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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Governance |  |  |  |  |  |  |  |  |  |
|  | Auditor |  |  |  |  |  |  |  |  |
|  | Prepare Budget- Link to Operational Plan | Approval by AWA Council | Working document reviewed by Exec committee | nil |  |  | Exec committee |  | Work with the Exec committee |
|  | Update Management Manual | Continuous update and review of the AWA Management Manuals with input from committee members | Maintained version of the AWA Management Manuals | nil |  |  | Council | **In progress** | Documents to be reviewed and updated by Council members. Update on progress due at Monthly Council meetings. |
|  | Administration (General) | Ensure day to day operation administration, phone internet | Administrators role performed satisfactorily | $35,000 |  |  | Admin Staff |  | Operational Plan and direction from AWA Council to be implemented by Exec committee |
|  | Working With Children Check and Member Protection Policy | Document is implemented by AWA and AWA clubs following AA lead on MPO, staff WCC | Document is maintained, filtered down to the AWA clubs | $160 |  |  | Admin | **Ongoing** | Document is available on AWA website and sent to all AWA clubs |
| Planning |  |  |  |  |  |  |  |  |  |
|  | Create and review Operational Plan from AWA Strategic Plan | Working document for Exec Committee | Implementation of outcomes on plan | $500 |  |  | EXEC Committee/Development Officer | **Created review with council complete** | Monthly Meetings. |
|  | Attend Archery Australia AGM and Planning Session. | Reliant on AA | Chairperson or VC to Attend AA pay incidental cost | $300 |  |  | President or Vice resident | **Vice President attended Nov 18** | Yearly and Special meeting and email discussions between RGB Presidents and Archery Australia |
| Risk Management |  |  |  |  |  |  |  |  |  |
|  | Review current insurance situation with WAPIC, AWA, trailer, Workers Compensation | * Review current policy * Obtain quotes * Seek approval | Approval and payment | $4000 |  |  | AWA Council | **Insurance in place** |  |
| Policies |  |  |  |  |  |  |  |  |  |
|  | Maintain current policies | Review annually to align with changes in State legislation or changed requirements | Update Bylaws and Constitution | $100 |  |  | Executive Council | **Ongoing** | Reviewed March 19 |
|  | AWA Policies meet new Constitution | Review all AWA Policies and By-Laws to by in alignment with new constitution | Policies and By-Laws update | $200 |  |  | Executive Council | **Ongoing** | Reviewed march 19 |
|  | AA Policies | Use AA policies where applicable  Alignment to policies | Policies in alignment with AA, links on website to AA site | nil |  |  | Executive Council | **Ongoing.** | Policies to be accepted by AWA Council and up dated on website. |
|  | Risk Management | Review and Implement risk Management Policy | Policy updated with current risks included due to change in climate | $1000 |  |  | President | **Currently have policy being reviewed by independent advisor** | Implement and ensure clubs are aware of the policy |
| Communication |  |  |  |  |  |  |  |  |  |
|  | Provide up to date email communication via AWA direct to members | Email updates | Distributed when required | $200 |  |  | Exec Council, president, secretary, | **Ongoing** | Continuous Communication throughout the year as required |
|  | Maintain and develop use of National Database for communication to our members | Stay up to date with ongoing developments  Ensure Club officials are trained to use the Database including IMG and Archers Diary | * National Database IMG utilised by all clubs and AWA for comms and payments * All club officials are trained to use database | $2500 |  |  | Vice President/ /Secretary/Clubs | **Most clubs are now onboard with 3 still to make the transition** | Support clubs in use of database and AWA Membership Stats Monthly. |
| Financial Management |  |  |  |  |  |  |  |  |  |
|  | Auditor |  |  | $2000 |  |  |  |  |  |
|  | Members aware of financial status | * Prepare monthly reports for tabling at council meeting * Prepare audited financial reports for AGM | Acceptance of reports | $1000 |  |  | Treasurer/Book Keeper | **Monthly financials statements supplied to Exec** | Appointed AGM 18 Armanda Auditing |
|  | MYOB |  |  | $1500 |  |  |  |  |  |
|  | Maintain Asset Register | Asset register maintained | Asset register kept up to date | nil |  |  | Archery Park Manager/Equipment Officer | **Completed and ongoing** | Continue review |
|  | Maintain High Interest Bank Account | Accounts in place, working accounts, term deposit and online savings backup account, merchant | Interest earned | $500 |  |  | Treasurer | **Completed and on going** | Review quarterly |
