

**West Pennine Windsurfing Club - Development Plan**

Updated: 20th January 2021

John Lymer

\* Actions which don't involve notable new or extra effort/action have been greyed out so that greatest focus falls on rows with a white background. All items should be looked at though.

Overall Objective of the Club: *To be a friendly, thriving club with windsurfing at its heart and with stable or growing membership providing income to cover or exceed expenditure*

Core Elements	Objectives	Actions	Priorities	Extra/new action required	Lead Person	Timescales (to be updated during/after committee mtg.)
<b>Resources</b>						
Club funds	Sufficient reserves to cover possible major expense	Ensure reserve funds > 1 to 2 years expenditure	ongoing	no	Mike	ongoing
Rescue boat	Club always has a fully operating safety boat	Ensure sufficient funds for future replacement/major refurbishment	ongoing	no	Mike	ongoing
Club windsurfing kit	Club kit is serviceable	Ensure funds for replacements/repairs if required	ongoing	no	Mike	ongoing
Wetsuits & buoyancy aids	Sufficient kit to make taster sessions/coaching feasible	Will members/HOLWAC loan/donate wetsuits/buoyancy aids for taster sessions?	medium	yes	Committee/DMA	Spring 2021
<b>Facilities</b>						
Reservoir	Area & depth of water for relevant watersports	Replace ground tackle for buoys & buy 2 more	seasonal	yes	Dave Martin	Jul-21
	Wind is not unduly obstructed	Manage trees (ideally > 5 or 10m from North shore) incl. path to bird hide	medium	no	UU?	2022 onwards
	Easy access & egress for safety boat	Maintain slipway	high	no	Andy/DMA/Jason	quarterly
Clubhouse	Weatherproof, comfortable building which is nice to use	Dialogue with UU about responsibilities & renew lease	medium	no	Lease Sub-Cttee	Summer 21
		Redecorating - painting walls & doors (clubroom & foyer)	medium	yes	DMA/Jason ...	Autumn 21
		Provide 2 sofas (JL) and create a comfortable 'dry space' in the window alcove	high	yes	DM/AP/JL ....	March 21 onwards
	Adequate heating of space & water	Maintain plumbing	high	no	Dave Martin	May-21
	Adequate heating & gas safety	Maintain boiler	high	no	UU	May-21
	Heating	Long term aspiration - replace boiler eg air source heat pump	low	yes	UU?	2022 onwards
	Electrical safety	Checks & certification	high	yes	Qualified member?	Summer 21
	Fire safety	Replace emergency lighting & install mains powered smoke detectors	high	yes	UU or Andy/DMA/JW ...?	Apr - Jul 21
		Replace extinguishers, signage, conduct checks & get certification	high	yes	Jason	Mar - July 21
	Security	CCTV cameras inside clubhouse to trigger an alarm & notifications at night	medium	yes	Andy & Dean	Jul-21
	Legionella risks are minimised	Monitor water temperature & manually flush system (remotely at later date?)	high	yes	DMA/Mike/Andy/other	March 21 onwards
	Reliable supply of water to clubhouse	UU will provide mains water supply	low	yes	N/A	2022
Indoor & outdoor facilities are fit for purpose	Programme of working parties inc BBQ when suitable	medium	no	Andy/DMA/Jason	Apr-21	
	Ad hoc maintenance by a pool of volunteers (could introduce roles too)	high	yes	DMA/DMA/Andy/Jason	Apr-21	
Car park	Good hardstanding area	Remove vegetation, add & level more graded stone fill	low	yes	UU	22 or later
Club kit - boards, rigs, SUP	Kit available for beginners & intermediates	Storage improved; update lists of kit; label sails - luff & boom length	medium	yes	Dave Martin/John	Jun-21
	Kit availability draws in day sailors/new members	Explain this when fielding enquiries ; review website	medium	yes	DK/JL/DM/MS	Jun-21
	Kit available if members breaks/forgets own	Sufficient available kit - repair/replace as necessary	low	no	Dave Martin/John	regular maintenance
	SUP available for light wind days & to promote interest	Introduce booking system for our one SUP if it becomes popular	low	yes	Dave Martin/John	Summer 21 or later
Rescue boat	Boat available for rescues, safety cover & races	More regular checks with usage & faults recorded on whiteboard	high	yes	DMA/Andy/Jason	Apr-21
		Annual refresher session for all boat operators	medium	yes	Dave Martin	May & July
Defibrillator	Lifesaving	Replace device stolen October 2020	high	yes	Dean	Complete
Board storage	1 - 2 slots available for each interested member	Currently OK - manage usage & dispose of unclaimed kit (approx 3 slots)	ongoing	no	John	Jun-21
Website	Promote club activities to members & others	Regular content inc contact info & photos	high	no	John	ongoing
Webcam & Anemometer	Provide useful info for anyone planning to visit	Maintain existing equipment	high	no	Andy	ongoing
<b>Activities</b>						
Coaching	Enable (near) beginners to improve & be safe & confident	Defer until 2022 due to Covid and our other priorities	low	no	Dave Martin	2022
		Arrange a Friends & Family Day (members invite & support)	medium	yes	Committee	Jul-21
	Junior coaching	Refer beginners to HOLWAC (safeguarding & instructor difficulties for WPWC)	low	no	Dave Martin	Spring 21
	Seek potential new members from ex-military	Support Moving Forces group with windsurfing taster sessions (or SUP)	low	yes	various	2022
	Seek potential new members from Park Runners	Support Park Runners with windsurfing taster sessions (or SUP)	low	yes	various	2022
Racing	Host NWWA event at least annually	Rota of sufficient boat operators/race marshalls	medium	no	Dave Martin	Apr-21
Demo Days	Host at least one demo day per year	Set with Robin Hood & publicise - website & email	high	no	John/DMA/other	May 21 for Summer event
Canoe/Kayak/SUP/Wing Foil	Encourage more diverse mix of watersports	Invite participants to bring visitors & arrange small events	medium	yes	Committee	visitors Summer 21/events 22
		Revise website/other comms to welcome more sports	high	yes	John	after AGM

