

## Cheshire Constituent Body Action Plan 2011-12

### Headlines from the Annual Plan

In support of our members (clubs, schools, colleges and individuals) and partners, over the course of the next 12 months our priorities are:

**To increase the number of adult players through encouraging Social/Touch Rugby together with other Social forms of the game (Beach, Tag etc) in line with the 'Choose Rugby Campaign - Recruit retain return' and support Vets rugby via a County Cup Competition with flexible rules/numbers to accommodate this.**

**Encourage referees, particularly newly qualified referees/club refs to get involved become fully engaged in refereeing activities and remain so to provide for growing and changing requirements.**

**Encourage coaches to continue their coaching journey and take a long term view with regard to continuous professional development with the support of the Club Coaching Co-ordinators.**

**To provide for more comprehensive communication of County Activities to those involved across the wide range of activities provided and to encourage greater membership of the County via a more enticing and innovative offer.**

**To remain available to support the core interests of Cheshire Clubs at all levels.**

**To maintain participation in a meaningful County Championship for U20, Women & Senior Rugby Players.**

### Sign Off

CB Chair

Regional Rugby Manager

### Submission notes

We wish to note the following items relevant to the creation of this plan:

- 1.
- 2.
- 3.
- 4.
5. To maintain participation in a meaningful County Championship for U20, Women & Senior Rugby Players.
6. To remain available to support the core interests of Cheshire Clubs at all levels.

## Cheshire Constituent Body Action Plan 2011-12

Prepared by

Date

### Key People

#### CB Volunteers

President	<input type="text" value="John Taylor"/>	Chairman	<input type="text" value="Colin Free"/>	Honorary Secretary	<input type="text" value="Peter Rhodes"/>
Honorary Treasurer	<input type="text" value="Bryan Davies"/>	CBRDP Chairman	<input type="text" value="Colin Free"/>	Coaching Chairman	<input type="text" value="Peter Sherratte"/>
CB Volunteer Coordinator	<input type="text" value="John Burton"/>	CB Safeguarding Manager	<input type="text" value="Ann Smith"/>	RugbyFirst Champion	<input type="text" value="Robert Lewis"/>

#### RFU Staff

Regional Rugby Manager	<input type="text" value="Dave Southern"/>	RDO(s)	<input type="text" value="Dave Livesey, Mark Sutcliffe, Andrew Soutar"/>	CDO	<input type="text" value="Ian Thomspn"/>
RefDM	<input type="text" value="Paul Renton"/>	Volunteer Executive	<input type="text" value="Mike Hart"/>	F&F Manager	<input type="text" value="Ted Mitchell"/>
RFUW Regional Manager	<input type="text" value="Vicki Putson"/>	Regional RUSLO	<input type="text" value="John Livesey"/>	RFUW Divisional Talent Development Officer	<input type="text" value="Rob Thompson"/>
Community Rugby Coach	<input type="text" value="Julian Gilding, Simon Verbickas"/>	Community Rugby Coach	<input type="text" value="Brendan Thomas, Chris Jones, Simon Clarke, Chris Hughes"/>		

#### Partners

Sponsors	<input type="text" value="None"/>	Other agencies	<input type="text" value="Sport Cheshire"/>	<input type="text"/>
----------	-----------------------------------	----------------	---	----------------------

### Baseline Data

All Clubs	<input type="text" value="47"/>	Section 1 Clubs	<input type="text" value="34"/>	Clubs with Mini/Youth	<input type="text" value="34"/>
Schools	<input type="text"/>	Colleges	<input type="text"/>	Universities	<input type="text" value="4"/>
Whole Club SoA	<input type="text" value="3"/>	M&Y SoA	<input type="text" value="23"/>	Development Plans	<input type="text" value="26"/>
Teams: adult male	<input type="text" value="128"/>	Teams: adult female	<input type="text" value="5"/>	Teams Mini & Youth	<input type="text" value="322"/>
Players: Male	<input type="text"/>	Players: female	<input type="text"/>	Players: Mini & Youth	<input type="text"/>
Referees	<input type="text" value="667"/>	Coaches	<input type="text" value="429"/>	Volunteers	<input type="text" value="709"/>

### Environmental Factors

The key factors that will influence rugby during this plan are:

<b>Demographics</b>	<input type="text" value="Large CB, very mixed Demographics and Social make up. Parts of Cheshire in Manchester and Merseyside. Some very affluent areas and some deprived. Strong Rugby traditons in much of the County, traditionally strong schools base."/>
Population (age, employment, ethnicity, disability, changes, etc)	
Potential rugby participants	
Indices of deprivation	
Geographic considerations	

