

**DKRFC****Dudley Kingswinford Rugby Club**

Development Plan Sept 2009 to May 2013

<i>Area for Development</i>	<i>Immediate Action</i>	<i>By End of Season 09/10</i>	<i>By End of Season 12/13</i>	<i>Who?</i>
<i>Organisation & Management</i>				<i>BP</i>
<i>Seal of approval</i>	<i>Collect all the evidence needed to secure SoA</i>	<i>Completed SoA</i>	<i>System in place to continually collect and file SoA evidence</i>	<i>BP</i>
<i>Policy documentation in place</i>	<i>Complete policy documentation and have it approved by the committee</i>	<i>Policy documentation available on website</i>	<i>Policy documentation annually reviewed and verified by committee</i>	<i>BP</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>Complete and review presentations</i>	<i>Ongoing reviews</i>	<i>BP/AG</i>
<i>Coach/Managers folder</i>	<i>Collate all information including policy documents and print into one folder for each coach/manager</i>	<i>Reviewed folders and modified as necessary</i>	<i>Ongoing review and modification</i>	<i>CC'S</i>
<i>Communication</i>	<i>Develop website Youth Section Notice board</i>	<i>New pages, all information up to date In place</i>	<i>Continually updated web site, open forum for members Continually updated notice board</i>	<i>NP/BP</i>

<i>Review job descriptions annually</i>	<i>Publish job descriptions on the web site</i>	<i>Review Job descriptions and adjust as needed</i>	<i>Review annually</i>	<i>BP/AG</i>
<i>Appoint youth volunteer coordinator to work alongside club volunteer coordinator</i>	<i>Set up job description</i>	<i>Advertise and appoint</i>	<i>Review</i>	<i>RCP</i>
<i>Set up system for recruiting, retaining and recognising volunteers</i>	<i>Look at ways in which parents can contribute to the youth section in a volunteer capacity</i>	<i>Come up with specific roles and responsibilities for volunteers, certification by club and RFU to recognise work of volunteers</i>	<i>Review and develop roles further</i>	<i>RCP</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>Set up data base of parents skills and professions</i>	<i>Review how we use parents skills for the benefit of the club</i>	<i>BP</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>Look to put on a fun day at the end of current season involving teams made up of all age groups.</i>	<i>Review, amend and develop as necessary.</i>	<i>MP</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>Review role of CRC</i>	<i>Can we organise rugby summer schools and taster days.</i>	<i>BP/AG</i>

<i>Develop the club shop</i>	<i>Appoint a club shop liaison officer.</i>	<i>Review use of the shop and items sold. Web site links</i>	<i>Ongoing review and development.</i>	<i>MP</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>Look at the possibility of having small working parties lead by officers with specific responsibilities for delivery of items on the development plan</i>	<i>Ongoing review and development.</i>	<i>BP/AG</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>Second set of appropriate risk assessments carried out.</i>	<i>Ongoing review and development.</i>	<i>BP</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>Dependant on feasibility study</i>	<i>Ongoing review and development.</i>	<i>JB</i>
<i>Administration</i>				<i>RCP</i>
<i>Publication of minutes to all members</i>	<i>Find suitable format that is compatible with the website</i>	<i>Publish minutes on website after each meeting</i>	<i>Ongoing</i>	<i>RCP</i>
<i>Committee Page</i>	<i>Develop a committee page on the website.</i>	<i>Publish details of committee meetings, job descriptions jobs to do etc. (Pass worded?)</i>	<i>Ongoing</i>	<i>RCP</i>
<i>Office space</i>	<i>Confirm office space and use of admin storage</i>	<i>Develop filing system for all youth admin storage</i>	<i>Ongoing</i>	<i>RCP/ BP</i>
<i>Finance</i>				<i>AG</i>
<i>Membership Fees</i>	<i>Organise team managers to collect subs off all players and document full list of all</i>	<i>Collect all subs from managers, receipt all cash collections and bank at Lloyds bank, fill in</i>	<i>Computerise all transactions</i>	<i>AG</i>

