

Action Plan 2004

These are our action points as identified from our SWIM 21 audit	These are the steps that need to be taken to achieve the action points	These are the people who need to be involved to achieve the action points	This is how we will know if the action point has been achieved	This is a realistic time scale to complete all the steps and when the action point will be finished	This is an estimate of the resources needed to achieve the action point. This can be financial or human e.g. time
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WHAT Needs to be done	HOW Will it be done	WHO Is responsible	What are the TARGETS	WHEN Will it be achieved	What will it COST
Module 1: Swimmer Development REF: 5.20/21/22 Provision of land training. Equipment/ people available. Appropriate training course to be identified.	Land training is available to Wirral metro squad members. Training within the club is dependent on provision of an appropriate training course. Advice being sought from ASA/Active Sport	Head Coach Nic Winter	2 people trained	By December 2004	£250
Module 1: Swimmer Development REF: 7.15 Talent identification process.	Awards scheme in operation. Links to talent identification from centre swimming lessons under development. Direct liaison between Jo Gilbert and centre teachers.	Jo Gilbert	06/04 Review 2005 and annually thereafter.	06/04	2hrs/ week

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Module 1: Swimmer Development REF: 8.29 Swimmers logbooks	Coaches to agree introduction which will then be done through squad lead coaches. Implementation/ operation to be reviewed Feedback to be gathered from swimmers	Head Coach Nic Winter Sheila Blood Tom Ward Jan Stanley	Agreement of coaches 04/04. Implementation 06/04 Review 2005 and annually thereafter.	07/04	4 people
Module 1: Swimmer Development REF: 10.31-35 Access for disabled swimmers.	Disability "bridging" sessions to be set up. Share good practice outcomes – via County Partnership forum. Establish link with schools personnel technical training.	Keith Arnold	Start 01/04 Successful 3 month trial Jan – April. 3 swimmers jnow joined swimming clubs. 1 with Wirral Metro. Permanent session commenced May 04.	01/04 Review April 2004 and annually thereafter.	£200
Module 2: Teacher/ Coach Development REF: 8.48/ 49/ 80 Coaching exchanges	Seek to implement coaching exchanges. 4 Coaches working with Wirral Metro squads.	Peter Blood Nic Winter	Discuss at peninsular group of swimming Clubs 10/04 Implement 03/04	04/04	3 people

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Module 2: Teacher/ Coach Development REF: 9.42 Induction process	Review and formalise process	Peter Blood Nic Winter	Review 12/03 Document 03/04 Implement 04/04	04/04	2 people
Module 2: Teacher/ Coach Development REF: 12.53 Mentoring & appraisal process	Discuss, agree and implement process.	Nic Winter All coaches	Discuss 03/04 Agree process 06/04 Implement 07/04	07/04	All coaches
Module 3: Club Management REF: 1.54 Review constitution	Constitution to be reviewed and based on ASA model	Peter Blood BSC Committee	12/03 Completed	12/03	1 person + feedback from all
Module 3: Club Management REF: 2.56/74 Action plan	Produce action plan	Peter Blood BSC Committee	02/04 Completed	02/04	1 person
Module 3: Club Management REF: 8.40 All helpers registered with ASA database.	Review existing registrations and issue latest documentation to everyone.	Tom Ward Roy Smither	All forms issued 01/04. Registration completed 04/04 Completed	04/04	2 people

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Module 3: Club Management REF: 15.73/ 74 Job Descriptions	Job descriptions to be agreed and implemented.	Peter Blood Nic Winter All coaches	Drafts 10/03 Agreed 03/04 Implemented 04/04 Drafts agreed 03/04.	04/04	All
Module 4: Partnerships REF: 15.73/ 74 Links with disability group/organisation.	Provide opportunities for people with disabilities to access coaching appropriate to their needs. See also Module 1 REF: 10.31-35 Access for disabled swimmers.	Keith Arnold Nic Winter	03/04 Successful 3 month trial Jan – April. 3 swimmers jnow joined swimming clubs. 1 with Wirral Metro. Permanent session commenced May 04.	03/04	5 people