

**Bolton Sport and Physical Activity Alliance**

**Implementation Plan – PHASE I**

**April 2007 – March 2009**

## **The Bolton Sport & Physical Activity Strategy**

Improving the health of the nation through physical activity is at last being identified as a key issue by many agencies at national, regional and local level, including key partners within the Local Strategic PartnerSport, Health and Inclusion p. The impact which physical activity can have in preventing health problems in people of all ages is now being acknowledged – e.g. childhood obesity - and is proving to be the cornerstone of strategies designed to improve the quality of life for all communities.

To improve the health of the population in Bolton, we need to create and sustain a culture in which people *want* to be more active and are *able* to be more active – a culture of activity. This is why Bolton's Physical Activity Strategy is so important. It represents a multi agency approach to promoting physical activity in the Borough, and provides a common framework to enable resources and activities to be joined up in a way that provides maximum impact for the benefit of Bolton residents.

## **Bolton Sport & Physical Activity Alliance (BoSPAA)**

The announcement that London is to host the 2012 Olympic and Paralympic Games has set the scene for a new era for sport in England, heralding the start of a journey to increase and widen the base of participating in sport and to achieve unprecedented levels of success on the international sporting stage. In short, the aim is to make England the most successful sporting nation in the world.

In order to fully maximise the benefits of 2012, the legacy of 2013 onwards and the government's focus on health and wellbeing, local authorities are being encouraged to join forces with other local organisations with similar objectives to share a vision under the banner of a 'Sport and Physical Activity Alliance'. This is a part of the Government's agenda for sport, re-enforced by the Carter Report, where there is a single line of accountability between government policy and local delivery.

BOSPAA was established to effectively represent and lobby in support of the interests of a range of sports (National Governing Bodies , clubs and leagues, communities and other provision/disciplines e.g. play) for which an effective voice is required. It is linked into wider networks and interest groups both via representatives and through efficient and well-publicised communication mechanisms.

The Alliance has a remit to be a vehicle through which all parties become better informed about what is happening in the Borough (and further a field), whether and how initiatives, investments and plans are working, the impact this is having on participation, the capacity of the sector to maintain and extend what it can offer while increasing the quality and accredited safety of provision made. The ultimate aim is for BOSPAA to become the main policy driving body for sport and physical activity in the Borough.

Bolton Sport and Physical Activity Alliances' mission is to 'adopt an integrated and co-ordinated approach to the development of sport and physical activity for all residents of Bolton, that is consistent with local, regional and national strategies in order to increase participation, widen access and raise standards, which will ensure that Bolton is a more active and successful sporting town.' In doing so, BOSPAA has adopted the European definition of sport.

"Sport means all forms of physical activity, which through casual or organised participation, aim at expressing or improving physical fitness and mental well being forming social relationships or obtaining results in competition at all levels". (Council of Europe - Sports Charter 1993).

The adoption of this definition presents BOSPAA with the opportunity to unite many sectors that contribute to sport and physical activity and in turn, attract the masses in terms of participation.

## **The Role of the Bolton Sport and Physical Activity Alliance**

In setting out its Vision for Sport and Physical Activity in Bolton BOSPAA will:

- Act as an agent for change,
- Provide support, information, expertise and resources,
- Create strategic direction

Being part of Bolton Community Leisure Trust will maintain a single line of accountability. This will also reinforce the link to the local political structure and formal reporting procedures. BOSPAA will also feed into to the Sport England and Greater Manchester Sports Partnership's plans and priorities as part of the Single System for Sport and Physical Activity philosophy.

### **Guiding Principles**

- To establish a "one town" philosophy and way of working in relation to Sport and Physical Activity.
- To ensure representation from all appropriate sectors of the community and public and private bodies.
- To share expertise, skills and knowledge across sectors.
- To clarify roles and responsibilities and ensure a joined-up approach to working across the borough.
- To be linked into wider networks and interest groups.
- To be the vehicle via which all parties are better informed, particularly in relation to impact and performance.

