

Bedford and County A C

2023-24 Development Plan (v10)

Please note that this Development Plan is a work in progress and is updated on a regular basis.

Club ethos

Bedford and County AC's primary objective is to provide a welcoming, progressive, inclusive and competitive athletics club for Bedford and the surrounding area. We encourage our athletes to compete at their personal best. The club is run by volunteers who are its backbone. We are firmly committed to the continued development of our athletes, coaches and technical officials and for this to support the growth of our club.

Aims

1. Ensure that the club is run effectively and efficiently
2. Increase the number of qualified coaches, officials and volunteers by 25%
3. Provide a clear athlete pathway based on age and ability, and provide a coaching pathway which supports this
4. Provide all coaches, officials and volunteers with adequate coach education/ training and appropriate mentoring and development to satisfy the NGB codes of conduct and safety procedures
5. Improve communication and provide appropriate social activities for all members and parents to ensure the club is fully inclusive.

1. Governance: Articles of association and policies					
The following objectives have been met during 2022-23: • Club Articles of association have been reviewed and updated – changes to be adopted at 2024 AGM and registered with Companies House. • All Club policies are in place, on the website and regularly reviewed and updated by the Executive Committee as outlined in the timetable for review. • The following positions have been appointed – membership secretary (post to be permanently filled from 01/11/2023), social media coordinator and front-of-house welcomer. • Role descriptions are in place for club officers. • GDPR compliant achieved. • Risk register in place and regularly reviewed. • Club ethos written and adopted.					
Objectives	Actions	Person(s) responsible	Budget	Timescale / completion date	Implementation RAG rating
Achieve compliance with UKA and England Athletics (EA) requirements	Elect / appoint members to vacant post(s) – Officials Secretary	Exec Comm	N/A	Ongoing	Red

	Regularly review and update club policies and procedures as required	Exec Comm	N/A	Ongoing	Green
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2. Performance and Participation / Athlete Recruitment and Development

The following objectives have been met during 2022-23:

- Four new or returning coaches have been recruited.
- Successful recruitment of athletes of all ages and abilities.
- Regular coaches meeting are now being held.
- Coaching requirements regularly reviewed.
- Event management in place and range of technical support for home matches in place.

Objectives	Actions	Person(s) responsible	Budget	Timescale / completion date	Implementation RAG rating
Increase Club membership to 400 plus and have in place appropriately qualified coaches to meet the needs of our athletes	Recruit, develop and succession plan for coach vacancies including Beagles in line with athlete recruitment	Exec Comm	N/A	Ongoing	Green
	Recruit and develop a full range of: • track and field • road and cross-country athletes from age 9 years and upwards • pay particular attention to young athlete and multi-event recruitment, including coaching requirements	Exec Comm	N/A	Ongoing	Green

	Continue to review our coaching structure and needs	Exec Comm	N/A	Ongoing	Green
	Recruit athletes from 7 years upwards to Beagles Community Athletics	Exec Comm	N/A	Ongoing	Green
	Continue to review our coaching structure and needs	Exec Comm		Ongoing	Green
	Implement club induction sessions	PB, BT	N/A	Currently being addressed through Welcomer's Role – issuing codes of conduct and welcome pack to new starters	Amber

3. Volunteer recruitment, development and retention

The following objectives have been met during 2022-23:

- Role descriptions for all club officers in place and regularly reviewed.
- Recruitment sessions for parents held.
- Incentive scheme for officials implemented.

Objectives	Actions	Person(s) responsible	Budget	Timescale / completion date	Implementation RAG rating
Ensure the club has sufficiently and appropriately trained volunteers to support club activities	Recruit and develop members, parents and others to fill all roles and positions within the club as required	PB/BT/ Exec Comm	N/A	Ongoing	Green
	Hold recruitment sessions for members and parents	BT/PB	N/A	Ongoing	Amber

4. Communication - website, social media and social activity

The following objectives have been met during 2022-23:

- Website regularly updated.
- Regular Quarterly Newsletter published for members.
- Social media coordinator appointed, regular posts on Instagram and Facebook.
- 2 Annual Membership Surveys undertaken.
- 2 coaches meeting held with reasonable attendance.

Objectives	Actions	Person(s) responsible	Budget	Timescale / completion date	Implementation / RAG rating
Ensure effective communication and social activities for all members and parents	Links to schools and other partners – consider writing promotional material			Yet to begin but to be initiated through club member's link to schools	Red
Make the club more inclusive	Regular consultation with athlete and parent groups			Ongoing	Green
Improve communication between coaches	Hold social activities, BBQs, quizzes etc			Yet to begin	Red
	Investigate and put in place a club house facility to underpin the above activities			Yet to begin	Red
	Hold regular coach co-ordination meetings and improve communication between coaches	PB / AA / BT / PG	N/A	Ongoing	Green

5. Athletes with disability / wheelchair section					
The following objectives have been met during 2022-23: - Number of participants increased 4 wheelchairs purchased and 2 renovated - The following funding has been secured: £5K Rotary Club grant, £1K athlete self funding GoFund Me, £2.3K for replacement equipment - Open Day held and attended by Bedford Borough Mayor.					
Objectives	Actions	Person(s) responsible	Budget	Timescale / completion date	Implementation RAG rating
Improve participation, coach development and competition opportunities Raise funds to support the purchase of individual wheelchairs and improve equipment Encourage parents' participation Raise funds to support developments	Increase the number of participants by at least 2 per annum	ZL/MB/HGD	N/A	Ongoing, completed for 2022	Green
	To develop the section's coaches by identifying appropriate courses. In particular, to get Sharmila on to a course with England Athletics initially at the Leading Athletics level	ZL/MB/Sharmila Bhandari	N/A	Ongoing Completed June 2022 for Sharmila	Green
	Raise funds to assist at least 2 athletes to purchase their own chairs	HGD	N/A	Ongoing	Green 4 chairs purchased, 2 to be renovated
	Raise funds to upgrade and improve the equipment owned by the section. The target is minimum of £2500	HGD	N/A	Ongoing	Green £5K rotary club grant secured £1K athlete self funding GoFund Me £4.6k secured for replacement equipment Further funding to be sought from Bedford BC fund

	Encourage parents of athletes to be more proactive in helping to develop the section and in fund raising Develop the concept of a supporters club with parents and Rotary suggested and formation is due in early 2024. Carling Wetherspoon have also produced a section video which will be used to promote the section and seek further support	HGD / parents	N/A	Parents evening at the Next Open Day to discuss	Amber
	Hold a minimum of one 'Open Day' per annum to thank and encourage supporters of the section. In particular to continue to work closely with local Rotary Clubs	HGD	N/A	Spring 2023	Green
	Bedford BC to publicise section using database for disabled people and relevant organisations	HGD	N/A	Onoging	Green

6. Partnerships					
The following objectives have been met during 2022-23: Track Mark awarded until end 2026 summer season.					
Objectives	Actions	Person(s) responsible	Budget	Timescale / completion date	Implementation RAG rating
Work with / develop partnerships with stakeholders.	Continue to work with Bedford Borough Council to: - Achieve Track Mark Accreditation in 2026 - Secure funding for track renewal	Exec Comm	N/A	Ongoing / Autumn 2026	Red
	Develop working relationship with Greenwich Leisure Ltd (GLL)	Exec Comm	N/A	Ongoing	Red
	Continue to work with England Athletics on areas of common interest	Exec Comm	N/A	Ongoing	Amber
	Develop links with the University of Bedfordshire on areas of common interest.	Exec Comm	N/A	Yet to begin but to be pursued through club member's link to the University	Red