



WINCHESTER CITY PENGUINS SWIMMING CLUB

SWIM 21 DRAFT ACTION PLAN

Winchester City Penguins Mission Statement:

Winchester City Penguins Strategic Aims:

Principally

- To build a strong lessons programme
- To be the first choice swimming club in the area for swimmers and the top club in mid and north Hampshire
- To raise the club's profile in the area
- To have sound finances and tight financial controls with the aim of achieving a break even budget
- Provide swimming opportunities and activities that attract, satisfy, challenge and retain swimmers especially teenage swimmers
- To have ASA qualified teaching and coaching staff and a commitment to continuing their development
- To improve internal and external communications
- To increase the number of ASA qualified officials

Secondary

- To have marketing and sponsorship plans with a target for fundraising from external resources
- To encourage cross training in particular biathlons, where compatible with swimming



WINCHESTER CITY PENGUINS SWIMMING CLUB

ACTION	TIMESCALE	RESPONSIBILITY	PROGRESS/OUTCOMES
COMPLIANCE			
Develop a mission statement for the club.	30 June 2007	Swim 21 Working Group	Drafts provided by Laurel Forster and Stuart Crowe. Swim 21 working party to put suggestions to membership for comment. Committee to approve mission at June meeting.
Place ASA Child Protection Policy, ASA Equity policy; Approved Code of Conduct for participants; ASA Code of Conduct for parents/carers; ASA Code of Ethics onto the website.	31 March 2007	Rob Perriam	
Place club insurance policy on website.	31 March 2007	Rob Perriam	
Appoint, train and develop team managers for each squad.	30 June 2007	Swim 21 Working Group with the Child Protection Officer	Some parents have signed up to beomce team mangers at the AGM. Course to be organised by Swim 21 working party.



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ACTION	TIMESCALE	RESPONSIBILITY	PROGRESS/OUTCOMES
Communicate the procedures for dealing with serious accidents to teachers, coaches, team managers (when appointed) and Committee members.	30 June 2007	Coaches and Lessons Co-ordinator	
Include need for CRB check for parent helpers on gala lists.	31 April 2007	Rob Perriam	
Check if there is a system in place to inform coaches of medical details of swimmers.	31 April 2007	Jan Warwick	
Check that all coaches have access to emergency contact details in the event of an accident/emergency.	31 April 2007	Jan Warwick	Emergency contact details are not routinely passed on to coaches. Process needs to be developed.



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Check with Helen Beckley about what we need for risk assessment.	28 Feb 2007	Julie Amies	Club needs to have risk assessments for specific activities such as Lanzarote trip and access to the Normal Operating Procedure (NOP) or Emergency Action Plan (EAP) relating to the specific facility that is in use. NOP's or EAP's available from Kings and Winchester College but not River Park.
Develop role descriptions for all persons assisting with activities.	30 June 2006	Alison Fenwick	
Investigate the need to re-instate club newsletter (or does website meet the needs?).	31 August 2007	Swim 21 Working Group	
Develop a Code of Conduct and ensure that all members sign up to it (to include coach and parent/carer responsibilities).	31 August 2007	Stewart Crowe	Draft code of conduct available for committee to comment before being put out to consultation with membership. Code of conduct to be approved at May meeting.



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ACTION	TIMESCALE	RESPONSIBILITY	PROGRESS/OUTCOMES
Provide a copy of the club constitution with endorsement from John Davies.	30 April 2007	Rob Perriam	Updated July 2006.
Appoint Committee Member to deal with insurance enquiries.	30 April 2007	Club Committee	
Obtain a letter from facilities providers confirming issue of NOP & EAP and state how this is communicated with coaches and poolside helpers.	31 July 2007	Helen Ryall	
Provide a spreadsheet listing qualifications, dates and BSTCA/IoS membership numbers for teachers and coaches.	31 August 2007	Lessons Co-ordinator	
Provide evidence of First Aid provision at facilities (written statement).	31 August 2007	Sheila Kemp	



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ACTION	TIMESCALE	RESPONSIBILITY	PROGRESS/OUTCOMES
Ensure all teaching and coaching staff are aware of the clubs emergency procedures: submit name of representative and copy of procedures.	31 August 2007	Head Coach & Lessons Co-ordinator	
Provide coach ratios.	31 August 2007	Head Coach & Lessons Co-ordinator	
Club to adopt and communicate to all members the ASA Child Protection Policy	31 July 2007	Marey Frank	Policy adopted. Marey to be asked to include in news email.
Provide list of those who have been CRB checked, signed and dated by club Chair. Provide sample of CRB certificate if possible.	31 August 2007	Rob Perriam	
Provide a spreadsheet listing all poolside personnel with their qualifications and dates.	31 August 2007	Rob Perriam	



