Orkney Fencing Club Strategy and Operating Plan

Strategy

Introduction

Orkney Fencing Club is a community fencing club which welcomes fencers from complete beginners to elite athletes.

It is run by volunteer coaches and helpers and strives to promote fencing in the community of Orkney

The club welcomes fencers from the age of 10 upwards with no upper age limit. The Club offers opportunities to participate in the sport of fencing that are fair to everyone.

Aims and objectives

The aims and objectives of the club are:

- To offer education, coaching and competitive opportunities through fencing
- To promote the club within the local and fencing communities
- To provide a socially inclusive club that promotes fencing as a sport for all ages and abilities, helping members to achieve their potential at all levels
- To ensure duty of care to all members of the club
- To provide all of its services in a way that is fair to everyone
- To support those involved in coaching the club to comply with current regulations for sports coaches
- Produce a development plan to promote the future of Orkney Fencing Club

Governance

Good governance is essential to the effective running of our club. We have an active and experienced Management Committee and a full set of policies and procedures followed by all at the club.

The safety and welfare of all our members is paramount. We follow the British Fencing Policy on Protection of Children and Vulnerable Adults in addition to our own set of Codes of Conduct for members, spectators, coaches and Parent/carers.

If you have any concerns please contact info@orkneyfencingclub.co.uk

Operating Plan

1. **Recruitment of members, volunteers and coaches**
    - Members

Members will be recruited through open taster sessions around the start of the school terms in August and October

In addition open taster sessions will be offered in the community through schools, youth organisations and other social groups as requested.

New members can also join the club at any time throughout the academic year (August to June)

New members will be offered 2 club sessions and if they wish to continue after that will be expected to become full club members.

Membership forms will be handed out on joining the club and renewed annually. This will record the members details, emergency contacts, any medical warnings and contain an undertaking that the member will abide by the Club's code of conduct and photography policy (see policies and procedures)

All members must take out membership of Scottish Fencing at the appropriate level .

Induction pack will include Membership form, Fencer's code of conduct, Instructions on Payment, how to access policies and procedures and information on membership of Scottish Fencing

- Volunteers and coaches

Any adult wishing to help regularly with the club will be subject to Protecting Vulnerable Groups (PVG Disclosure Scotland). This is following the British Fencing Safe Recruitment Procedure

Parents/carers who volunteer to help on an ad hoc basis need not be subject to Disclosure if under the supervision of a club coach who has full PVG clearance.

Any person who is involved in coaching either as a registered coach or as a coaching assistant will agree to the Club's Coaches code of conduct and follow Scottish Fencings requirements for coaches

2. **Policies and Procedures** Orkney Fencing Club follows Scottish Fencing's good practice guidance which includes:
    - Constitution
    - Equity Policy
    - Data Protection Policy
    - Photography Policy

- Financial policy
- Recruitment Policy
- Child Protection
- Vulnerable Adult Protection
- Travel Policy
- Complaints and Disciplinary Procedures
- Clubs Codes of Conduct
- Health and safety Policy

3. Committee

- The Club is managed by a committee, consisting of not less than 6 members, elected annually at the annual general meeting(AGM).
- Office Bearers
    - Chair/ Lead Coach
    - Secretary
    - Treasurer
    - Coach
    - Child Protection and Wellbeing Officer
- Committee members
    - Armourer
    - Parent/Carer Representative
    - Members representatives(2)
    - Other officers as deemed necessary

The committee will meet regularly no less than once per school term in addition to the AGM.

An Extraordinary General Meeting may be convened in accordance with the Constitution.

4. **Finance Policy** includes:

- Membership fees will be collected through monthly payments and are set up by Bank Standing Orders. Other arrangements for paying by cash or by instalments should be arranged with the treasurer.
- The payments will consist of 8 monthly payments.
- The membership fee is reviewed and set annually at the AGM
- The membership fee will include a sum for membership of Scottish Fencing (Starter for first 2 years for Juniors, 1 year for 18+, then Recreational)

This can be upgraded to Compete level membership in the event of a decision to enter a competition for which the member is eligible.

