

KILBIRNIE COMMUNITY FOOTBALL CLUB

CLUB DEVELOPMENT PLAN

AUGUST 2008 – JUNE 2010

FILE HOLDER: Club Chairman
COPIES FOR: Management Committee
COMPLETED BY: Development Committee
RETAIN FOR: 2 Years

AREA OF WORK: COACHES

OBJECTIVE	TARGET	TIMESCALE	RESPONSIBILITY	KEY PERFORMANCE INDICATORS	COST
To monitor and develop all coaches connected with the club.	1. To maintain a database of all coaching staff connected with the club containing details of coaching qualifications, first aid qualifications and disclosure Scotland number.	To be updated each season.	Coach Coordinator	All coaches details input onto coach database.	£0
	2. To ensure any new coaches are disclosure Scotland checked and adhere to club child protection policy	Ongoing	Coach Coordinator / Child Protection Officer	All coaches disclosure checked	£0
	3. To ensure any new coaches achieve minimum coach education requirements as outlined by SYFA.	Ongoing	Coach Coordinator	All coaches achieve a minimum of level 1 SFA Coach Education Qualification.	£30 per course attendee
	4. To encourage all lead coaches to achieve Level 3 of SFA Coach Development Programme & Assistant coaches achieve Level 2	Ongoing	Coach Coordinator	All lead coaches achieve level 3 SFA Coach Education Qualification.	L2 - £45 L3 - £45
	5. To encourage at least one coach representing the club attends SFA Physical Preparation course each year.	Ongoing	Coach Coordinator	At least one coach attends SFA Physical Preparation course	£50
	6. To encourage any new coaches to attend SFA Goalkeeping Certificate.	Ongoing	Coach Coordinator	At least one coach attends SFA GK Certificate	£30 per course attendee £0
	7. To encourage all coaches to attend SFA In Service courses	Ongoing	Coach Coordinator	All club coaches attend at least 1 SFA In service day each year	
	8. To provide club in service to all coaches	Ongoing	Coach Coordinator	To offer two club inservice days per year	
	9. To liase with local SFA Development Officers	Ongoing	Coach Coordinator		

FILE HOLDER: Club Chairman
COPIES FOR: Management Committee
COMPLETED BY: Development Committee
RETAIN FOR: 2 Years

AREA OF WORK: VOLUNTEERS

OBJECTIVE	TARGET	TIMESCALE	RESPONSIBILITY	KEY PERFORMANCE INDICATORS	COST
To recruit and retain a staff of motivated volunteers who aim to support the function of the club in providing football participation opportunities to all club members.	1.To ensure each team has an appropriate number of volunteer helpers.	Ongoing	Volunteer Coordinator	All teams have two coaches, admin support and minimum of two parent helpers.	£0
	2.To ensure volunteers involved in coaching the team are appropriately qualified.	Ongoing	Volunteer Coordinator / Coach Coordinator	SFA Coach Qualifications as detailed within coaches section.	See above
	3.To ensure each team has a qualified first aider in attendance at each game.	Ongoing	Volunteer Coordinator / Coach Coordinator / Child Protection Officer	Minimum of 1 volunteer per team attends an appropriate first aid course	£30 per course attendee
	4.To actively recruit new volunteers to assist in club activities.	Ongoing	All		£0
	5.To ensure all volunteers connected to the club are supported in achieving their individual goals.	Ongoing	Volunteer Coordinator / Coach Coordinator	All volunteer training requirements are met	£?
	6.To ensure all volunteers are familiar with the club child protection policy.	Ongoing	Volunteer Coordinator / Child Protection Officer	All volunteers are issued with a copy of club child protection policy	£0

FILE HOLDER: Club Chairman
COPIES FOR: Management Committee
COMPLETED BY: Development Committee
RETAIN FOR: 2 Years

AREA OF WORK: PLAYERS (Children / Youth / Adult)

OBJECTIVE	TARGET	TIMESCALE	RESPONSIBILITY	KEY PERFORMANCE INDICATORS	COST
To ensure an appropriate player pathway and that all players connected to the club are provided with adequate training equipment and playing facilities	1. To encourage lifelong participation in the game by offering a pathway from Children's to Youth to Adult football.	Ongoing	Management Committee	New team launched each season at U8.	£ ?
	2. To offer players attached to the club adequate training and playing facilities	Ongoing	Management Committee Coach Coordinator	Liason with local pitch providers.	£ Facility Hire
	3. To ensure players participate in a minimum of one coaching session per week	Ongoing	All	All teams hold minimum of one coaching session per week	£ Facility Hire
	4. To ensure the welfare of all players at all times	Ongoing	Management Committee Team coaches		
	5. To ensure all teams are equipped with a minimum of 1 ball between 2, training bibs & markers	Ongoing		All teams have access to minimum equipment requirements	Max £100 per team
	6. To increase the number of girls playing regular organised football	Ongoing		Management Committee / Coach Coordinator	Girls Pathway U9 – U17 available

