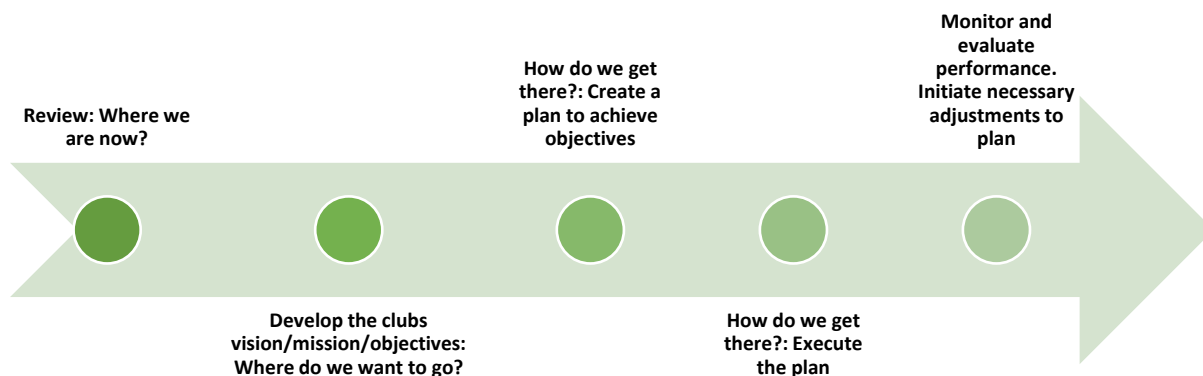


Club Development Plan

The Process



1. Where we are now? - Assess the current position of the club.

1.1 Club Profiling

1. Governance	Yes	No
A. Does the club hold an Annual General Meeting (AGM)?		
B. Does the club have an official Club Executive ratified at the club AGM?		
C. Does the club have a documented Club Constitution?		
D. Does the club have a club a documented club Code of Conduct?		
E. Does the club follow processes in terms of the storing of personal information of its members?		

2. Coaching	Yes	No
A. Does the club have a designated Coaching/Development Officer?		
B. Does the club have qualified Shuttle Time coaches in the club?		
C. Does the club have a qualified Level 1 coach/coaches in the club?		
D. Does the club have a qualified Level 2 coach/coaches in the club?		
E. Does the club have coaches trained in delivering inclusive coaching practices?		
F. Does the club hold its own internal club coach development sessions to train club volunteers?		
G. Do club coaches attend the annual Badminton Ireland Continuous Professional Development (CPD) sessions?		
H. Do club coaches attend the annual Badminton Ireland Coaches Conference?		

3. Development	Yes	No
A. Does the club have a designated Development/Coaching Officer?		
B. Does the club have a documented official Club Development Plan?		
C. Does the club participate in the Badminton Ireland Club Development Initiative?		
D. Is the club currently working towards the Badminton Ireland Clubmark award?		
E. Is the club a certified Badminton Ireland Clubmark club?		
F. Does the club participate in the Badminton Ireland Teicnic programme?		

4. Membership	Yes	No
A. Does the club complete affiliations to Badminton Ireland online?		
B. Does the club have incoming new members on an annual basis?		
C. Has the club had an increase in club affiliation numbers in recent seasons?		
D. Does the club host frequent open/promotional days (e.g. bring a friend to club night) to attract new members?		
E. Does the club deliver taster sessions to attract new members (e.g. to local businesses, community groups, leisure centres)?		
F. Does the club have active club-school links with local schools?		
G. Does the club have active club-college links with local 3 rd levels?		

5. Safeguarding/Garda Vetting	Yes	No
A. Does the club have juvenile and/or vulnerable adult members? <i>If yes complete the remainder of this section, if not skip to the end.</i>		
B. Does the club have a designated Safeguarding Officer?		
C. If yes, has the club Safeguarding Officer completed at a minimum, Safeguarding Level 1 training?		
D. If yes, has the club Safeguarding Officer been Garda Vetted through Badminton Ireland and/or completed Access NI through Ulster Badminton?		
E. If yes, is the club Safeguarding Officer registered as an affiliated member to Badminton Ireland?		
F. Has the club reviewed the Badminton Ireland Risk Assessment document?		
G. Does the club visibly display its child safeguarding statement in the club venue?		
H. Does the club check, record, and update the vetting status of its members with Badminton Ireland on an annual basis?		
I. Are all personnel working in relevant activities/capacities within the club Garda Vetted and/or Access NI?		

6. Club Income	Yes	No
A. Does the club generate income by hosting fundraising events?		
B. Does the club actively prepare sponsorship proposals to generate income?		
C. Has the club received sponsorship in recent seasons?		
D. Does the club apply for available grants in their region (e.g. Local Sports Grants, Sports Capital Grant, Tesco Community Initiative etc.)?		
E. Has the club received any grants in recent seasons for the development of the club?		

