

# Sport

## in the Neighbourhood

### 3 DEVELOP THE PROGRAM

The working group now has the task of getting together to map out how the program will be structured and how it will operate. This is the most involved step of the program and may take several weeks before the process has resulted in an initiative that is ready to be implemented.

**TIP** Know and understand your desired outcomes and goals. Keep these in mind throughout the program planning so that your program has the ability to meet these outcomes.

#### Meetings

Meetings of the working group will be the cornerstone for progress. Meetings are where the discussion and actions to develop the program will take place.

**TIP** To make your meetings more valuable remember the following:

- Always pre-prepare an agenda and stick to it
- Don't get side-tracked on issues un-related to your project
- Nominate a chairperson to make sure things are moving in the right direction
- Record main points of discussion and resulting actions
- Allocate jobs and tasks (actions) to individuals and put a time frame on them.

**TIP** The first thing you should do at your first meeting is to decide on your meeting schedule. Decide when, where and what time your future meetings will be and document this right away. Often this is left until the end of the meeting when "brain-power" is fading and sometimes it is forgotten altogether!

#### **Lessons from Sport in the Neighbourhood**

*For SITN we had an initial meeting that went for about 2-3 hours during which we developed our overall plan. We then met (at the local youth centre) for an hour each week to fill in all the pieces of the program.*

#### Putting the program together – the nuts and bolts!

There are many things to consider in mapping out your program. Listed below are some areas that need consideration and possible questions that need to be answered.

##### **Program format and structure**

- What will participants do during a typical activity session? Structured play, unstructured free-play, competition styled games, sporting games, gross motor skills, novelty games, a combination of several of these...?
- How long will the sessions run and on what day(s)?
- What did the community tell you about how they wanted the program to run?

##### **Venue**

- Where in your community is the most convenient, accessible and suitable venue?
- Who owns the field or space and will you need permission to use it?
- Is there a cost for using these fields?
- Who is responsible for maintenance and how often is maintenance performed?
- Are there any potential hazards on and around the field?

##### **Equipment**

- What type of equipment do you need?
- How much equipment will you need?
- Who will be responsible for the equipment and where will it be stored?
- Where will you get it?

# 3 DEVELOP THE PROGRAM

**TIP** If you don't have any equipment you might consider some of the following options to get you started:

- Ask kids/families to bring whatever they have
- Borrow from local sporting clubs, schools, local council
- Seek grant funding to purchase
- Seek sponsorship from local business
- Consider future fundraising for purchase and replacement.

## Volunteers

- How many volunteers are needed to conduct the program?
- Do you have several volunteers who are ready and willing to get involved?
- What days are they available and for how long?
- How can you recruit more volunteers?
- How will you retain your volunteers and reward them for their efforts?

**TIP** There are numerous methods or outlets for getting in touch with potential volunteers. It is important to remember that research shows that the most successful way to recruit a volunteer is to ask them personally.

You might consider presenting your program concept to some of the following groups to recruit program volunteers:

- Schools
- P&C
- Mothers and fathers groups
- Family, community and neighbourhood centres
- Youth services
- Local council.

Alternatively you might consider some marketing of the program to engage volunteers, such as:

- Newspaper advertising
- Community notice-boards
- Letterbox drops.

## Toilets

Access to toilets at the venue you plan to hold your activities at is essential. The fact that toilets are located at the site is important but you will also need to consider:

- Can you access them?
- Where are they? Are they close to the venue?
- Will they need to be monitored?
- Will you need a key?
- Will they need maintenance? If so, who has the responsibility? How often will they need maintenance?

The venue manager (e.g. local council) will need to be contacted to answer questions such as these.

## *Lessons from Sport in the Neighbourhood*

*At SITN the community members who were on the working party told almost everyone they talked to about the program and asked them if they wanted to get involved. We found this was by far the best way to get others to come on board as volunteer leaders.*

## Create a risk management plan

Risk management is a process that involves identification of all risks associated with the running of the program and aims to address these risks before they occur. Risk management is about being pro-active rather than reactive and creating a safer environment for all to participate in.

It is a good idea to put together a risk management plan. This is a document that outlines the risks and identifies strategies to minimise, reduce or eliminate the risk.

The risk management plan needs to be known and understood by all volunteers associated with the program.

**TIP** Set aside adequate time for all volunteers to be briefed on the risk management plan. The plan is only useful if everyone understands it and if the strategies within it are implemented.

There are many areas that need to be considered when putting together a risk management plan including:

### Program

- Suitability of games for participants (age, skill)
- Suitability of equipment for participants (e.g. size)
- Cancellation (how do we communicate to participants that program has been cancelled due to poor weather or ground conditions?)

### Roles, rules and responsibilities

- Expectations of volunteers – do volunteers know their roles and responsibilities?
- Rules for participation – have rules been established for participants?
- Have these issues been documented and communicated?

### Venue safety

- Condition of the ground (too wet, too hard, uneven surface)
- Dangerous objects on the ground (sharps, glass, rocks, sticks)
- Toilet access and visibility
- Road safety
- Out-of-bounds areas

# 3 DEVELOP THE PROGRAM

## Environmental

- Extreme weather conditions (heat, cold, storm)
- Shade at the venue

## Participant safety

- Supervision – volunteer roster
- Appropriate clothing
- Hydration
- Sunburn prevention
- Injury prevention
- Injury management
- Child protection
- “Stranger danger”
- First aid
- Access to medical/ambulance support
- Training for volunteers
- Roll call and registration

## Equipment

- Rules for use of equipment
- Damaged or broken equipment

## Behaviour management

- Rules for participants
- Guidance for volunteers in dealing with difficult behaviour

## Legal issues

- Insurance – do you need it?
- Participant risk waivers

There may be further areas of risk that need to be identified and addressed. The risk management planning template on the resource CD may prove helpful in putting together the plan for your program.

### ***Lessons from Sport in the Neighbourhood***

*To develop the risk management plan we utilized a staff member from NSW Sport and Recreation who was experienced in developing these types of plans for local sporting groups.*

## **DEVELOP THE PROGRAM – SUMMARY OF KEY TASKS**

- Establish your working group meeting schedule
- Plan thoroughly – consider all program possibilities
- Create a risk management plan