	<i>players.</i>	<i>banking sheet and forward to club treasurer</i>		
<i>Tour Funds</i>	<i>Letter to all team/tour managers giving instruction to pay all monies raised to youth treasurer.</i>	<i>Youth treasurer to bank all tour funds and reconcile each teams account with club treasurer. Requests to draw monies to youth treasurer.</i>	<i>Computerise all transactions</i>	<i>AG/MB</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>Complete set of year end financial accounts and present to senior finance committee.</i>	<i>Computerise all transactions</i>	<i>AG</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.</i>	<i>Ensure all CRB's are kept up to date and logged on rugby first.</i>	<i>All parents who assist coaches are CRB cleared.</i>	<i>CW & BW</i>
<i>Ensure all coaches have current CRB clearance</i>	<i>Policy introduced to prohibit any one coaching without CRB certificate as of September 2009</i>	<i>List of all CRB adults to be displayed on Youth notice board.</i>	<i>To be maintained.</i>	<i>CW, BW & BP</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>At least a 2nd course arranged and completed.</i>	<i>Course to run annually with the intention to have all committee members and a minimum of two coaches/managers per team.</i>	<i>CW & BW</i>
<i>Availability of welfare policy.</i>	<i>Website to have link to policy.</i>	<i>Notice board for youth section to display copy of policy.</i>	<i>Notice board to be updated annually as a minimum.</i>	<i>BP/NP</i>
<i>Identity of Welfare Officers</i>	<i>Photographs of all committee members to be put on</i>	<i>Photographs of all committee members to be displayed on</i>	<i>To be maintained</i>	<i>NP & BP</i>

<i>and rest of the committee.</i>	<i>website.</i>	<i>youth notice board.</i>		
<i>Anti bullying policy</i>	<i>RFU policy to have link on website.</i>	<i>Posters to be displayed on youth notice board and in changing rooms.</i>	<i>To be reviewed annually and adjusted if deemed appropriate.</i>	<i>BP/NP /KM</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>Awards given at presentations</i>	<i>Ongoing review and development.</i>	<i>BW</i>
<i>Provide a welcome pack for all new players and parents</i>	<i>Develop a pack for new parents/players</i>	<i>Have the pack ready for the start of season 2010/2011</i>	<i>Ongoing review and development.</i>	<i>CW</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>Have course ready</i>	<i>Ongoing review and development.</i>	<i>CW/ BW</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>Ongoing</i>	<i>Ongoing</i>	<i>CW/ BW</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>Use email to continually update coaches and managers of fixture changes</i>	<i>Develop a "Next weeks fixtures" page on the website</i>	<i>JG/ NP</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>Trial some warm up games at first team home games</i>	<i>Arrange regular warm up games with a mini team from the first team opposition</i>	<i>JG</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>Ongoing</i>	<i>Ongoing</i>	<i>JG/RCP</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>Review fixture list with coaches before new seasons fixtures are fixed</i>	<i>Ongoing review and development.</i>	<i>JG</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>Review fixture list with coaches before new seasons fixtures are fixed</i>	<i>Ongoing review and development.</i>	<i>JG</i>
<i>Coaching: RFU</i>				<i>KM</i>
<i>Develop coaching page on website</i>	<i>Set up page on web site</i>	<i>Web site with links to coaching page, dates of meetings, examples of good practice.</i>	<i>Build up library of practices and drills.</i>	<i>KM/NP</i>
<i>Communication</i>	<i>Establish an effective line of communication to all coaches</i>	<i>Having established communication disseminate information on a regular basis. Look at how we can get coaches to communicate with each other</i>	<i>Two way communication between all coaches established</i>	<i>KM</i>
<i>Courses</i>	<i>Keep all coaches and prospective coaches informed of all courses</i>	<i>Courses placed on website.</i>	<i>At least two coaches from each age group on level 1, all participants in sessions with a qualification</i>	<i>KM</i>