7. Public Relations	Yes	No
A. Does the club have an appointed PRO Officer?		
B. Does the club have an active club Facebook page?		
C. Does the club have an active club Twitter page?		
D. Does the club have an active club website?		
E. Does the club have an active club Instagram page?		
F. Does the club have signage/posters/leaflets etc. visible to promote itself in the local community?		
G. Does the club prepare press releases to send to local media?		

8. Partnerships	Yes	No
A. Does the club have an active link with its Local Sports Partnership?		
B. Does the club have an active link with local Primary Schools?		
C. Does the club have an active link with local Secondary Schools?		
D. Does the club have an active link with local 3 rd Level Institutes?		
E. Does the club have an active link with its County Badminton Association?		
F. Does the club have an active link with its Provincial Branch?		
G. Does the club have an active link with Badminton Ireland?		

9. Inclusiveness	Yes	No
A. Does the club have facilities that are accessible for members with disabilities?		
B. Does the club have active members playing with physical disabilities?		
C. Does the club have active members playing with intellectual disabilities?		
D. Does the club have coaches trained in delivering inclusive activities?		
E. Does the club have an active link with local disability groups?		

10. Competitions/Events/Leagues	Yes	No
A. Does the club actively participate in local leagues?		
B. Does the club actively participate in local county events?		
C. Does the club actively participate in provincial events?		
D. Does the club have members participating in BI events?		
E. Does the club organise competitions with other local clubs to provide playing opportunities for members?		
F. Does the club participate annually in National Badminton Week?		

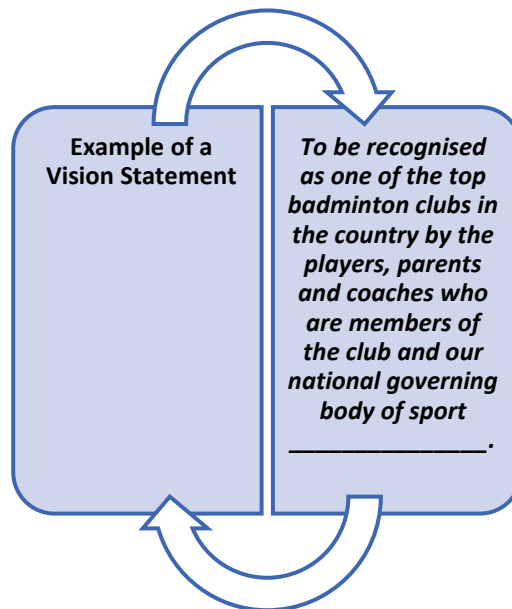
1.2 S W O T Analysis

SWOT ANALYSIS					
	Area	Strengths	Weaknesses	Opportunities	Threats
1	Governance				
2	Coaching				
3	Development				
4	Membership				
5	Safeguarding / Garda Vetting				
6	Club Income				
7	Public Relations				
8	Partnerships				
9	Inclusiveness				
10	Competitions / Events/ Leagues				

2. Where do we want to go? - Developing a club strategic vision and mission.

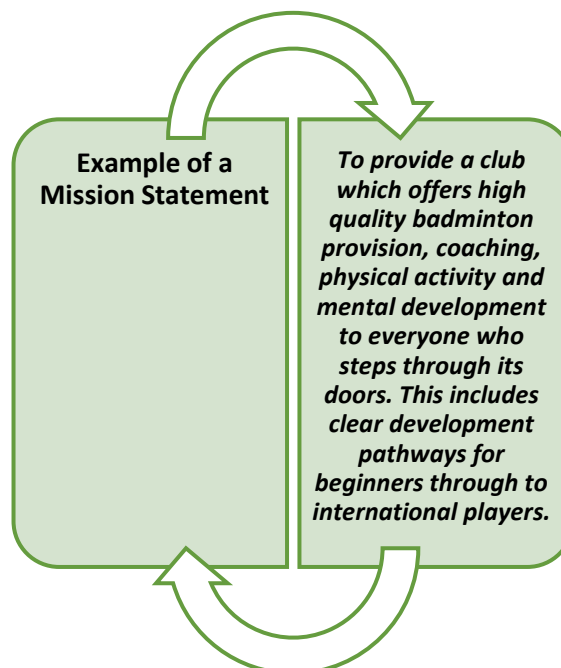
2.2 Vision

Provides direction on where the club is going. Regarded as a future-orientated, inspirational statement which indicates what the overall plan looks like when achieved.



2.3 Mission

An informational present-oriented statement which outlines what the club plans to do in the present to reach its desired position.



