

Erme Valley Harriers

Development Plan

2007 to 2008

“Erme Valley Harriers is committed to developing quality opportunities for our members. To achieve this, we will identify new opportunities and ways to progress and improve upon current practice and procedure for the good of the club and every member”

Our Development Plan aims to:

- **Ensure the future success and sustainability of the club**
- **Increase membership and participation at all levels within the club**
- **Create sustainable opportunities for competition at local, school, county, regional and national level**
- **Increase awareness of the sports' development through acknowledgement of current initiatives and programmes from all athletics partners in the UK**
- **Ensure that all members are aware of, understand and are working towards the aims and objectives of the club's development plan**
- **Ensure that the committee members, coaches, officials and volunteers consider development and moving the club forward in all areas of the club's services**
- **Ensure that the implementation of the plan is put into place via a club action plan which is reviewed and monitored regularly**

Contents:

In this plan you will find:

- **Facilities and Equipment**
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- **Volunteers**
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- **Welfare**
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Facilities and Equipment

Objectives

- To ensure that all coaches have all the necessary equipment for the age group they coach - to enable all athletes to participate in all relevant events
- To ensure that the equipment is fit and sound for all activities
- To ensure that the training facilities hired remains suitable and fulfils the clubs' Health and Safety standards.

ACTION	Who/How	Timescale
Identify a list of all equipment needs.	Committee and coaches. Assess funds through grant applications and school partnership.	2007 onwards Submit list - Action K Reed.
To replace worn out and unsafe equipment, on a continuous process.	Committee and coaches. Grant applications through Club: future 2. Liaise with school partnership to access grant funds as a partnership to replace equipment.	Ongoing
Ensure training facilities are suitable for clubs needs.	Head Junior and senior coach. Regular risk assessments of facilities hired and correct action taken if they fall below club's Health and Safety Standards.	Ongoing

Recruitment and Retention

Objectives

- To increase membership in all age groups
- To have more paid up members each year
- To recruit, retain and encourage athletes of all ages to participate in their club events

Action	Who/How	Timescale
Promote club at local events/races by producing promotional flyer.	Committee to agree format of new flyer. Print flyer – sub contract printers. Distribute flyers – all club members. Promote link with local newspaper.	I/H Action D Fox New Press Officer required. 31/8/07 Complete – D Fox in post
Continue and improve links with local college and all local feeder schools	Committee and coaches/volunteers/parents. Organise and continue inter schools competition for X-Country and Sportshall.	Ongoing.
Offer competition and training to ALL club members at appropriate levels.	Committee/coaches – remain at current levels. Club members to identify additional requirements. Work closely with EC & WDAF on Composite Club	Existing and ongoing. As required via committee members Link with PAC for higher competition for 2007 T&F Season

Coaching and Officials

Objectives

- To encourage existing members to undertake coaching and officiating courses
- To encourage existing coaches or officials to maintain and extend their present qualifications
- To establish a coaching and official education infrastructure within the club to maintain the clubs development in line with NGB's guidelines.
- Increase the number of active coaches and officials within the club.

Action	Who/How	Timescale
Encourage existing volunteers to train up as Coaches and Officials.	Committee and Coaches/Officials. Explain and advertise all local courses. Club to assist with part funding of courses through club funds and accessing ADSP plus other funding.	List of new and upgraded Officials and coaches to produce – Action K Reed/ D Carey/ P Ross
Encourage the older juniors to qualify as Junior Officials and coaches.	Club to link with ICC to host Officials course.	Ongoing
Establish a club Coaching structure plan for training and mentoring new and existing coaches/officials.	Committee, Head Coach and coaches. Identify Coach Mentors. Identify Team Managers	Existing and Ongoing Who and How to achieve. Action K Reed/P Batten
To encourage existing coaches and officials to take part in events and meetings to maintain the Devon Event/ Competition structure.	Head coach and Team managers. Offer incentives to officials and coaches to maintain the present competition structure by supporting their club.	Ongoing County clothing supplied for Officials
Establish list of Officials and Coaches within Club and grade/discipline	Committee/Coaches/Officials/County Officials Sec.	31/8/07

Volunteers

Objectives

- To seek a Volunteer Co-ordinator to manage the clubs existing low volunteer ratio

Action	Who/How	Timescale
<p>To increase the numbers of new volunteers and retain them</p>	<p>Committee and the two Volunteer CO-ordinators. Advertise to parents/helpers through flyers, club meetings and club magazine.</p> <p>Welcome Packs (Junior and Senior) to be handed out to all new members.</p>	<p>Ongoing</p> <p>Juniors Complete Seniors to complete by 31/09/07 Action PR/KR</p>
<p>All new volunteers to be introduced to the club structure. All Clubmark checks to be completed on all new volunteers.</p>	<p>Volunteer Information packs to be given to all new volunteers. Club checks to be completed by Head Coach, Volunteer Co-ordinators and Welfare officer.</p>	<p>Ongoing</p>

Partnerships

Objectives

- To be involved with all organisations within the sport that are recognised by the NGB
- To work along side all other Devon AA clubs, Schools, Colleges and Partnerships in our area to promote the benefits of athletics and a healthy lifestyle.