The club will then enrol all junior members in Scottish Fencing

- For anyone intending in participating in Open or other recognised competitions Scottish Fencing Compete Membership is compulsory

5. Club nights

- Club sessions will run on a Wednesday night during school term
- The club meets in the Pickaquoy Leisure Centre from 1930-2130
- The sessions will consist of a mix of structured class sessions including warm-up, footwork and blade work with a period of supervised fencing on the electric boxes if there is remaining time.
- Individual lessons will be offered depending on coach availability (no extra charge)
- Seniors will be expected to supervise themselves on club nights with individual lessons on offer depending on coach availability (no extra charge)

6. Seniors ad hoc sessions

- Additional ad hoc sessions for seniors may be arranged by the seniors, who have responsibility to find and pay for a suitable venue, when undertaking these sessions under the rules and regulations pertaining to normal club sessions
- Individual lessons will be available depending on coach availability

All club nights will be held in the Pickaquoy Centre and any notifications of cancellations or changes will be publicised on the Club's FaceBook page

7. Training grades and refereeing training

- Juniors will be offered the opportunity to gain the British Academy of Fencing Awards in Bronze, Silver and Gold. An additional charge per student is charged for this syllabus and successful students can pay to have certificates and badges
- Refereeing skills from Scottish Fencing will also be taught

8. **Competitions**

Local

- The Club runs 2 in house competitions per year.
    - Christmas competition: One round of poules with a prize for the first placed fencer.

      Depending on the entries a junior and senior poule will be run.

      Both foil and epee poules will be run depending on entries

- Annual Club competition: This will take place in the last term before the summer break

  Depending on the entries a junior and senior poule will be run.

  Both foil and epee poules will be run depending on entries

- Prize giving will take place at a suitable venue and time after the Annual competition with the following prizes presented:
  - Junior foil cup
  - Senior foil cup
  - Epee Trophy
  - Style cup
  - Happy Bunny award

  Previous winners are expected to return the prizes from the previous year with any engraving done.

- When possible a training weekend will run during the school summer holidays. This will be open to fencers in the Scottish Fencing North Section area.

  This will be a mix of training and competition for all ages and abilities with visiting and local coaches and clubs.

  The venue for this competition will be agreed on an annual basis by the participating clubs and may be Orkney, Shetland or the Scottish Mainland (North Section)

Outwith Orkney

- The club will, where appropriate, facilitate participation in the Scottish Open Fencing Competitions for any fencer over 13 years whom the Lead Coach agrees is ready for participation in an open competition.
- Where a team is participating from the club it may be possible to arrange group transport and accommodation and to be accompanied by a club coach.
- An individual may enter any competition that they are qualified for. In the case of an adult they are expected to make their own arrangements for travel and accommodation. Any child who enters a competition outwith Orkney must do so with the consent of their parent/ carer and if there is no team travelling they must arrange their own travel and accommodation
- All travel off Island involving children will comply with the policy on travel

9. Communications and Publicity

- General Information and Policies and Procedures are held on the Clubs Web site
- There is a link from the web site to the Club's Facebook page and vice versa
- Facebook will be used to communicate club events, dates and changes to club sessions
- Photographs/videos of events, club achievements and competitions may be posted on Facebook or website in compliance with the Photographic and Privacy Policy
- From time to time press releases will be placed in the local paper to publicise events and achievements

10. Equipment

- Orkney Fencing Club will maintain a stock of FIE regulation equipment for use of its members and for taster sessions. All members will be encouraged to buy their own equipment if they choose to progress in the sport.
- All Orkney Fencing Club Equipment is withdrawn over the summer break unless by arrangement with the armourer and an individual fencer.
- The equipment will be checked and maintained to current FIE regulations
- If a fault is found during a club session the faulty item should be given to the armourer or coach.
- Personal equipment is the responsibility of the owner. The coaches and armourer will not allow faulty personal equipment to be used in training or on the piste. The fencer will be offered the use of club equipment until such time as the faulty equipment is repaired or replaced.
- Personal equipment repairs by the club armourer will be charged to the owner.

The Operational Plan is a living document and the Management Committee have the right to update at any quorate meeting throughout the year