<b>Other Local factors</b>	<input type="text" value="Any other local factors that may provide challenges or opportunities to delivering the CBs objectives. eg house building programme"/>

**Cheshire Constituent Body Action Plan 2011-12**

**Women & Girls Rugby**

Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring
Support club sustainability and development	Girls Rugby Development Group set up and to meet regularly to decide the future of girls rugby in the county	Each club to aim send a minimum of 2 representatives min 4 meetings Manage girls delivery by CRC's and increase school club links	Dave Livesey / Vicky Muir / Vicky Putson		N/A	1	
	Deliver advanced tag programme to support setting up or sustaining girls sections within clubs	Working with 3 clusters of clubs; East - Stockport, Manchester, Macclesfield, Central - Northwich, Sandbach West - Caldby, Birkenhead, Wirral minn 4 schools per cluster	RDO / CRC		RFU	1	
	Sustain existing Senior League teams Altringham Kersal Birkenhead Panthers Manchester Northwich Vagabonds	Northwich, Vagabonds to have Recruitment and Retention highlighted in Whole Club Plan Run "Play 2010" campaign for Women Target minimum 3 clubs 2 x HE/Club Links	Ian Atkin		Cheshire	1	j
	Support and grow 16+/U18s	Create links between U18's section's and local colleges Stockport, Manchester & Northwich	Ian Atkin		Cheshire	1	
	Sustain and grow existing U15 teams at U15s Sustain and grow existing U15 teams at U15s Caldby	3 schools x minimum 7 sessions per cluster	Ian Atkin		Cheshire	1	
	Develop W&G coaches	W&G sections to identify gaps in coaching through their coaching action plan 1 qualified coach per team (min) Target lapsed female coaches and provide them with opportunities to get back into coaching Highlight female coaches through the Level 1 database and invite them to CPD events	Ian Atkin		CDO/Cheshire	1	
<b>TOTAL</b>							

**Cheshire Constituent Body Action Plan 2011-12**

**Playing & Training [County Squads]**

Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring
Deliver Schools of Rugby	Schools of Rugby Programme U13- U16 including (Girls Inclusive) circa 10-12 per age group	Annual programme to RFU	Reg Unsworth		RFU	1	
		Including appropriate Girls to attend					
		4 x Academy Liaison meetings pa					
Help players achieve their maximum potential / Support club sustainability through improving player retention	Player Centred development process U13 & U14;	8 Monthly sessions	Brendan Thomas		RDO / CRC	2	
	West East Central	2 x Round Robin festivals 2 x Development Days Circa 25 players per squad					
	Run County Representative Programme U15 & U18's W&G	Programme Run 2 fixtures per age group 2 development sessions per age group	Vicky Muir		CB	2	
	County Womens XV	Programme Run	Vicky Muir		CB	2	
	County U15s	Appropriate programme with Management, Coaching & support teams (as per RFU player pathway)	Brian David		CB	1	
	County U16s	Appropriate programme with Management, Coaching & support teams (as per RFU player pathway)	Brian David		CB	1	
	County U18s	Appropriate programme with Management, Coaching & support teams (as per RFU player pathway)			CB	1	
	County U20s	8 development / training sessions per season	Dave Ewing		CB	1	
	County Senior XV	All fixtures fulfilled and min one training session per fixture	Graeme Marrs		CB	1	broken down offset by any income etc What can be taken out of there

**TOTAL**

--

**Cheshire Constituent Body Action Plan 2011-12**

**Competitions**

Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring
Provide appropriate playing opportunities	Mini Festival U7's to U11's	Cheshire Festivals to be held in March 2012 Host Clubs: U7 Bowden U8 Macclesfield U9 Chester U10 Sandbach U11 Winnington Park Target of 28 of per festival	Richard Elliott		CB	1	
	Junior Cup, Plate Bowl & Shield U12 to U19	Under 12s Cup, Plate, Bowl and Shield - host Caldby - 20 clubs  Under 13s Cup, Plate, Bowl and Shield - host Lymm - 15 Clubs  Under 14s Cup, Plate, Bowl and Shield - host Northwich - 12 clubs  Under 15s Cup, Plate, Bowl and Shield - host Anselmians - 14 clubs  Under 16s Cup, Plate, Bowl and Shield - host Wilmslow 18 clubs  Under 17s Cup & Plate - 15 clubs  Under 19s Cup & Plate - host Wirral 15 clubs	Richard Elliott		CB	1	
	Support Cheshire clubs entering the Colts League (Lancs Cheshire) and cup	League continues to run	John Kitchen		RFU	1	
	Provide support to Clubs/ teams not entering Colts League Cup (Lancs Cheshire)	Fixture pool available	John Kitchen			1	
	Cheshire Cup, Vase, Bowl, Plate	Programme run	Competitions Committee Chaired by Alan Johnson Barry Pye (Cup/Vase & Bowl Secretary). John Wyatt (Plate Secretary), Steve McCafferty, J. Daldry, Graeme Marrs, Robert Davies, Ian Atkin, Peter Rhodes (ex officio), Bryan Davies (ex officio)		CB	1	
U15 (&U18) NW Girls Merit League	Programme run	Ian Atkin		RFU	1	Vicki P	
<b>TOTAL</b>							

