

PHCC 1 Year Action Plan 2011/2012

Club Management			
Aim	Objectives	Person Responsible	Completion Date
Ensure that Clubmark Status and operational level is maintained	Update and complete Clubmark Evidence folder and initiate any necessary actions and act as repository for all club documentation and policies etc.	P. Hobby	November 2011
Ensure that the club has a clear and well organised constitution and rules document	Compile a new constitution based on examples of other clubs which still includes all existing club rules	J. Dennett	Draft to committee June 2012 Circulated to Membership Aug 2012 Acceptance sought at AGM 2012
Ensure greater continuity from one committee to the next	Compile folders containing club documentation, minutes, role descriptions etc. for handing on to incoming committee. Folders updated at AGM by Clubmark co-ordinator.	P. Hobby	AGM 2012
Ensure longer term directional planning	Develop a 3-5 year plan for the club	Committee	January 2012
Ensure that annual action planning is carried out	Produce an annual action plan for approval by membership at AGM	Clubmark Co-ordinator/ Committee	June 2012

Membership and Equity			
Aim	Objectives	Person Responsible	Completion Date
Maintain links with Dorset Disabled Canoe Club	Clarify signposting situation and whether there they have any needs that we can assist in meeting	J. Dennett	October 2011
Recruit membership in the 15-25 age range	Publicise Ferndown pool sessions in Ferndown secondary school	A. Barrett	October 2011
	Plan a series of events open to targeted schools with which we approach them in Spring 2012. Possibly to commence with Parkstone Grammar School as female focused option	Committee	January 2012
	Issue press release article to local media re family nature of Tuesday evenings.	Press Officer (J.Dennett to contact)	April 2012
	Balance of various membership categories to be assessed twice a year June & December to identify any imbalances	Membership Secretary	December 2011/June 2012
Maintain female membership	Continue running occasional 'ladies only' activities and training sessions.	J.Dennett	Ongoing
Decide on optimum membership numbers	Debate and decide on membership numbers that we wish to maintain as already a very large club	Committee to include in considerations made during creation of 3-5 year plan	February 2012
Ensure new members have all the necessary information they need when joining the club	Get new version of membership pack onto website	Membership Secretary	October 2011

Social Activities			
Whilst this aspect of our club was discussed it was concluded that the club already had a rich and full calendar of events that included social aspects throughout.			
Maintain a healthy level of social interaction between members	Continue to organise and provide a rich and varied programme of paddling and social events	Everyone	Ongoing

Training and Development			
Define the roles of the Discipline reps more clearly	Draw up a generic role description to cover all the discipline reps which will include them being prepared to field enquiries from members and offer at least one or two internally advertised 'taster' sessions for the wider membership each year.	P.Hobby	December 2011
Encourage competition	<ul style="list-style-type: none"> <li>Examine opportunities for competition and get adults and juniors competing in K boats.</li> <li>Publicise racing opportunities internally to membership</li> </ul>	Marathon Rep	November 2011
Raise profile of clubs achievements	Publicise the achievements of members in the local media	Press Officer	April 2012
Provide opportunities for families to paddle together	Organise and publicise to membership at least 2 family paddling events per year	Junior Co-ordinator/Junior Rep	June 2012
Encourage families to paddle together on organised trips where it is appropriate	Request that trip organisers identify in the planning meeting and notes whether trips are suitable for juniors and families	A.Coomes	Spring 2012
Encourage parents of juniors to get on the water	Encourage parents to do a 1 star paddling course	Junior Co-ordinator	Spring 2012
Provide Sit on top training	Develop and deliver BCU course	Training Officer	Summer 2012

Coaching Team			
Further develop the clubs training potential	Identify possible candidates, opportunities and funding for putting two individuals through the A1 assessors award so that we are able to deliver L1 coach training in house	Training Officer	May 2012
Confirm the basis on which PHCC funds individuals coaching development	Write a policy on funding coach training	J.Dennett	November 2011
Increase communication amongst the coaching team	Coach team meetings to be held at end of Feb. and July each year	Training Officer	Feb/July
Promote suitable juniors into coaching careers	Identify potential candidates for Cadet Leadership Award	Junior Co-ordinator/Training Officer	May 2012
Ensure that sufficient female coaches are available to deliver courses	Monitor the level of female coaches in PHCC as at present they are well represented	Training Officer	June 2012/Ongoing

Local Community Links			
Create relationships with local youth organisations	Cadet leadership candidates to lead marketing for taster sessions aimed at local schools	Junior Co-ordinator/Junior Rep/J.Dennett	Spring/Summer 2012
Establish links with local youth	Plan a series of events open to targeted schools with which we approach them in Spring 2012. Possibly to commence with Parkstone Grammar School as female focused option	Committee	January 2012
Increase the public profile of PHCC	Press officer to ensure that the Harbour Race and any other major events are publicised both before	Press Officer	As Events approach/occur

	and after in canoe focus, local press, canoe and kayak mag etc etc		
--	--	--	--

Club Kit			
Ensure that we have suitable boats for our smallest members	Add 2 dynamos to our fleet	Quartermaster	November 2011
Ensure that we have suitable boats for our largest members to play polo in	Identify whether larger person polo boats exist and if they do source 2	Quartermaster/A.Coomes	November 2011
Ensure that we have suitable amounts of kit available for use at Ferndown Pool	Identify needs for spray decks and buoyancy aids at pool and source what is needed	Quartermaster/A.Coomes	November 2011
Help Club Hut Duty folk issue best boats to members on club nights	Compile a list of kayaks with photos and advice on what and who they are best suited	Matt	May 2012

New Club Hut Project			
Ensure we identify and obtain any available funding towards the project	Identify 2 people to take on fundraising role	Committee	December 2011
Ensure continuity of momentum with club hut project	Monthly minuted (see website) meetings of club hut sub committee with a mission to achieve progress as close to possible to the agreed project timetable.	Sub Committee J.Dennett/S.Hills/F.Ely/B.Jaggs/ N.Boyle/D.Palmer	As agreed in Project Timetable
	Project timetable to be drawn up and agreed.	Sub Committee	November 2011

Existing Club Hut			
Ease the congestion in club hut at the beginning and end of club nights	Create movable racking system for buoyancy aids and cags etc that can be wheeled outside	Quartermaster	April 2012
Ensure we have sufficient gazebos for function use	Repair or replace gazebos and house them somewhere else away from mice	Quartermaster/A.Coomes	Oct 2011