

THE CLUB PLANNING PROCESS



Club Planning Process

Club Planning Process: Step 1 to 11

1: Club contacts County Development Officer

2: County Dev. Officer sends Club the 'Club Planning Pack'

It includes:

- Roadmap of the process, timing etc. – outlines the process from start to finish
- Club Activity Checklist - a checklist of activities etc. that should be in place
- Data gathering sheet – for recording data of use in the planning process
- Club Plan Template – provides a plan outline and a list of actions i.e. a first draft
- Guide on how to set up the Club Planning workshop
- Guide on launching the plan
- Guide on setting up the Steering Committee + Focus Groups

3: County Development Officer appoints Facilitator

- Facilitator contacts the Club and arranges the first meeting
- Club puts the Steering Committee in place - see guidelines in the Club Plan Pack

4: Meeting 1: Facilitator meets Club Plan Steering Committee

- Discusses project plan and agrees launch date
- Discusses recruiting and role of Focus Groups
- Plans for the Club Workshop + fixes a date - see guidelines in the Club Plan Pack
- Plans for the launch - see guidelines in the Club Plan Pack
- Discusses completing the Activity Checklist and Data Gathering sheet - both are in the Club Plan Pack

5: Meeting 2: Club holds Planning Workshop

- Facilitator facilitates the workshop
- Makes sure in advance that Club has the correct set up in place - see guidelines in the Club Plan Pack
- Feedback taken in workbooks
- People volunteer for Focus Groups
- Workbooks with feedback given to chairperson of Focus Groups

6: Focus Groups work on developing their ideas further

- Focus Groups meet over the next two weeks using Focus Group guidelines relevant to their particular topic along with the feedback from the Club Planning Workshop.

7: Representative from County Coaching and Games Team meets with Coaching and Games Development Focus Group

- Meets with Focus Group to discuss and advise the Club on all aspects of Games Development in the Club

8: Meeting 3: Facilitator meets with Focus Groups and Steering Committee

- Meet with Focus Groups and Steering Committee to finalise plan
- All Focus Groups provide completed guideline document to Club Plan Steering Committee

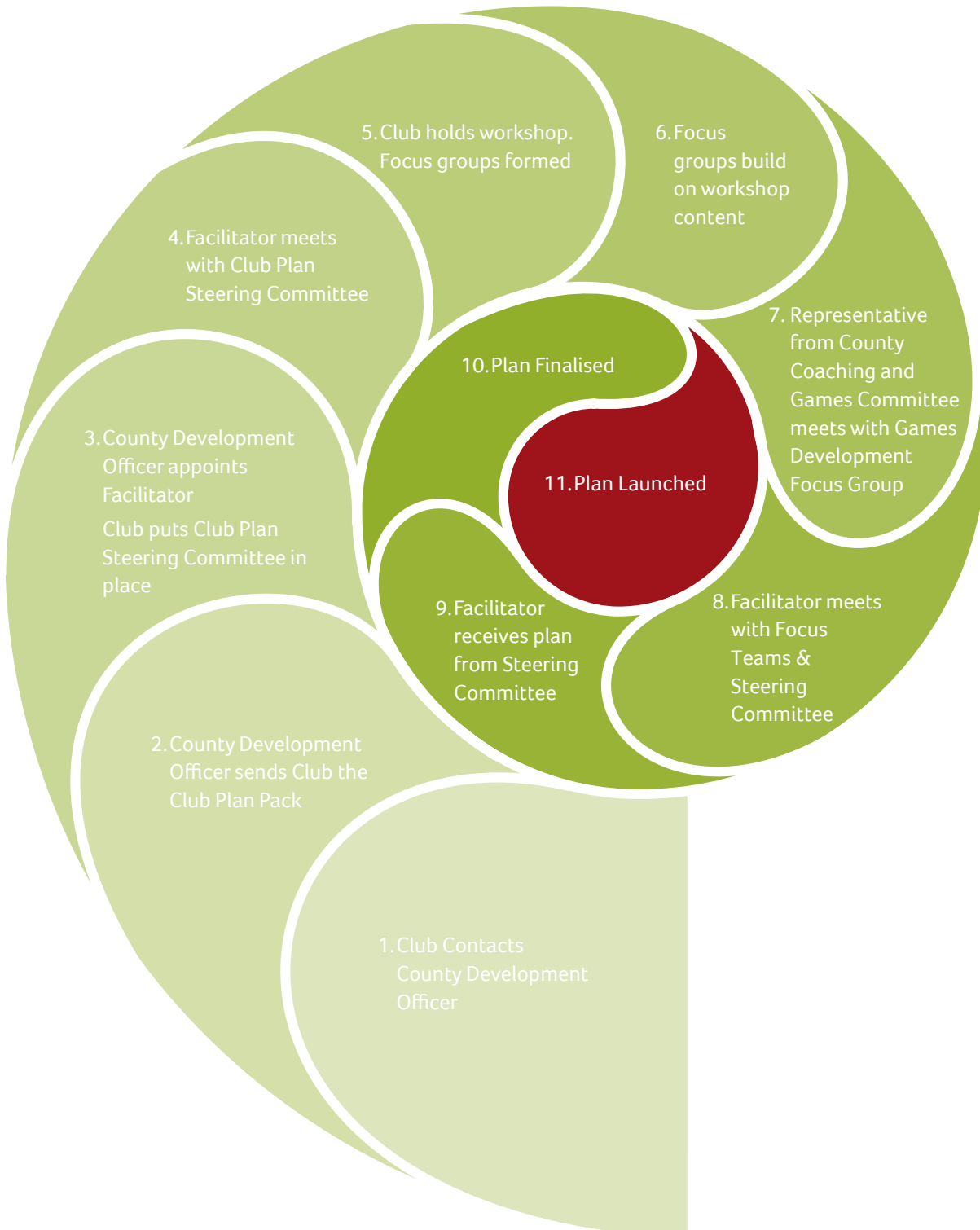
9: Club Plan Steering Committee finalises draft plan and emails to Facilitator

