

	We are a recreational General Gymnastics and competing Women's Artistic gymnastics club, meeting throughout the week. Our classes run in main halls hired from Leisure Centres in and around West Sussex, with some apparatus owned by us and some by the centres. The centres have their own receptionists/leisure assistants, but all aspects of club operations are organised and managed by us. We welcome gymnasts of all ages and abilities and are delighted that the extended squad training hours is a strong feature of our programme. Entry to the club is only limited by our policy of low coach/gymnast ratios.
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CLUB ACTION PLAN

Our action plan is intended to provide a medium term framework to help us to improve and develop the club's activities. We see it as a working document, subject to frequent update and review. Our development aims/areas, as at Summer 2017, are:

1. Coaching and Judging
2. Schools Partnerships
3. Pre-School Development
4. Health and safety
5. Administration and Management
6. Facility & Equipment

As new aims emerge, they will be dated and added to the above

The people who make our club work are shown on our coach list on the Website:

	ACTION PLANNING	1) Aiming to develop Coaching and Judging a) Recruit more coaches b) Develop coaches abilities and potential c) Provide post course and on-going mentoring
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Welfare Officer - Vicky Elliot, Health & Safety Officer = A Wadman (H&SO); Volunteer Co-ordinator = J Wadman (VC); Mentoring Co-ordinator = Andy Pierkaski

Aims	Action	By Whom	Time Scale	Costs / Resources	Evaluation / Monitoring / Notes
1.a) Recruit more coaches	Advertise through: • Notice Board • Newsletter • Parents viewing • Agency Website	Manager Head Coach	Ongoing	Prepare newsletters; notices; update website	
	Direct approach • To appropriate parents • Through Agency coaches • Ex-Squad Gymnasts	Manager Head Coach Lead Coaches	Ongoing	None	Head Coach to follow up indicated interest
1.b) Develop coaches abilities and potential	Apply for relevant courses, Monitor new coaches progress, monitor logbook	Head Coach + MC	Annual	Some club funds, other from individuals	Need GG L1 Course before xmas '17
	Encourage and assist coaches to set their own achievement targets	Head Coach + all coaches	Ongoing	Logbooks	
	Regularise skill topic workshops	Head Coach	Sep	Club calendar	Not been too successful in past...find more time!
	Develop information library	Head Coach	Oct	Library file	

	Set periodic informal reviews	Head Coach, MC + VC	Termly		Head Coach + MC to discuss with coaches
1.c) Provide post- course and ongoing mentoring	Mentoring Co-ordinator to provide for structured: • post course mentoring • ongoing mentoring • Master classes	Head Coach	Jan	Logbook + observations + closed coaching sessions	
	Encourage lesson planning – publish rotations for each half term	Head Coach	Beginning of each half term		
	Set end of term review dates	MC	Dec Apr Jul		Discussion reviews
	Review overall mentoring strategy	Head Coach + MC + VC	Jul		Meeting to set strategy for next year

	ACTION PLANNING	2) Schools Partnerships a) Developing links with all Sussex and surrounding County Councils b) Developing links with Private Independent Schools c) Improve links from BG database to Stars Coaching Agency
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Aims	Action	By Whom	Time Scale	Costs / Resources	Evaluation / Monitoring / Notes
2.a) Develop links with Sussex and surrounding County Councils	Call liaison officers and offer coaching services	Club Manager/ Head Coach	Jan		
	Target local schools with flyers	Club Manager	Oct	Printing/designing flyers. Travel expenses	
	Implement coaching & scout any talent to Stars GC	Head Coach to supply trial sessions	Ongoing		Assess equipment/facilities for suitability
2.b) Develop links with Private Independent Schools	As Above		Oct		Assess equipment/facilities for suitability
2.c) Improve links from BG Database to Stars Coaching Agency	Meet with BG bosses & discuss ways to improve placements of coaches into posts from database of coaches to help staff schools coaching	Club Manager	Dec	Self funding from agency accounts	

	ACTION PLANNING	3) Pre-School Development a) Seek appropriate BG Qualifications b) Canvass area for demand c) Obtain funding for equipment d) Review volunteer staffing
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Aims	Action	By Whom	Time Scale	Costs / Resources	Evaluation / Monitoring / Notes
3.a) Seek appropriate BG Qualifications	Re train or recruit replacement for Heather	Club Manager	Sept	Club funds	
	Seek advice from BG about cover coaches being insured to keep existing numbers	Club Manager	Sept		Vital to keep Pre school going
3.b) Canvass area for demand	Compile a leaflet for schools, research receptacles for holding A5 flyers in school reception areas, or notice board space in each school	Club Manager, Head Coach & Lead Coaches	Oct	Small budget to be set aside from club funds depending on school's response	
	Meet with local school heads	Club Manager	Easter	Phone calls using office number	
	Research existing gymnasts to demand sibling demand for doing gymnastics	All coaches to keep vigilant	Easter		Notice boards to be updated for all venues

3.c) Obtain funding for equipment	Ask BG about available funding for equipment	Club Manager	Easter	Go for £3 - £4K	Any equipment funds to be discussed as to allocation
	Move excess equipment around from other venues,	Club Manager & Head Coach	Before end of Easter term	Van hire	
	Contact equipment suppliers for any deals available. Spieth, Gymnova, Tracks 2000, Continental, etc	Club Manager & Head Coach	Beginning of Summer term	Dependant on grants	Review as more information is collated
3.d) Review volunteer staffing	Gauge interest from existing staff. Run trials to see which parents show an interest	VC + managing group	Sept	Hall Hire Costs to cover	Maybe run early in term

