

**Welcome & Steering Group
Update – Ian Jankinson, Chair Swindon Sport Forum**

Governance Workshop

- 12 people attended the Club Governance Workshop on the 4/4/11 with some excellent feedback and a recommendation to push this to the clubs again, whether it be through GB Sports, HMRC or SBC legal team. Major point made to clubs was regard to their responsibility as employers and many clubs are actually employing coaches/staff without realising it therefore leaving themselves open to high tax bills

Funding

- Extra Coach Bursaries through WASSP for Level 2 coaching
- Closing Date for Sports Forum Grants 31/07/11

Partnerships

- SF Produced an E-flyer which has been sent to NGB's, Some of which have agreed already to send this directly to clubs, rather than just adding to a website.

Consultation

- Olympic Legacy Workshop - 14 June 3-5pm at Broadgreen community centre. Anyone want to attend?

For further information contact Doug Imrie at dimrie@swindon.gov.uk

Updates

Roger Byrne – Head of Leisure, SBC

Facility Update – Roger emphasised the current financial situation and the effect on Leisure. However he also spoke about the success with external funding and developer contributions for the

- Football / cricket development at Croft
- £1M refurbishment at Link
- Feasibility work at Health Hydro for day spa facility
- Oasis
- Broome Manor driving range

Friends of Dorcan – Open Day (see later in minutes) Roger thanked the clubs for their contribution in making this a really successful day

Half Marathon, Multi Terrain & Fun Runs

- Sunday 9th October 11
- Register now www.swindonhalfmarathon.co.uk for the half, 5 mile or 2 mile fun run
- Or help as a volunteer (contact Helen Maine at hmaine@swindon.gov.uk)

Steve Boocock – CE of the County Sports Partnership (WASP)

Steve spoke about 2 programmes as part of the Olympic legacy which the County Sports Partnership (WASP) are leading on.

Sportivate 2011 - 2015

- Targeted sporting programme for 14-25 year olds. 6 to 8 weeks of high quality coaching in the sport of their choice
- Launch event on Tuesday 14th June 5.30 - 7pm @ The Platform, Farringdon Rd, Swindon. Please come along
- Funding available for clubs wanting to participate in offering 6 sessions coaching
- 59 programmes starting next week with 30 partners across 23 sports with 1/3 based in Swindon
- Gap in provision for 20-25 year olds and for swimming, cycling, running, gymnastics, triathlon, Wheelchair basketball, table tennis, martial arts/judo

Sport Makers

The Sport Makers programme will recruit, train and deploy 40,000 new sports volunteers aged 16 years and over to organise and lead community sporting activities across the country

- WASP will be recruiting and training 500 volunteers from September 11
- Volunteers will be deployed into clubs offering 10 hrs support
- Clubs wanting volunteers to support their activities please contact WASP. We will be targeting young people, unemployed, those people wanting to share their skills

WASP contact details <http://www.wscsp.org/site/index.php?/news/contact> or 01380 734786 / 01380 734779 or contact Doug Imrie, dimrie@swindon.gov.uk 01793 465405

Helena Robinson – Leisure Strategy manager, SBC - Sports Development Update

2012 Torch Relay

- 70 days, final 7 days in London
- Arrives in UK on Friday 18th May 2012
- 8,000 torch bearers – 50% 12-24 year olds, 50% adults

2012 Torch Bearers Closes 29th June 2011, judged regionally

- 16+ category – someone that has inspired young people
- Terms, conditions and nomination form on LOCOG website
- Nominate someone <http://www.london2012.com/games/olympic-torch-relay/carrying-the-olympic-flame/nominate-a-torchbearer.php>

Open Weekend

<http://www.london2012.com/events/open-weekend-at-the-swindon-live-site-.php>

- 23rd and 24th July 2011 organised by the local organising committee
- Free activities and show case talent
- Wharf Green and Coate Water
- Chariots of Fire on Big Screen on Friday night

BBC Big Screen

- Opportunities for clubs/athletes to be showcased in the town centre
- Links to major televised sporting events
- Possibility for clips to be shown