<i>Make available RFU and other coaching resources to coaches</i>	<i>Research resources, their availability and cost</i>	<i>Set up coaches page on website.</i>	<i>Ongoing review and development.</i>	<i>DM</i>
<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>Specific policy and pathways in place</i>	<i>Ongoing review and development.</i>	<i>KM</i>
<i>Coaching: Coaches</i>				<i>DM</i>
<i>Level 1 coaches</i>	<i>Audit all coaches qualifications</i>	<i>Make sure that at least one coach from each age group has a level 1 award</i>	<i>Encourage more coaches to take the level one course, aim is two from each age group</i>	<i>DM</i>
<i>New Coaches</i>	<i>Encourage parents to take basic coaching qualifications</i>	<i>All participating parents on basic coaching course</i>	<i>Ongoing</i>	<i>DM</i>
<i>Coaching seminars</i>	<i>Audit basic need for in-house coaching seminars</i>	<i>Set dates for CRC to deliver courses.</i>	<i>Develop the idea of bringing in guest coaches for specific areas</i>	<i>DM</i>
<i>Implement a strategy for coach development</i>	<i>Develop a strategy for the coming season with specific targets</i>	<i>Review season with coaches and develop new strategy</i>	<i>Ongoing review and development.</i>	<i>DM</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>Ongoing review and development.</i>	<i>Ongoing review and development.</i>	<i>DM</i>
<i>Make sure that coach player ratios are maintained and</i>	<i>Full audit of all coaches/helpers qualifications and find ratio</i>	<i>Ongoing review and development.</i>	<i>Ongoing review and development.</i>	<i>DM</i>

<i>improved (min 1:10) to ensure high standards of safety and coaching at all sessions</i>	<i>to players. Intervention where needed</i>			
<i>Coaching: Players</i>				<i>SE</i>
<i>Proficiency Awards</i>	<i>Get information out to all coaches</i>	<i>Run training sessions on delivery for coaches, trial with 2 mini and 2 junior teams, report back to committee/coaches and managers/seniors management</i>	<i>All teams running RFU proficiency award scheme if passed by stake holders.</i>	<i>SE</i>
<i>Create and maintain individual player profiles</i>	<i>Develop a consistent and efficient method of creating player profiles</i>	<i>Pilot method with one or two teams</i>	<i>Ongoing review and development. Disseminate across junior section</i>	<i>SE</i>
<i>Master classes Providing coaching opportunities for talented players</i>	<i>Audit of present need</i>	<i>At least 3 master classes on position specific play in both junior and mini.</i>	<i>Regular master classes delivered by CRC/first team coaches/players</i>	<i>SE</i>
<i>Encourage senior players to mentor older youth players</i>	<i>Make contact with senior section and negotiate commitment to youth mentoring</i>	<i>Trial one or two mentoring partnerships</i>	<i>Ongoing review and development. Increase programme of mentors.</i>	<i>SE</i>
<i>Set up a player development web page</i>	<i>Research useful materials and links</i>	<i>Set up Player development web page</i>	<i>Ongoing review and development.</i>	<i>SE</i>
<i>Tours</i>				<i>MB</i>
<i>Review Tour policy</i>	<i>Review tour pack</i>	<i>New revised pack in place</i>	<i>Ongoing</i>	<i>MB</i>