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Write an equity policy and demonstrate how members access this.	31 August 2007	Swim 21 Working Group	
Produce a completed record and submit a statement that the club complies to this with any other evidence necessary.	31 August 2007	Rob Perriam	
Develop and provide an outline of the system to inform teachers/coaches of participants medical conditions on a need to know basis and how it will work.	31 August 2007	Club Committee	
Complete the DDA form in the Swim 21 resource pack.	31 August 2007	Swim 21 Working Group	
Prepare a statement that the club complies with emergency contact information for each athlete.	31 August 2007	Club Committee	



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ACTION	TIMESCALE	RESPONSIBILITY	PROGRESS/OUTCOMES
Provide evidence of how an appropriate facility-special induction process is given to teachers/coaches and trainers.	31 August 2007	Club Committee	
Provide examples of club risk assessments.	31 August 2007	Club Committee	
Provide Swim 21 improvement plan.	30 April 2007	Swim 21 Working Group	Plan adopted and being implemented.
Submit current budget and financial plan for 2007/08 together with pricing policy.	31 August 2007	Club Treasurer	
Provide sample membership form to demonstrate how records are kept on disabled swimmers.	31 August 2007	Membership Secretary	



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ACTION	TIMESCALE	RESPONSIBILITY	PROGRESS/OUTCOMES
Document and publish procedures for dealing with internal disputes (Appendix A, Judicial Rules).	31 August 2007	Club Committee	
Where teachers/coaches are not employed by the club, provide a copy of the written agreement between the club and the employee, signed by both parties.	31 August 2007	Club Committee	
Provide examples of fund raising efforts.	31 August 2007	Club Committee	
Provide examples of ICT use.	31 August 2007	Club Committee & Swim 21 Working Group	
Work with other clubs and Hampshire Forum to support the club's development through Swim 21.	31 August 2007	Swim 21 Working Group	



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Provide evidence of regular contact with facility providers.	31 August 2007	Club Committee	
Create links with local schools to develop membership and volunteer base to include contact with the School Sports Partnership Manager.	31 August 2007	Club Committee	
Promote the club's activities externally and provide supporting evidence.	31 August 2007	Mary Frank	
Key members of club to be identified to undertake ASA Management Good Practice Resource training module.	31 August 2007	Club Committee	



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WORKFORCE DEVELOPMENT			
Check with secretary that all teachers and coaches have undertaken child protection and equity training.	30 March 2007	Jan Warwick	
Club Committee member(s) to attend A Club for All workshop.	31 December 2007	Chairman	
Check that teachers and coaches are signed up to the ASA Code of Ethics.	31 August 2007	Lessons Co-ordinator	
Identify a Workforce Co-ordinator and adopt a role description.	30 April 2007	Swim 21 Working Group	Alison Fenwick has agreed to take on this role.



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ACTION	TIMESCALE	RESPONSIBILITY	PROGRESS/OUTCOMES
Identify a Welfare Officer and adopt a role description.	30 April 2007	Alison Fenwick	
Identify a Schools Co-ordinator and adopt a role description.	30 April 2007	Alison Fenwick	
Actively recruit new officials.	31 July 2007	Swim 21 Working Group	
Actively recognise volunteers and officials e.g. in minutes of committee.	All year round	Chairman and Secretary	
Check that Rob Perriam has up to date records of continual professional development (CPD) of key personnel (coaches/teachers).	31 March 2006	Jan Warwick	



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Develop an appraisals system for teachers and coaches to include a personal development plan for accredited courses.	31 July 2007	Lessons Co-ordinator for teachers Club Chairman for coaches	
Hold regular coaches/teacher meetings.	31 July 2007	Lessons Co-ordinator for teachers Head Coach for coaches	
Produce a workforce development plan for the club's personnel.	31 August 2007		
Where appropriate support the Hampshire ASA through committee representation.	31 August 2007	Club Committee	
Ensure all personnel have received appropriate Child Protection training and provide a list of those attended with dates.	31 August 2007	Club Committee	



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Ensure a nominated teacher/coach and a current member of the Club Management Committee has undertaken an ASA approved Equity course and provide a list of those attended with dates.	31 August 2007	Andy Harley	
Ensure lead teachers/head coach and a member of the club Management Committee have undertaken an ASA approved Disability Awareness course and provide a list of those attended with dates.	31 August 2007	Club Committee	
Provide a signed copy of Swim 21 Co-ordinator role for club.	31 August 2007	Swim 21 Working Group	
Ensure club has a Workforce Co-ordinator with a role description.	31 August 2007	Club Committee	
Ensure club has a Welfare Officer with a role description in line with ASA recommendations.	31 August 2007	Club Committee	



