

Target	What is the club going to do?	Organise	Club	Pre-season	£XXX	Month
Objective	Club Actions	What	Where	When	Cost	Completion
					Date	
Increase opportunities for paddlesport participation. Ongoing coach development with a priority towards having skills to lead sea paddling	Promote on website and deliver sessions	Update website	Website	Ongoing- Flat water/white water trips arranged and advertised on a regular basis. Opportunities/encouragement to participate in competitions (slalom/marathon/polo). on posted on the website/email/noticeboard in the club house/coaches during sessions	n/a	Ongoing and updated regularly
2 -3 Sessions throughout year.	Book sessions with Go Canoeing.	Starter sessions	Princes Quay	Div 4 Sht Course on outside pool 10.04.16	n/a	Autumn 2016
Run at least 1 event	Run event	Run event	Club House	This wasn't completed as costs of hiring the indoor pool have increased. Club to consider running a session on the outdoor pool	n/a	Autumn 2016
Run at least 1 event	Run event	Run event	Club House	Regular events held for two local disability groups. This includes a 'fun' competition at the end of the course.	n/a	Ongoing
Keep Documentation Current	Review role descriptions.	Review as necessary	n/a	Roles reviewed prior to the ACM April 2016. Please see club website	n/a	On going
Keep Documentation Current	Review as needed and ensure available to members. Included on website and members are asked to confirm that they have read them at the time of renewal of membership each May	Review as necessary	n/a	Ongoing	n/a	On going
Maintain induction process	Review as needed.	Review as necessary	Club Venue	When required	n/a	On going
Maintain up to date workforce	Maintain and update coaches records	Maintain Documentation	n/a	Ongoing. Coaches are being encouraged to register their qualifications on the club website. This makes it easier to check when they need to be renewed	n/a	Ongoing
Keep welfare policy current	Review policy as needed.	Attend Course	TBA	When required	£35.00 per volunteer	Completed by both welfare officers 2015
Keep Documentation Current	New pool risk assessment required	Maintain Documentation. All current risk assessments are now on the club website	Any relevant sites	When required	n/a	Ongoing. Website updated and reviewed regularly
Welcome and inform new members	Review as needed.	Welcome members	Club venue	When required	n/a	Ongoing
Register sessions	Book sessions with Go Canoeing.	Starter sessions	Club venues	as necessary	n/a	Spring/ Summer 2016
Establish more formal links.	Continue dialogue with the outside organisations.	School/Club Links	Club venues	tba	n/a	Ongoing
Continue to offer what the membership want from the club.	Keep communication channels open to reflect what is wanted.	Suggestion Box	Club House	Ongoing	n/a	Ongoing
Achieve Paddle-Ability Accreditation.	Ensure facilities are accessible	Inclusive sessions and events	Club venues	Completed 2015	n/a	Ongoing
Pursue and develop existing links	Continue with dialogue.	Formal Club/School link.	n/a	n/a	n/a	Ongoing

Introduced new electronic system for booking on to pool sessions. This enables us to understand and create bespoke coaching sessions for the demographic of each session	Ensure it's kept up to date and information is passed on to the appropriate coaches	Club members that 'man' reception need to be trained on how to use the system	Club house	Ongoing	n/a	Ongoing
The club has a healthy number of female members but we recognise that we could develop ways of increasing female membership	Hold 'ladies day' sessions. Encourage females to join in the polo sessions. Support participation in the slalom sessions	All coaches and committee members	Club	Ongoing	n/a	Ongoing
Keep Documentation Current	Review as needed.	n/a	n/a	When required	n/a	Ongoing
Assist individuals	Help underprivileged and challenging individuals	Accessible sessions	n/a	When required	n/a	Ongoing
Long term plan for club.	Committee to look at where they would like to see the club in 3 years.	Long term development plan.	Club venues	Ongoing	n/a	Ongoing
Achieve Paddle-Ability Accreditation	Develop accessible sessions for disabled individuals. Increased outreach activity which has resulted in supporting a support group for young adults with autism	Long term development plan.	Club venues	Achieved	n/a	Ongoing
Ensure financial stability	Monitor income/Expenditure	Monitor numbers attending weekly sessions. Amend session fees as required. Less busy indoor summer sessions cancelled and sessions held outside instead		Ongoing - refer to ACM minutes		Ongoing
Ensure financial stability and allows replacement of kit when required	The committee are actively seeking additional funding	Continue to check funding opportunities		Ongoing		Ongoing
Continue investment in refurbishing the club house to ensure it's long term viability	Apply for funding. Ensure club finances can support maintenance	Continue to check funding opportunities. Budget realignment so that some finances are restricted to prioritise necessary refurbishment	Club venues	Ongoing	n/a	Ongoing