<i>Past tour pack</i>	<i>Communicate with all teams who have been on tour and collect relevant information</i>	<i>Produce information packs for past tours for all prospective touring teams.</i>	<i>Access to information off website</i>	<i>MB/N P</i>
<i>Finance</i>	<i>Establish protocols for financial dealings of tour funds</i>	<i>Have set procedures and protocols for financial management of tours</i>	<i>Ongoing</i>	<i>MB/ AG</i>
<i>Registration</i>				<i>JB</i>
<i>Establish exact number of children registered with DK youth section</i>	<i>Print off all registered names - liaise with relevant managers and delete children no longer playing</i>	<i>Complete up to date record of players</i>	<i>Computerise records with Rugby First and in house data base.</i>	<i>JB/ BP</i>
<i>Establish registration photographs</i>	<i>Liaise with youth committee/coaches and decide on criteria for photos.</i>	<i>All agreed age groups (U9 up) to have passport photographs on registration documents.</i>	<i>All pictures and reg cards on a data base at DK.</i>	<i>JB/BP</i>
<i>Referees</i>				<i>MP</i>
<i>Referees course to be run annually at DKRFC.</i>	<i>Course currently running 5th, 12th, 19th & 21st May 2009 4 adults and 4 U14's.</i>	<i>2nd course to be organised and possibly completed to include mini/midi qualification.</i>	<i>Annual course established possibly extending to two, 1 4 X 3 hour evening sessions and 1 4 X 3 hour day sessions.</i>	<i>MP</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>Review and evaluation of mentoring process, formalise process for next season.</i>	<i>Mentoring process in place, annually reviewed. Possibility of developing mentoring to adult referees.</i>	<i>MP</i>
<i>CRB and membership status of referees.</i>	<i>Ensure regular DKRFC referees (not appointed by NMSRFR) are CRB cleared</i>	<i>All DKRFC referees are on Rugby First and process in place to ensure that this</i>	<i>To be reviewed and maintained</i>	<i>MP</i>

	<i>and paid up members of DKRFC and/or NMSRFR</i>	<i>information is updated.</i>		
<i>Seal of Approval</i>	<i>Continue to chase certificates for existing DKRFC referees.</i>	<i>All new referee certificates to be sent to me for copying before issuing them to referees. Copies to be put in SoA evidence file.</i>	<i>To be reviewed and maintained</i>	<i>MP</i>
<i>Gallis Trophy</i>				<i>NP</i>
<i>Review of 2009</i>	<i>Meeting arranged for review of last trophy</i>	<i>Set developments in place for 2010</i>	<i>Reviewed and possibly extended.</i>	<i>NP</i>
<i>Physio</i>	<i>Contact club physio concerning their availability for 2010</i>	<i>Establish a drop in physio centre in the first aid room</i>	<i>Ongoing review</i>	<i>NP</i>
<i>Referee development</i>	<i>Find out newly qualified referees and invite to trophy</i>	<i>New referees shadowed for first games</i>	<i>Ongoing, establish the trophy as a training ground for new referees</i>	<i>NP/MP</i>
			<i>Develop another trophy for a different age group.</i>	<i>Committee</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>Person appointed and fully active asap.</i>		<i>Committee</i>
<i>Website.</i>	<i>Website to be updated and outdated data to be removed.</i>	<i>Website to be fully operational, accurate and informative.</i>	<i>To be updated & reviewed regularly. With a complete update in the off season.</i>	<i>BP & NP</i>
<i>Notice board</i>	<i>Notice board to be purchased and installed.</i>	<i>All information from other development areas to be updated and displayed.</i>	<i>To be maintained annually as a minimum.</i>	<i>Committee</i>

<i>Newspaper coverage</i>	<i>To liaise with senior/management committee with regard to contact arrangements.</i>	<i>To have the youth section represented as much as possible.</i>	<i>To have regular newspaper articles.</i>	<i>TBA</i>
<i>Set up parent/player pack for each season</i>	<i>Initially based on 'New player/parent' pack.</i>	<i>Annual player/parent pack for start of season 2010/2011</i>	<i>Ongoing review and development.</i>	<i>CW/ BW</i>
<i>Community links</i>	<i>Contact with Adam Blackford.</i>	<i>Poster in all Dudley and local schools & 6th forms</i>	<i>Maintained. Development of Open / Taster days</i>	<i>BP/ CC's</i>
<i>Senior Liaison</i>				<i>GR</i>
<i>Communication</i>	<i>Continue lines of communication between senior and youth sections</i>	<i>Ongoing</i>	<i>Ongoing</i>	<i>GR</i>
<i>Policy and procedure</i>	<i>Present senior committee with youth section policy documentation</i>	<i>Develop parity between senior and youth in terms of policy and procedure</i>	<i>Joint documentation in place</i>	<i>GR/BP</i>