Ian Jankinson suggested clubs could contact schools to do videos to go on the Big Screen

For more info on either of the above, contact: ncourtney@swindon.gov.uk

Wiltshire and Swindon Sports Awards

- Thursday 22nd September - City Hall, Salisbury (6.45-9pm)
- Closing Date for nominations: 30th June 2011
- www.wiltshire.gov.uk
- www.challengeswindon.org.uk

Disability Sport – inclusive and integrated sessions/events

- Swindon Shock Wheelchair Basketball (Sundays 3.30 - 5.00pm at Dorcan)
- Swindon St George Wheelchair Rugby League (Fridays 5 - 7pm at Dorcan)
- Swindon Wildcats Sledge Ice Hockey (Tuesdays 3.30 - 4.30pm at Link Centre)
- Nationwide Swindon Parachallenge - 2011 Sunday 3rd July 2011 at Dorcan

Round table information sessions

1. Club Promotion & Taster Information

Hosts - Chris Smith & Dave Bell

Dorcan Rec Complex ran a sports clubs open day on Sat 14th May 11, having been given £1000 funding by the Sports Forum. There were 23 different sports for people of all ages and abilities to try. We had more than 400 people attend the day with approx 700 registered in total throughout all of the sports.

Plan event by creating task list

- Event programming/ administration
 - Put programme in place – liaise with clubs
 - Plan how would like to open the event (Got Paul Bodin to do this as well as displays from some of the clubs)
 - Invite dignitaries
 - First aid provision
 - Car parking
 - Site/ sport specific risk assessments
 - Contingency planning e.g. wet weather
 - Site/ sport signage
 - Site map showing where each sport is taking place
 - Passbands to monitor usage
 - Acquire freebees to hand out
- Advertising/ Marketing
 - Devise leaflets/ posters/ banners
 - Devise promotional video
 - Distribute leaflets/ posters to:
 - Schools, pre-schools
 - Colleges
 - Companies
 - Local places, shops, libraries etc
 - E-mail contacts, clubs
 - Promote through Police
 - Market video
 - Big screen – Wharf Green – Town Centre
 - Facebook
 - You tube
 - Local schools/ colleges

- Press release for media launch to go in:
 - Swindon Advertiser
 - Swindon Web
 - Local websites (Borough Council)
 - Local free magazines
- Radio Interview (total star fm and 105.5 local radio)
- Put prize draw in place to encourage participants
- Ensure clubs provide leaflets
- Catering
 - Teas, coffees, cakes
 - Vending machines
- Finance – costs include
 - Facility hire
 - Marketing/ printing costs
 - Coach/ club costs
 - Refreshment costs
 - Equipment costs
 - Thank you present costs
- Event staff
 - Ensure enough staff to manage the centre
 - Ensure clubs have enough people to cover unknown session
 - Prepare pack for volunteers e.g. register, prize draw/ feedback form info, free refreshment info
- Night before/ on the day
 - Set up – tables, chairs, banners, gazebos
 - Signage up – facility name, directional
 - Bins
 - Change over plan – what equipment is required
- Post event Monitoring and Evaluation
 - Usage stats from number of people through the door
 - Usage from each session – both participants and spectators
 - Feedback from participants e.g. form filled in on day/ e-mails sent requesting – details obtained by people entering free prize draw
 - Feedback from clubs – Monitor club uptake
 - Post event report to include what went well/ not so well
 - Press release for adver
 - Thank you letters

Good things to remember

- Prize draw
- Opening ceremony
- Expression of interest
- Inclusivity of the event
- Impressed with variety
- Some clubs have got some new members – approx 10% of participants
- Mass participation with everyone enjoying themselves

What things did the clubs suggest would help them to do things better

- If participants could be registered in advance
- If the ages could be split up
- Change over period between sessions
- Not so many sports going on at the same time
- Knowing specific needs in advance
- Need more helpers, plan for more than less

Things that could have been done differently from site perspective

- Catering
- Combine feedback/ prize draw forms
- Something for the under 3's

What came from the discussion at the meeting

- A lot of the groups were impressed with the event and would be keen to get involved if and when it's run again
- It would be difficult for a club to run the event on the same sort of level due to the number of clubs involved and it may be best suited to be run from the leisure centres
- The key areas for the clubs when running promotional sessions would be the planning, promotion, marketing and the evaluating at the end.
- We talked about how long it took to organise. It was about 6 weeks of planning in total which wasn't really enough time. I have suggested that at least 3 months would be required.

