**OLHC ACTION PLAN**

NB: See Supplemental list attached.

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| **Objective** | **Actions** | **Resources** | **Lead / Supported by** | **Timescale / Deadline** | **Progress** |
| **Club Management and Governance** | | | | | |
| 1. Incorporate. | Set up Old Loughtonians Hockey Club Limited | Pro bono advice from Taylor Wessing LLP | Peter Kempe | Completed | Completed |
| 1. Transfer assets and activities to company | Prepare all necessary transfers, assignments and novation documentation. Get tax advice. Obtain necessary consents. Get AGM approval. Complete transfer. Start trading as company. | Pro bono advice from Taylor Wessing LLP. | Peter Kempe supported by Janet Benton | 1 May 2017. | Completed. |
| 1. Adopt new articles of association as constitution | Draft and agree articles. |  | Peter Kempe/Elena Kaltsas | November 2016. | Completed. |
| 1. Amend articles to change Mancom membership to reflect current requirements | Revise and circulate draft articles for approval at AGM |  | Peter Kempe / Chairman |  |  |
| 1. Appoint General Manager | Review role and agree job description |  | Chairman / John Reynolds / Jane Blake | TBC | Meetings held. Further consultation required. |
| 1. Appoint Bookkeeper | Review role and agree job description | Haslers | Chairman / Cindy Falconer / John Wright | January / February 2021 | Meetings to be held. |
| 1. Establish subsidiary company. | Old Loughtonians Services Limited incorporated – consider and comply with CASC requirements. |  | Chairman / Peter Kempe | April 2021 |  |

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| **Objective** | **Actions** | **Resources** | **Lead / Supported by** | **Timescale / Deadline** | **Progress** |
| **Welfare – Safeguarding/Equity/Grievance** | | | | | |
| 1. All coaches and managers to sign and return “Role acceptance form. | Circulate form to volunteers | Office | Cindy Falconer  General Manager | In each season by 30 September | Most completed |
| 1. Complete all DBS checks | Agree list of those needing approval. Obtain all necessary documents and submit. | Volunteer | Cindy Falconer  General Manager | Annually at the beginning of each season and check throughout season | Most completed |
| 1. Analyse safeguarding training requirements | Agree who needs further training | Volunteer | Cindy Falconer  General Manager | Ongoing | Ongoing |
| 1. Review safeguarding policy annually | Review policy | Committee | Management Committee / Cindy Falconer | Annually | Annually |
| 1. Reappoint Discipline officer | AGM confirmation | AGM |  | Annually | TBC |
| 1. Equality Diversity Inclusion and Belonging | EDIB Group established, to report to Mancom |  | Simon Beckley | Ongoing | TBC |

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| **Objective** | **Actions** | **Resources** | **Lead / Supported by** | **Timescale / Deadline** | **Progress** |
| **Workforce – Coaches/Officials/Volunteers** | | | | | |
| 1. Agree and elect captains for each season | Obtain nominations | Members | Hon Sec | AGM | Annually. Done. |
| 1. Appoint coaches and managers for all teams | Hire paid coaches and obtain volunteers for unpaid roles | Coaches, General Manager and members | General Manager / Chairman / Coaches | Annually and ongoing |  |
| 1. All paid coaches: terms to be agreed and contracts prepared and signed | Review terms and prepare contracts |  | Chairman / Nigel Cresswell / General Manager | Annually before each season |  |
| 1. Management committee | Elect committee | Members | Chairman | Annually at AGM |  |
| 1. Appoint other officials for key roles | Find and appoint volunteers | Management committee and members | Chairman and Mancom Members | Annually |  |
| 1. Monitor employed staff | Meetings, supervision and update reports | Mancom | Chairman and Mancom Members | Ongoing | Ongoing |
| 1. Training | Train all volunteers on club policies, use of website and requirements of role | Management committee |  | Ongoing | Each season |

