



## Blaby District Local Sports Alliance

### Terms of Reference

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## **1. Purpose**

- 1.1 To support community organisations to make a positive difference to the residents of Blaby District through sport and physical activity.
- 1.2 To celebrate and promote the impact of sport and physical activity in the district.
- 1.3 To have a local voice for Sport and influence the agenda's at both a county (Leicester-shire and Rutland Sport) and a national (Sport England) level.
- 1.4 To develop the sport and physical activity workforce to be more effective at recruitment and retention in paid and unpaid roles.

## **2. Vision**

- 2.1 To work together to become the most active district in Leicestershire by encouraging everybody to be active for life and improving and increasing sport and physical activity opportunities on offer.

## **3. Priorities**

- 3.1 To develop local sports clubs embracing coach / club development and player / athlete pathways
- 3.2 To develop local physical activity organisations embracing instructor development and exercise pathways
- 3.3 To attract funding and research any future funding streams for clubs and organisations to help develop their services
- 3.4 To deliver an annual awards event to celebrate the success of groups and individuals who have used sport and physical activity to have a positive effect on theirs or others' lives
- 3.5 To raise the profile of local sport and physical activity on a local, county, regional and national level

## **4. Membership**

4.1 Membership of the Blaby District Local Sports Alliance will consist of representation from individuals and organisations looking to actively promote the benefits of sport and physical activity including:

- Sports Clubs
- Physical Activity Instructors
- Facility providers
- Leicestershire and Rutland Sport
- Blaby District Council
- Talented Athletes



- Coaches and Volunteers
- Local Businesses
- Schools

## **5. Meeting Venue and Frequency**

5.1 A meeting venue is to be determined prior to each meeting and held at a nominated venue within the district. There will be at least 4 meetings/events per year in which the dates will be determined annually.

## **6. Operation**

- 6.1 The Alliance will elect a chairperson, a vice chairperson who will stand for 1 year. Secretariat and Account Management support will be provided by the Local Authority. Account updates will be reported to the members at meetings.
- 6.2 The Alliance will oversee and endorse the delivery of the development plan
- 6.3 The Alliance will be responsible for authorising local sports grants
- 6.4 The Alliance will manage the spend based on the budget plan, which is agreed at the first meeting of the year
- 6.5 The Alliance will champion four key topics throughout the year with a focus on one topic per quarter
- 6.5 Establishment of 'task and finish' groups to work on specialist projects as determined by the Alliance
- 6.6 The group will be 'quorate' when 50% of the Alliance is present. If an insufficient number of members attend to reach quorum, the meeting will be postponed

## **7. Core Values of the Membership**

- 7.1 To ensure the effective and sustainable development of the Alliance each member must subscribe to the following core values:
  - Commitment not to allow personal issues and agendas to dominate or unduly influence the work of the Alliance
  - Consistent attendance of meetings or if necessary provide representation on your behalf
  - Willingness to champion specific areas within the developing framework
  - Proactive in identifying opportunities and funding to support projects identified in the Alliance Development Plan
  - Passionate about sport and physical activity and its function in the community
  - Ability to add value to sport and physical activity within the Blaby District

## 8. Appendix

### Blaby District Local Sports Alliance Development Plan

The development plan will be split into 4 quarters with a particular topic being the focus point for each quarter. This will enable a clear understanding of how the Blaby District Local Sports Alliance aim to achieve its vision. It will also provide a clear understanding for future partners and allow them to understand how and when they can best support the Alliance. Actions are driven by needs analysis and demand gathered through consultations.

Quarter	Focus	Info	Actions	KPI's
<b>1</b> <b>April - June</b>	Funding Opportunities and Grant Guidance	During this quarter there will be a focus on engaging with clubs to highlight any plans or developments they may have that require funding. Another focus will be on promoting and raising awareness of funding opportunities and supporting grant applications.	<ul style="list-style-type: none"> <li>- Use social media to promote funding opportunities</li> <li>- Engage directly with clubs to provide advice and support around completing grant applications</li> <li>- Work with funding partners to establish what they are looking for during the latest round of funding</li> </ul>	<ul style="list-style-type: none"> <li>- No. of successful grants</li> <li>- No. of clubs engaged with</li> <li>- No. of grants applied for</li> </ul>
<b>2</b> <b>July - September</b>	Sports Club and Coach support	This quarter will focus on engaging directly with clubs and coaches to improve the workforce and support clubs with their development plans.	<ul style="list-style-type: none"> <li>- Use social media to host a forum for clubs to share best practice and encourage collaborative working</li> <li>- Deliver a club and coach evening with key topics delivered by partner organisations</li> </ul>	<ul style="list-style-type: none"> <li>- No. of clubs engaging with social media</li> <li>- No. of clubs attending club and coach evening</li> </ul>
<b>3</b> <b>October - December</b>	Celebrating Success	Throughout the third quarter we will be looking to celebrating the success of those who have a positive influence on the community through the use of sport and physical activity. This will include celebrating those that compete, coach, volunteer and support in sport and physical activity.	<ul style="list-style-type: none"> <li>- Deliver a Sport Awards evening containing a variety of awards, live performances and inspirational stories</li> <li>- Use social media to promote good news stories of groups and individuals across the district</li> </ul>	<ul style="list-style-type: none"> <li>- No. of nominations</li> <li>- No. of attendances at sports awards evening</li> <li>- Sponsorship received</li> <li>- Engagement on social media</li> </ul>
<b>4</b> <b>January - March</b>	Physical Activity support	This quarter will focus on engaging directly with physical activity instructors and supporting organisations such as facility providers to improve the workforce and support physical activity opportunities.	<ul style="list-style-type: none"> <li>- Use social media to host a forum for instructors and facility providers to share best practice and encourage collaborative working</li> <li>- Deliver a physical activity evening with key topics delivered by partner organisations</li> </ul>	<ul style="list-style-type: none"> <li>- No. of instructors engaging with social media</li> <li>- No. of partners attending club and coach evening</li> </ul>
<b>All year</b>	Digital Offer	All year we will work in partnership with Blaby District Council's Health and Leisure Services to deliver a digital offer which will inform and engage our target audience through online platforms.	<ul style="list-style-type: none"> <li>- Regularly update the website content</li> <li>- Engage audiences through the LSA Facebook page</li> <li>- Promote quarterly topics through social media</li> <li>- Use the website and Facebook page to raise awareness of the service</li> </ul>	<ul style="list-style-type: none"> <li>- No. of followers on Facebook</li> <li>- No. of engagements of website</li> <li>- No. of engagements on Facebook posts</li> </ul>