Activity/Programme/Sessions	How	Link to development plan
<i>How does the Club get new paddlers involved and help them improve? How does the club provide the opportunity for All (including young people and those with a disability) to obtain BC Performance awards? Is the Programme accessible for disabled people?</i>	Club Calendar, News Letter, posters, FB, Twitter	Calendar of events, Summer school Club to continue to promote sessions
<i>Dates for Go Canoeing Starter Sessions?</i>	Several dates last year registered on the Go Canoeing website	TBA Princes Quay - club will run sessions again in 2016 Programme and register 'Go Canoeing' starter sessions
<i>Dates for Paddlesport Challenge Events?</i>	Dates to be arranged	TBC IKR Club to schedule Level 1 Indoor Kayak Race Event - this has proved difficult as the costs of the pool sessions have risen considerably
<i>Dates for Paddle-Ability event or Competition</i>	Regular sessions throughout the year	Sessions run for special schools/Autism group and Diabetes support group Club to schedule Paddle-Ability event or competition
<i>Do any changes need to be made to role descriptions?</i>	Role Outlines	Reviewed April 2016 Review role descriptions annually
<i>Does the club need to revise the code of conducts? Does the club have a separate Code of practice for young people that have been drawn up in consultation with the young people involved in the club?</i>	Code of Conduct	Reviewed April 2016 Now on website Reviewed Ensure codes of conduct are reviewed annually
<i>What does the club's induction programme look like? Signature boxes? Senior coach?, rules and regulations? Advantages of joining British Canoeing Membership?</i>	Induction Programme	Inducted by senior club members information posted in clubhouse and on website Ensure inductions continue to be available for new members
<i>What is the current state of coach and committee certification status?</i>	Workforce audit	Club has a good base of coaches in different disciplines, LCR is based at club. 1 potential Level 2, 2 Level 1 Maintain up to date records of workforce. The club has just started registering qualifications and certificates on the web site. This is ongoing, but will enable easy monitoring
Welfare		
<i>Is there plans for the Child Welfare Policy to be updated and available for all to see?</i>	SPC Policy	Reviewed April 16. One welfare officer completed up to date certification November 2015. New Welfare officer, voted in April 16, to complete course Club to ensure coaches and volunteers attend SPC workshop as necessary
<i>Copy of Foundation Paddle-Ability Module Certificate dated with three years? If only one rep nominated recommend a second.</i>	Disability Awareness Policy	Paddle-Ability Top Club Club to ensure that coaches and volunteers are up to date with best practice for disability awareness
<i>Does the club have risk assessments and normal operating procedures that are reviewed and updated annually?</i>	Club ops	Risk assessments all updated on rolling basis. Adhere to risk assessments and review annually
Knowing Your Club and Its Community		
<i>How does the club welcome new members?</i>	Welcome Pack	Induction process provided by senior club members to all new members. Continue current induction process
<i>Can the club report its recruitment and retention data including GC?</i>	Data	Club can provide data as required. Membership Secretary monitors Forward data to CE & GC as required
<i>How is the club representative of its wider community?</i>	Emails, bookings	Club has links with several other local voluntary organisations Develop further links with Schools other groups. Ongoing - links developed with additional groups
<i>How does the club discover what the membership wants to do? Does the club have appropriate pricing policy for young people?</i>	Emails, surveys, website, meetings	Emails, meetings and recently introduced suggestion box Club to continue to canvass the opinions of club members and act accordingly. Paddability Accreditation gained 215
<i>Is the club committed to making its facilities accessible? What are the Club's Current Access issues?</i>	Access Document	Access document completed The club to continue to ensure that club venues are as accessible as possible to all members
<i>What are the club's plans for building new and existing partnerships? What external funding have the club accessed in the last year? The Club has contact with at least one local disability Group/organisation?</i>	Contact with CSP, LA, work places, schools/colleges, universities, retailers, Disability Organisations etc	Hull Sports development, CAT Zero, good links with scouts, Autism and Diabetes support groups. The local Army cadet force has recently started weekly sessions on the outside pool. Club to maintain and develop links with external agencies
Management		
<i>Does the club have plans to revise its constitution?</i>	Constitution	Constitution checked at April AGM - revised April 2016 Follow club constitution and review annually

<i>What plans does the club have to ensure it offers opportunities for all?</i>	Equity Policy		Club surveys individuals on membership forms and acts as necessary. Equity is included in development plan	Continue to assist individuals and develop links with Special schools in local area
<i>How is the club's development plan working? Have they made Progress?</i>	3-5 yr development plan		Look to put 3 year development plan in place	Club to work through current 3 year development plan
Issues/Challenges? Support reqd?	3-5 yr development plan		Send sport England funding links and safeguarding info.	Club to ensure that volunteers update SPC courses as required and to look to access further funding
Are you Currently working with Disabled Paddlers?	3-5 yr development plan		Club works regularly with disabled paddlers and is keen to develop further participation in this area	Club to continue to provide and develop opportunities for disabled paddlers
Are you interested in becoming a Paddle-Ability Top Club? (if not one already)	3-5 yr development plan		Looking to achieve accreditation this year - achieved 2015	Club to achieve and maintain Paddle-Ability accreditation
Maintain financial stability	3-5 yr development plan		Costs have increased (pool fees, utilities, insurance etc)	Committee to monitor income/expenditure to ensure club viability