



# wsa: news

## NGB websites available for £1k

National Governing Bodies (NGBs) can now have or redevelop their own website for just over £1,000, thanks to a template now produced for the Welsh Sports Association (WSA). In addition to a website, the template includes a hosted database and e-commerce solution that enables governing bodies to record all essential information and allow members to join or renew their affiliation online.

Websites, emailing and databases are becoming integral tools in communicating to key stakeholders and reducing administration for all organisations. Many governing bodies realise they would benefit from better technology but time and money have often prohibited them from renewing websites or adding new technology such as hosted databases and online payment systems.

New 'hosted' databases (ones that can be accessed via the internet) and e-commerce solutions linked to a website enable governing bodies to offer registration and payment of membership or event/tournament entry online, making it easier for people to join/enter and for NGBs to manage administration. Club secretaries and other authorised personnel can also be given access to a hosted database to update membership or facility details, enter results from competitions or details of participants on participation/development programmes and initiatives.

Online registration for items such as e-newsletters also enables better collation

of information on people with an interest in your sport and makes it quicker and cheaper to communicate to those audiences as email addresses can be obtained.

Developing a new website with an eCommerce solution and hosted database would ordinarily cost between £20,000-£30,000. However, the WSA are in a position to offer every NGB in Wales a solution for just £2,500 (website only cost is £1,050). The template, which has also been funded by the Sports Council for Wales, enables:

- Each association to develop and tailor a website to suit their needs at a very low cost.
- Each association to have a hosted database that can be linked to an existing or new website to enable online registration and authorised users, i.e. club secretaries, to update information from any computer that has internet access. It will also be linked to the new UKCC requirements.
- Each association to provide an e-Commerce solution to an existing or new website for online payments.

The Welsh Angling Federation, Welsh Canoeing Union and Golfing Union of Wales are currently having websites developed using the template.

Please contact the Welsh Sports Association on 029 2046 9861 if you are interested in finding out more about the project.



## Prepare for smoking ban

The new law banning smoking in enclosed public places in Wales is due to come into force on 2nd April 2007. The aim of the smoking law is to protect workers and the general public from the harmful effects of second-hand smoke.

The law creates three specific offences:

- Failing to display no-smoking signs in premises covered by the law
- Smoking in a smoke-free place
- Failing to prevent smoking in a smoke-free place.

Very few exemptions are proposed to the smoking ban. The new law will affect most public premises, including restaurants, pubs, bars, shops, cinemas, shopping centres, leisure centres, other enclosed workplaces and public transport. Further details can be found on [www.smokingbanwales.co.uk](http://www.smokingbanwales.co.uk)



### UK Coaching Certificate

Netball and Table Tennis are the latest sports to receive UKCC endorsement...see page 2



### Adult Learners' Week

Adult Learners' Week, the UK's largest celebration of adult learning...see page 4



### Annual WSA Unsung Hero Awards

Inviting nominations for its annual Unsung Hero Award...see page 2



### NGB Staff profile

Debbie Wharton and Sue Holvey on what it's like to run an NGB...see page 5 & 6

# wsa:

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## Annual WSA Unsung Hero Awards



Bob Turner, Chairman of the Welsh Sports Association, is inviting nominations for its annual *Unsung Hero Award*, to be presented at the

Welsh Sports Hall of Fame dinner at City Hall Cardiff on Friday, 22 June 2007.

The WSA strives to promote the excellent work undertaken on a daily basis by the thousands of volunteers who give up their time so freely for the furtherance of sport across the principality. Many of those individuals involved have dedicated a lifetime of service to their chosen sport, and beyond their local club set-up, their outstanding efforts can go largely unnoticed. The Association's *Unsung Hero Award* presents an opportunity to reward the efforts of one such volunteer as part of one of Wales's most glittering sporting occasions.

