

Poole Harbour Canoe Club 5 Year Action Plan 2012-2016

Club Management			
Aim	Objectives	Person Responsible	Completion Date
Evaluate whether we wish to take the next step on from Sport England Clubmark award and pursue the BCU Top Club status as a structure for managing our club Annual update/review of club mark folder To make sure club and its officers stay focused on what needs and wants to do To ensure smooth transition between old and new committees Make sure club's constitution and rules are relevant to the present club	Evaluate whether we want to pursue top club status	Clubmark coordinator and committee	2012
	If we decide to pursue Top Club status then identify necessary tasks to become Top Club and carry them out/put them in place	Clubmark Coordinator/Committee/Various members and officers	2013
	Annually review the contents of the ClubMark evidence folder and identify tasks that need completing for it to remain current	Clubmark Coordinator	On-going annually
	Formulate annual action plan	Clubmark Coordinator/Committee	August/September each year
	Prepare and review individual folders for each committee prior to AGM that contain all the necessary information for them to carry out there role effectively and for smooth transfer to new committee	Clubmark Coordinator	September each year
	2-3 yearly review unless situation arises that it needs to be changed	Committee	2012/2015

Enthusiastic, competent committee. Eager volunteers able to take committee plans and action them	Encourage/incentivise club members to volunteer for committee and other roles and identify definite tasks for volunteers to do.	Volunteer coordinator	On-going
Achieve a better level of communication between the clubs various reps, officers and coordinators and the committee. Budget annually	Arrange 1 or 2 meetings per year that involve all those who are actively carrying out a role within the club. Use this to ask for ideas, promote new ones and ascertain their needs	Volunteer co-ordinator/chairman	2012-annually

Membership and Equity			
Aim	Objectives	Person Responsible	Completion Date
Improve the experience of joining the club for new members	Design and deliver monthly new member welcome and induction sessions	Peter Hobby	Summer 2012
Maintain links with disabled canoe club	Offer support where necessary and requested	Disabled canoe rep.	On-going
Maintain healthy numbers of younger and female members in the club	Monitor numbers and initiate recruitment plans if numbers falling. Organise events for these groups to help maintain interest and membership.	Committee/Membership secretary	Annually
Ensure that membership numbers are manageable	Ensure any growth in numbers can be handled, discuss what number of members we are able to deal with and what we would need to do if we grow further as a club.	Committee	2012/13

Keep existing members	Ensure that there is something suitable for everyone with a balance between differing ages, disciplines and interests, accepting natural ebbs and rises in these things	Trip leaders / Coaches/ Events coordinator	On-going
	Keep members happy and improving their skills and experiences, encourage doing courses and suggesting things that members need	Trip leaders / Coaches/ Events coordinator	On-going
	Invite suggestions from the membership and encourage people to approach the discipline reps more. Promote this prior to the coaches meetings and events meetings	Trip leaders / Coaches/ Events coordinator/Training Officer	6 monthly prior to coaching and events meetings
Encourage 14 – 25 age range	Keep them active in the club and encouraging juniors to aspire to their skills by arranging events for new and existing recruits in this age bracket	Junior rep/polo rep/white water rep	On-going

Social Activities			
Aim	Objectives	Person Responsible	Completion Date
Maintain a healthy level of social interaction between members	Continue to organise and provide a rich and varied programme of paddling and social events	All members	On-going
To encourage new or inactive members and their families to join in and meet new people who will encourage them out on the water	To organise couple of non canoeing events a year	Members – to put forward suggestions Events Co-ordinator to encourage members to put forward suggestions and arrange or delegate the arrangements	2012 + on-going

Training and Development			
Aim	Objectives	Person Responsible	Completion Date
Help paddlers see where potentially their development could go e.g. from starting out (not just the BCU awards but what club paddles may be suitable to try and then e.g. coaching/ leadership/ and how the club can support them in that development	Define a pathway of development for new paddlers to potentially follow in different disciplines.	Discipline reps/Training officer	2012/13
To get more members skilled in paddling and rescues	Encourage people with 1* to do 2* by actively approaching them regarding doing the courses	Training Officer	Early spring annually
	Organise pool sessions for rescue scenarios, Especially small rescuers improving techniques for larger or less mobile rescues	Training Officer	Last pool session of the winter season annually

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Coaching Team			
Aim	Objectives	Person Responsible	Completion Date
Develop the coaching team so that we are able to offer discipline coaching up to 4* and L1 and L2 coach training	Identify the number of coaches at what level and those coaches that we wish to develop and support and encourage and financially support them to complete the necessary training	Training officer/coaching team	2014
Encourage leadership qualifications	Identify those with potential leadership skills on the water and encourage and financially support them to complete the necessary training	Training officer/coaching team	2014
An organised programme of courses arranged as early in the season as possible as well as finding out what is needed by coaches whilst providing an on-going forum for discussion	Ensure that the spring coaching meeting happens each year and that a review meeting is held later in the year	Training Officer	Spring 2012, summer 2012 and on-going annually

Local Community Links			
Aim	Objectives	Person Responsible	Completion Date
Promote the benefits of paddlesport to the local community	Lobby the local authorities and media regarding the benefits that PHCC and paddlesport in general provides for the local inhabitants	Committee/Press Officer	On-going

Club Kit			
Aim	Objectives	Person Responsible	Completion Date
Ensure that we have enough Canadian canoes to deliver coaching courses properly	Purchase an additional 2 Canadian canoes	Quartermaster	2014/15
Cater for all shapes, sizes and ages of newcomer to the sport so they can get on the water.	If we have more room in the new hut put out a request for donations of unused useable boats/ kit to the club. Source: <ul style="list-style-type: none"> • more sea boats for smaller paddlers (ladies/teens) • some left handed sea paddles • another 4 polo boats to enable 2 team competition training 	Quartermaster	2014/15
Keep current kit and boats in safe and usable condition	Regular checks made by quartermaster	Quartermaster	On-going and club hut clean out
	Establish and publicise process and importance of communicating necessary repairs to the quartermaster	Quartermaster/Magazine editor	Summer 2012 with annual reminder
Kit should be adequate, but basic to encourage progression and self sufficient. Replace some of the older boats with boats that are currently readily available	Observe which older kit and boats are unpopular with members, or becoming unsafe, and replace them with more up to date, comfortable boats	Quartermaster/coaches/trip leaders	On-going

New Boat House Project			
Aim	Objectives	Person Responsible	Completion Date
Complete the move to a new boat house	Clear the land on new site	Sub Committee/all members	Spring 2012
	Obtain planning permission for new boat house	Sub committee	2012
	Build phase 1 i.e. base and utilities	Sub committee/contractors	2013? Depending on LA
	Research, apply for and raise necessary funds for remaining aspects of project	Funding coordinators	2013
	Build phase 2 building shell and internal racking for move over of kit	Sub committee/contractors	2013/14? Depending on LA
	Build phase 3 internal mezzanine floor and facilities	Sub committee/contractors	2014/15 Depending on LA
	Engage help of suitably qualified or skilled members to help keep costs down.	Volunteer coordinator/sub committee	On-going as needed

Existing Club Hut			
Aim	Objectives	Person Responsible	Completion Date
Decommission old club hut	Move kit to new hut and return site to nature reserve	All members	2014
Get planning permission and lease	On-going	Sub committee	
Keep it in good repair until new boat house can be used	Usual yearly club clean up		