The role of the Bolton Sport and Physical Activity Alliance will therefore be:

- Strategic Planning
- Leading and Partnering
- Investment Leverage
- Policy Formulation
- Advocacy and Empowerment

In line with National and Regional priorities, the proposed focus areas are:

- Meeting LAA targets
- Increase community cohesion
- Increased participation
- Improving Health and Well Being
- Enhancing the Sporting Infrastructure
- Creating Stronger and Safer Communities
- Developing Education and Skills
- Benefiting the Economy

The BOSPAA partnership Strategy Delivery Plan will therefore be based on the majority, if not all of these cross cutting focus areas. It is BoSPAA's role to consult with partners to agree priorities and actions, together with the appropriate delivery agency and process.

## Implementation

Based on the nationally agreed funding formula, Bolton has been nominated to receive up to £325,000 through NW Regional Sports Board's Community Investment Fund (CIF). Details are currently being finalised to secure the funding and agree the grant approval process in line with the agreed action plans and targets. There is also a requirement for a match-funding element from BOSPAA of up to £650,000.

The aim now is for the BOSPAA Executive to share the content of the Partnership Strategy Delivery Plan with all of the partners and stakeholders who took part in the original consultation – and others - with the aim of confirming the actions to be delivered against each of the key theme priorities and targets highlighted.

This will include agreeing formal arrangements with the agencies and organisations who will be commissioned to deliver the actions. The action plans will provide the detailed funding information which will form a crucial element of the submission to Sport England for the CIF monies. If successful, the funding/grant approval process should take between six and eight weeks.

Robust monitoring and evaluation procedures, including financial reporting and accountability, will be implemented through the formal Trust governance/management arrangements.

### Implementation Action Plan Phase 1

Whilst much work has been carried out to consult and consolidate various actions plans, it has emerged that consistently three main themes have emerged those being: Priority Groups, Workforce Development and Club Development, in more depth to those themes various requirements have been highlighted to support the themes development.

The Phase I implementation process is now at a point where it is inviting agencies/organisations to complete a project proposal to become the deliver agent against the priorities outlined:-

The proposals will be taken and agreed by the BOSPAA Operational group and then onto the BOSPAA Executive to agree the agencies/organisations proposals.

Once agreed the proposals are then submitted to Sport England for ratification and then the funding as detailed above will be sanctioned for Bolton.

Proposed timescales are :-

19th October 07

12<sup>th</sup> November 07

15<sup>th</sup> November 07

10<sup>th</sup> January 08

Proposals received

Ratified by BOSPAA Operations Group

Stage 2 submission to Sport England

Funding Agreed

Subject to change – all proposal parties to be notified of changes

### Workforce Development current identified gaps:-

- Ensure existing sports providers are skilled and able to engage with challenging young people and adults or vulnerable young people and adults.
- To increase the number of Level 2 and 3 coaches
- Provision of relevant training opportunities based on the skills analysis of the Bolton Workforce
- Create links with education facilities to ensure that young people who are excluded from or not attending school are able to access opportunities through accredited and non-accredited learning opportunities in core hours.
- Volunteer Development training and support
- Volunteer Mentor training and support
- Provision of training opportunities for early years providers and to coaches focusing on physical literacy
- To ensure that local workforce are adequately trained to fill new employment opportunities within the sector
- Encourage sport/leisure sector workers to access and complete qualifications
- Subsidise / discount courses for those trying to access CPD
- Promote volunteering and its benefits throughout Bolton and offer signposting service for event volunteering for local and regional events.