Nominations are open to all national governing bodies of sport and physical recreation and their member clubs and associations. Application forms are available from the Welsh Sports Association on 029 2064 9861 or at [www.welshsports.org.uk](http://www.welshsports.org.uk) and nominations from bone fide sporting organisations based within Wales, are most welcome.

## Employee Recruitment and Development Resources

The Welsh Sports Association extranet, which can be accessed by all National Governing Bodies via the Members section of the WSA website (<http://www.welshsports.org.uk/Login.asp>) now has a direct link to documents on the ACAS (Advisory, Conciliation and Arbitration Service) website. It provides advice and templates on recruiting and employing people as well as articles on how to write employee appraisal forms, discipline and grievance forms, recruitment and induction forms, personnel data and record keeping forms, application forms and Job evaluation forms. This accompanies employment template and policy documents produced for NGBs by Geldards LLP solicitors.



## 13 Sports Now Endorsed by UK Coaching Certificate

Netball and Table Tennis are the latest sports to receive UKCC endorsement for their coach education qualifications, taking the tally to 13 sports to gain UKCC endorsement at various levels.

The sports join Badminton, Cricket, Cycling, Hockey, Rugby League, Rugby Union, Squash, Swimming, Tennis and Triathlon in being able to deliver coaching qualifications aligned with the government recognised quality standard for coach education, the UK Coaching Certificate. For more information on the UK Coaching Certificate visit [www.ukcoachingcertificate.org](http://www.ukcoachingcertificate.org). An updated course listing of coach improvement workshops run around Wales can be found on <http://www.coachingwales.com/data/documentLibrary/74.doc>.

The latest successful sports received the news following a Coaching Standards Group meeting in December. Sports coach UK's Chief Executive, Pat Duffy, said "This is a tremendous achievement for all the successfully endorsed sports and they should be congratulated for their hard work in reaching this goal. The UK Coaching Certificate is giving coaching a recognised professional structure and helps to raise the profile of the role of the sports coach. This will play a key part in the success of the UK Action

Plan for Coaching which aims to ensure that by 2016 the UK Coaching system is number one in the world".



Sports coach UK has led the development of the UKCC and has worked, initially, to support 31 sports. National governing bodies have worked closely with their Home Country equivalent organisations, sharing knowledge and expertise to create the best available coach education for their sport.

## WAG Voluntary Sector Consultation

The Welsh Assembly Government has published a draft Strategic Action Plan for the Voluntary Sector Scheme, which is available for consultation. It "presents a vision for the Assembly Government's future work with the sector, and shows how it will guide a range of activities and services delivered through the sector to help tackle some of the most deep-rooted problems facing Wales, and to enhance people's overall quality of life."

Its strategic vision also says that "The Assembly Government will support and work with the third sector to maximise its potential to engage, involve and empower the public as active citizens." The deadline for responses is 4th April 2007. More information can be found at:

<http://new.wales.gov.uk/topics/housingandcommunity/consultation/volschemeactionplan/?lang=en>

## Social Risk Fund

The Social Risk Fund, run by WCVA, is coming to an end on 31 March and organisations have around eight weeks to get their applications ready for the last round of the Fund.

The Fund, which is funded jointly by the Welsh Assembly Government and European Social Fund, has so far distributed over £3.7m in Objective 1 areas and £1.3m in Objective 3 areas.

It has contributed to the regeneration of communities by supporting people to

develop their skills and confidence, by widening participation in lifelong learning initiatives and providing pathways towards employment for disadvantaged groups.

Small community and voluntary groups including those involved in sport with an income of less than £150,000 are eligible to apply for grants of up to £10,000.

For more information please contact WCVA's Helpdesk on 0800 2888 329 or email [help@wcva.org.uk](mailto:help@wcva.org.uk).

## WSA Training Proves Great Success

The Welsh Sports Association Autumn/Winter 2006 training series proved a great success. Around 40 members of staff from different governing bodies undertook courses on IT, presentation skills, effective administration and coaching staff.

