

St.Helens Swimming Club

Affiliated to the ASA NW Region, Lancashire County SWPA



DEVELOPMENT PLAN & ACTION TRACKER

Last reviewed 18th Feb 2009

Area of Activity	Details of Proposed Action	Revenue Cost	Responsibility	Completion Date	Progress	Status
Membership	Overhaul payment structure to introduce monthly payments. Measure success by attendance records.	-	Membership Secretary	Oct-06	Completed. Membership full by Oct 2006 & waiting list introduced	Completed
Membership	Maintain records of monthly payments & keep up-to-date attendance records	-	Dave Gabbitas	Jan-06	SO's >30% end 2006	Completed
Swim21	Register with the Swim21 scheme	-	Ian Turner	Feb-06	Completed	Completed
	Attain DSC Bronze accreditation	-	Ian Turner	Feb-07	Completed	Completed
	Attain SWIM21 Bronze accreditation	-	Committee	Oct-07		Carry over
Swimming Development	Produce document for all swimmers to record training records and targets.	£250	Coach / Volunteers	Jul-06	Started. Needs to be more consistent. 50% complete	Carry over to 2007
Swimming Development	Ensure all members are competent in diving and attain competitive diving certificates within 6 months of joining the club.	-	Ste Carr	Jun-06	Training days held at Queens Park. 80% complete	Completed
Gala's	Organise 'Development' galas to accommodate all swimmers irrespective of ability.	-	Shaun Woodward / Joseph Coy	Jul-06	1 held 5-3-06 with Ashton Central.	Completed
	Organise a minimum of 2 development galas in 2007	-		Oct-07	1 Gala organised by SHSC	Part Completed
	Introduce control measures to ensure compliance at all galas	-	Ian Turner / Sharon Dobson	Jan-07	Ages to be checked by min 2 persons	Completed
Facilities	Liase with St.Helens council to improve facilities for the club.	-	Joe Coy (& Committee)	Oct-06	Pool time increased by 50 % starting Sept 2006, Diving blocks refurbished Dec 2006	Completed
Facilities	Liase with StHelens Council to increase pool time, Identify timescale	-	Committee	Jun-07	No support from the Council	No Progress
Fundraising	Identify fundraising opportunities. Maintain records to measure success.	-	Shaun Woodward	Oct-06	£850 raised 2005/06.	Completed
Fundraising	Identify fundraising opportunities. Maintain records to measure success. Improve on last year		Shaun Woodward	Oct-07		Completed
Management	Increase the number of training staff and volunteers	-	Committee	Jun-06	Completed. Volunteers almost doubled during the year to Dec 2006	Completed
Management	Increase number of committee members and identify job rolls	-	Committee	Oct-07		
Training	Identify training requirements for all Teachers and Coaches	£500	Committee	Apr-06	One training course funded. Awaiting results of exam.	Completed
Swimming Development	Organise Biathlee event for club athletes	-	Head Coach	Jun-07	Event asuccess. (run & swim)	Completed
Training	Sponsor at least one person for teacher training during 2007	£350	Committee	Oct-07		Completed
Treasurer	Ensure that the club generates a surplus for the year 2006/07	-	Treasurer	Oct-07		Completed
Secretary	Club to re-affiliate to the Bolton & District League	-	Chairman & Secretary	Dec-07	Ensure all submitted for Dec AGM	Completed

Management	Identify role for purchasing/selling club kit.	-	Chairman	Feb-08	JH to take on the roll	Completed
Management	New club shirts and hats required in line with club logo's & colours- £1500 allocated for 1st purchase; will be recovered on sales	-	Janet Harrison	May-08	Net shirts received and new club hats ordered	Completed
Swim21	Liaise with ASA Northwest re Swim21 submission & timescale	-	Swim21 coordinator	Apr-08	Pack received and review submitted	Completed
Treasurer	Target >60% fees by standing order and minimise cash handling	-	Treasurer	Apr-08	Monthly fees now by SO or Cheque. Target met	Completed
Treasurer	Ensure the club makes a profit by end Oct-08, and advise the committee on progress.	-	Treasurer	Oct-08	Club on target to generate a surplus	Completed
Swimming Development	Introduce data tracking & monitoring software for club management	300	Secretary	Sep-08	Working with LD to finalise	On Hold due to University commitments Part Completed
Management	Min 2 poolside staff to attend ASA Teacher courses	£500	Head Coach	Sep-08	PB attended Teacher 1 course	Completed
Management	Organise fundraising activities during 2008 to raise >£1500	-	Chairman	Dec-08	Bagpacking event raised >£1200. Race night raised >£400	Completed
Swim21	Team managers to attend recognised ASA course	-	Head Coach	Sep-08	JS and AB booked on Sep course	Completed
Management	Ensure completion of Swim21 for submission Sept-08	-	Swim21 coordinator	Sep-08	Completed Aug-08	Completed
Swim21	Appoint a Schools Coordinator	-	Chairman	Jun-08	Job description complete. PB to join committee & take on the role	Completed
Swim21	Expand PDP's to all senior coaching staff	-	Chairman	Sep-08	Appraisals completed	Completed
Swim21	Coaching staff to become IoS registered	£100	Head Coach	Oct-08	SW application made - awaiting confirmation	Completed
Swim21	Coaching staff to become licensed in accordance with ASA guidelines	£100	Head Coach	Mar-09		
Swim21	List to be completed for all attaining Diving awards	-	Head Coach	Oct-09	List to include older members	Completed
Swim21	Progress individual record keeping for all athletes	£600	Head Coach	Jan-09	Review contents and print	In progress
Management	Contact Local councilor to assist with increasing club size. Possibly utilise ASA assistance?	-	Secretary	Oct-08	Currently 154 members.	Completed
Management	Web site to be updated with Swim21 results and targets	-	Ian Turner	Oct-08	Links to swim21 documents	90% Completed
swim21	Arrange a meeting with Nick Turnbull to finalise swim21 submission	-	Shaun Woodward	Sep-08	Date set in Sept to meet submission deadline.	Completed
Swim21	Staff to attend Officials courses - minimum 2 starters & 2 timekeepers	£500	Head Coach	Sep-09		
Swim21	Staff to attend Conferences.	£300	All	Nov-08	Booked on Nov ASA conference.	On-going
Management	Agree Budget and fees for 2008/09	-	Treasurer	Oct-08		Completed
Swim21	Arrange for PB to progress to Teacher Level 2	£600	Head Coach	Sep-09	Booked on Jan 09 course	Completed
Swimming Development	Join B&D all age group league for 2009	-	Shaun Woodward	Jan-09	Arrange at Jan mtg	Completed
Management	IT to submit funding request for BP volunteer scheme	-	Ian Turner	Feb-09	Complete paperwork and submit Feb-09	Awaiting outcome
Management	Propose a system for reimbursing volunteers expenses.	?	Joan Smith & Ian Turner	Feb-09	System proposed and accepted at committee	Completed
Swimming Development	Propose a system to encourage swimmers to take greater participation in galas	-	Coaching staff	Mar-09	Survey of swimmers done. Possibly include in restructure	Completed

Swimming Development	Develop a new training structure for 3 groups	-	Ste Carr	Jul-09	Structure based on additional pool time circulated	Completed
Management	Arrange for a parents open forum to discuss ideas for taking the club forward	£25	Committee	Aug-09		Completed
Swimming Development	Arrange for Teacher Level 1 courses for new coaching staff	£1,200	Shaun Woodward	Sep-09	Booked for 7th Aug Booked on 4-9-09	