how many teams, how many games, is there a cost / sponsor

Cheshire		Constituent Body Action Plan 2011-12						
Coaching & Coach Development								
Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring	
Increase the number of active coaches in the game	Help section 1 clubs appoint an active Club Coaching Coordinator (active: 2 or 3 on CCC scoring scale)	80% S1 clubs with named CCC in Rugby First 60% S1 clubs with known active CCC (2 or 3 on CCC scale)	Ian Thompson		N/A	1	Review every 3 months at RDT and CBCSC meetings.	
	Deliver an annual program for Club Coaching Coordinators	1 Club Carousels per RDO (2 in total) + 1 CB CCC event and local Clusters (20 ea)	Dave Livesey Ian Thompson		RFU	3	Review after each event.	
	Deliver an annual coaching course programme (with a minimum number of attendees per course) Based on information from clubs etc via CCC/CRC/RDO	6 Level 1 (min 12 per course)	1 Level 2 (min 12 per course)	Ian Thompson		Self Funded	1	Monthly RDT review, data from Rugby First
		Support 2 Coaches in CB aspiring to do L3. Development via Mentor Support and current CB, SoR and EPDG Coach pathway.		Ian Thompson		RFU	2	
		7 Tag (min 12 per course)		Simon Verbickas		Self Funded	2	Monthly RDT review, data from Rugby First
		11 Rugby Ready (min 20 per course)		Simon Verbickas		Self Funded	1	Monthly RDT review, data from Rugby First
		2 Rugby Leaders Foundation		Simon Verbickas		Self Funded	2	Monthly RDT review, data from Rugby First
		8 modules, min 12 coaches per session		Simon Verbickas		Self Funded	1	Monthly RDT review, data from Rugby First
	Deliver an annual conferences programme for coaches	North West Conference Jan 2011 + North Conference (every 2 yrs)		Ian Thompson		Self Funded	1	Review after each event.
		1 x Cheshire CPD Conference		Peter Sherratt		Self Funded	2	Review after each event.
		1 x Summer Mini/Midi & CCC Conference (Regional)		Ian Thompson		Self Funded	2	Review after each event.
	Deliver CPD for Coach Educators & Trainers	2 x CPD courses for Coach Educators per year (Regional)		Ian Thompson		RFU	1	Review after each event.
		1 x CPD Course for Trainers per year. (Regional)		Ian Thompson		RFU	1	Review after each event.
	Identify and Support the Coaching Sub Committee	Min 3 meetings per year		Peter Sherratt		CB	1	Annual Review and re-selection of members of the CSC.
	Implement a CB Coaching programme	Assist in identifying coaches for District / CB and SoR as required		Peter Sherratt		N/A	2	Review by Coaching Sub Committee, Spring Meeting.
		Identify potential CB Coaches from Level 2 Award Courses and other CPD events.		Peter Sherratt		N/A	2	Review by Coaching Sub Committee, Spring Meeting.
		Invitations to 3 Conference CPD events per year for all CB Coaches.		Peter Sherratt		CB	2	Review by Coaching Sub Committee, Spring Meeting.
	Reward Volunteer Coaches who support general CB Player Development, eg Development / CB Teams SoR.	Scholarship payments to 1 Conference or CPD events (£25 scholarship for 20 Coaches).		Peter Sherratt		RFU	2	Coaching Sub Committee.
	Increase number of qualified coaches in RWC recruitment year:	Convert retiring players to coach using CCC network to identify appropriate players. Subsidise attendance at Award Courses (£50 for 10 Coaches)		Ian Thompson		RFU	1	Coaching Sub Committee.
		Develop and Identify Club / Cluster Coach needs for using available coach TNA tools. Use information to target Award and Non-Award course delivery.		Ian Thompson		RFU	1	Coaching Sub Committee Liaising with Mini & Youth Cluster meetings to drive demand for courses & CPD Modules.
Up-skill coaches to support retention of players in the 16 – 24 age groups.	Provide targeted CPD for Coaches in age ranges U16 to U19 (Senior Colts) aimed at transition from Youth to Senior rugby.		Ian Thompson		RFU	1	Coaching Sub Committee.	
Support Student projects to study aspects of research into Regional Coach Development	2 Projects per year, funding to cover travel, meeting costs, etc.		Ian Thompson		RFU	2	RDT Monthly Meetings	
<b>TOTAL</b>								