| Marketing & Sponsorship |  |  |  |  |  |  |  |  |  |
|  | Marketing Trailer/Archery Park | Use equipped trailer to promote the sport to different community groups, schools | Minimum 1 booking per fortnight from schools or corporate groups  Minimum of 10 bookings per week at Archery Park | $15000 wages  $1500 advertising |  |  | Archery Park Manager / staff | **In progress, Archery Park Manager contacted schools and organisations for promoting the park** | Reviewed at council meetings Information supplied to council by Park managers, use facebook and advertise direct to schools and community groups |
|  | Marketing events | Marketing Plan  Use Facebook, email, IMG Database, AWA Website and to advertise upcoming events  Utilise park staff to implement | 700 members and 40 Archery Park attendees (per week)  500 Face book followers AWA 400Park | $3000 |  |  | Archery Park Manager, park staff | **Marketing is ongoing** | Exec to review and update draft plan |
|  | Identify potential sponsors for indoor facility | Need to form a fundraising committee for the project | Number of sponsors gained | $300 |  |  | Exec AP Staff members | **In progress** | Exec to set up subcommittee for sponsorship plan |
| Participation |  |  |  |  |  |  |  |  |  |
|  | Increase participation through schools | * Develop Flyer to schools & local government * Expand mobile unit | Monitor Trailer use and bookings. Aim to have at least one booking per month. | $16,000 |  |  | Trailer Operator, AP staff | **In progress** | Ongoing maintenance of trailer and equipment in trailer |
|  |  |  |  |  |  |  |  |  |  |
| Partnerships |  |  |  |  |  |  |  |  |  |
|  | Maintain Partnerships with other organisations | * Wheelchair Sports * Senior Rec Councils (regional) * Ascertain other potential organisations * Scouts * Deaf society * Home School Program * AA, ABA | Partnerships maintained and new partnerships explored | $1000 |  |  | Executive Committee | **Ongoing** | Need to broaden networks and communicate with more organisations to develop partnerships |
| Members |  |  |  |  |  |  |  |  |  |
|  | Provide access to field course | Advertise/Communicate to members through Face book, newsletter and emails that AWA grounds are open to members for practice at all times for a small fee. | Use of field course on a regular basis |  |  |  | Development Officer/Archery Park Manager | **Completed/ ongoing.** |  |
|  | Locked box lean too | Access to shed for members |  | $200 |  |  |  |  |  |
|  | Provide Target butt for member use | Replace present Stramit Target with mobile Foam Targets for membership. | Targets used by members on a more regular basis | $250 |  |  | Equipment Officer/ Archery Park Manager | **Done** |  |
| Regional Development |  |  |  |  |  |  |  |  |  |
|  | Regional Club Development | * Provide support for regional clubs * Visit each club per annum * Ensure state champ events are free for country members | On completion  Increase Postal Shoot participation from last year to include Regional and Metro Clubs. | $2000 |  |  | Development Officer  Archery Park Manager  Coaching Coordinator | **Ongoing** | Secretary to organise club visits |
| Events |  |  |  |  |  |  |  |  |  |
|  | Calendar of events | * Produce calendar of events * AWA Clubs nominate to run tournaments and calendar being approved each year. * Produce bi yearly calendar to assist for forward planning | * Calendar of events produced * 4 state title events per year * Additional 4 state based tournaments and or ranking rounds | $500 |  |  | Tournament Director VP | **In progress for 2019 - 2021** | Update calendar as required |
|  | Tournament Management | Ensure allocation of State events for   * Target * Field * Indoor * Matchplay | Entered on tournament calendar |  |  |  | ALL | **Ongoing** | Will allocate dates during the planning of each years calendar at monthly meetings |
|  | Conduct National Matchplay Series | Yearly WA leg of the National Matchplay series | Conduct one event per year | $2000 |  |  | ALL | **In progress** |  |
|  | State Aggregate Champions | Aggregate champs register | Present awards for state aggregate champs | $750 |  |  | Tournament Director | **Yearly action** | Produce end of year results, produce awards |
| High Performance Planning |  |  |  |  |  |  |  |  |  |
|  | Coach development |  |  | 5000 |  |  |  |  |  |
|  | Development Squad | Training days monthly – 8 weeks with development squad | * Increase Number of Youth archers in squad to 20+ * Increase number of archers attending national events to 20 for State Team and promote others to attend. * Increase to over 50% the number of archers placing at national events | $5000 |  |  | Exec and State Coach. | **Training regularly in 2018** | Implement 2019 program |
