

## **DEVELOPMENT PLAN**

The purpose of this document is to be used as a guide only, to enable the club to develop a sustainable future. Not all topics listed below will be relevant to the recovery of the club.

### **KEY OBJECTIVES**

To produce a family friendly atmosphere in which people cannot only play rugby but are able to relax and feel watching rugby is a social event for all members of the community.

To foster and further develop relationships within the local community and other sporting organisations that will ensure the future and continued growth of the club.

To identify and support approaches for ensuring that the benefits of the club are equally accessible to all people with the ability and desire to progress in sport, targeting all members of society including those living in a designated priority or disadvantaged areas

The club should pledge that it is committed to providing inclusion for all within rugby, both on and off the pitch.

Which means that we must endeavour to recruit players and volunteers from all ages, gender, sexuality, beliefs and backgrounds.

The club should expect the need to recruit a younger and or more diverse range of society, but there are several issues which contribute to making this challenging.

- Location.
- The demographics of the population structure.
- Work – Life balance.
- Family commitments.
- Those willing to volunteer are typically people which are retired.

To develop the general club management as outlined below.

To further develop the management, coaching and playing qualities of the playing sections within the Club.

### **To maintain RFU Club Accreditation**

When available.

## **CLUB MANAGEMENT**

### **Finance**

- Strengths and Weakness
- Assets
- Lack of Financial Planning
- Cash flow
- Profitability

### **Banking**

- To continue to monitor all bank accounts, to achieve the best financial results for Your Club
- To close any disused bank accounts linked to Your Club
- To centralise the control of all bank accounts with the Directors/Management Committee
- To set up payment of Membership Fees by Direct Debit (i.e., monthly, or yearly)

## **Membership**

- To review the cost of membership on an annual basis
- To carry out a review of the membership structure

## **Club Records**

- To upgrade the records held on Accountancy Software – Members – Suppliers – etc
- Submit Club Accounts to the D&WRFU as per RFU Regulation 5 on time.  
The Deadline for submission is the 31<sup>st</sup> of December.
- To maintain and update any records held in accordance with the General Data Protection Regulation Act.
- To maintain and update the RFU Game Management System (GMS).
- To maintain and update the RFU Safeguarding Audit, as required and on time.
- To report any Discipline issues to the D&WRFU Discipline Secretary as per RFU Regulation 19.
- To submit Tour requests in a timely manner.

## **Trade Accounts** (Subject to requirements)

- To reduce the overall running cost of the Club, by achieving and maintaining the purchase of goods and services at the best prices available.
- To eliminate waste (i.e., Services etc).
- To pay accounts by Direct Debit (i.e., Services etc).
- To maximize credit terms offered.
- Review VAT

If registered.

## **ADMINISTRATION AND LEGAL**

### **Overall Club Management**

- The formation of a Limited Company/CASC/ Co-operative and Community Benefit Society, this will help protect the committee members or/and the membership relating to any claim that may arise for damages against the club.
- Business Plan
- Insurance
- Taxation
- Improve the standard of the club – match – tour management

### **Health and Safety**

- To meet all current regulations
- Regularly review your Health and Safety plan
- Complete all Risk Assessments needed

### **Employment Requirements**

- To meet all current regulations relating to volunteers

### **Volunteer Recruitment Plan**

- The need to develop a plan to actively attract new volunteers into the club from all areas of the local community.

## **Succession Plan**

- Within each club committee, each committee position has a job description that includes a responsibility to identify a replacement and complete a suitable handover with that person to ensure management continuity of that committee position.

## **FACILITIES AND EQUIPMENT**

### **Facilities**

- Facilities and Maintenance Plan
- Planned Maintenance
- To manage to usage of all playing areas to prevents overuse
- To improve the standard of all playing areas
- Referees training
- Coaching staff training
- Pitches to be fenced off to the minimum standard

## **PROMOTIONS AND PUBLICITY**

### **Support to Other Origination**

- To develop a stronger relationship with both the Rugby Football Union and Dorset & Wilts Rugby Football Union
- Improve communications regarding match results
- Work with other sports in the area

### **Web Site & Social Media**

- To continually review and improve the Club's Website and Social Media

### **Press Coverage**

- To improve the coverage of club events with the local media (Radio – Printed – TV)
- Improve March Reports

### **Better Communications with the Membership**

- To continue to develop communications with the Membership via Social Networking
- Photo Boards, so members know who the Directors/Committee Members/Officers of the club
- E-Newsletter
- Better communication with other clubs (re: fixtures/cancellations/etc)

### **Better Communications with the Club Sponsors**

- To develop communications with the Club Sponsors – Sponsors Lunches
- Links to and from the club's Website and Social Media
- Social Events – Corporate Events