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HIGHLAND & MORAY SAILING OPERATIONAL PLAN 2013 - 2015

INTRODUCTION

Purpose. The purpose of this plan is to support the development of sailing in the Highland & Moray – HMS – regions through the implementation of Enabling Objectives in support of the Key Objectives contained in the HMS Strategic Plan 2010 - 2015.

Development. Input to the plan is invited at anytime from all the members of HMS either at meetings or through emails to the Office Bearers. The plan is under continuous development and the latest draft version will be presented to HMS members at meetings for approval by the majority present and entitled to vote. Once approved the draft becomes the definitive version (which will then be the basis for further drafts).

Maintenance. The Chairman will maintain and hold the definitive version of the plan.

Distribution. The definitive version will be available on the HMS web-site in PDF.

KEY OBJECTIVES (FROM THE STRATEGIC PLAN)

Key Objectives. The Key Objectives are numbered so that the related Enabling Objectives can be referenced. The Key Objectives are:

Key Objective No	Key Objective Description
K1	To promote interest and participation in sailing
K2	To promote sailing as an equal opportunities sport available to all
K3	To encourage the population of the area to take up sailing
K4	To adopt a coordinated approach for the development of sailing with sailing clubs and organizations within the area
K5	To assist sailing clubs, organizations and individuals in the area by arranging courses for personal performance improvement and in coach education
K6	To promote and support regattas and open events in the area as considered desirable by the hosts
K7	To provide a focal point for clubs, organizations and individuals to obtain and exchange information regarding sailing in the area by providing a free-to-use website
K8	To assist youth organizations gain access to sailing facilities within the area
K9	To facilitate communication between HMS associates and the Royal Yachting Association (RYA)

OPERATIONS

Layout of Operations. The operational plan covers the current and following calendar year. The plan consists of a series of Enabling Objectives designed to implement portions of the Key Objectives. The Enabling Objectives conform to the SMART process; ie Specific, Measurable, Attainable, Result focused and Time constrained. Each Enabling Objective has a unique reference: the first letter and number shows the related Key Objective (eg K7) the second letter – E – indicates an Enabling

Objective followed by its serial number which is followed by the month & year it is planned to be completed. For example K6E2/06/13 would refer to the second Enabling Objective in support of Key Objective 6 which is due to be completed in June 2013. Milestones to achieve the Enabling Objective are also identified below.

2013

Outline Intentions. The main intentions are to facilitate a Race Coach Level 2 (RCL2) course and HMS Coaching. The secondary intentions are to encourage a better population of the HMS web-calendar, to highlight conflictions in event dates and to develop further the interactive areas of the HMS web-site including a members' password protected area.

Reference	Description	Funds	Milestones & Information	Interest Group	Lead
K5E1/07/13	Facilitate a RCL2 course in the area.	£60 to cover hosting costs (fuel etc)	<ul style="list-style-type: none"> • Find host (requires matched dinghies, coach boat & classroom + changing facilities) • Arrange delivery with RYA Scotland (Matt Toynbee) • Populate with 5 or 6 students 	Racing (dinghies)	Richard Jenner
K5E2/07/13	Confirm HMS Coaching programme for Autumn 2013/Spring 2014	Self Financing	<ul style="list-style-type: none"> • Agree dates with hosts & coaches • Agree fees • Publicise 	Junior & Youth dinghy racers	Richard Evans
K7E1/08/13	Populate the HMS web-calendar with 2014 events	FOC			Dave Allan

K3E1/03/13	Help promote club & centre open days	FOC	Utilize HMS web-site to promote events.	Anyone interested in taking-up sailing	All
K7E2/06/13	Develop a 'crew match' interactive web page	FOC	Requires a suitable application and group decision on: <ul style="list-style-type: none"> • who should be able to join the group(s) • membership management of each group • message moderation of the group(s) 	Cruising & Racing (sail, keel boats & dinghies)	Web-master
K7E3/06/13	Develop a 'members' area' on the web-site	FOC	Password protected area with details of HMS Delegates		Web-master
K4E1/06/13	Hold AGM on 20 June	£60 for refreshments	Will be held in the new Inverness Marina building	All	Chairman

2014

Outline Intentions. The main intentions are to facilitate the HM Sailing On-the Water Day, the North of Scotland Dinghy Championship, HMS Coaching, a RIB Rendezvous, a Dinghy Instructor course and a Regional Race Mark Laying Seminar. The secondary intentions are to encourage Cruise in Company events for both East & West Coast sailors.

Reference	Description	Funds	Milestones & Information	Interest Group	Lead
K5E1/05/14	HMS on-the-water day	£100	A day of practical workshops for dinghy & power boat instructors, race coaches and club officials	Instructors, coaches, club officials	
K3E1/03/14	Help promote club & centre open days	FOC	Utilize HMS web-site to promote events.	Anyone interested in taking-up sailing	All
K6E1/05/12	Promote North of Scotland Dinghy Championships	£100	Find host + <ul style="list-style-type: none"> • Purchase main prizes • Obtain voucher prizes • Highlight on HMS web-site 	Racing (dinghy)	Chairman
K5E2/07/14	Confirm HMS Coaching programme for Autumn 2014/Spring 2015	Self Financing	<ul style="list-style-type: none"> • Agree dates with hosts & coaches • Agree fees • Publicise 	Junior & Youth dinghy racers	Richard Evans
K6E2/04/13	Facilitate a Regional Race Mark Laying Seminar	TBD	Scottish Sailing Institute are prepared to run this course	Racing – dinghy & keel boat, club officers	
K6E3/07/14	Hold a RIB Rendezvous	FOC		Powerboaters	Simon Paterson

K5E3/05/14	Facilitate a dinghy instructors' course			Club instructors	
K6E4/06/14	Coordinate a cruise in company (sail) East & West Coasts	FOC		Cruising sailors	
K4E1/04/14	Hold AGM in May	£60 for light refreshments	Offers invited to host	All	Chairman
K7E1/08/14	Populate the HMS web-calendar with 2015 events	FOC			Dave Allan