



Dudley Kingswinford Rugby Club

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Action Plan 2009 - 2010

Target	Actions	Led By	Timescale	Cost	Achieved
<i>Organisation & Management</i>		<i>BP</i>			
<i>Seal of approval</i>	<i>Collect all the evidence needed to secure SoA</i>	<i>BP</i>	<i>Sept</i>		<i>Ongoing</i>
<i>Policy documentation in place</i>	<i>Complete policy documentation and have it approved by the committee</i>	<i>BP</i>	<i>Sept</i>		<i>Distributed</i>
<i>Have 3 presentations.</i>	<i>Book last Sunday in season for Mini section Last Friday in season for U13, U14 & U15 Following Friday for U16 & U17</i>	<i>BP/AG</i>	<i>EOS</i>		
<i>Coach/Managers folder</i>	<i>Collate all information including policy documents and print into one folder for each coach/manager</i>	<i>CC'S</i>	<i>Sept</i>		<i>Managers have folders, information to print</i>
<i>Communication</i>	<i>Develop website</i>	<i>NP/BP</i>	<i>Sept</i>	<i>£164</i>	<i>Ongoing</i>
	<i>Youth Section Notice board</i>				<i>Done</i>
<i>Rugby First</i>	<i>Update Rugby First Website</i>	<i>BP</i>	<i>Oct</i>		<i>Collect Reg forms</i>
<i>Review job descriptions annually</i>	<i>Publish job descriptions on the web site</i>	<i>BP/AG</i>	<i>EOS</i>		
<i>Appoint youth volunteer coordinator to work alongside club volunteer coordinator</i>	<i>Set up job description</i>	<i>RCP</i>	<i>Oct</i>		<i>CVC Appointed, Dave Coyle</i>
<i>Set up system for recruiting,</i>	<i>Look at ways in which parents can contribute to</i>	<i>RCP</i>	<i>EOS</i>		

<i>retaining and recognising volunteers</i>	<i>the youth section in a volunteer capacity</i>				
<i>Set up parent data base to be able to draw on parents skills and professions</i>	<i>Do an audit through questionnaire of skills and professions of parents</i>	<i>BP</i>	<i>EOS</i>		
<i>Organise at least one social event that includes all age groups</i>	<i>Look into the possibility and feasibility of a fun day at the end of the season</i>	<i>MP</i>	<i>Jan</i>		<i>Christmas Done! End of Season</i>
<i>Provide part funding for CRC to provide links to local schools</i>	<i>Re designate monies for CRC and formalise contract showing specific expectations of club</i>	<i>BP/AG</i>	<i>March</i>		<i>CRC in place, need contracts</i>
<i>Develop the club shop</i>	<i>Appoint a club shop liaison officer.</i>	<i>MP</i>	<i>Sept</i>		<i>Done: Mandy Platts</i>
<i>Create a clear management structure and small working groups as appropriate</i>	<i>Develop accountability for specific targets of officers through development plan using action planning</i>	<i>BP/AG</i>	<i>Dec</i>		<i>Started at October meeting</i>
<i>Ensure appropriate Risk assessments are carried out at least twice a year.</i>	<i>Link with senior section on development of appropriate risk assessments for the beginning of the coming season</i>	<i>BP</i>	<i>Sept/ March</i>		<i>Sheet ready, need to do ASAP</i>
<i>Set up a nearly new kit service</i>	<i>Look into how feasible it would be and how we could manage a nearly new service</i>	<i>JB</i>	<i>EOS</i>		
<i>Administration</i>					
<i>Publication of minutes to all members</i>	<i>Find suitable format that is compatible with the website</i>	<i>BP</i>	<i>Dec</i>		
<i>Committee Page</i>	<i>Develop a committee page on the website.</i>	<i>BP</i>	<i>Dec</i>		
<i>Office space</i>	<i>Confirm office space and use of admin storage</i>	<i>BP</i>	<i>Sept</i>		<i>Done</i>
<i>Finance</i>		<i>AG</i>			
<i>Membership</i>	<i>Organise team managers to collect subs off all</i>	<i>AG</i>	<i>Sept</i>		<i>Ongoing</i>