<b>PRIORITY</b>	<b>IDENTIFIED THROUGH</b>	<b>REPRESENTATIVE GROUPS</b>
Ensure existing sports providers are skilled and able to engage with challenging young people and adults or vulnerable young people and adults	<ul style="list-style-type: none"> <li>• Workforce Development Audit</li> <li>• Club Audit</li> <li>• Bolton Workforce Skills Analysis</li> <li>• Bolton Whole Sport Plans</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• SPORT, HEALTH AND INCLUSION</li> <li>• 140 local groups and clubs</li> <li>• 98 leisure Sector Business'</li> <li>• Coaches</li> <li>• Instructors</li> <li>• Volunteers</li> </ul>
To increase the number of level 2 and level 3 coaches	<ul style="list-style-type: none"> <li>• Workforce Development Audit</li> <li>• Club Audit</li> <li>• Bolton Workforce Skills Analysis</li> <li>• Bolton Whole Sport Plans</li> </ul>	<ul style="list-style-type: none"> <li>• SPORT, HEALTH AND INCLUSION</li> <li>• 140 local groups and clubs</li> <li>• 98 leisure Sector Business'</li> <li>• Coaches</li> <li>• Instructors</li> <li>• Volunteers</li> </ul>
Provision of relevant training opportunities based on the skills analysis of the Bolton Workforce	<ul style="list-style-type: none"> <li>• Workforce Development Audit</li> <li>• Club Audit</li> <li>• Bolton Workforce Skills Analysis</li> <li>• Bolton Whole Sport Plans</li> </ul>	<ul style="list-style-type: none"> <li>• SPORT, HEALTH AND INCLUSION</li> <li>• 140 local groups and clubs</li> <li>• 98 leisure Sector Business'</li> <li>• Coaches</li> <li>• Instructors</li> <li>• Volunteers</li> </ul>
Create links with education facilities to ensure that young people who are excluded from or not attending school are able to access opportunities through accredited and non-accredited learning opportunities in core hours	<ul style="list-style-type: none"> <li>• Workforce Development Audit</li> <li>• Bolton Workforce Skills Analysis</li> <li>• Bolton 14 – 19 Year Old Strategy</li> <li>• Bolton NEETS targets</li> </ul>	<ul style="list-style-type: none"> <li>• SPORT, HEALTH AND INCLUSION</li> <li>• 140 local groups and clubs</li> <li>• 98 leisure Sector Business'</li> <li>• Connexions</li> <li>• 14 – 19 Team</li> <li>• Youth Services</li> <li>• High Schools</li> <li>• Colleges</li> <li>• Private Training Providers</li> </ul>

Volunteer development, training and support	<ul style="list-style-type: none"> <li>• Club Audit</li> <li>• Bolton Whole Sport Plans</li> <li>• Bolton Volunteering Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• SPORT, HEALTH AND INCLUSION</li> <li>• 140 local groups and clubs</li> <li>• Volunteer Centre Bolton</li> <li>• V-Team</li> <li>• SIS Co-ordinators</li> <li>• Volunteers</li> </ul>
Volunteer mentor training and support	<ul style="list-style-type: none"> <li>• Club Audit</li> <li>• Bolton Whole Sport Plans</li> <li>• Bolton Volunteering Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• SPORT, HEALTH AND INCLUSION</li> <li>• 140 local groups and clubs</li> <li>• Volunteer Centre Bolton</li> <li>• V-Team</li> <li>• SIS Co-ordinators</li> <li>• Mentors</li> </ul>
Provision of training opportunities for early years providers and to coaches focusing on physical literacy	<ul style="list-style-type: none"> <li>• Workforce Development Audit</li> <li>• Club Audit</li> <li>• Bolton Workforce Skills Analysis</li> <li>• Bolton Whole Sport Plans</li> <li>• Early Years Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• SPORT, HEALTH AND INCLUSION</li> <li>• 140 local groups &amp; clubs</li> <li>• Early Years Team</li> <li>• Sure Start</li> <li>• Private nurseries</li> <li>• Extended Services</li> <li>• Children's Centres</li> <li>• Coaches</li> <li>• Instructors</li> <li>• Volunteers</li> </ul>
To ensure that local workforce are adequately trained to fill new employment opportunities within the sector	<ul style="list-style-type: none"> <li>• Workforce Development Audit</li> <li>• Club Audit</li> <li>• Bolton Workforce Skills Analysis</li> <li>• Bolton Whole Sport Plans</li> <li>• LSC Leisure Sector Report</li> </ul>	<ul style="list-style-type: none"> <li>• SPORT, HEALTH AND INCLUSION</li> <li>• 140 local groups &amp; clubs</li> <li>• 98 leisure Sector Business'</li> <li>• Coaches</li> <li>• Instructors</li> <li>• Volunteers</li> </ul>