## Cheshire Constituent Body Action Plan 2011-12

### Referees & Referee Development

Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring
Provide a suitable referee, each of whom will have access to high quality courses, awards and products, to every game	Provide an appropriate Referee training programme, based on the needs of Referees at all levels in Clubs, Education, W&G etc	Ongoing audit in liaison with CRefCs, RDOs, CRCs, etc. ELRA: minimum 3 courses Mini/Mini: minimum 2 Courses YOA: minimum 2 courses	Paul Renton		Course fees	1	Approx. £1,500 from ELRA Approx. £900 from Mini/Midi Courses
	To undertake six club visits to observe and support club referees	Six club visits undertaken	Paul Renton		CRefD travel covered by Ref Dept	1	
	To continue to increase the number of 'effective' CRefCs in every Section 1 clubs	1 to 1 contact made by RefDM to assess levels of activities undertaken by CRefCs and to offer advice and support	Paul Renton			1	
	Planning meeting with other NW CB (Lanc/Ches) and the two NW Society to continue ongoing discussions re the coordination of officiating development in the NW	CBs and Societies actively engaged in a minimum of two meetings per season	Paul Renton & Dave Southern			1	

**TOTAL**

--

## CB Name Constituent Body Action Plan 2011-12

### Volunteers

Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring	
Increase the number of volunteer administrators at clubs	Help clubs appoint a Club Volunteer Coordinator	100% clubs with named CVC's 60 % Clubs to have an active CVC	John Burton		N/A	1		
	Help priority clubs recruit volunteers needed to support 'one new team'	5 x Volunteer development plans Priority Clubs targeted through Whole Club Workshops, Facility priorities and Volunteer need.	Mike Hart/Dave Livesey/John Burton		RFU	1		
	Deliver an annual program for Club Volunteer Coordinators	1 x CVC Workshop 1x Club Carousel	Mike Hart/Dave Livesey		CB	1		
		30 CVC's in attendance across workshops	Mike Hart		N/A	2		
	Hold a 2 volunteer recognition events - County Championship Game - Rugby at Reebok game	CVC's, C ref C and CCC's 30 Nominees	John Burton/Mike Hart			CB - £500 Sale Sharks - £500	2	
		5 x Nomination towards Presidents XV VIP ties and Certificates						
Develop young volunteers through vRugby	1 x Youth Activator 5 x projects in local clubs	1 x Youth Activator/Mike Hart			RFU /CB (Subject to approval)	1		
	25 x young volunteers involved in the programme							
Increase the number of volunteers at the CB	Continue to develop and Review the CB Succession Plan and target new recruits  Programme of reward and recognition for volunteers at CB level including county championship games and specific social events	1 New Recruit Identify new Roles Plan to be completed	John Burton/Mike Hart		N/A	2		
		25 people to attend	John Burton		CB	2		

**TOTAL**

--

**Cheshire Constituent Body Action Plan 2011-12**

**Clubs Development**

Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring
Increase adult participation in clubs	Incorporate "Choose Rugby" RRR workshop into club carousels/workshops	25 clubs	Dave Livesey / John Burton		Toolkit	1	County to organise the Running of a Vets Cup Competition to promote the retention of players within clubs
	Create a plan to support the creation of additional adult teams	6 clubs with one new adult team. 10 Clubs hosting Touch	Dave Livesey / John Burton		Toolkit	1	
	Help clubs develop player recruitment plans	12 club plans	Dave Livesey / John Burton (other RDOs)		n/a	1	
	Develop front row forwards	2 x – FR Course/year West and East Cheshire	Ian Thompson		CDO	2	
	Summer Touch Recruitment enhanced programme	10 Clubs @ £100/club	RDO/CRC		Tool Kit	1	
Increase club sustainability	Run Club Development Market Stalls	1 x – Cheshire @ TBC	Dave Livesey		Tool Kit	1	
	Support eligible clubs to achieve M&Y Seal of Approval	2 x new Clubs Winnington Park TBC	Dave Livesey		RDO	1	
	Support clubs to with Whole Club planning.	Whole club Development workshops run at; Stockport RUFC Crewe and Nantwich Winnington Park	Dave Livesey		RDO	1	
	Ensure clubs with M&Y sections have robust links	35 eligible clubs to have 2 robust club-school links (70)	Dave Livesey		RDO / CRC	1	
	Review clubs accounts	100% returns for Eligible clubs	CB Treasurer/ Hon Sec - Bryan Davies/Peter Rhodes		CB	1	
Review clubs legal status	All clubs have the opportunity and support to achieve if required 2 x information meeting regarding CASC / legal status etc	Hon Sec _ Peter Rhodes		CB	2		