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Recruit suitable individual for Schools Co-ordinator position and ensure they have a role description.	31 August 2007	Club Committee	
Ensure club has a policy for succession planning for key roles and responsibilities by writing a policy regarding recruitment of committee positions and how these will be filled in light of departure.	31 August 2007	Swim 21 Working Group	
Formalise the methods of recruitment for increasing the numbers of swimmers, teachers/coaches and volunteers from all sectors of the community.	31 August 2007	Swim 21 Working Group	
View the ASA National Recognition Scheme for club guidance on recognising and rewarding its volunteers.	31 August 2007	Swim 21 Working Group	
Teachers/coaches to establish regular meetings to exchange knowledge and provide evidence of this e.g. minutes/notes.	31 August 2007	Clubs Coach & Lessons Co-ordinator	



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Write a policy as evidence that the club supports the continual professional development of key personnel appropriate to their needs.	31 August 2007	Workforce Co-ordinator	
Ensure key personnel have a Personal Development Plan which identifies relevant accredited courses and will ensure they have clear targets.	31 August 2007	Workforce Co-ordinator	
Ensure the club enables and encourages teachers/coaches/key personnel have access to forthcoming county, regional and national conferences and courses.	31 August 2007	Workforce Co-ordinator	
Ensure Team Managers have attended an ASA training course to the level of their involvement.	31 August 2007	Club Committee	
Ensure the club can obtain sufficient, appropriately qualified officials to run events.	31 August 2007	Club Committee	



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Ensure the club has an appraisal process/development review for its teacher/coach personnel and provide written evidence of this.	31 August 2007	Workforce Co-ordinator	
Ensure at least one member of poolside is a member of IoS/BSCTA or other appropriate body and provide a list with the names and membership numbers of the personnel.	31 August 2007	Rob Perriam	
Ensure the club encourages members/volunteers to sit on key committees and forums.	31 August 2007	Club Committee	
Ensure the Workforce Co-ordinator works in partnership with the County Workforce Co-ordinator.	31 August 2007	Workforce Co-ordinator	
Ensure the club Welfare Officer works in partnership with the County Welfare Officer.	31 August 2007	Welfare Officer	



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Ensure the club works in partnership with the local Disability organisations.	31 August 2007	Club Committee	



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ATHLETE DEVELOPMENT			
Formalise and publish assessment criteria for swimmers to rate their improvement and progression into next level (assessment to be based on skills/time trials/Bagcat/county/regional and national attainment.	31 July 2007	Head Coach together with coaching team	
Publish (on website) teaching/coaching aims (multi skilled) for each swimming group.	31 July 2007	Head Coach together with coaching team and Lessons Co-ordinator	
Identify and secure appropriate pool time for teaching, skills, competitive development and performance.	31 March 2008	Head Coach together with coaching team, Lessons Co-ordinator and Committee	2 extended morning sessions secured per week to meet development needs.
Provide a link to the ASA doping control rules on the website.	30 April 2007	Rob Perriam	



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Provide appropriate nutritional advice to squads.	31 March 2008	Head Coach together with coaching team	
Coach and swimmer to agree a personal development plan.	31 July 2007	Head Coach together with coaching team	
All swimmers to maintain a logbook and coaches to check ?? times per year.	31 March 2008	Head Coach together with coaching team	
Formalise the ASA racing start award????	???	???	



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Head Coach to provide personal coaching model (guidance notes in Swim 21 pack).	31 July 2007	Head Coach	
Produce and deliver an annual training and competition plan base on cyclical goals and appropriate to the stage of development of each athlete (evidence required, session plans demonstrating clear, cyclical goals).	31 July 2007	Coaching Team	
Provide copies of all coaching certificates together with signed declaration from the Chairman stating that qualifications are valid.	30 April 2007	Coaches/Chairman	
Provide a copy of competitive even programme, including list of events.	31 May 2007	Head Coach	



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ACTION	TIMESCALE	RESPONSIBILITY	PROGRESS/OUTCOMES
Provide database or sample certificates of ASA Racing Start Standard.	31 May 2007	Secretary	
Provide a copy of hire agreement with facilities use.	31 May 2007	Secretary	
Provide a copy of the club training programme and highlight how the athlete's progress.	30 April 2007	Head Coach	
Provide an example of how the athlete's progress is monitored e.g. log sheet.	30 April 2007	Coaching Team	



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Provide land training session plan and instructor's certificate.	30 April 2007	Chick Stewart	
Provide a copy of a swimmers log book.	30 June 2007	Coaching Team	
Provide evidence of how the coaching team communicates with the World Class Team.	30 June 2007	Head Coach	
Provide a copy of annual education programme for swimmers (minimum two workshops annually).	31 July 2007	Coaching Team	



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ACTION	TIMESCALE	RESPONSIBILITY	PROGRESS/OUTCOMES
Demonstrate how swimmers will be informed on doping protocols.	31 July 2007	Coaching Team	
Implement British Swimming Nutrition guidance.	30 June 2007	Coaching Team	

Legend:

February
March
April
May
June
July
August
December
All year round