



ACTION PLAN

KEY RESULT AREA	GOALS	OBJECTIVES	ACTIONS	PERFORMANCE INDICATORS	RESOURCES & RESPONSIBILITY	BY WHEN
ADMINISTRATION & FINANCE	To manage the club in a responsible, accountable and sustainable manner to ensure its viability into the future.	To demonstrate sound financial management	To prepare an annual operational budget based on calendar year program delivery	Operational budget is prepared and adopted annually on calendar year basis	Treasurer, Management Committee	At the first committee meeting following the AGM.
			To report financial year results in an accurate, timely and efficient manner	Annual financial report lodged with relevant governing body	Treasurer, Management Committee	To be prepared for presentation at the AGM
		To plan for our organisation and its activities	To prepare and monitor developmental plan	Developmental plan is reviewed and adopted annually	Special Projects Committee, Management Committee	Presentation made to November meeting
		To formalise and document the way in	Ensure all roles have relevant and up to date job descriptions. Ensure all policies are relevant to current organisation	Job descriptions and policies to be reviewed	Special Projects Committee,	June Meeting Biannually



KEY RESULT AREA	GOALS	OBJECTIVES	ACTIONS	PERFORMANCE INDICATORS	RESOURCES & RESPONSIBILITY	BY WHEN
		which the club is managed.		biannually unless the policy states it must be reviewed annually	Management Committee	(even years)
ADMINISTRATION	Obtain Level 2 FFA accreditation	To complete business plan	Develop business plan as per FFA Guidelines and Template	Business plan adopted by committee	Special Projects Committee, Management Committee	January 2015 <i>Not achieved due to female coaching numbers</i>
		Attend two club forums a year run either by FFA or Northern NSW or key partners of football	Have committee members attend forums or conferences and report back to committee	Monitor emails, Northern NSW, North Coast Football, FFA and NSW Department of Sport websites for any relevant courses or club forums. Attend all club meetings run by North Coast Football.	Secretary for monitoring emails and website and then informing committee	Continual activity
		Maintain Child Protection Program that is in place	Have new helpers (coaches and managers) complete working with children checks. Ensure current club registrants are all current	All coaches and managers and any helper who has direct contact with	Secretary	End of April



KEY RESULT AREA	GOALS	OBJECTIVES	ACTIONS	PERFORMANCE INDICATORS	RESOURCES & RESPONSIBILITY	BY WHEN
				children completed and cleared working with children checks		
		50% coaches qualified (eg Grassroots, Junior or youth or senior licenced)10% female coaches	Engage NCF coaching director to run coaching clinics	50% of coaches have attend a course	Coaching Director	June 2016 course only held out of local town
		Minimum one member of club with Sports First aid or equivalent qualifications	Advertise within the club for any interested parties. If no qualifications club to pay for training	At least one member of club gain First Aid	Sectary to coordinate ie seek interested parties and qualifications or organize relevant training	March
		Develop Risk Management	Adopt Risk Management plan outlined by	Risk Management	Secretary	March



KEY RESULT AREA	GOALS	OBJECTIVES	ACTIONS	PERFORMANCE INDICATORS	RESOURCES & RESPONSIBILITY	BY WHEN
		plan	FFA	plan in place		
		Promote positive behaviours	Adopted initiatives run by FFA, Northern NSW or NCF that promote positive behaviours, such as the RESPECT campaign. Review clubs policies and ensure they are applicable	Less than 2 club complaints. Policies are current	Secretary, committee plus all members of the Tigers	November
	Player Communication	Ensure all members are fully aware of club activities	Maintain club website with up-to-date information Use the MyFootballclub communication tools to disseminate information to members Use Facebook to get information out to current and past members	Zero complaints from members	Access to computer. Secretary and website coordinator	Ongoing
	Marketing	Actively seek promotion in local media	Publicity officer to work with local media outlets such as Daily Examiner and radio station 2GF to promote club by contributing weekly articles as well as weekly radio show segment	Articles published each week and weekly radio show aired	Publicity Officer	Plan in place by March
		Actively seek promotion in local schools and	Coaching Director to liaise with local public schools and preschools to promote our club and the game. Senior players or	Increase in junior playing numbers	Coaching Director	Plan in place by March



KEY RESULT AREA	GOALS	OBJECTIVES	ACTIONS	PERFORMANCE INDICATORS	RESOURCES & RESPONSIBILITY	BY WHEN
		preschools Promote club to local businesses utilizing player membership	Under 16 players to attend as well to display the game Encourage members to support club's sponsors at every available opportunity. Supply families with a Tiger Club card and ask them to display it at local businesses. Approach local businesses with a loyalty type program.	Sponsors feedback stating increase in patronage by members	Committee	March 2016-ongoing
FINANCE	Sponsorship	Increase sponsorship	Utilize information collected via registrations to approach those businesses that showed interest in being a sponsor	Increase sponsorship by 5% during 2015, 2.5% 2016 and 2017	Treasurer and Registrar with assistance from Committee.	September 2015, 2016(not increase remained constant & 2017.
Membership	Increase membership	Increasing membership by 2.5 % annually while retaining current players.	Coaching Director to liaise with local public schools and preschools to promote our club and the game. Senior players or Under 16 players to attend as well to display the game	Increase membership by 2.5 % annually while retaining current players.	Coaching Director, Committee Members, Senior Players. Pamphlets, playing equipment for demonstrations	Program in place by February 2016. Program not in place during 2016



