



NATIONAL GUIDANCE NOTES
for production of
AREA / COUNTY / CLUB
DEVELOPMENT PLANS

The Development Team has produced a set of documents to assist the British Judo Association's Areas and Clubs in the production of Development Plans. These are:

- National Guidance Notes for the production of Area Development Plans
- National Guidance Notes for the production of Club Development Plans

Why do we need development plans?

- Gives the organisation an opportunity to reflect and assess the effectiveness of its operations
- Provides a coordinated framework for development
- Ensures everyone is pulling in the same direction (as much as possible!) – Clubs/Counties/Areas working together
- Aid to communication between the organisation and the members
 - Everyone knows what the organisation is trying to achieve, and how it will go about it
- Can be a useful marketing tool to persuade other agencies to work in partnership

What are the benefits of providing National Guidance Notes?

- Designed to meet the needs of the Areas/Clubs in a consistent format
- Provide Areas/Clubs with a skeleton document to build on
- Ask leading questions to draw out information as the starting point for the plans
- Guide the areas and clubs, so giving national BJA a better chance to deliver on policies such as equity, child protection etc.

Structure of the Plans

Separated into five main sections:

- Executive Summary: summary of key objectives and action required
- Introduction: Overview of Judo globally, nationally and locally, and provides overall aims/objectives of the plan
- Current Situation: 'Where is the organisation now'? Separated into 10 sections, as detailed in the sections on area or club development plans
- The Future 'Where do we want to be'? Has the same sections as 'Current Situation', and lists objectives related to the issues highlighted in that section.
- The Action Plan 'How are we going to get there'? This section will be in tabular format, and details the **Development areas** (targets to be achieved), **detailed activity** necessary to achieve those targets, the **timescale** in which to achieve them, the **person responsible** for each task, the **resources** required (cost, equipment, etc), and the **results** so far.

The timescale of the plan would normally be either three or five years, with minor amendments made annually based upon that year's monitoring and review. At the end of the time period, a major review would be carried out, to ensure the content of the plan is still relevant.

Area Development Plans (Also relevant to County Associations)

The focus of Area Development Plans is to provide a structure within which clubs and individual members can flourish. They will cover topics such as ensuring good administrative/management practices, making sure there are enough volunteers to meet the needs of the Area, providing appropriate competitive opportunities for all grades and abilities, and providing pathways for talented players to reach their full potential. These subject areas are split under the following headings:

- Management and Administration
- Participation/Members
- Coach Education and Development
- Examiners, Referees and Officials
- Promotion Examinations
- Competitive Structures
- Performance and Excellence
- Clubs/Facilities
- Finances
- Marketing and Communication

The Process

The process involved in production of the plan would vary from area to area, but would follow a similar process to:

- ✓ Area Chairman invites RDO to give presentation at Area committee meeting
- ✓ Committee sign up to the production of An Area Development Plan
- ✓ Committee agree wording of introductory section, and the overall aim and objectives of the plan
- ✓ A small development working group is set up. They need not necessarily all be committee members, but should have appropriate expertise, and who should consult with other relevant coaches, officials, players and club volunteers within the Area.

- ✓ Members of the development working group each produce a draft for 'Current Situation', 'The Future' and the action plan of their particular section.
- ✓ A member of the development working group takes on the role of bringing all the different sections together in one document
- ✓ Circulate of first draft plan to Area committee for comments, etc.
- ✓ Amend draft as necessary
- ✓ Circulate consultation draft to clubs, key individuals and other partner agencies
- ✓ Organise meeting to discuss feedback and amend plan as necessary. This may be via a Development / Technical Day
- ✓ Launch plan at Area Development/Consultation Day
- ✓ Development plan working group meet at regular intervals (quarterly is recommended) to monitor and evaluate progress towards achieving targets, and to propose amendments to the plan as necessary.

The whole of the process detailed above would have the support from one of the BJA's Development Officers who lead the working group through the framework, advise on interpretation and the direction the plan can take. Their involvement throughout the whole process will also allow them to support the Area in the implementation and review of the final plan.

