



Dressage Tasmania Operational Plan 2015-2020

Action Plans for Operational Planning

This document aligns with the strategic objectives of Dressage Tasmania (DT) as stated in the *Dressage Tasmania Strategic Plan 2015-20*. This document identifies initial strategies and actions to be undertaken in order for DT to achieve the strategic objectives, captured in six action plans.

The action plans require additional attention from the DT Committee to be whole and complete. The strategies in the following action plans should be arranged in order of priority by the DT Committee and all blank columns completed.

This will enable DT to create an annual operational plan based on the identified priorities.

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ACTION PLAN FOR PARTICIPATION

PRIORITY AREA: PARTICIPATION					
OBJECTIVE: To continue to provide participation opportunities that effectively cater to all existing and potential members					
STRATEGIES (What)	ACTIONS (How)	RESPONSIBILITY (Who)	TIME FRAME (When)	RESOURCES (People and \$)	INDICATORS OF SUCCESS (Measures)
Improve participation in Dressage and increase membership numbers	DT and SDA Publicity Officer to discuss publicity officer / recruitment officer options with other organisations.	Zone Committee	On going	Zone Committee	Increase in membership
	Provide DT promotion and information to other disciplines.	Zone Committees and publicity officer.	On going	Zone Committees and relevant Central role	Increase in membership
	Create and put flyers in saddlery and feed outlets Create handbook for current members and to place in saddlery and feed outlets.	Secretary	Annually	Printing costs covered by SDA or sponsorship.	Increase in competitors and members
	Communicate with members and community via website and social media.	Website co-ord and zone reps.	On going	Committee members	Number of hits
Provide a range of activities to cater for Dressage to all members	Deliver Introduction days and continue training/protocol days	Central/Zone	On going	Committee members	Increase in number of days delivered
	Survey riders to determine their needs and interests	Central/Zone	Ongoing	SDA	Completion of member
	Provide competitions, clinics, Masterclass for all members and public	Zones, Central	On going	Zones /Central	higher entries, greater attendance at state clinics
Develop a strong and supported DT Squad to represent Tasmania	Monitor performance of riders and provide feedback opportunities	SDA	On going	Committee	Satisfactory communication with squad riders.
	Review relevant selection criteria and calendar of clinics/events for squad members	SDA	Annually	Committee	Application and attendance at clinics.
	Advertise the opportunity to join the squad	Central	Annually	Secretary	Applications.
Promote Pony Dressage to the equestrian community	Promote DT at Pony Club, Shows and Breed shows	Central	Ongoing	Committee	Increase in Pony Dressage entries.

ACTION PLAN FOR ATHLETE DEVELOPMENT

PRIORITY AREA: ATHLETE DEVELOPMENT					
OBJECTIVE: <i>To provide clear pathways for athlete development</i>					
STRATEGIES (What)	ACTIONS (How)	RESPONSIBILITY (Who)	TIME FRAME (When)	RESOURCES (People and \$)	INDICATORS OF SUCCESS (Measures)
Provide opportunities for riders to improve.	Conduct training days/intro to Dressage days	Central/Zones	On going	Central/Zones	Increase in training days provided
	Allow participation at Judge education days, Squad clinics.	Central/Clubs/Squad co-ords	On going	Central/Clubs	Members attending clinics
	Provide skills based events (Masterclass etc.)	Central	Annually	Central/Zones	Event
Increase awareness and understanding of Para-Equestrian	Provide training and education.	Central	On going	Central/Zones	Increased awareness.
Develop Para-Equestrian	Increase links with Riding for the Disabled. Offer classification opportunities.	Central	Ongoing	Central/zones.	Increase in participation.

ACTION PLAN FOR FACILITIES AND EQUIPMENT

PRIORITY AREA: FACILITIES AND EQUIPMENT					
OBJECTIVE: <i>To ensure state-wide facilities meet EA requirements and are available for use by all DT members</i>					
STRATEGIES (What)	ACTIONS (How)	RESPONSIBILITY (Who)	TIME FRAME (When)	RESOURCES (People and \$)	INDICATORS OF SUCCESS (Measures)
Provide input on ET's facility development	Participate in ET discussions on proposals	ET Dressage Rep & committee	On going	ET Dressage Rep	TEC/ET minutes
To ensure state-wide facilities meet EA requirements and are available for use by all DT	Refer to EA Rules	Central Committee	On going	TBD	Compliance
	Identify how rule requirements would impact DT's operations	Central Committee	On going	TBD	Awareness
	Identify opportunities for facility development	Central Committee/Zone	On going	TBD	
Initiate Stakeholder Management activities	Zones to engage local councils regarding facilities, master plans, and council support	Central Committee/Zone	On going	Central Committee/Zone	
	DT to engage state government regarding funding opportunities	Central Committee/Zone	On going	Central Committee/Zone	