2. Facilities

Hosts – Dave Maine & Stu Coffey

Dave and Stu discussed the proposal that existing accredited clubs who already book SBC facilities are invited to book additional coaching sessions in off-peak times that are currently unused capacity. The individuals that attend would simply pay an amount to the centre so the club would not have a financial commitment, allowing the clubs to develop and grow while also helping SBC to increase off-peak usage. This is a good way for the council to support growth in sport by encouraging existing clubs to gain accreditation, increase numbers taking part and increase usage of each centre. Dave will be issuing the guidance to individual centres in the next few weeks. All tables welcomed the principle and thought it was a good way for the partnership to work.

Additionally, it gives an incentive for clubs to register with the forum and to become accredited, thereby meeting some of our own targets for increasing numbers of clubs using the forum.

Next steps – proposal will be completed and communicated to clubs

3. Funding & Grant Information

Hosts – Geoff Halls , Gladys Barr, John Phipps

Geoff covered the main points of the Sport Forum grants . All information can be downloaded from http://www.challengeswindon.org.uk/challengeswindon/swindon_sports_forum/sports_forum_grants.htm

Closing date 31/07/11

John Phipps from Voluntary Action Swindon talked about support from the Charity Information Bureau with one to one funding advise., Clubs can book slots (see point 2 below) . Other dates are available

Gladys Barr covered the following

1. Why are you not applying for funding?

Sport England evidence – only 2 clubs in Swindon have received funding from Sport England small grants programme in last year. 2 more in the pipeline. But we have promoted the Sport England grant scheme widely and run a workshop but still not seeing evidence of clubs submitting applications

2. Help with funding applications

Upcoming Funding Advice Surgery Dates

Need some help with finding funding? In partnership with the Charities Information Bureau (CIB), Voluntary Action Swindon are offering funding advice surgeries taking place on **Wednesday 15th June and Wednesday 22nd June.**

Advice on

- planning your fundraising
- applying for grants
- making better applications to the Lottery or trusts
- company and community funding
- tendering for services.

Call VAS on 01793 538398 or email info@vas-swindon.org to make an appointment.

Useful documents

Guide to finding funding Fact sheet 9 on <http://www.vas-swindon.org/factsheets.html>

A beginners guide to successfully securing grant funding -On home page of <http://www.grantnet.com/>

Funding databases

CIB	Register on home page http://www.cibsouthandwest.org.uk/
Voluntary Action Swindon	http://www.vas-swindon.org/funding.html Voluntary Action Swindon has the Funder Finder software available for use in the office, this is free to use and is available to all Voluntary & Community Organisations. They also distribute a Funding Bulletin via email on a monthly basis. If you wish to receive this bulletin please contact David Sudworth david@vas-swindon.org
South West regional bulletin	Email and ask to be put on the distribution list Damian.Wood@wiltshire.gov.uk
Funding 4 Sport	http://www.funding4sport.co.uk/ Also on Twitter, Facebook Cost £13per year to register
Funding Central	http://www.fundingcentral.org.uk/Page.aspx?SP=6089
Grantnet	http://www.grantnet.com/ GRANTnet, a straightforward FREE-to-use service from GRANTfinder, can help small businesses, charitable and community groups like yours to find suitable funding
Big Lottery	http://www.biglotteryfund.org.uk/funding-sw

Current Funding sources spreadsheet – attached to the minutes

Other issues

Larger Projects re facilities

Sport England Olympic legacy Places funding programmes (Iconic, Inspired and Protecting Playing fields) identify those clubs and organisations who have a viable project which could meet the criteria and we could then Sport England would run a more hands on workshop to talk these through this and deal with their specific queries.

