

Focus group first report

The focus groups was provided with a club history by Phil to show where the club has come from and developed over the years. This is most easily achieved by conducting a SWOT in six key areas – Legal, Administration, Finance, Facilities, Running and Social.

The group started on the first of the three key areas. Some information had already been volunteered by various club members and, following a brain storming session we came up with some identifiable examples in each of the areas.

It was noted at this point that there were quite a few items that wouldn't make it into the initial draft plan however; all the ideas will be revisited further along the line to be reintroduced at a later, appropriate time if required.

The group then came up with a list of immediate areas that they considered needed addressing. It was highlighted that by addressing the initial threats and weaknesses, this may in turn improve other aspects not yet addressed

Provisional timescales were notes however; these are for reference only and will need to be discussed by the committee on allocation of tasks further down the line.

It was noted that at this stage, wider input from members was not sought at this stage however would be vital when considering the second part of the SWOT for Facilities, Running and Social.

As communication was identified as a weakness and set as an area for improvement it was considered that canvassing for input would be more effective once this had been addressed.

The initial items on the plan are as follows:

- GDPR compliance (overdue) – CT lead officer
- Consideration to incorporate the club to protect committee members and consider advantages of becoming a CASC (community amateur sports club)
- Propose updates to constitution following input from members by next AGM agenda
- Propose updates to club rules and introduce a Code of Conduct by next AGM agenda
- Role descriptions for all volunteer posts by next AGM agenda
- Clarify and reinforce channels of communication
- Clarify procedures for joining / renewing and payment
- Standardise Yeovil Town RRC race entry forms
- Create a digital marshal rosta for races

- Inventory of all assets