ACTION PLAN FOR TRAINING & EDUCATION

PRIORITY AREA: TRAINING & EDUCATION					
OBJECTIVE: <i>To continue to develop and educate all levels of officials and volunteers</i>					
STRATEGIES (What)	ACTIONS (How)	RESPONSIBILITY (Who)	TIME FRAME (When)	RESOURCES (People and \$)	INDICATORS OF SUCCESS (Measures)
Support DT members and volunteers through ET & EA resources	Offer EA training workbooks to members, H&F judges	Equestrian Australia	April 2012 and on-going	EA Committee	Availability
Provide access to training initiatives to volunteers and affiliates	Communicate via website of training sessions available. E.g. steward courses, technical delegates, swabbing, scoring system, writing.	Equestrian Australia/Central Committee	On going	Volunteers, members, zones	Workshops conducted
	Conduct Judges Seminars and Workshops	Central/Judge education co-ord	Minimum 1 per year (WS or Sem)	Judge Co-ord	Conducted
Promote and utilise local coaches	Use EA Qualified coaches at Training Days	Central/Zone	On going	Zones	Accredited coaches used
Upskill the board/committee	Have someone come and discuss sports governance with committee	SDA	Ongoing	SDA & providers	Workshops conducted

ACTION PLAN FOR GOVERNANCE

PRIORITY AREA: GOVERNANCE					
OBJECTIVE: <i>To develop mechanisms to ensure DT maintains a robust and knowledgeable committee</i>					
STRATEGIES (What)	ACTIONS (How)	RESPONSIBILITY (Who)	TIME FRAME (When)	RESOURCES (People and \$)	INDICATORS OF SUCCESS (Measures)
Review and revise the Constitution	Contact someone with expertise in constitutions to assist the review with the Committee	Central Committee	2016 AGM	Josie Maguire	Reviewed
Educate Committee members on their legal responsibilities and governance roles	Encourage attendance at various SRT governance related seminars. Promoted via website. Does not need to be Dressage specific.	Central Committee	On going	Website/ ET	Higher attendance
	Host governance training for the committee using a business professional key speaker	Central Committee	1 seminar per year	SRT ET Central	Seminar held
	Outline the roles and responsibilities of Committee positions	Central Committee	2016 AGM	SRT ET Central	Role desc done
Ensure members and committees are aware of annual commitments and timing	Prepare an annual calendar of action items	Central Committee	Complete	S Davis to co-ordinate with assistance from others	Annual calendar complete



ACTION PLAN FOR FINANCE

PRIORITY AREA: FINANCE					
OBJECTIVE: <i>To ensure Dressage Tasmania is financially viable</i>					
STRATEGIES (What)	ACTIONS (How)	RESPONSIBILITY (Who)	TIME FRAME (When)	RESOURCES (People and \$)	INDICATORS OF SUCCESS (Measures)
Identify potential funding sources	Assess funding options and opportunities	Central Committee/Zone	On going	Central Committee/Zone	
Develop financial plans	Develop rolling forecasts/budget	Central Committee	March/April 2013	Treasurer/Central	Budget completed
Develop a marketing strategy	Flyer, website update, emails, survey	Central Committee	On going	Website/emails	
Develop a strategy to maintain financial integrity of DT in accordance with Constitution and statutory reg's	Conduct performance recording and reporting to the Committee	Treasurer	Half yearly	Treasurer	
	Ensure financials are in accordance with regulations	Central Committee	ongoing	Treasurer and Annual audit	
	Conduct a health check of the Zones' financials and Squad financials Review Young Rider account and finances	Central Committee	Half yearly	Zone treasurer /Central	

ⁱ DT – Dressage Tasmania
ⁱⁱ EA – Equestrian Australia
ⁱⁱⁱ ET – Equestrian Tasmania