<i>Fees</i>	<i>players and document full list of all players.</i>				
<i>Tour Funds</i>	<i>Letter to all team/tour managers giving instruction to pay all monies raised to youth treasurer.</i>	<i>AG/ SP</i>	<i>Dec</i>		
<i>Kitchen Accounts</i>	<i>Responsible for kitchen manager. Audit accounts quarterly and forward to club treasurer for vat return completion. Bank cash.</i>	<i>AG</i>	<i>Sept</i>		<i>Ongoing</i>
<i>Welfare</i>		<i>B&CW</i>			
<i>Ensure all coaches have current CRB clearance</i>	<i>Target list shared with committee to pressurise individuals. Policy introduced to prohibit any one coaching without CRB certificate as of September 2009</i>	<i>CW & BW</i>	<i>Sept</i>		<i>Done (last couple pending)</i>
<i>Each team to have a minimum of one coach completed a SYPR course.</i>	<i>Liaise with Judith Phelps to arrange a course at DKRFC.</i>	<i>CW & BW</i>	<i>Sept</i>	<i>TBC</i>	<i>19 passed course on 4/11/09</i>
<i>Availability of welfare policy.</i>	<i>Website to have link to policy.</i>	<i>BP/NP</i>	<i>Sept</i>		<i>Done</i>
<i>Identity of Welfare Officers and rest of the committee.</i>	<i>Photographs of all committee members to be put on website.</i>	<i>NP & BP</i>	<i>Oct</i>		<i>Couple left to do</i>
<i>Anti bullying policy</i>	<i>RFU policy to have link on website.</i>	<i>BP/NP/KM</i>	<i>Sept</i>		<i>Done</i>
<i>Build fair play into end of season awards</i>	<i>Linda Brat award already in place. Special award for 'Fair player' award for each team</i>	<i>BW</i>	<i>EOS</i>		<i>Ongoing</i>
<i>Provide a welcome pack for all new players and parents</i>	<i>Develop a pack for new parents/players</i>	<i>CW</i>	<i>2010</i>		
<i>Provide obligatory Child Protection training for all volunteers</i>	<i>Devise a short in house course for all new volunteers with the help of NMRFU welfare officer</i>	<i>CW/ BW</i>	<i>Jan</i>		
<i>Make the club 'child' friendly throughout the week</i>	<i>Review what can be done to present facilities and what new facilities would be needed to fulfil objective</i>	<i>CW/ BW</i>	<i>EOS</i>		

<i>Fixtures</i>		<i>JG</i>			
<i>Communication</i>	<i>Get up to date fixtures to managers and coaches and on website</i>	<i>JG/ NP</i>	<i>July</i>		<i>Done</i>
<i>First team warm up games</i>	<i>Procedures in place agreed by youth and senior section for warm up games or half time training for mini teams and water carriers</i>	<i>JG</i>	<i>Oct</i>		<i>U16 v Old Hales 28th Nov, U8 at Stour</i>
<i>Offer DK for the North Midlands finals</i>	<i>Find information of what is expected from host club. Express interest with NMRFU</i>	<i>JG/ RCP</i>	<i>Sept</i>		<i>Price up Fencing around 2nd team Pitch</i>
<i>Build appropriate competitive opportunities at all levels</i>	<i>Assess fixtures so that an appropriate number of competitive (opposed to 'friendly') matches/festivals are in place.</i>	<i>JG</i>	<i>Sept</i>		<i>Ongoing</i>
<i>Build a fixture list that is appropriate for all levels of players</i>	<i>Assess abilities of individual teams and agree appropriate fixtures</i>	<i>JG</i>	<i>EOS</i>		<i>Ongoing</i>
<i>Coaching: RFU</i>		<i>KM</i>			
<i>Develop coaching page on website</i>	<i>Set up page on web site</i>	<i>KM/ NP</i>	<i>Dec</i>		<i>Done & Ongoing</i>
<i>Communication</i>	<i>Establish an effective line of communication to all coaches</i>	<i>KM</i>	<i>Sept</i>		<i>Website and email set up</i>
<i>Courses</i>	<i>Keep all coaches and prospective coaches informed of all courses</i>	<i>KM</i>	<i>Ongoing</i>		<i>Website and email set up</i>
<i>Make available RFU and other coaching resources to coaches</i>	<i>Research resources, their availability and cost</i>	<i>DM</i>	<i>Ongoing</i>		<i>Ongoing Rugby ready done</i>

					(15 passed) Tag Rugby Done (9 Passed)
<i>Create an integrated pathway for transition from youth to colts/senior rugby</i>	<i>Set up integrated pathway in partnership with colts coaching team and senior section</i>	<i>KM</i>	<i>EOS</i>		Ongoing. (Poss U17 train on a Thurs with Colts after Christmas)
<i>Coaching: Coaches</i>		<i>DM</i>			
<i>Level 1 coaches</i>	<i>Audit all coaches qualifications</i>	<i>DM</i>	<i>Sept</i>		Done
<i>New Coaches</i>	<i>Encourage parents to take basic coaching qualifications</i>	<i>DM</i>	<i>Ongoing</i>		Rugby Ready done, Tag rugby done
<i>Coaching seminars</i>	<i>Audit basic need for in-house coaching seminars</i>	<i>DM</i>	<i>Oct</i>		Set for Nov
<i>Implement a strategy for coach development</i>	<i>Develop a strategy for the coming season with specific targets</i>	<i>DM</i>	<i>EOS</i>		
<i>Make sure that all coaches have relevant RFU qualifications</i>	<i>Full audit of all coaches/helpers qualifications, assess need, encourage coaches to go on RFU courses</i>	<i>DM</i>	<i>Sept</i>		First one done
<i>Make sure that coach player ratios are maintained and improved (min 1:10) to ensure high standards of safety and coaching at all sessions</i>	<i>Full audit of all coaches/helpers qualifications and find ratio to players. Intervention where needed</i>	<i>DM</i>	<i>Sept</i>		Ongoing
<i>Coaching: Players</i>		<i>SE</i>			