	ACTION PLANNING	4) Health & Safety a) Overview incident reporting system b) Formalise Risk Assessments and apparatus/facility checks c) Ensure all coaches aware of the above d) Maintain full register checks e) Review periodically
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Aims	Action	By Whom	Time Scale	Costs / Resources	Evaluation / Monitoring / Notes
4.a) Overview incident reporting system	Review Accident/Incident Folders	Head Coach	Ongoing	Purchase/printing costs	Follow up on accidents
	Brief staff	H&SO	Coaches meetings		Constant reminding!
	Positively monitor	H&SO + Club Manager	Ongoing		
4.b) Formalise Risk Assessments and apparatus / facility checks	Review H & S O folder & following headings: • Activity Risk Assessment • Apparatus Check List • Facility Check List • Emergency Procedures • Feedback sheets	H&SO	Ongoing	Purchase/printing costs	
	Set checking deadlines	H&SO	Sep		
	Review periodically	H&SO + Club Manager	Ongoing		
Aims	Action	By Whom	Time Scale	Costs / Resources	Evaluation / Monitoring / Notes

4.c) Ensure all coaches aware of the above	Produce Coaches Safety Information Folder	Club Manager with H&SO	In Place but review termly	Purchase costs	
	Update at coaches meetings	H&SO	Ongoing		Advise of changes/ issues arising
4.d) Maintain full register checks	Maintain separate registers for each coach	Club Manager/ Administrator	In Place but renew termly		Update with name changes
	Check that these are completed regularly	Club Manager/ H&SO	Ongoing		
4.e) Review H & S issues periodically	Set termly dates	H&SO	Beginning of each term		Bring findings to management meetings

	ACTION PLANNING	5) Administration & Management a) Improve registration/fees management b) Regularise coaches meetings c) Appoint Officers & Co-ordinators d) Improve payroll system e) Institute a more effective set up/derigging procedure f) Review squad selection/hours & structure g) Maintain/Review Website
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Aims	Action	By Whom	Time Scale	Costs / Resources	Evaluation / Monitoring / Notes
5.a) Improve registration/fees management	Use Registration forms as a download on website. New registers for all classes	Club Manager Head Coach Web Master	Sept	Website upkeep	Backup with handed out paper versions at first
	Set up billing system to parents & build database. Liaise with bank	Club Manager	Dec		
	Monitor and adjust	Club Manager	Ongoing		Review date
5.b) Regularise coaches meetings	Set meeting and coaching master classes dates for the year	Club Manager/ Head Coach	Beginning of each term		
	Publish agendas in advance	Club Manager	2 wks prior	Photocopying	
5.c) Re-appoint Section Officers & Co-ordinators	Re-appoint: • H&S Officer • Awards Scheme C • Mentoring C • New Welfare Officer • Volunteer C • Club Administrator	Club Manager & Head Coach	In Place but review at management meetings at least bi-annually		Set management meetings
Aims	Action	By Whom	Time Scale	Costs / Resources	Evaluation /

					Monitoring / Notes
5.d) Improve payroll system	Update list of who is/should or shouldn't be on the Club Payroll	Club Manager	Sept		Review whether to gift volunteer coaches for their time
	Coaches to invoice formally each month. All to split Agency and club payroll.	Club Manager and all staff	Ongoing		
5.e) Institute a more effective set up/derigging procedure	It is to be re-encouraged that a team spirit be required for this...arrive early and be prepared to stay late	Club Manager & Head Coach	Ongoing		A rota will need to be devised to enable assistant coaches to break/get changed in rotation
	Pay leisure staff to assist as well as ask for parents to volunteer	Club Manager to approach Leisure Centre Manager	ASAP!	£10 per session to go to Leisure Centre as an extra cost	
5.f) Review squad selection/hours & structure	Head coach to liaise with parents about extending hours trained	Head Coach	April	Consider extra equipment/hall time requirements	Review findings with Club Manager
	Discuss fee structure to make more hours affordable to all squad members selected	Club Manger & Head Coach	April		Keep an eye on fees and costs
	Talent spotting to be adopted by all coaches to feed the squad	All coaches and discuss in coaches meetings	Ongoing and timed with meetings		
5.g) Maintain/Review WebSite	Maintain web site and review Page headings • Home • Information • Gallery • Coaching Agency • Contact us	Head Coach	May	Website Hosting by Above Media	Gallery needs developing

	ACTION PLANNING	6) Facility & Equipment a) Monitor new facility development b) Fund Raising
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Aims	Action	By Whom	Time Scale	Costs / Resources	Evaluation / Monitoring / Notes
6.a) Monitor new facility development	Ascertain King Alfred LC commitment to providing purpose built facilities on their site. Pursue Parish Council's gifting	Club Manager		Council decision	Council Meetings
	Continue researching and going ahead with plans, drawings, contractors, suppliers etc	Club Manager	Through the rest of		Tenders
6.b) Fund Raising	Set fund raising occasions through the year	Club manager in consultation with lead coaches	July Club Champs plus others	Find out costs required for planning/drawings etc	
	Agree spending priorities	Club Manager + lead coaches	Dec		Research equipment requirements
	Appoint Co-ordinator or committee from interested parents	Club Manager Head Coach	Oct		