Club Development Plans

These should link into the Area Plans, and take note of their recommendations. However, they will obviously be more localised, and usually be prioritised toward a few major issues facing the club.

For instance, the plan may be driven by the need to recruit more coaches and volunteers, or to find improved facilities.

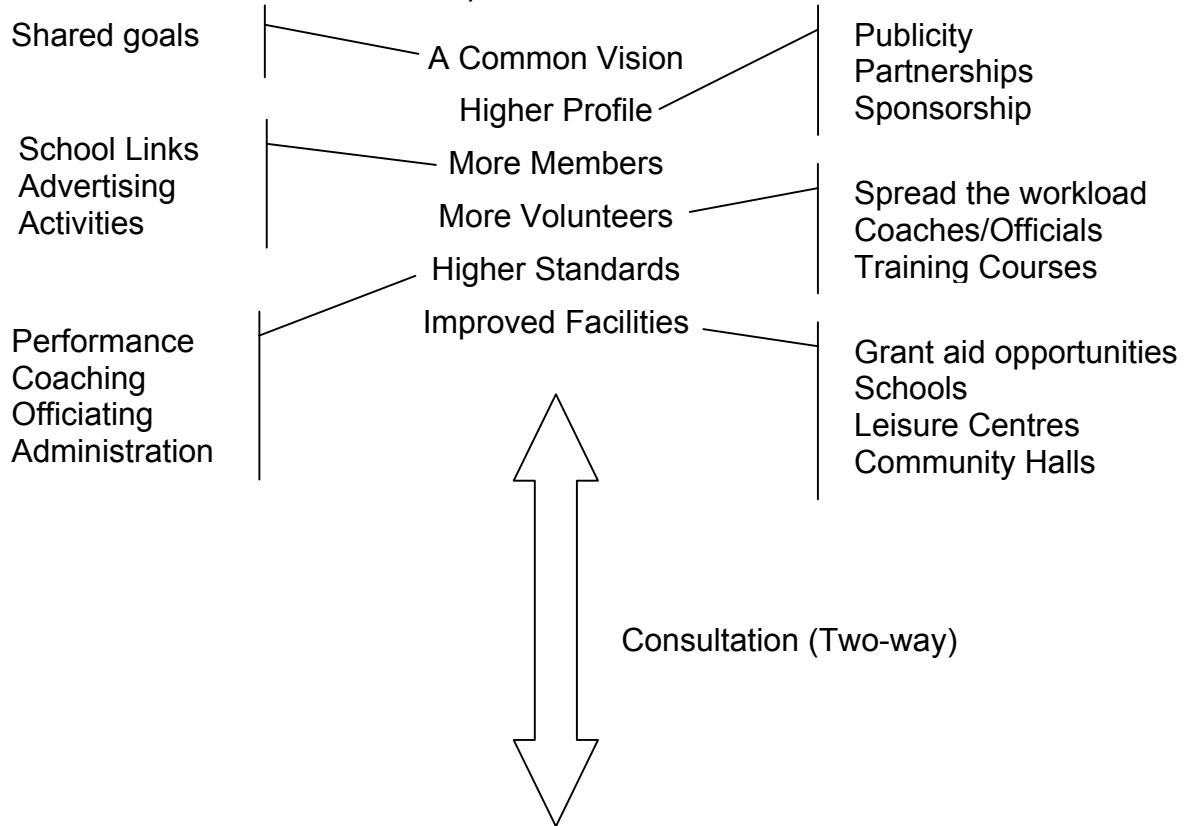
The process involved in producing the plan is likewise very similar to the Areas. The relationship between Area and Club plans is shown in the attached 'Roles and Pathways' document.



DEVELOPMENT PLANS - ROLES AND PATHWAYS

CLUB DEVELOPMENT PLANS

Small, specific areas of work



AREA DEVELOPMENT PLANS

Strategic area-wide initiatives
(County plans similar but more localised)