**TOTAL**

**Cheshire Constituent Body Action Plan 2011-12**

**Facilities Development**

Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring	
Raise pitch/facilities standards for clubs within the community game	Update Northwest Facilities Group Plan (including audit) and P & P Continuum	80% club returns	Ted Mitchell (leading NWFG)	£0.00	N/A	2		
	Support to CB Facility Coordinator, sub committee and CB	Satisfaction survey	Ted Mitchell	£0.00	N/A	2		
	Prioritisation of capital investment projects	Date by - January ready for April	Ted Mitchell (leading NWFG)	£0.00	N/A	1		
	Provide post prioritisation 1-2-1 club development plan support	All priority project development plans signed off	Dave Livesey (AS / MS as appropriate)	£0.00	N/A	1		
	Provide post prioritisation 1-2-1 club facility support	All prioritised clubs deliver project	Ted Mitchell	£0.00	N/A	1		
	Deliver club support workshops	Deliver F&F workshop to each RDO area	Ted Mitchell	£0.00	N/A	1		
	Monitor impact of facility investment clubs	100% compliance with award conditions	Number of players, matches and people supporting the game	Dave Livesey (AS / MS as appropriate)	£0.00	N/A	1	
				Ted Mitchell				
	Representation at Regional Facility Group	4 meetings per year	John Gardner / Martin Wroe / Greame Mars	£0.00	N/A	1		
Reward and Recognise Club Groundsmen	Number of nominations for IOG Groundsman of the Year Awards	Ted Mitchell (leading NWFG)	£0.00	N/A	2			
Provide M&E report of RFU Pitch Improvement Partnerships in the CB	Report produced for Warrington RUFC and Sale RUFC	Ted Mitchell	£0.00	N/A	2			
<b>TOTAL</b>				£0.00				

**Cheshire Constituent Body Action Plan 2011-12**

**Schools Development**

Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring	
Increase the number and quality of Secondary schools by involved in the game	Affiliate new and emerging schools	5 new Secondary schools affiliating	Chris Gerrard		Cheshire	2		
	Help secondary schools achieve the Schools Development Award	6 Schools accredited	Dave Livesey		N/A	1		
	Support School through appropriate competitions at (U12 to 14)						DL to action	
	Cheshire CSP Emerging Schools, Year 7 8 & 9	Central Cheshire (min 10 schools)	Dave Livesey			Cheshire	1	
		South Manchester (min 10 Schools)						
		Wirral (min 5 Schools)						
	Cheshire CB State Schools	Year 7 (10 schools)	Dave Livesey			Cheshire	1	
		Year 8 (10 schools)						
		Year 9 (10 schools)						
	Developing Schools Leagues	East (5 schools)	Brendan Thomas			CRC	2	
		West (4 Schools)	Chris Hughes					
		South (6 schools)	Julian Giding					
		Central (4 Schools)	Chris Jones					
		Wirral (6 schools)	Chris Hughes					
		South Manchester x 3	Simon Clarke					
		Tameside / Trafford / Stockport (14 Schools)	Jason Duffy Simon Clarke					
	Target new Schools	Harrytown	Simon Clarke			CRC	1	
		St James	Simon Clarke					
		Winsford	Chris Jones					
		Cardinal Newman	Simon Verbickas					
	Provide opportunities for Primary schools children to participate in rugby	Festivals in;	Simon Verbickas Chris Jones Brendan Thomas Julian Gilding			CRC	2	
		8 x Festivals accross Central Cheshire						
		Wirral						
South Manchester		Simon Clarke						
Provide regular playing oppurtunities for FE colleges and 6th forms accross cheshire	IOM	Ian Williams			CRC	1		
	Run Developing Collges league including 2 festivals 12 colleges entering league; minn 6 teams at each festival	Chris Jones						