3. How do we get there? – Set Objectives and Implement Plan

Example

Component	Club Objectives
<p>1. Governance</p>	<ul style="list-style-type: none"> - Host an Annual General Meeting - Ratify a full Club Executive - Ensure the club has appropriate policies and procedures for all relevant matters (Constitution, Code of Conduct, Data Protection, Safeguarding etc.) - Ensure organisational stability by training volunteers in executive role duties so it is not left to the same people to run the club year to year.
<p>2. Coaching</p>	<ul style="list-style-type: none"> - Have a designated club coaching/development officer appointed each season at the AGM - Have a club Coach Education policy (E.g. Coaching 6-12 Year Olds – Shuttle Time qualified, Coaching 12-16 Year Olds – Level 1 qualified, Coaching 16+ Year Olds - Level 2 qualified. Include regulations for parents in juvenile clubs that upon registration they must agree to participate in shadowing club coaches for 2 sessions a year which will aid club and player development.) - All coaches and volunteers to be certified Badminton Ireland coaches - Host an annual club coaching CPD session for all club coaches (Invite outsiders and charge fee's to raise profits). - Host a Shuttle Time course every number of years (e.g. every 3rd year)
<p>3. Development</p>	<ul style="list-style-type: none"> - Have a designated club coaching/development officer appointed each season at the AGM - Achieve Badminton Ireland Clubmark certification - Annual participation in the Badminton Ireland Teicnic programme - Place an emphasis on annual increase in club playing numbers by 2% for example.
<p>4. Membership</p>	<ul style="list-style-type: none"> - Increase in club affiliation figures on an annual basis of a pre-determined set target (e.g. 2%-5%) - Annual club open days hosted to attract new members - Partnerships built to deliver taster sessions to local community groups on an annual basis

5. Safeguarding/Garda Vetting	<ul style="list-style-type: none"> - Fully compliant with all Safeguarding/Garda Vetting regulations - Designated club Safeguarding Officer ratified at the club AGM and visibly display the information throughout the club - Club completes a regular safeguarding risk assessment - Annual updating of Safeguarding/Vetting records in the club and checked with Badminton Ireland National Children's Officer annually - Have a club Safeguarding policy
6. Club Income	<ul style="list-style-type: none"> - A number of fundraising events hosted annually (Golf Classic/Race Days etc.) - Partnerships built with sponsors who will consistently support the club
7. Public Relations	<ul style="list-style-type: none"> - Club PRO appointed at AGM - Have active club social media outlets - Have visible promotional material in the local community - Prepare regular press releases for local media
8. Partnerships	<ul style="list-style-type: none"> - Have an active link with your Local Sports Partnership - Have an active link with local educational bodies (primary/secondary/third-level) - Have an active link with your County Badminton Association - Have an active link with your Provincial Branch - Have an active link with Badminton Ireland
9. Inclusiveness	<ul style="list-style-type: none"> - Have accessible facilities for members with disabilities - Have the ability to facilitate members with various disabilities in the club - Have members/coaches who are upskilled in delivering inclusive activities - Create a link with local disability groups and provide occasional taster sessions
10. Competitions/Events/Leagues	<ul style="list-style-type: none"> - Entered in local leagues for players wishing to play competitively for the club - Club communication forum to inform members of upcoming county/provincial/Badminton Ireland events which they may wish to enter - Designated social play within the club for members who wish to play recreationally - Annual club engagement in National Badminton Week

4. How do we get there? - Create a plan to achieve those objectives.

Example

Components	Action to Take	When to Complete?	Who to Complete?
1. Governance	<ul style="list-style-type: none"> - Write club safeguarding policy - Sign-off club safeguarding policy 	<ul style="list-style-type: none"> - May-August 2018 - Publish at 2018 Club AGM 	<ul style="list-style-type: none"> - Club Executive members
2. Coaching	<ul style="list-style-type: none"> - Write club Coach Education policy - Organise a club CPD day - Upskill 5 members on a Shuttle Time course 	<ul style="list-style-type: none"> - May-August 2018 - November 2018 - Jan-Jun 2019 	<ul style="list-style-type: none"> - Club Executive members - Club Coaching Officer
3. Development	<ul style="list-style-type: none"> - Put 10 members through White Teicnic level 	-	-
4. Membership	-	-	-
5. Safeguarding/Garda Vetting	-	-	-
6. Club Income	-	-	-
7. Public Relations	-	-	-
8. Partnerships	-	-	-
9. Inclusiveness	-	-	-
10. Competitions/Events/Leagues	-	-	-

5. Monitor and evaluate performance on an ongoing basis. Initiate necessary adjustments on an ongoing basis.

Club Name

To be completed by:	Club Chairperson, Secretary, Safeguarding Officer
Deadline:	

Project 1			
% done	Phase	Due By	Comment
50%	Hold an AGM	SEPT	Scheduled for ???
0%	Have an official Club Executive ratified at the AGM	SEPT	
0%	Document a Club Constitution	NOV	
0%	Document a Code of Conduct	JAN	
20%	Develop a process for storing of personal information of members	MAY	Need to review storage and security of members personal data