Encourage sport / leisure sector workers to access and complete qualifications	<ul style="list-style-type: none"> <li>• Workforce Development Audit</li> <li>• Club Audit</li> <li>• Bolton Workforce Skills Analysis</li> <li>• Bolton Whole Sport Plans</li> <li>• LSC – UKCC</li> </ul>	<ul style="list-style-type: none"> <li>• SPORT, HEALTH AND INCLUSION</li> <li>• 140 local groups and clubs</li> <li>• 98 leisure Sector Business'</li> <li>• High Schools</li> <li>• Colleges</li> <li>• Private Training Providers</li> <li>• Coaches</li> <li>• Instructors</li> <li>• Volunteers</li> </ul>
Subsidise / discount courses for those trying to access CPD	<ul style="list-style-type: none"> <li>• Workforce Development Audit</li> <li>• Club Audit</li> <li>• Bolton Workforce Skills Analysis</li> <li>• Bolton Whole Sport Plans</li> <li>• LSC</li> <li>• Coach Education Subsidies</li> </ul>	<ul style="list-style-type: none"> <li>• SPORT, HEALTH AND INCLUSION</li> <li>• 140 local groups and clubs</li> <li>• 98 leisure Sector Business'</li> <li>• National Governing Bodies</li> <li>• Coaches</li> <li>• Instructors</li> <li>• Volunteers</li> </ul>
Promote volunteering and its benefits throughout Bolton and offer signposting service for event volunteering for local and regional events	<ul style="list-style-type: none"> <li>• Club Audit</li> <li>• Bolton Whole Sport Plans</li> <li>• Sports Volunteering North West</li> <li>• Bolton Volunteer Forum</li> <li>• Millennium Volunteers</li> <li>• Bolton Volunteering Strategy</li> <li>• IIV – Volunteering England</li> </ul>	<ul style="list-style-type: none"> <li>• SPORT, HEALTH AND INCLUSION</li> <li>• 140 local groups and clubs</li> <li>• V-Team</li> <li>• Volunteers</li> <li>• Volunteer Centre Bolton</li> <li>• SIS Co-ordinator</li> <li>• Colleges</li> </ul>

**Priority Groups current identified gaps:-**

- Develop stronger links between sports providers targeted crime / substance misuse/ health services
- Engage with key partners to promote improved physical / emotional mental health improving family relationships, community sports development and improved use of leisure time as a method of reducing risk factors and developing protective factors
- Develop sport and physical activity youth bank to empower young people to drive forward the development of sport for and by vulnerable groups or vulnerable localities.
- Increase the number of people from BME communities accessing sports clubs
- Increase the number of BME communities accessing leisure centres.

<b>Priority Group</b>	<b>Identified through</b>	<b>Representative groups</b>
Black, Minority Ethnic Groups	<ul style="list-style-type: none"> <li>• Bolton Council Relevance Review</li> <li>• Bolton Community Strategy</li> <li>• Priority Area Neighbourhood Action Plans</li> <li>• Health Survey</li> <li>• Active People Survey</li> <li>• North West on the Move</li> </ul>	<ul style="list-style-type: none"> <li>• Bolton Council of Mosques</li> <li>• Bolton Asylum Team</li> <li>• CVS</li> <li>• Sport, Health and Inclusion</li> </ul>
People with a disability	<ul style="list-style-type: none"> <li>• SERCO facility audit</li> <li>• North West on the Move</li> <li>• Greater Manchester County Sports Partnership, Health and Inclusion p Disability Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Bolton Disability Sports Association</li> <li>• SERCO</li> <li>• PESSCL Group</li> <li>• Sport, health and inclusion</li> <li>• Greater Sport</li> </ul>