**TOTAL**

**Cheshire Constituent Body Action Plan 2011-12**

**Students/HE/FE Development**

Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring
Increase college and university players	Rugby presence at Fresher's Fayres. All Players detail captured and Data based.	All Players detail captured and Data based. All 3 HE institutions covered All relevant Club details available	<b>John Livesey, NW RUSLO</b>		<b>Cheshire CB</b>	<b>1</b>	
	Create Pamphlet of Club details in a clustered approach.	All 3 HE institutions' fayres attended with separate handouts of club details	<b>John Livesey, NW RUSLO</b>		<b>Cheshire CB</b>	<b>1</b>	
	Audit last year's Freshers, how many still playing in January and can we bring any former players back in to the game	All Previous years Freshers either accounted for and/or contacted	<b>John Livesey, NW RUSLO</b>		<b>Cheshire CB</b>	<b>1</b>	
	Minimum 2 Institutions to attend RFU NW DEV Team's Merit table/ Floodlight u/23 Social festivals structure.	2 x HE Institutions attended	<b>Local CRC/RUSLO</b>		<b>RFU</b>	<b>1</b>	
	Fun – mixed Touch Rugby festivals target former and new players Chester & Crewe	Student led recreational touch events with support from local CRCs	<b>Local CRC/RUSLO</b>		<b>/RFU/SRF U Toolkit</b>	<b>2</b>	
	W&G player development clinics	2 Institutions 60 attendees	<b>Local CRC/RUSLO</b>		<b>RFU</b>	<b>1</b>	
	Run Whole University Rugby Development workshops in 1HEI	1 Whole University Club Deevlopment workshop	<b>John Livesey, NW Ruslo</b>		<b>RFU</b>	<b>1</b>	
	Increase Participation in Club development	Support non WUCD Institutions with HERDP	2 HE Institutions + Reaseheath	<b>John Livesey, NW RUSLO</b>		<b>RFU</b>	<b>1</b>
Appoint College Pathfinders			<b>Ditto + RDO &amp; CRCs</b>		<b>RFU</b>	<b>1</b>	
Pathfinders in Colleges & Universities	Appoint University Pathfinders	4 Pathfinders appointed	<b>John Livesey, NW RUSLO</b>		<b>RFU</b>	<b>1</b>	
<b>TOTAL</b>							

## Cheshire Constituent Body Action Plan 2011-12

### Equity & Inclusion

Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring	
Increase participation by under represented groups	Run 'This is Rugby' workshops to promote the core values of the game	45 min presentation at Club Carousels	Dave Livesey		N/A	1		
	Provide opportunities for people with disabilities to experience rugby	8 Schools to receive coaching	Julian Gilding		RFU / Wooden Spoon	1		
		Cheshire festival (5 Schools)						
		All invited to Regional festival						
	Give opportunities for young people in Pupil Referral Units to experience rugby / club link	2 projects to link to min one club each;	Simon Verbickas			Try4Life	1	
		Ellesmere Port						
Warrington								
<b>TOTAL</b>								

## Cheshire Constituent Body Action Plan 2011-12

### Safeguarding

Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring
Appoint safeguarding managers & officers	Help clubs appoint Safeguarding Officers	100% SOA clubs with Safeguarding Officer	Anne Smith		Cheshire	1	
	Run Safeguarding & Protecting Young People in Rugby workshops	3 workshops	Anne Smith		Cheshire	1	
		30 Attendees					
	Run Club Safeguarding Officers workshops	1 workshops	Anne Smith		Cheshire	1	
		10 attendees					
<b>TOTAL</b>							

## Cheshire Constituent Body Action Plan 2011-12

### Medical

Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring
Manage risk to players	Deliver first aid training	2 courses	Dave Livesey		Self funding	1	
		East Cheshire					
		West Cheshire					
Support Catastrophically Injured and Very Seriously Injured players	Provide pastoral care that supports the RFU 'new vision'	# contacts with CI/VSI players	John Taylor/RFU Dave Phillips		Cheshire	1	