In terms of background on these programmes refer to the website information available

Protecting Playing Pitches

http://www.sportengland.org/funding/protecting_playing_fields.aspx

Iconic facilities

http://www.sportengland.org/funding/iconic_facilities.aspx

Inspired facilities (NB Criteria and guide still being produced so some of info could change)

http://www.sportengland.org/about_us/places_people_play/inspired_facilities.aspx

Recommend that you speak to Steve Woodman swoodman@swindon.gov.uk if you are considering any facility development issues

Next steps

- getting help applying to the Sport England small grant scheme http://www.sportengland.org/funding/small_grants.aspx. Contact Gladys if you need help gbarr@swindon.gov.uk
- GB will organise a meeting in September with Sport England funding advisor to help those clubs trying to put pen to paper. A number of clubs expressed an interest in this.

4. Sports Strategy

Hosts - Steve Boocock & Helena Robinson

Each table rotation brought about meaningful and passionate discussion; most importantly there were some great ideas and commitments from individual and clubs. There is a real sense of agreement about the overarching vision and objectives and people were keen to talk about how you bring the strategy to life for the people of Swindon. The main topics of discussion and key areas for focus were:

- more people - more membership, recruitment and retention (coaches, players, volunteers, official)
- Communication/awareness raising of the benefits and the opportunities for participation in sport
- Use of media parts - showcasing talent, promoting role models, inspiring others
- 'Enjoy' element - back into sport
- Facilities/Asset Transfer/Freeing up space/Freeing up land/Protecting open space - need to engage Parish Councils too
- Linking professional clubs to other clubs and schools
- Cross sports club working - maximising capacity
- Barriers to participation - new ways to break them down
- Cultural/Behaviour change - families and individuals (linked to communication, selling sport)
- Greater mention of other target groups - those underrepresented and in need of more support to participate (ie. older people, people with disabilities, low socio economic standing)

Next Steps:

June 2011	Initial vision and principles sent to clubs, partners and stakeholders with an invitation to comment and to complete a 'pledge form' with how they will contribute to the strategy
July 2011	Action plan pulled together with pledges Updated draft of the strategy with action plan sent for consultation via stakeholders (including members) and website
Aug 2011	Final draft written following further feedback Communication plan agreed
Sep 2011	Strategy and action plan presented to Swindon Borough Council Health Overview and Scrutiny Committee for comment Strategy and action plan updated as necessary
Oct 2011	Strategy Launched

Pop ups

- ☰ Tony Ellis from Swindon St George Rugby League club spoke about the Wheelchair rugby sessions that have just started at Dorcan
- ☰ Mark Hows spoke about the possibilities if you have a vision for your club. He spoke about the transformation of Esprit Gymnastics club from a club that 5 years ago had were almost homeless to one that now has a purpose fit facility and 2 elite performers
- ☰ Stu Coffey spoke about the development of one umbrella Basketball organisation in Swindon following on from the meeting which Leisure Services organised which brought all the clubs together to discuss moving the sport forward. He was positive about the future.

Sport Forum Grants

The Friends of Dorcan received a cheque for £450

AOB

Ian announced that 3 members of the steering group were standing down at the AGM in Nov

Ian Jankinson – Chair
Colin Arch - Treasurer
Geoff Halls – Grants

Ian asked other members to come forward to help run the Forum and invited anyone interested to come along to the next steering group meeting – date below

Date of next meeting

Steering group 13th July at Delta Tennis Centre – any one interested in joining the steering group is welcome to attend

AGM 1st Nov 6.30pm – venue to be confirmed

Keep looking on the Challenge Swindon website for details on sport and physical activity opportunities:

www.challengeswindon.org.uk

Please remember to refresh your browser (ctrl F5) to ensure you are getting the latest news.

Thank you to everyone for your attendance and for participating.

☰ ☰ Don't forget to make contact with another club and bring them along ☰ ☰