KEY RESULT AREA	GOALS	OBJECTIVES	ACTIONS	PERFORMANCE INDICATORS	RESOURCES & RESPONSIBILITY	BY WHEN
		Seek feedback on membership issues	Discuss with a section of players/parents for any issues within club Discuss with a selection of departed players their reasons for leaving	10 feedback discussions per season	Committee Members, Special Projects Committee	September each year
COACHING	Increase numbers of accredited coaches within club	50% of coaches that are coaching at the community level to hold appropriate accreditation by 2015, 60% by 2016, 70% by 2017, 80% by 2018	Encourage coaches to complete appropriate coaching level Approach NCF coaching director to provide coaching seminars for club coaches	50% of coaches that are coaching at the community level to hold appropriate accreditation by 2015, 60% by 2016, 70% by 2017, 80% by 2018. Goals not achieved in 2016 ? due to courses not being offered locally	Coaching Director, Committee Members. Printed material for coaches	September each year
COMMUNITY INVOLVEMENT	Be an active member of community	Ensure club maintains active involvement within local community	Provide helpers for BBQ at Jacob Lollback Memorial Day at Yamba in October Enter float in Jacaranda float parade November	Enough helpers attending event Entry filled with players and members walking with	Committee and club members Junior Vice President, Committee and	October every year 1 st Saturday of



KEY RESULT AREA	GOALS	OBJECTIVES	ACTIONS	PERFORMANCE INDICATORS	RESOURCES & RESPONSIBILITY	BY WHEN
			Organise/participate in a local club pre-season weekend of football where all funds raised go towards charities chosen by local clubs participating.	truck Successful event with a large sum being donated to charities	club members Senior Vice President and senior playing group	November March event to begin in 2016 at minimum- not realised in 2016
Volunteer Management	Increase active participation by parents to volunteer for committee	Ensure the club welcomes new players and family members and encourage people to actively help wherever required.	Ensure club participates in any seminars run by NCF or Northern NSW in relation to volunteer management Develop welcome kit for all new players Ensure all activities that require volunteer help are run well with clear instructions given such as canteen, set up/pack up duties, presentation day, etc as well as rosters being sent to all members well in advance	Increase in volunteers activity as well as increase of those willing to accept committee positions	Committee members, Special Projects committee.	2017
	Increase active participation of players and/or parents to become	Ensure club can nominate at least 10 referees per season for refereeing	Continue to ask all players registering if they would be interested in becoming a referee Ensure all players are aware of when ref courses are taking place	10 players nominating to ref committee each season	Registrar, Secretary	March



KEY RESULT AREA	GOALS	OBJECTIVES	ACTIONS	PERFORMANCE INDICATORS	RESOURCES & RESPONSIBILITY	BY WHEN
	referees	duties				
Facilities and Equipment	Upgrade of facilities and grounds	Refurbishment and improvements to fields and clubhouse	Apply for available and relevant grants	Works Completed	Special Projects Committee, Committee	2020
			Seek volunteers to contribute to works			
			Liaise with council and other shareholders (such as Athletics, SES, playgroup and tennis club) regarding their needs if any			
		Main Field Development	Lay another layer of soil and shape field for proper drainage and reseed with grass	Works Completed	Special Projects Committee and Local Council	2018
		Ground Drainage	Implement drainage around all fields (ie concrete dishes) to allow for proper water disposal	Works Completed Minimal water retention on fields	Special Projects Committee and Local Council	2018
Field Expansion	Implement extra half field size and Mini Roos fields	Works Completed	Special Projects Committee, Committee, Volunteers and Local Council	2018		
	Fill in current Pond to make room for extra fields					
	Expand Clubhouse		Obtain design incorporating storage room	Quotes and funding achieved	Special Projects	2020



KEY RESULT AREA	GOALS	OBJECTIVES	ACTIONS	PERFORMANCE INDICATORS	RESOURCES & RESPONSIBILITY	BY WHEN
			and new canteen facility. Investigate upper story clubhouse meeting room	and works completed	Committee, Committee, Volunteers, Contractors and Local Council	
			Gather quotes			
			Obtain Funding Grants			
		Dugout and Spectator Seating	Install dugouts for players and seating for spectators on hill adjacent to field one and five.	Works Completed	Special Projects Committee, Committee, Volunteers, Contractors and Local Council	2020
		Fencing	Replacing logs surround grounds with safe fencing options	Works Completed	Special Projects Committee, Contractors and local Council	2018
		Lighting	Improved lighting to Field One Install Lighting to Field Five	Works Completed	Special Projects Committee, Contractors and local Council	2018