**TOTAL**

--

**Cheshire Constituent Body Action Plan 2011-12**

**Promotions & Publicity**

Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring
Communicate internally and with stakeholders	Hold an initial communications assessment with RFU communications department to identify communications gaps and implement good practice	Communications assessment held	Colin Free/Gareth Davies		N/A	2	
	Run a communications advice session for clubs as part of CB club development	Workshop to be included on carousels	Dave Livesey Gareth Davies		N/A	2	
	Work with the RFU Regional Press Office to identify a volunteer or employee within the CB to take charge of communication	PR/marketing lead appointed	Gareth Davies		N/A	2	
To keep member clubs updated with CB and RFU news	Produce a newsletter or e-zine to go to all clubs in the CB	Via Website	Gareth Davies		N/A	2	
To keep member clubs and media updated with CB news	Work with the RFU Regional Press Officers and local media to promote the activity of the CB	Via Website	Gareth Davies		N/A	2	
Use new media as a communications tool	Maintain a website containing timely and relevant news and information to CB	Website maintained and up to date	Jane Cliff		N/A	2	
County Championship	Used for reward for Volunteers		John Burton		N/A	2	
	Networking opportunity for Club presidents who are invited to home match		John Burton		N/A	2	
	Posters sent to all clubs in County to publicise home game:- Free Entry for U16's and players who have represented the County and attended SOR		Jane Cliff		N/A	2	
<b>TOTAL</b>							

## Cheshire Constituent Body Action Plan 2011-12

### Governance & Administration

Strategic Plan Objective	Action/Project	Performance Indicator	Lead Person	Budget	Funding Source	Priority	Review / Monitoring	
Administer the Disciplinary process	Have appropriate CB Disciplinary committee and process	Committees in Place, all hearing within appropriate time frames	A Senn/D Western		Self Funding	1		
Create a CB Plan	Create & monitor an annual action plan and accompanying budget	Quarterly reviews at RDP	CRFU/RRM		Cheshire	1		
	Auditing (miscellaneous/Financial expenses)	Audit on time	CRFU		Cheshire	1		
	Manage relationships with sponsors	Proactive sponsorship committee, 4 meetings per year	CRFU Fin Comm		Cheshire	1		
Manage the CB	Review the CB constitution, legal status, and structure	Annual review (AGM)	CRFU Exec		Cheshire	1		
	Plan and hold an AGM and elect CB officers	Annual review (AGM)	CRFU Exec		Cheshire	1		
	Hold election for RFU Council Representative	Annual review (AGM)	CRFU Gen Comm		Cheshire	1		
	Manage and update CB Communications	Website/RugbyFirst	CRFU			Cheshire	1	
		Newsletter						
	Committee expenses (Including IofM)	Appropriate meetings as per programme and minutes produced	CRFU			Cheshire	1	
Recruit and support CB patrons/VPs	Min 1 new VP per annum	CRFU Exec			Cheshire	1		
	General Administration	All CB functions carried out to appropriate standard and timescale	CRFU		Cheshire	1		
	Printing (incl Handbook)	Handbook produced	CRFU		Cheshire	1		

**TOTAL**



## Cheshire Constituent Body Action Plan 2011-12

### Expenditure Summary

Area	Chair/budget holder	Budget	Actual v Budget	Comments	Traffic Light
Players	Dave Livesey / John Burton				
Women & Girls Rugby	Ian Atkin / Vicky Muir				
Competitions	TBC				
Playing & Training (County Squads)	Roger Blake / Reg Unsworth / Vicky Muir				
Coaching & Coach Development	Peter Sherratte / Ian Thompson				
Referees & Referee Development	Paul Renton				
Volunteers	John Burton / Mike Hart				
Clubs Development	Dave Livesey				
Facilities Development	Ted Mitchel				
Schools Development	Brian David, Bob Davies / Dave Livesey				
Student/HE/FE Development	John Livesey				
Equity & Inclusion	Anne Smith				
Safeguarding	Anne Smith				
Medical					
Promotions & Publicity	Gareth Davies				
Governance & Administration	Colin Free				
CB Specific Projects					
<b>TOTAL</b>					

## Cheshire Constituent Body Action Plan 2011-12

### Income Summary

Area	Chair/budget holder	Budget	Actual v Budget	Comments	Traffic Light
<b>INCOME: RFU</b>					
Base funding					
CBRDP					
Schools of Rugby					
Long distance. travel					
Knock Out rounds					
Other					
<b>INCOME: Self-Generated</b>					
Subscriptions					
Donations					
Disciplinary					
Interest					
Sponsorship					
Coaching					
<b>TOTAL</b>					