		Add tick box to membership form for primary sport - windsurf, SUP ....	high	yes	John	Complete
Increase off-water/light wind activities by members	Increase member visits through mountain biking	Mountain bike route maps readily available	low	yes	John	Apr-21
		Take mtn bike leader level course/arrange monthly rides in Summer	low	yes	John	May 21/June 21 if Covid permits
Social Events	Create a buzz & sense of belonging/desire to get involved - best to appoint one person to lead each specific event (doesn't have to be a committee member)	Arrange a Summer barbecue with 1 - 2 weeks notice	medium	yes	Andy?	June/July 21
		June/July Club Night, including SUP	high	no	DMa/JL/DK/DMo	June 21
		Camping weekend(s) with BBQ & on water activities	high	no	???	Summer 21
		Master blaster/beat the stig race/video sessions at 0 to 3 days notice	high	yes	All	June 21 onwards
		Arrange annual weekend at Anglesey's Inland Sea	high	no	John	set date in May to go Sept
		Away sailing trips - Fleetwood, West Kirby, abroad	medium	no	various	regularly after Covid
<b>Volunteers</b>						
All volunteers	Raise awareness of need for volunteers & to refresh skills	Present Devel Plan at AGM & add tick boxes for roles to membership form	high	yes	John	March 21
Committee	Ensure sufficient willing & capable committee members	Personally approach likely candidates - more likely to recruit	medium	yes	Committee	Jan - Feb 21
Boat Operators	Ensure sufficient trained, willing & capable operators	Provide a checklist. Offer to part fund training; hold regular refreshers (single lead?)	high	yes	DMa/DB/AP/MS/JY	Mar-21
Race Marshalls	Ensure sufficient willing & capable helpers	Notify boat operators in advance of programmed events - rota	medium	no	Dave Martin	May/June 21
Instructors	Ensure sufficient trained & experienced instructors	Offer to part fund training; approach likely candidates & those qualified	medium	yes	Dave Martin	May-21
First Aiders	Ensure sufficient trained volunteers	Arrange training on 3 year cycle & update 1st aider list on noticeboard	2022?	no	Welfare Officer?	list March 21/training 23
Photography & video	Ensure regular photos/video for website (or facebook)	John to provide & seek input from others	high	no	John	ongoing/ video March 21
Maintenance	Ensure sufficient willing volunteers	Identify tasks, could establish specific roles, direct small groups, thank people personally, include BBQ when suitable; ensure materials available	medium	yes	DMa/DMo/Andy/Jason	May 21 onwards
Technical	Seek input from appropriately skilled members	Ask members face to face to help with wiring, plumbing, programming ....	medium	no	Dave Martin/Andy ...	Autumn 21
Catering	Provide food & drink regularly or for events	Volunteer to make drinks & simple food some (event) weekends	low	yes	Committee	No regular catering planned
<b>Governance</b>						
Committee	Ensure club is sustainable & acts in members' best interests	Regular committee meetings; auditable accounts; secure membership record; regular review of activities & opportunities	high	yes	Committee	ongoing
Sub-Committees	Covid-19 - health & safety of members/all visitors	Manage numbers on site & maintain safety protocols	high	no	Committee	ongoing
