Karlene from these respective groups to capture any funding opportunities. **Due 200620** | Fiona Makin  | Every committee meeting |
| **Committee** | Committee members have naturally come forward as helpers since the creation of the club in 2014.Email messages at start of season encourage members to come forward.Newsletters encouraged members to come forward to help coaching, officiating and committee.Members have been asked and agreed to stand as they have skills in their working life. | ChairHelen Glasgow | AD to set the date for this year’s committee meeting and find venue. **Due 01032020**AD to invite all members, wording as such to encourage more members to come forward in volunteering roles especially in the officiating role.**Due 01042020**  | Helen Glasgow and secretary Andy Downer | May 2020 |
| **Finances** | Chair and Treasurer to meet at end of season to set the income required for following season based on the previous seasons income/outgoings.To use words to encourage those to apply for a bursary.To manage a monthly quick review on the account ensure no unplanned expenditure or deposit. | Mark KearnsTreasurer. | 1. Chair and Treasure to meet yearly at end of season to discuss account and make decision regarding the next season. **Due 01052020**
2. Done, but to be reviewed. **Due 01052020**
3. Chair and Treasure to review the use of other payments methods, ie ENgage or SPOND to manage payments next season. **Due 01052020**
 | Helen Glasgow and Mark Kearns | May 2020 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Aim** | **Objective** | **Action** | **Responsible** | **Timescale** | **Resources** | **Review** |
| **Volunteering** | **Developing Young Volunteers** | Developing young members is key to the resilience and succession planning of the club.We have, since inception, encouraged young players to develop coaching and officiating skills. However with busy lives and competing demands this is very challenging.Through our newsletters we are always asking for volunteers and young volunteers and to a degree with those working towards DoE and school leadership programs we have had 6/7 volunteers during the last 3 years.Volunteer policy and induction programme in place to provide information/Codes of conduct and go to advice for our volunteers. | Volunteer Officer Helen Glasgow/Karen Short | To appoint a new Volunteer coordinator to ensure that are volunteers are valued and respected. **HG Due 01042020**To ensure that Volunteer coordinator is made aware and updated on the Volunteer Policy and Induction programme and is happy to manage. **HG Due 01042020** | Volunteer OfficerVolunteer Policy and induction programme. | Committee e meetings. |
| **Volunteer Recruitment and Retention** | Volunteers are recruited to the club through our newsletters, seasonal emails and word of mouth. Volunteers are rewarded by recognition of their use of time, feeling valued as a Spires Team Member and at the end of season gifts as a sign of Spires thanks. | Volunteer Officer/Chair | * Seasonal emails
* Start of season
* Chase up emails re ENgage/Payments/form filling requirements.
* End of season tournament.

Linda Dyer and Sue Elliot to prepare the end of season tournament **Due 08032020*** End of season communications. FM to create end of season newsletter from End of Roses tournament and Club end of season tournament.**FM Due 20062020**
 | Volunteer OfficerVolunteer Policy and induction programme | Committee meetings |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Aim** | **Objective** | **Action** | **Responsible** | **Timescale** | **Resources** | **Review** |
| **Recruiting and Retaining Members** | **Recruiting New Members** | We are in a very lucky position in that all our training sessions are full and we have a waiting list of 48 young players.In relation to recruitment we have in the past advertised viaThe local radio Spires FMLocal community magazineOur school links with Chafyn Grove but also other schoolsSt EdmundsSWGSSalisbury Cathedral School Godolphin SchoolWord of mouth from existing players and family members Waiting listWe have a waiting list Policy, however we invite all players to trial in May every year. This allows us to examine all players and identify talented players that we will prioritise in our decision making.Every season our U16’s will move into our Adult squads or in future perhaps an U19 squad.  | Chair/Secretary | 1. Ongoing
2. Waiting list reported on at every committee meeting. AD to prepare for AGM. **Due 100420**
3. Linda Dyer and Leanne Lewis to manage the yearly trials, inviting all off the waiting list to ensure that all players are seen and given an opportunity to perform at participation or performance level. **Due 10042020**
4. Season setting in June/July managing players/new players/performance players and adult section. HG/LD/LL **Due 200620**
 | ChairSecretaryPerformance Coaches | At every Committee meetingWaiting list reviewed twice a year, Dec/April |
| **Retaining Current Members** | **We set a good example** Attitude spreads. We all create an ambitious, positive and supporting atmosphere, and our club members feel encouraged to participate and bring forth their ideas to make a difference and in turn remain a committed member for a long time. **Focus on happiness** Happy members are also those motivated to do good for the club…. We m**ake sure members share in the club's success** Our attendance rate is extremely high and we always have apologies for nonattendance. We adopt a care and share a ‘we’re in this together’ attitude, which is something that requires passion. The Chair and committee members have a massive amount of passion which is harnessed by valuing those who bring forth ideas, support and encourage those who go above and beyond We celebrate these achievements with the entire club and get everyone involved.We do this by match reports after every weekend which all members love with the players of the matches named and recognised, The Warm up stand and all our coaches, umpires and volunteers thanked.End of season Tournament Mums/Dads v Players is always a really good evening, lots of fun, laughter and very competitive parents!! Visibility by the Chair and committee members, chatting to parents as and when able, to reassure, advise, support, laugh and have fun.  | All committee members | 1. Next Newsletter to contain all our successes and good news re CAPS process. FM/HG **Due 01032020**
2. To start organising the end of season tournament with the money made from the warm up stand. **HG/FM/SW. Due 01052020**
 | All committee members |  |