| HP Athlete Development |  |  |  |  |  |  |  |  |  |
|  | Advanced coaching Regional development Program | Provide advanced coaching clinics for experienced archers | * Increase number of registered coaches to over 30 * Increase number of coaches attending training courses to over 50% | $5000 |  |  | State Coach | **Annual instructor course held** | Encourage clubs to run instructor courses |
|  | Training | Provide training opportunities for regional development squad | Increase number of archers placing at national events to over 50%  Ensure that there is at least 8 training sessions per year for the squad | $3000 |  |  | State Coach | **QRE’s monthly and state team training planned in September** | Review State Coach role/ plan when able. |
| HP Officials Development |  |  |  |  |  |  |  |  |  |
|  | Enhance skill of judges | Send additional Judge to national Judges Seminar in recruit judges QRE officials | Increase number | $600 |  |  | State Judge Cordinator | **Completed Judges course March18** |  |
| HP Athlete |  |  |  |  |  |  |  |  |  |
|  | State Team Selection | Call for nominations for State Team at least 2 months prior to the event | Ensure all State Team positions are filled | N/A |  |  |  | **Completed.** |  |
|  | State Team | Refund Entry fees to National championships | All state team representatives entry fees refunded | $4000 |  |  | Treasurer | **On going**  **(By application only)** |  |
| Coaching General |  |  |  |  |  |  |  |  |  |
|  | Coaches sessions | Provide 4 up-skilling sessions per annum | 4 upskilling sessions for coaches held | $500 |  |  | State Coach/State Coaching Coordinator | **On going** | Ongoing training with development squad coaches |
|  | Coaching Courses | Provide 1 Instructor Course per annum | 1 instructor course held | Self funding |  |  | State Coaching Coordinator | **In progress** | Will plan a course for 2019 |
| Officiating |  |  |  |  |  |  |  |  |  |
|  | Increase number of State Judge | Foster and encourage training of judges maintain current level of judge pool | * Promote Judges courses to members * Maintain 6 judges for rotation thru events * Help with course fees and costs | $1500 |  |  | State Judge/AWA Council | **Continuing.** | Encourage judges to keep up with case studies and training to ensure compliance |
| Volunteers |  |  |  |  |  |  |  |  |  |
|  | Seek out and encourage volunteers to help out with AWA projects | Advertise for volunteers through FB, Email, AWA newsletter and website  Develop volunteer incentives such as extra training | Increase volunteer base by 5% | N/A |  |  | Executive | **In progress** | Will renew membership with volunteering WA and look for other channels to increase volunteer base |
| Club Development |  |  |  |  |  |  |  |  |  |
|  | Assist and support Club Development | Exec to undertake club visits at least 1 visit per club per year.  Promote DSR Club Education Forums and courses | Increase in clubs participating in forums and courses | $0.77 per km |  |  | Executive | **Completed and ongoing** | Exec to organise club visits |
| Staff Development |  |  |  |  |  |  |  |  |  |
|  | Provide Staff with ongoing training and development | Notify staff of upcoming training courses and encourage staff to attend | Staff attend training and development sessions as they become available | $500 |  |  | Executive | **Ongoing** | Will look at VWA for training opportunities and DSR |
| Archery Centre Facility Management/ Maintenance |  |  |  |  |  |  |  |  |  |
|  | Plumbing | Obtain quotes to replace septic system | Replace system to biodegradable | $20,000 |  |  | Archery Park Manager |  | Need to obtain quotes and get approval from AWA council |
|  | Facility Costs | Rent, elect, incidental costs, waste, alarm, pest control, gen maintence, water, |  | $12,000 |  |  |  | **Ongoing** |  |
|  | Maintain grounds | Fertilisers, watering etc | Grounds maintained to an acceptable standard | $5000 |  |  | Centre Manager/ Groundsman | **Ongoing.** |  |
|  | Reticulation | Retic is not working fix is urgent | Working Retic | $25,000 | $25,000 |  | Secretary | **Completed** | Retic completely overhauled August 2018 |
|  | Bore Electricity |  |  | $10,000 |  |  |  | **New bore installed 2018** |  |
|  | Electrical Wiring | Obtain several quotes to fix electrical wiring in building as circuit breakers are tripping and number of plugs no longer working | Electrical wiring fixed | $15,000 |  |  | Centre Manager | **Checks have been made and repairs done not replaced everything** | Ongoing cost to fix electrical |