	Lease - ensure club is well prepared prior to negotiations	Set out club's aims, suggest content & gather supporting data	medium	yes	Committee	Summer 21
Revenue	Manage payments/subscriptions with minimum admin	Investigate use of web-based payment system for membership (or credit card)	medium	yes	Mike & Darren	go live January 2022
Rules & Procedures	Summary of what members need to know	Produce a Member's Handbook & update webpages	low	yes	John/Mike/other?	November 21?
Child Protection	Ensure safety of children & vulnerable adults	Annually appoint a Welfare Officer (committee member/other) - qualification?	high	yes	Committee	March 21
Fire Safety	Minimise risk from fire & provide appropriate protection	Annually appoint a Fire Warden (committee member/other) - qualification?	high	yes	Committee	March 21
Emergency Procedures	Risks are identified & appropriately mitigated	Review available Risk Assessments, update & carry out any actions	high	yes	Committee	July 21?
Trustees	Ensure sufficient Trustees to dissolve Club if needed	Contact Trustees every 3 years & find replacements when needed	low	yes	Committee/DMa/John	2022?
Affiliated Model Yacht Club	Promote remote controlled model yacht activities	Organise regular model yacht activities	low	no	David Stewart	ongoing
Canoe/Kayak/SUP/Wing Foil	Promote a diverse mix of watersports/more participants	Encourage members to set up affiliated clubs as numbers grow	low	yes	Committee	long term potential aim
Communications	Inform/engage members & appeal to external audience to grow membership	Produce a Comms Plan to set out aims, actions and priorities while making best use of appropriate comms channels	high	yes	John	January 21
		Regular website content promoting club activities/events	high	no	John/Dean	ongoing
		Resolve whether it will be possible to link our Shoutbox to WhatsApp	high	yes	Dean	Agreed not to pursue WhatsApp
		Make greater use of Facebook & video, with links back to our website	high	yes	John/Darren/other	Summer 21
		Encourage members to upload videos & consider a YouTube Channel	high	yes	Committee	Summer 21
		List local organisations from which we might recruit new members eg. Moving Forces, Park Run, Wardle Trust, Scouts ...	high	yes	John/Dean	Summer 21
		Contact Moving Forces group with offer of Summer windsurfing tasters	medium	yes	John/Dave Ma/Pete G	2022
		Offer taster sessions to Park Runners	low	yes	Eve?	2022
		Contact local Scout group to explore links & enquire about their canoeing	medium	yes	???	Summer 21
		Target activities/membership at specific groups eg. families, juniors, women	low	yes	Committee	2022
		Regular contact with shops/HOLWAC/other to promote club	medium	yes	Dave Martin/other	ongoing
Approach universities/specific groups for young people	low	yes		put on hold		

RYA have a 'Club Development Tracker' spreadsheet which they can provide to us to modify and use if we want - it provides more detail for monitoring and reporting over time. Their spreadsheet has actions/projects, lead, priority, actions required, planned start, planned completion, on track Y/N, challenges, next review, completion date