**The Club *ACTION* (Operations) Plan**

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| **STRATEGY (see explanation below);****PARTNERSHIPS ……………………………. *A strong, unified, aligned and sustainable Indoor Bowls Club*** |
| **Goal***What are we going to achieve?* | **Action***The work/tasks required to be done to achieve the set goal.* | **Responsibility***The name of the person/s responsible for overseeing the goal and action.* | **Resources***Resources required to achieve the goal i.e. money, facilities, equipment, volunteers etc.* | **Timeframe***The date that the task/work needs to be completed by.* | **Monitoring***Where are we at with this goal, what is the current status?* ***Update monthly*** |
| **Establish a Sponsorship Plan** that increases revenue and enhances partner and community connection  | 1.Identify ALL that the Club may be able to ‘offer’ a potential sponsor 2.Identify potential sponsors based on Club ‘offerings’ 3.Take a look at other Clubs and Centres to see who their sponsors are4.Mix and match Club ‘offerings’ with the potential sponsors and personally present proposal to potential new partner/s. NB Some sponsors may prefer to offer goods and services rather than cash  | 1.Janice2.Graeme3.Alice4.Janice, Graeme and Alice | 1.Volunteer/s2.Volunteer/s3.Volunteer/s4.Volunteer/s | XX/XX/XXXX/XX/XXXX/XX/XXXX/XX/XX | ???????????????????????????????????????????????? |
| **Establish a Trusts Plan** that increases revenue from Gaming and Community Trusts and enhances partner and community connection ***Refer to Funding Guide*** | 1.Identify all of the of the items and services you may be able to apply for a grant2.Identify the various Gaming and Charitable Trusts that are likely to provide funding for (1 above)3.Complete Trust/s application forms, in doing so recognise membership/participation base should reflect the amount the Club applies for.  | 1.Janice2.Graeme and Alice3.Janice, Graeme and Alice  | 1.Volunteer/s2.Volunteer/s3.Volunteer/s | XX/XX/XXXX/XX/XXXX/XX/XX | ??????????????????????????????????????? |

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(Explanations for each category above)

**Strategy**

This is where you detail the strategy for each key area from the strategic plan. Key areas could include but not be limited to; participation and membership, events and competitions, development of players, coaches, umpires, officials and administrators, communication, marketing, social media, resources – people/volunteers, facilities, equipment etc., financial sustainability – funding and sponsorship, partnerships, structure and governance.

For best results **The *Action* Plan** should make sure all of the ***SMART*** elements are included.

 ***S***pecific – you know exactly what is needed

 ***M***easurable – you can measure whether or not it’s been done

 ***A***greed – the key people have signed off

 ***R***ealistic – it’s not too hard or too easy

 ***T****i*mely – there is an agreed time for completion

**Goal** - What are we going to achieve?

This column is where you list all of the goals for each key area based on the strategy.

**Action** – The work required to be done to achieve the set goal. This column is where you list all the key actions you are actually going to undertake to achieve the goal.

**Responsibility** – The name of the person/s responsible for overseeing the goal and action/s. This column is where we record who is responsible for ensuring the tasks are done. Note, this is not necessarily the same person as “who will do the task” but rather who is in charge of organising and delegating and following up to ensure actions take place.

**Resources** – What is required to achieve the goal in terms of people, money, equipment, facilities etc.? This column is where you record the total costs of the tasks, (these should be within budget) and list the other resources required ensuring that such resource is available and appropriate.

**Timeframe** – The date that the work needs to be completed by. This column is where you set a target date for the completion of each task.

**Monitoring** – It is important to know where each task is at any given time. This column records where you are at with each goal, what is the current status?