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| **Objective** | **Actions** | **Resources** | **Lead / Supported by** | **Timescale / Deadline** | **Progress** |
| **Participant Pathways – Competition & Training** | | | | | |
| 1. Agree which competitions to enter | Consider available options and register teams |  | Captains and Managers Group (see below) | Pre season |  |
| 1. Agree training schedule for all teams | Discuss best arrangements and book times and notify members | Team captains and managers | Coaching Group | Pre-Season and ongoing |  |
| 1. Review Indoor teams | Review timing of competitions and training opportunities | Captains and managers | Coaching Group | Pre-season | To be agreed. |
| 1. Increase Back to Hockey | Continue Back to Hockey initiative and community initiatives | Club | Simon Beckley/John Wright | Pre Season and Christmas | Ongoing |
| 1. Talent Centres / Talent Academies | Prepare for England Hockey introduction of Centres and Academies |  | Chairman / Peter Kempe / Coaching Group | Early / mid 2021 |  |
| **Marketing and Member Recruitment** | | | | | |
| 1. Review membership statistics | Analise figures | Website | Membership Secretary | December / January | Ongoing |
| 1. Recommend membership structures for new season | Prepare report and recommendations to members |  | Membership Secretary |  | Pre-season |
| 1. Speak to members to ensure members are happy and want to play. | Keep in touch with members and be proactive in providing information , incentives to introduce friends, other specific benefits. |  | Membership Secretary | Ongoing |  |
| 1. Encourage local membership |  |  |  | Pre season |  |
| 1. Concentrate on recruiting from university | Research returning members and friends. Personal contact. | Data base and personal knowledge |  | Ongoing | Ongoing |

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| **Member Satisfaction – The other things that make for an enjoyable experience** | | | | | |
| 1. Appoint social secretaries | Ask for volunteers | Membership |  | 1 September |  |
| 1. Agree events schedule | Consider events | Social secretaries |  | Ongoing |  |
| 1. Survey | Circulate survey and analyse results and give feedback to members |  |  |  |  |
| 1. Instil ethos of member ownership and participation | Agree and circulate development plan and explain it to members |  | Management committee |  |  |
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| **Objective** | **Actions** | **Resources** | **Lead / Supported by** | **Timescale / Deadline** | **Progress** |
| **Facilities** | | | | | |
| 1. Continue at Luxborough Lane |  |  |  |  |  |
| 1. Maintain and improve pitches and grounds | Daily maintenance and established plan for long term maintenance and replacement | Groundsman General Manager | John Reynolds / Simon Beckley / Jamie Oxley | Five year plan | Five year plan |
| 1. Club refurbishment | Design and complete including arrangements for nursery. Funding and Gift Aid. |  | John Reynolds / Simon Beckley / Chairman | September 2021 |  |
| 1. Hire pitches and hall to raise funds | Continue to advertise use of facilities | General Manager |  | Ongoing | Ongoing |
| 1. Review Club tenancies and letting arrangements |  |  |  | Ongoing | Ongoing |

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| **Objective** | **Actions** | **Resources** | **Lead / Supported by** | **Timescale / Deadline** | **Progress** |
| **Finance and Fundraising** | | | | | |
| 1. Agree budget for new financial year | Prepare draft budget for approval | Figures |  |  |  |
| 1. Monitor fee income and expenditure | Management accounts |  | Chairman / General Manager / Bookkeeper | Ongoing |  |
| 1. Introduce new membership registration and payment system | Set up website to facilitate new system, Brief members. Chase members to register and pay. | Clubbuzz | Membership Secretary / Mancom / General Manager |  | Annually |
| 1. Fundraising | Find volunteers for fundraising committee for  Club refurbishment  Replacement Pitches and Lights. CASC requirements. | Membership | Chairman / John Reynolds / Peter Kempe / Graham O’Malley / Jamie Oxley |  | Pitches and Lights  5 years |
| 1. Grant Funding |  |  |  |  |  |

Notes

1. Coaching Group [                                ].

2. Captains and Managers Group [                                ].