Women and Girls	<ul style="list-style-type: none"> <li>• Active People Survey</li> <li>• Bolton Health Survey</li> <li>• North West on the Move</li> </ul>	<ul style="list-style-type: none"> <li>• PCT – Get Active programme</li> <li>• CVS</li> <li>• Sport, Health and Inclusion</li> </ul>
Children and Young people	<ul style="list-style-type: none"> <li>• Year 9 survey</li> <li>• PESSCL Survey</li> <li>• Juvenile Response Consultation with targeted groups of young people</li> <li>• Crime and disorder strategy</li> <li>• North West on the Move</li> </ul>	<ul style="list-style-type: none"> <li>• Extended Services Partnership,</li> <li>• Bolton Lads and Girls Club</li> <li>• Priority Sports Development Groups</li> <li>• School Sport Partnerships</li> <li>• Sport, health and inclusion</li> </ul>

Coach development at entry level and to develop elite performance:	Aquatics, Cycling, cricket, gymnastics, athletics	<ul style="list-style-type: none"> <li>• Education and Skills</li> </ul>
High performance workshop:	Aquatics, cricket, athletics, badminton, gymnastics	<ul style="list-style-type: none"> <li>• Sporting Infrastructure</li> </ul>
Talent ID and competition framework:	Aquatics, cycling, cricket, badminton, athletics (in specific disciplines), gymnastics	<ul style="list-style-type: none"> <li>• Sporting Infrastructure</li> </ul>
New facility to cope with demand:	Swimming pool, cycle track, cricket facility/equipment, badminton equipment and space, gymnastics facility	<ul style="list-style-type: none"> <li>• Sporting Infrastructure</li> </ul>

**Club Development current identified gaps:-**

- Raise the awareness of long term athlete development through training courses
- Development of community multi skill clubs
- Gifted and talented programmes
- Gifted and talented home study packs
- Talented athlete support grant programme

Club Development Need	Specific sports	BOSPAA theme
Taster camps to promote interest and to promote links with clubs in all localities of Bolton:	Water polo, mountain biking, cyclo cross, BMX go ride club for disabilities, cricket, badminton, athletics	<ul style="list-style-type: none"> <li>• Sporting Infrastructure</li> </ul>
Individual athlete centred development plans with financial support for athlete:	Aquatics, cycling, gymnastics	<ul style="list-style-type: none"> <li>• Sporting Infrastructure</li> </ul>

- Activity camps in the school holidays which focus on a particular sport to promote interest and club links in that sport. This is aimed at beginners and is an opportunity to try a sport in a supportive equitable environment
- Once on the performance pathway and with ‘athletes’ demonstrating potential, a scheme to support that athlete which is tailored to their specific needs, e.g. transport, extra coaching time, specialist coaching advice, equipment, physio, lifestyle support
- Coaches at level 1 to support entry level demands and coaches at level 2/3 /4 to support the elite development of an ‘athlete’.
- High performance workshops across a range of sports concentrating time, equipment and coaching expertise to particular aspects of sports. Aspects which are sometimes difficult to concentrate upon in the normal club environment requiring smaller ratios, or saturation of space, e.g. tumbling routines for gymnastics.
- A competition framework from entry level upwards which ties into all levels of competition in that sport and all areas of the Borough and forms the basis for talent identification.
- New builds or facility enhancement to permit the real development in some sports.