The WSA has a further budget to pay for National Governing Body (NGB) training

in 2007 and invites NGBs to contact the WSA on 029 2064 9861 to advise on the types of training required.

Courses currently available through Newport and Gwent Chamber and Enterprise, whose courses are predominantly funded by the Welsh Assembly, are:

01-Mar-07	Customer Care	01-May-07	Customer Care
05-Mar-07	Managing Change: People And Process	02-May-07	Project Management
07-Mar-07	Cash-flow Management	03-May-07	Recruitment & Selection Techniques
13-Mar-07	Employee Appraisals & Objective Setting	09-May-07	Cash-flow Management
15-Mar-07	Working With Letters Of Credit And Bills Of Exchange	10-May-07	Raising Performance Using Motivational & Leadership Techniques
16-Mar-07	Time Management	11-May-07	Delegation Skills
21-Mar-07	Building & Leading A Sales Team	16-May-07	Coaching Your Staff For Success
22-Mar-07	Effective Communication Skills	17-May-07	Time Management
28-Mar-07	PR Strategy, Tactics & Media Relations	18-May-07	Assertiveness For Manager
28-Mar-07	Employment Legislation	22-May-07	Advanced Coaching Techniques
29-Mar-07	Networking For Business Success	24-May-07	Essential Marketing Skills
04-April-07	Delegation skills	24-May-07	Team & Leading Team Building
05-April-07	HR for line managers	29-May-07	Finance For Non-financial Managers
05-April-07	Team working & team building	30-May-07	Employee Performance Management
12-April-07	Presentation skills	31-May-07	Networking For Business Success
13-April-07	Health & safety in the workplace	31-May-07	Presentation Skills
17-April-07	Negotiating for business success	12-June-07	Customer Care
19-April-07	Leadership skills	14-June-07	Discrimination In The Workplace
20-April-07	Finance for non-financial managers	20-June-07	Director Development
25-April-07	Director development	21-June-07	Effective Communication Skills
26-April-07	Time management		

## B&Q You Can Do It Awards

The B&Q You Can Do It Awards is an annual award scheme that offers community groups such as local sports clubs, charities, schools, disability, environmental and youth clubs throughout the UK the opportunity to embark on projects that can make a difference to local people. Twenty awards of up to £5,000 worth of B&Q materials are available for renovation and refurbishment projects. Applications for the 2007 awards will be accepted from 29 January and the closing date is 30 March 2007. Further details are available from [www.diy.com/awards](http://www.diy.com/awards), tel 0845 301 1001.

## Online CRB Tracking

On 3rd January 2007 the Criminal Records Bureau (CRB) launched its first online service. For the first time customers can now track the progress of an application form online, from receipt through to issue.

This new service will provide much greater clarity and visibility of the service throughout the application process.

Customers can access the service, free of charge from the CRB website [www.crb.gov.uk/tracking](http://www.crb.gov.uk/tracking) by entering the application form reference number and the applicant's date of birth.

This service will provide customers with the following information:-

- For Standard Disclosures customers can find out the application status at four distinct stages of the process. These being when the application has been received and validated, when the Police National Computer has been searched, when POCA, POVA and List 99 Checks have been undertaken (if applicable) and when the Disclosure has been printed.
- For Enhanced Disclosures customers will be informed of the status of the above checks in addition to the search on records held by the police, which in this case is the penultimate stage of the process.

## Safeguarding Vulnerable Groups Act

On 8 November 2006, the Safeguarding Vulnerable Groups Act received Royal Assent. This Act lays the foundation for a new vetting and barring scheme, which will be phased in from autumn 2008. The background to this Act is that it has responded to a key recommendation from the Bichard Enquiry for a registration scheme which prevents those who are deemed to be unsuitable from gaining access to children or vulnerable adults through their work. This will be achieved by helping to ensure that employers benefit from an improved vetting service for those who work with children and/or vulnerable adults and that those who are known to be unsuitable are barred

from working with children and/or vulnerable adults at the earliest possible opportunity.

