

Strategy and Operating Plan

Introduction

Shetland 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 Shetland.

The club welcomes fencers from the age of 8 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 Shetland 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 us at shetlandfencingclub@gmail.com

Operating Plan

Recruitment of members, volunteers, and coaches

• Members

Members will be recruited through open taster sessions run throughout the year by the club and / or in partnership with Active Schools, Ability Shetland, or other youth organisations.

New members will be offered 4 club sessions as an introduction and if they wish to continue after that will be expected to become full club members.

Membership forms will be given on joining the club and kept up to date. 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 British (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 British (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

Policies and Procedures Shetland 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
 - Adult Rep
 - Child Protection and Wellbeing Officer
- Committee members
 - Armourer
 - Parent/Carer/Junior Representatives
 - Coaches
 - 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.

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 12 monthly payments.
- The membership fee is reviewed and set annually at the AGM
- Waiving of membership fees will be offered if there is a genuine barrier to joining club through costs. This will be considered by committee and kept confidential within the committee.
- Members are responsible for joining British (Scottish) Fencing at the appropriate level.

Club Sessions

- Club sessions will run on: Thursdays 6.30 to 9.30pm Lerwick Gilberston Park Hall and Saturdays from 9.30 till 11.30am at Brae School Games Hall
- 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.
- 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)

Occasional 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

Training Sessions for Volunteers

- Refereeing skills
- Club session assistance training for volunteers
- Armoury sessions

Competitions

Local

- The Club runs a series of Club competitions for senior and junior fencers. This Series is sponsored and 3 are run as a minimum each year. The emphasis is on participation and not results.
- Club Championships held in the latter part of the season for Senior and Junior in epee and foil.
- Prize giving will take place at a suitable venue combined with a Social Night. Prizes awarded include: Senior and Junior Epee and foil awards, gold, silver and bronze (both 3rd places). Best Improver Award, Best Style Award
- Scottish Fencing North Section area Summer Camp and Competition. 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)

Competition on Mainland

- 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 out with Shetland 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

Communications and Publicity

- General Information and Policies and Procedures are held on the Clubs Web site
- The Club website is the primary source for dates, events and News updates
- There is a link from the web site to the Club's Facebook page and vice versa

- Facebook will be used as a private group page to communicate within the club to publish photos and news 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

Equipment

- Shetland Fencing Club will maintain a stock of FIE regulation equipment for use by its members and for taster sessions. All members will be encouraged to buy their own equipment if they choose to progress in the sport, but not required to do so
- Shetland Fencing Club Equipment is loaned to fencers who are expected to keep it clean and free from damage, stored and transported safely in a closed bag. They are required to inform the Armourer of any issues.
- 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