## BOSPAA- PROJECT PROPOSAL

### APPLICANT CONTACT DETAILS (note: all fields are essential)

<b>Organisation</b>	
<b>Contact Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone</b>	
<b>EMAIL</b>	

### PROJECT DETAILS

<b>Project Title</b>	
<b>Project Description</b>	

<b>Project Aims</b>	
<b>How will the project help to achieve the aims of the CSN action plan?</b>	
<b>KPI's</b> <i>(indicative KPI's that the project will be measured against)</i>  <i>(See Guidance)</i>	

<b>KPI</b>	<b>Performance Indicator</b>	<b>Baseline</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
KPI 1	Increase new participants				
KPI 3	Increase the number of new sports club members				
KPI 5	Increase the number of new clubs				
KPI 8	Increase the number of new volunteers				
KPI 14	Improved Standards (Charter Mark, Bolton Mark, Volunteer Standards)				
KPI 17	Increase the leverage into sport				
SSKPI	Talented Performers				
PSA 1	2 hours quality PE (5-16 years)				
PSA 2	Halt the obesity increase				
PSA 3	Increase Participation (16+)				

## FINANCIAL DETAILS

Funding For	Total Cost	Match Funding		Funding Source	BOSPAA Funding Required
		Amount Cash	Amount In Kind		
<i>e.g Staffing</i>	<i>£20,000</i>	<i>3,000</i>	<i>2000</i>	<i>NRF Volunteers</i>	<i>£15,000</i>

<p><b>What will the money actually be spent on?</b></p> <p><i>(Please list main items of expenditure)</i></p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
---------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

## OTHER DETAILS

<p><b>Timescale</b></p> <p><i>(for development of project)</i></p>	
<p><b>Risk Analysis - Factors affecting success of project</b></p>	

**BOSPAA OPERATIONAL GROUP APPROVAL Use Only**

<b>BOSPAA Chair Name</b>	
<b>Signature</b>	
<b>Date</b>	

**BOLTON COMMUNITY LEISURE Use Only**

<b>BCLT Chair Name</b>	
<b>Date</b>	

# Applicant Guidance

## Project Details

- All proposals must relate to delivery on priorities identified
- All proposals must demonstrate sustainability

## Project Timescales

- All projects must commence in April 08.
- Projects may last up to three years.

## Project Finances

- All proposals must evidence match funding (where applicable)
- Match funding 2 to 1 match must be evident either in kind or actual cash funding – match funding will make your proposal stronger.
- Match Funding can be salaries, cash, facility usage, volunteer time etc

Funding For	Total Cost	Match Funding		Funding Source	BOSPAA Funding Required
		Amount Cash	Amount In Kind		
<i>e.g Staffing</i>	<i>£20,000</i>	<i>3,000</i>	<i>2000</i>	<i>NRF Volunteers</i>	<i>£15.000</i>

## Project KPI's

- All proposals must demonstrate that they will deliver against the programme Key Performance Indicators and indicate the numbers over the project lifetime (either 1, 2 or 3 years). The baseline will be for you to indicate how many you currently have involved in your organisation.

KPI	Performance Indicator
KPI 1	Increase new participants
KPI 3	Increase the number of new sports club members
KPI 5	Increase the number of new clubs
KPI 8	Increase the number of new volunteers
KPI 14	Improved Standards (Charter Mark, Bolton Mark, Volunteer Standards)
KPI 17	Increase the leverage into sport
SSKPI	Talented Performers
PSA 1	2 hours quality PE (5-16 years)
PSA 2	Halt the obesity increase
PSA 3	Increase Participation (16+)

All proposals to be submitted no later than 19<sup>th</sup> October 2007, a notification of receipt will be sent out to acknowledge receipt of your proposal.

All proposals to be sent back to BOSPAA c/o Sarah Poole-Sutherland, 2<sup>nd</sup> Floor, The Wellsprings, 2<sup>nd</sup> Floor, The Wellsprings, Civic Centre, Bolton BL1 IUS.

If you have any queries please do not hesitate to contact Sarah Poole-Sutherland on 01204 334259 for help in completion of your proposal.