



Boxing Scotland Limited
Club Development Planning

Introduction

Club Development Planning is an important process that all clubs should undertake. Just as boxers need to identify goals for the season and follow a programme of training to achieve their goals, clubs should consider what their goals are and how they will be achieved.

Development planning will help your club to identify where you are now, where you would like to be, and what you need to do to get there.

Boxing clubs are run largely by volunteers who devote considerable time and energy to the sport. As such the time needed for development planning may fall victim to the more pressing day-to-day concerns of running a club.

However, time invested in good planning in the short-term can help the club to save time – by working smarter, not harder - and reap rich rewards in the long-term. The plan doesn't need to be too detailed or complicated. In actual fact, the best plans are often simple and are very clear in what they hope to achieve.

Without taking the time to plan clubs can still be successful, but good development planning helps to maximise effective running of a club by ensuring that all members share common goals on where the club is going, and understand their role in making it happen. A shared vision can only help every club progress.

Consider the club's current position

There are a number of areas of development that your club may wish to consider. The first step is to consider where the club is now. This section suggests a number of questions that the club may ask to establish the current position and assist with development planning.

Coaches and Officials (Working)

- Does your club have enough suitably qualified coaches?
- Does your club have at least one working officials who contribute to club, district and national events?
- Does your club actively seek potential new coaches and officials, for example by asking existing boxers and / or parents?
- Does your club have a suitable ratio of coaches to boxers?
- Do your club's coaches and officials seek to develop their coaching knowledge, for example by attending training courses and gaining new qualifications?
- Are there any specific areas of knowledge that your club's coaches and officials could gain that would help your boxers to improve e.g. psychology, nutrition, conditioning, AIBA rules?
- What links/partnerships are out there that can lead to CPD opportunities and potential funding for courses qualifications?

Volunteers

- Does your club have enough volunteers?
- What functions does your club require volunteers to fulfil e.g. website management, fundraising, administration?
- Does your club look outside of its membership for potential volunteers e.g. to university students and other sports?
- Does your club use parents / carers of boxers as volunteers?
- Do your club's volunteers have a clear understanding of what their role involves, for example, through role descriptions?
- Does your club reward or recognise its volunteers?

Facilities and Equipment

- Does your club have enough equipment?
- Does your club's facility capacity allow for the club to grow and increase membership?
- Does your club have suitable changing facilities?
- Are your club's facilities accessible?
- Does your club need more equipment and/or improved facilities to meet its goals?
- What funding programmes/initiatives are available that could lead to better/more equipment for your club?

Fund raising

- Does your club require extra funding to meet its goals?
- Is your club aware of potential funding sources that can be applied for?
- Who within the club is responsible for fund raising?
- Does your club's membership (including parents and carers) include anybody with experience of fundraising?
- What fund raising activities do the club currently use?
- What activities can it use in the future?

Please also see the downloadable documents in the Club section of the Boxing Scotland Website

Boxers

- What age groups does your club cater for?
- What standard of boxers does your club cater for?
- Does your club offer opportunities for recreational boxers?
- Does your club record recreational boxers as members?
- Does your club encourage recreational boxers to become competitive?
- What competitive opportunities are available to the club's boxers?
- Can your club expand its current activities? What will the implications be for coaching, facilities, equipment and programming? Will the club need to open an extra night? Will it need an extra coach? Will it need more equipment?
- What is your club's primary focus? Is it competitive success or individual improvement and progress?

Growth

- Does your club pro-actively recruit boxers?
- Does your club have any links with local schools?
- Does your club committee actively promote the club within the community?

- Does your club work with local authority sports development team, Community Sport Hubs and / or Active School network to promote Boxing via local programmes and events?
- Is your club included in the local authority sports clubs directory?

Infrastructure & Management

- Does your club have an open, non-discriminatory constitution?
- Does your club have suitable policies and procedures in place e.g. child protection, dealing with incidents and accidents and equality
- Does your club communicate effectively with its members, parents and carers?
- Does your club have its own website?
- Does your club have its own email address?
- Does your club have a full and functional committee and have a Chairman, Secretary, Treasurer and Child Welfare Officer? Is each role delivered by different person or do volunteers hold multiple roles?
- Does your club committee hold regular meetings with written minutes?

Equality

- Does your club's membership reflect the local community and the wider population?
- Does your club provide an open, welcoming environment for women and girls?
- Does your club provide an open, welcoming environment for ethnic minorities?
- Can your club provide opportunities for disabled participants?
- Does your committee and coaches/officials understand the barriers that may and can stop people from joining?

Writing your development plan

1. Identifying Priorities for Development

Once the present position of the club is understood the committee and club members can begin to identify the key priority areas for development.

Those writing the plan should try to include the views of as many people within the club as possible when identifying priorities for development.

It far more likely that the club will meet its development goals if they reflect the actual needs of its members and if members feel that they are part of the process.

2. Setting Goals

Identifying and setting effective and achievable goals is an essential part of planning which allows everyone to focus clearly on exactly what needs to be done. It is recommended consideration is given to setting both short term goals (to be achieved within 6 months – 1 year) and long term goals (to be achieved between 1 and 3 years).

The 'SMART' principles of goal-setting should be followed. This means that goals should be:

SPECIFIC: so that it is very clear what needs to be done

MEASURABLE: so that the club knows when it has been achieved

AGREED: by the club's members / committee

REALISTIC: the goals should be things that the club can achieve

TIME-PHASED: setting deadlines will help the club focus on getting things done

The tables beneath demonstrate the difference between an effective and ineffective target:

	Priority Area	Goal	When	Who
Weak	Boxers	Increase number of boxers	Next year	The Committee
Strong	Boxers	Increase the number of junior boxers by 20 by introducing a beginner's session on Wednesdays, targeting pupils from 4 local primary schools.	First session to be held September 2015	Head coach and assistant coach

	Priority Area	Goal	When	Who
Weak	Coaching	More Coaches within the club	Ongoing	Everyone
Strong	Coaching	Recruit 1 new assistant coach and progress coaching qualifications of existing coaches.	Both attend BSL Level one course by January 2016.	Head Coach

The above clearly highlight who has designated responsibility for achieving the goals and these should always be assigned to individuals within the club.

Consideration should also be given to the following columns within your club's development plan:

Cost

The financial implications of achieving any goal should be clearly stated where applicable, for example, the cost of child protection courses or the rental costs of the club facility.

Progress

The plan should include a column that allows the committee to regularly review progress and to update the plan with achievements to date. Ideally, progress review meetings should be held every quarter.

Sources of further support

Boxing Scotland's Minimum Operating Requirements (MORS)

Our MORs can help clubs to develop in line with national standards for safe, effective and child friendly clubs. For further information please visit the Club section of the Boxing Scotland website: www.boxingscotland.org

Active Schools and Local Authority Sports Development Teams across Scotland (details of these can normally be found on each of the 32 Local Authorities websites). Local Authority sport development staff can offer support and guidance to local clubs with development planning.

The sportscotland [Club First Framework](#) is also of use to clubs looking to develop and grow.

If you have any questions about the content of this Information Guide, or if there are any areas that you wish to know more about, then please contact the Boxing Scotland Office on 0845 241 7016 or email enquiries@boxingscotland.org