## Advisory Notes

- 1 The CB plan applies to the first year of the player recruitment and retention part of the community rugby planning cycle.
- 2 The purpose of the Headlines is to pick out the highlights from the annual plan that need to be communicated to its member clubs (community clubs, school clubs, college clubs and university clubs).
- 3 The submissions notes box has been added since several CBs provided a covering letter with their plan detailing the assumptions they had made and the way the plan had been created using input from stakeholders and volunteers
- 4 This template is provide for CBs to use as a means of creating a costed joint action plan for volunteers and staff.
- 5 The column and section headings are *likely* to remain consistent across all CB plans, although the order may vary.
- 6 The objectives listed are *suggestions* based on the RFU Strategic Plan. Each CB will add or remove objectives based on local needs.
- 7 The action/projects will be specific to local club needs in each CB. The action/projects below are *examples* only. A menu of ideas will be shared and CBs will develop their own ideas.
- 8 Whilst personnel do change, experience shows that having a named lead person (the role title may also be included) is critical to ensuring ownership of the plan.
- 9 Each CB will determine the appropriate performance indicator for each action/project. The performance indicators in the populated template are *examples* only. Specific numbers, percentages or values based on local needs should be part of the performance indicators to quantify the outcomes. The CB should set realistic yet challenging performance indicators. Performance indicators that measure quality of experience are also acceptable as well as those that measure quality.
- 10 The 'Traffic Light' system relates to the outcomes:

G	'Green' is for areas that are on target to reach their outcomes (performance indicators) or expected to be on target at the relevant point in the year. If we are reporting against a single annual target (eg participant numbers) the objective should be green if we are forecasting to hit target, even if we have not done so at the time of the report.
A	'Amber' is for areas where there are concerns (eg behind schedule/under target/over budget/etc) and may or may not be achieved and need monitoring carefully.
R	'Red' is for areas that we do not believe will be met and/or require some sort of significant remedial action to get back on track.

- 11 The traffic lights will be used to highlight progress towards the outcomes at the six month and full year reviews of the plan.
- 12 CBs participating are asked to give their constructive coments about the template (content and format) to the CB Planning Funding and Reporting Task & Finish Group via [carolethelwall-jones@rfu.com](mailto:carolethelwall-jones@rfu.com)  
  
The template has been designed to 'mirror' the whole club development wheel [Figure 1]. Whilst there is not an exact correlation between club and CB we believe it is helpful to show the interreleationship as plans will over time, become more closely linked to club needs.
- 13

Figure 1 - Whole Club Development Strands



## **Appendix 1**

### **GEOGRAPHIC CONSTITUENT BODY (CB)**

#### **Role:**

The CB's role is to promote, develop and grow, with the support of the RFU Regional Development Team, the community game within its geographic area by supporting its clubs schools, colleges and universities and by encouraging all those who wish to participate in Rugby Union either as a player, coach, referee or administrator to become involved in the Game.

#### **Terms of Reference of geographic CBs:-**

1. CBs shall be responsible for the development of the game of Rugby Union in their geographic area and with the support of the RFU Regional Development Team, together with relevant local and regional organisations, promote and foster the Game.
  - a. To this end the CB shall create and implement both Strategic and Action Plans reflecting the needs of the CB and its members.
2. CBs shall support and implement the policies and strategies of the RFU Strategic Plan and the 'themes' of the community game.
3. CBs shall represent the interests of their member clubs regionally and nationally and act as a two way communication link between their member clubs and the RFU.
4. CBs shall provide an organisational framework to support their member clubs in the playing of the game including but not limited to:
  - a) Recruitment and retention of Players.
  - b) Club coach recruitment, development and retention.
  - c) Volunteer/administrator recruitment, development and retention.
  - d) Club development, facilities and accreditation.
  - e) Safeguarding and welfare.
  - f) Governance and Disciplinary matters.
  - g) League, Merit Table and Cup competitions.
  - h) Referee Society liaison.
  - i) Equity, equality and diversity.
5. CBs shall provide an integrated player development and playing programme at Age Grade and adult levels.
6. CBs shall run a CB School of Rugby in partnership with clubs, schools and the RFU Academies to deliver a core curriculum of skills through an effective and well trained workforce.
7. CBs will work together with National CBs (Students Union, Schools Union and Armed Services) and National Representative Bodies (Colleges Union, Referees Union) to coordinate the local delivery of rugby for these sectors in the CB's geographic area. The National CBs being responsible for overall strategy and policy of their members.
8. CBs will create partnerships with professional clubs (i.e. PRL and Championship clubs) in their area to enhance the working relationship between these parties and to maximise the development opportunities of the game in the geographic area.
9. CBs shall provide an administrative structure to support the above and to meet the data collection requirements of the RFU including, but not limited to:
  - a) CB Strategic Plan
  - b) RugbyFirst
  - c) CB Facility Plan