

Club Development Plan

Step 1: Who is to be involved in the creation, implementation and completion of this Development Plan;

Role	Name	Responsible for
e.g. Project Sponsor		e.g. Overseeing the Project and assisting with important decisions
e.g. Delivery Manager		e.g. Keeping track of all targets, objectives, deadlines and responsibilities
e.g. Project Coordinator		e.g. Ensuring ongoing communications between the Project Team/Drivers and stepping in to assist with roles where necessary

Step 2: Where are we now?

Once you have set up your planning committee, the next stage is to identify where you currently are as a club.

Current Participant Offer: What sessions, courses or activities etc. do you offer for different types of participant?

Current number of weekly sessions: _____

Breakdown of weekly sessions

	Children (Under-16)	Adults - Men	Adults - Women
Beginner (White Belt to Yellow Belt with Green Stripe)			
Intermediate (Green Belt to Blue Belt with Red Stripe)			
Advanced (Red Belt to Black Belt)			
Recreational/Fitness only			
Other (specify type i.e. Mixed ability, age etc.)			

Disability Provision

Impairment	What opportunities does the club have for participation by people with this disability?	Are facilities suitable for people with this disability?	Do coaches have sufficient knowledge to work with people with this disability?
Blind or visual impairment			
Deaf or Hard of Hearing			
Learning disability or difficulty			
Mental health condition			
Autistic spectrum disorder			
Physical impairment			

Club Health

Membership

Age Group/Grades	Previous Season (2017-2018)	Left	Joined	Last Full Season	Current	On Waiting List	Predicted next year
TOTAL							

Workforce

Role/Level	No qualification	BT Level 2	2 nd Dan or above	Fitness/Coaching qualification(s)	Other	Total
Coaches						
Referees/Officials						
Team Managers						
Committee Members						
Other volunteers						
					Total	

Facilities

Facility Name	Facility Type	Usage	Day(s) Used	Hours Used	Cost	Notes

Finance

INCOME	Monthly	Annually
Membership Income		
Sponsorship		
Grant Income		
Other Income (e.g. Café)		
TOTAL		

EXPENDITURE (COSTS)	Monthly	Annually
Facility Hire		
Loans		
Other Costs e.g. Instructor fees		
TOTAL		

Note: If total costs are higher than total income, the club cannot be sustained & will have to make changes

CURRENT FUNDS

Assets	
Reserves	
Savings	
TOTAL	

(Note: This table provides an overview of club finance and is not a replacement for a proper balance sheet or statement of accounts)

Partnerships

Organisation	Relationship/Agreement	Formal Agreement?	Benefit to Club

SWOT Analysis

STRENGTHS	<ul style="list-style-type: none"> - e.g. Excellent working relationships with two local schools - e.g. Strong Club Committee - - - - -
WEAKNESSES/AREAS FOR DEVELOPMENT	<ul style="list-style-type: none"> - e.g. Only one club Instructor - e.g. Hall too small to allow more than 15 people per session - - - -
OPPORTUNITIES	<ul style="list-style-type: none"> - e.g. Three additional schools in the local area for potential partnerships - e.g. Ongoing support from Local Community Sports Partnership (CSP) - e.g. Larger facility has become available nearby for similar rent - - - -
THREATS	<ul style="list-style-type: none"> - e.g. Lease may not be renewed at current facility - e.g. Instructor no longer able to attend the club - e.g. Decreasing Membership figures - - - -

Step 3: Where do we want to be?

The Vision:

EXAMPLE: By December 2020 the ABC Taekwondo Club will have doubled its membership and will have two Instructors available for every session. This will be achieved through increasing the number and variety of sessions available in the club delivery programme and the recruitment/promotion of additional Instructors. The club will deliver at least one disability session per week by supporting Instructors through the relevant training and assisting them with their Continued Professional Development (CPD).

Step 4: How will we get there? Identifying our objectives

This stage focuses on how your club is going to achieve its vision and can be broken down into Objectives.

Vision: e.g. More than doubled its current membership

Objectives

- e.g. Add two new weekly sessions to the club activity programme by 1st January 2019
- e.g. Deliver Taekwondo taster sessions at two local schools

Vision: e.g. Two Instructors available for every session

Objectives

- e.g. Establish the British Taekwondo Member to Instructor pathway and communicate throughout the club by 30th November 2018
- e.g. Promote two Blackbelts to Instructor status by 31st January 2019
- e.g. Look up local and/or British Taekwondo coaching workshops for aspiring Instructors by 31st January 2019

Step 5: Writing your Club Development Action Plan

Action Plan – what are the actions you need to undertake to meet your objectives? Consider the areas below or others that are more relevant for your club.

Objective	Actions	Resources required to complete	Lead or Supported by	Timescale &/or Deadline	Progress
e.g. Promote two Blackbelts to Instructor status by 31 st January 2019	- Call a meeting with all Black Belt Members and explain the pathway to becoming a registered BT Club Instructor - Contact British Taekwondo to have Black Belt Members converted to Instructors	- List of all Black Belt Members - Time and space for group meeting	Lead Instructor & Club Administrator	Meeting to gather interest to be held by 31 st December 2018	Emailed all Black Belt Members to make them aware of the clubs plans to recruit new Instructors on 31 st October 2018

Progress/Outcome Key	RAG
Not started, no action required	
In progress and on track	
In progress, some action required	
Significant action required	
Completed	

If you require any assistance with club development or would like to discuss your club development plans in more detail, please contact the British taekwondo Development Officer, James Docherty at: james.docherty@britishtaekwondo.org or by calling: 01623 382 016