- Club Plan Steering Committee builds on recommendations of Focus Groups
- Uses Club Activity Checklist and any other relevant documentation

10: Plan finalised by Steering Committee

11: Plan launched

Steps 1-11 in Graphic Form



Road map for all of the Stakeholders

Note: CDO = County Development Officer

Note: This timetable is a guide. The process may take longer, but ideally should not go on for longer than 12 weeks.

Role	Week 1	Week 2	Week 3	Week 4	Weeks 5 & 6	Week 7	Weeks 8 & 9	Weeks 10-12
Facilitator	Facilitator Appointed	Facilitator Meets with Steering Committee		Workshop			Facilitator meets with Club Plan Steering Committee and Focus Groups	Plan forwarded to CDO & Facilitator
Club Plan Steering Committee	Club Plan Steering Committee put in place. Initial meeting set up with Facilitator	Facilitator meets with Club Plan Steering Committee Commence Data Gathering	Data Gathering	Workshop			Focus Groups present to Club Plan Steering Committee and Facilitator	Plan Steering Committee finalise plan and present plan to Executive
Focus Groups		People from Club Plan Steering Committee appointed as chairman of Focus Groups		People volunteer for Focus Group at Workshop	Focus Groups work on developing their area	Coaching and Games Development Focus Group meet with Representative from County Coaching and Games Committee	Focus Groups present to Club Plan Steering Committee and facilitator	
Executive	Select the plan Steering Committee		Actively promote the workshop in the Community	Full attendance of Executive at workshop				Plan Steering Committee present plan to Executive for approval
Community			Promote the Workshop in the Community	Attend Workshop				

Club Plan Steering Committee and Focus Group Structure



Note:

- The Club Plan Steering Committee is formed after the Club has received the Club Planning Pack and before the first meeting with the facilitator. There are guidelines in the Club Planning Pack on how to set up this committee.
- The chairman of each Focus Group will be on the Steering Committee.
- The remaining members of the Focus Groups will volunteer on the night of the Club Planning workshop. The Club Plan Steering Committee can also appoint others to these groups, if necessary.
- While it is the Focus Groups that will meet and work on the detail of each section, it is the Club Plan Steering Committee that will finalise the plan.

