**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 FalconerGeneral 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 FalconerGeneral 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 FalconerGeneral 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
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| 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 forClub refurbishmentReplacement Pitches and Lights. CASC requirements. | Membership | Chairman / John Reynolds / Peter Kempe / Graham O’Malley / Jamie Oxley |  | Pitches and Lights 5 years |
| 1. Grant Funding
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Notes

1. Coaching Group [                                ].

2. Captains and Managers Group [                                ].