Action	Who/How	Timescale
Participate as an active member of the Devon AA and the East Cornwall & West Devon Forum and EA SW Regional Council	Committee members and Coaches. Attend monthly meetings and AGM's. Relay all relevant information to the club members and take appropriate actions. Support the New Regional Council.	Attend meetings and AGM's
Invite Local Authority SDO's, Partnership Schools, University Sport Scientists, County Welfare Officer, Partnership Athletic Development Officer, Regional Development Officer, Sport England, UK:A Reps along to sessions to present on opportunities for the club.	Committee members. Regular communication channels with the Devon AA and Partnership Schools. Regular contact with Athletic Development Officer	As and when required. Attend monthly meetings. Bi-annual meetings with college. Open communication.
To promote and optimise links between Ivybridge Community College and club.	Committee and coaches. To update school/club partnership agreement. Club to run Star: Track sessions twice a year	Club/School Partnership set up Easter and Summer 2007
Setting up and running of new (Primary) Sportshall Academy	Club and coaches to host academy for junior athletes- with athlete pathway into club and county Sportshall events.	Complete and ongoing

Competition

Objectives

- To maximise participation in all events including Track and Field, Sportshall, Cross-country and Road racing, in all age groups.
- To continue supporting and entering teams in all Local, County and Regional Competitions in Track and Field, Sportshall, Cross-Country and Road races.

Action	Who/How	Timescale
To encourage full participation in all competitions across all age groups.	Committee and Coaches. Advertise forthcoming races by flyers, club magazine and web sites. Co-ordinate coaches to develop training in line with the forthcoming competitions.	Ongoing
To encourage juniors with their parents support to try out local competitions within the county.	Coaches. Regular reports of young athletes continuing progress to their parents, with handouts/flyers of forthcoming events and competitions. Athlete of the Month Trophy awarded and write-up in newsletter. Lift sharing between parents and organised/ subsidised transport when needed.	Weekly, Monthly and ongoing.
Appoint Team Managers for Cross-Country, Track & Field and Sportshall.	Committee to appoint and support.	Complete
Encourage support of new Composite Club within all members, to succeed in SW League.	Committee and Coaches. Work closely with ED & W.DAF to discuss future running of the club.	Ongoing

Club Events

Objectives

- To continue hosting the clubs successful events. Beacon Challenge, 10 K and Relays.
- To promote the club within the community, Devon and further a field.
- To encourage all members to support all competitions, both junior and senior.
- To continue club involvements in the successful Partnership Primary Schools Athletic Festivals / and Cross – Country Competition.

Action	Who/How	Timescale
Identify ways to improve all club events and races	Committee. Further development required to all races – Numbers, Route changes, Athlete safety and costs. Improve publicity. Increase local support.	Ongoing Target Beacon Challenge – Action ALL Target local establishment through flyers/media. Action D Fox
Encourage all members to support and help out at all races and events.	Committee. Advertise In newsletter, and in training sessions Encourage link with juniors/parents with all races.	Ongoing
Improve publicity for all club events.	Committee and Newsletter Editor. Contact local newspaper and advertise on web-sites.	Ongoing Press Officer required Target 31/08/07

Welfare

Objectives

- To ensure that the club meets the new UK: A Welfare Policy and Procedures.
- To ensure all Coaches / Officials / Team Managers / and Volunteers are aware of clubs Code of Conducts and have completed the Volunteer Information pack.
- To support the posts of Welfare Officer and Child Protection Officer within the club.
- To encourage all Coaches / Officials / Team Managers and Volunteers to go on relevant Welfare courses.
- Coaches encouraged to regularly Risk Assess all training facilities and equipment used.

Action	Who/How	Timescale
To appoint a second Welfare Officer and Child Protection Officer to assist existing Officer.	Committee. To support and provide training opportunities for the Welfare/ Child Protection Officer.	October 2007. Volunteer sought through Harrier. July issue.
To encourage all coaches, officials and volunteers who are working with children to attend a Child Protection Course and First Aid Course.	Welfare / Child Protection Officer. Advertise forthcoming courses. Club / ADSP to support places. Link FA training with other Forum Clubs	Continuous
Welfare Officer to ensure that all Club members/Volunteers that are regularly in contact with children are adequately vetted in accordance with Child protection policy. All new volunteers to receive and completed Volunteer information pack	Welfare / Child Protection Officer. All volunteer to sign up to volunteer contract and qualifications checked. Clubs 'Fit Person Checklist' completed and CRB check offered. Coaches requested to sign up to clubs Code of Conducts and Equity Policy.	Continuous
Encourage Coaches to check suitability of training venues and	Head Coaches. Risk Assessments completed at all	Continuous

safety of equipment.

training sessions/events/ races.

Social

Objectives

- To provide social activity for all club members and families
- To improve links within the local community

Action	Who/ How	Timescale
Appointment of a Social secretary.	Committee to find/support this role	Complete
Encourage all members/ parents to support club presentation events as a social event suitable for all ages.	Committee to plan presentation events Advertise within the newsletter and flyers to the younger athletes.	Ongoing
Produce a social calendar including all existing events and ideas for new events.	Committee and all members/parents. Harrier Magazine gives a 3 months look ahead of forthcoming events. Encourage all members to come up with new ideas for social events suitable for all ages.	Ongoing
Organise and encourage social gatherings after existing events	Committee and all members. Social gatherings after Handicap races, 10k and Relays. New ideas to be encouraged. Committee need to try to involve juniors & parents in these social	Ongoing Beach BBQ to be held August 2007. Christmas event – Action M Lee

events.