<i>Proficiency Awards</i>	<i>Get information out to all coaches</i>	<i>SE</i>	<i>Oct</i>		Pilot started with U10, first assessment completed. U9 next poss U15
<i>Create and maintain individual player profiles</i>	<i>Develop a consistent and efficient method of creating player profiles</i>	<i>SE</i>	<i>EOS</i>		Started
<i>Master classes Providing coaching opportunities for talented players</i>	<i>Audit of present need</i>	<i>BP</i>	<i>Nov</i>		First contact made with senior rep
<i>Encourage senior players to mentor older youth players</i>	<i>Make contact with senior section and negotiate commitment to youth mentoring</i>	<i>SE</i>	<i>Jan</i>		
<i>Set up a player development web page</i>	<i>Research useful materials and links</i>	<i>BP</i>	<i>Jan</i>		Started
<i>Tours</i>		<i>SP</i>			
<i>Review Tour policy</i>	<i>Review tour pack</i>	<i>SP</i>	<i>Oct</i>		New tour coordinator appointed Sara Pearce
<i>Past tour pack</i>	<i>Communicate with all teams who have been on tour and collect relevant information</i>	<i>SP/NP</i>	<i>Jan</i>		
<i>Finance</i>	<i>Establish protocols for financial dealings of tour funds</i>	<i>SP/ AG</i>	<i>Dec</i>		
<i>Registration</i>		<i>JB</i>			
<i>Establish exact number of</i>	<i>Print off all registered names - liaise with</i>	<i>JB/ AG</i>	<i>Oct</i>		Ongoing

<i>children registered with DK youth section</i>	<i>relevant managers and delete children no longer playing and update Rugby First</i>				
<i>Establish registration photographs</i>	<i>Liaise with youth committee/coaches and decide on criteria for photos.</i>	<i>JB</i>	<i>Oct</i>		
<i>Referees</i>		<i>MP</i>			
<i>Referees course to be run annually at DKRFC.</i>	<i>Courses</i>	<i>MP</i>	<i>EOS</i>		<i>7 through course in '09 setting dates for '10</i>
<i>Mentoring of newly qualified ELRA referees at youth level.</i>	<i>Start recruiting experienced referees who would be willing to mentor/shadow newly qualified.</i>	<i>MP</i>			<i>Ongoing</i>
<i>CRB and membership status of referees.</i>	<i>Ensure regular DKRFC referees (not appointed by NMSRFR) are CRB cleared and paid up members of DKRFC and/or NMSRFR</i>	<i>MP</i>	<i>Sept</i>		<i>Ongoing</i>
<i>Seal of Approval</i>	<i>Continue to chase certificates for existing DKRFC referees.</i>	<i>MP</i>	<i>Ongoing</i>		<i>On Rugby First</i>
<i>Gallis Trophy</i>		<i>NP</i>			
<i>Review of 2009</i>	<i>Meeting arranged for review of last trophy</i>	<i>NP</i>	<i>Sept</i>		
<i>Physio</i>	<i>Contact club physio concerning their availability for 2010</i>	<i>NP</i>	<i>Oct</i>		
<i>Referee development</i>	<i>Find out newly qualified referees and invite to trophy</i>	<i>NP/MP</i>	<i>Dec</i>		
<i>Publicity</i>		<i>ANO</i>			
<i>Replacement of current publicity officer.</i>	<i>Advertised at the start of the new season.</i>	<i>Committee</i>	<i>ASAP</i>		

<i>Website.</i>	<i>Website to be updated and outdated data to be removed.</i>	<i>BP & NP</i>	<i>Ongoing</i>		<i>Done</i>
<i>Notice board</i>	<i>Notice board to be purchased and installed.</i>	<i>Committee</i>	<i>Sept</i>		<i>Done</i>
<i>Newspaper coverage</i>	<i>To liaise with senior/management committee with regard to contact arrangements.</i>	<i>TBA</i>	<i>Oct</i>		
<i>Set up parent/player pack for each season</i>	<i>Initially based on 'New player/parent' pack.</i>	<i>CW/ BW</i>	<i>EOS</i>		
<i>Community links</i>	<i>Contact with Adam Blackford.</i>	<i>BP/ CC's</i>	<i>Sept</i>		<i>Ongoing</i>
<i>Senior Liaison</i>		<i>LP</i>			
<i>Communication</i>	<i>Continue lines of communication between senior and youth sections</i>	<i>LP</i>	<i>Ongoing</i>		<i>Ongoing</i>
<i>Policy and procedure</i>	<i>Present senior committee with youth section policy documentation</i>	<i>LP/BP</i>	<i>EOS</i>		<i>Done</i>