FILE HOLDER: Club Chairman
COPIES FOR: Management Committee
COMPLETED BY: Development Committee
RETAIN FOR: 2 Years

AREA OF WORK: PROMOTION / COMMUNICATIONS / FINANCE

OBJECTIVE	TARGET	TIMESCALE	RESPONSIBILITY	KEY PERFORMANCE INDICATORS	COST
That an appropriate publicity, marketing and fundraising campaign is in place to ensure club achieves maximum exposure and support within the local community	1. Liase with local press to promote and report on club activities	Ongoing	Publicity Officer	Regular content within local press sports pages	£0
	2. Link with local schools to promote club activities and recruit new players/volunteers	Ongoing	Management committee	Have a strong relationship with all schools in the community	£0
	3. To regularly update club website	Ongoing	Management committee		£0
	4. Liason with local SFA Development Officer	Ongoing	Coach Coordinator	Quarterly meeting to discuss club action plan	£0
	5. To manage and be accountable for player participation fees	Ongoing	Team coaches / Treasurer		£0
	6. Organise 2 major fundraising events per year	Ongoing	Fundraising committee	2 events per year – Target = £2000 Xmas dance – Summer Fun day	
	7. To arrange bi-monthly meeting ensuring all member teams are kept up to date with latest developments	Ongoing	Management committee	All teams attend bi-monthly meeting	£0
	8. To make Grant Applications relevant to club priorities	Ongoing	Management committee		

FILE HOLDER: Club Chairman
COPIES FOR: Management Committee
COMPLETED BY: Development Committee
RETAIN FOR: 2 Years

AREA OF WORK: FACILITIES

OBJECTIVE	TARGET	TIMESCALE	RESPONSIBILITY	KEY PERFORMANCE INDICATORS	STATUS
To maintain / improve club access to facilities within the local community	1. To continue to liase regularly with NAL / NAC	Ongoing	Management Committee	2 meetings per year	Currently out of use due to recent drainage works by NAC
	2. To investigate potential of additional changing for Girls @ Valefield	Ongoing	Management Committee	Additional changing provided	
	3. To investigate potential of facility development with Garnock Rugby Club	June 09	Management Committee	Initial meeting	
	4. To develop public park facility in particular for Girls & Veterans Section Summer provision	June 09	Management Committee	Public park facility fully operational	

FILE HOLDER: Club Chairman
COPIES FOR: Management Committee
COMPLETED BY: Development Committee
RETAIN FOR: 2 Years

AREA OF WORK: FACILITY ISSUES – APRIL 2009

ISSUE	PROGRESS TO DATE	RESOLUTION	RESPONSIBILITY	TIMESCALE
<p>1. Drainage at Valefield in particular 3 x 11 A-Side pitches. No games played in 2009</p> <p>2. Public Park site. Following drainage works at Care Home by NAC pitch now unplayable</p>	<p>Letters and meetings with Katy Clark & Kenny Gibson. Letter to Frank Keddilty @ KA Leisure Meeting arranged with NAC Grounds Maintenance / Education Dept</p> <p>Contacted Barry Fulton @ KA Leisure Contacted Tech Services</p>			

FILE HOLDER: Club Chairman
COPIES FOR: Management Committee
COMPLETED BY: Development Committee
RETAIN FOR: 2 Years

AREA OF WORK: SUPPORT MECHANISMS

OBJECTIVE	TARGET	TIMESCALE	RESPONSIBILITY	KEY PERFORMANCE INDICATORS	COST
To ensure the appropriate support is provided to assist club in achieving objectives as outlined within plan	1. To provide effective admin support to club management committee	Ongoing	Secretary	All Correspondence Minutes of meetings	Stamps/Stationary
	2. To ensure Community Club funds are managed effectively	Ongoing	Treasurer	Monthly account Annual accounts Grant end of year reports	£0
	3. To ensure all Community Club strips are accounted for and cared for.	Ongoing	Kit Manager	All Community Strips	£0
	4. To ensure all coaches / volunteers who will use portable goals have completed the necessary training.	Ongoing	Management Committee	All coaches/ volunteers trained on use	£0

FILE HOLDER: Club Chairman
COPIES FOR: Management Committee
COMPLETED BY: Development Committee
RETAIN FOR: 2 Years