For more information on this new Act please visit:

[http://www.opsi.gov.uk/acts/acts2006/uk\\_pga\\_20060047\\_en.pdf](http://www.opsi.gov.uk/acts/acts2006/uk_pga_20060047_en.pdf)

Or go to CRU Events and Seminars for information on our recent Policy Events and download the presentation entitled Vetting and Barring Scheme.

This scheme is expected to go live on Monday 29 September 2008 and CRU will keep organisations fully informed of any developments as and when they occur.

## Cardiff Blues Working Bilingually



Photo of: Ceri Thomas of the Welsh Sports Association, Nicky Robinson, Robin Sowden-Taylor, Mike Phillips and Rhys Williams of the Cardiff Blues, Rhian Powell of Mentrau Morgannwg Gwent, Siôn Williams teacher with his pupils at Ysgol Gynradd Gymuned Gymraeg Llantrisant.

Since the start of the new rugby season there has been a change in Cardiff Blues match programme. As a result of a partnership between the Blues, the Mentrau Iaith Morgannwg Gwent Translation Unit and the Welsh Sports Association a Welsh language page has been included in every issue.

Gwydion Griffiths, Media and Marketing Officer for Cardiff Blues said 'Cardiff Blues have enjoyed a great working partnership with Menter Iaith since the project was launched at the start of the 06/07 season. The translation has always been delivered on time and is of the highest standard. This service enables our supporters throughout the region to read about the team in Welsh or in English and has proved to be very popular with our fans - especially the younger ones'.

Rhian Powell, Community Translator for Mentrau Iaith Morgannwg Gwent added 'It's good to see that organisations which, until recently, have operated monolingually, now recognise the benefits

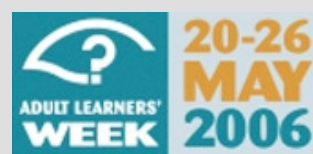
of working bilingually. I hope that this partnership continues to go from strength to strength and that more organisations in the area follow the example set by Cardiff Blues'.

Ceri Thomas of the Welsh Sports Association stated 'This first step to working in Welsh shows the enthusiasm of the Blues to reach out to the Welsh speaking community within the region which totals more than 60,000 people. This is in line with the aims of the Association to mainstream the Welsh language into sport in Wales. The next step will be to create the right conditions for the Blues to deliver Welsh language development in the field in partnership with the local Welsh language service providers in the region. Da iawn y Gleision!'

For further information contact:

Ceri Thomas, Welsh Language Development Officer, 02920649865, [ceri.thomas@welshsports.org.uk](mailto:ceri.thomas@welshsports.org.uk)

## Adult Learners' Week



Adult Learners' Week, the UK's largest celebration and festival of adult learning, will take place from 19th-26th May 2007.

Adult Learners' Week, a campaign which combines national promotion with local action, is co-ordinated by NIACE Dysgu Cymru and core-funded by ELWa, and the European Social Fund. It offers adults the chance to have a go at learning something new by trying out one of the hundreds of free taster sessions that happen across Wales during the week. It also gives learning providers an opportunity to showcase their provision. If you are a provider of adult learning you will want to make the most of the Adult Learners' Week campaign, by organizing your own special events.

The Sports Council for Wales is sponsoring the 'Sports Learner of the Year' award to recognise individuals who have improved their skills through sports and physical activity learning. Nominations are currently being sought for the Inspire Adult Learners'. For more information on Adult Learners' Week, Awards and Grants please visit [www.alweek.org](http://www.alweek.org)

## Changes to Company Law

As of 1st January 2007, businesses who are a member of a trade or professional association are required by law to include specific information on their website and e-mail footers.

The law, which is implementing the requirements of the Electronic Commerce (EC Directive) Regulations 2002, requires a minimum of information be provided on any business site including the business name, geographic and e-mail address as well as the legal name of the organisation with which the customer is contracting. In addition, if the business is a company, the registered office address and the registration number must be included. In the case of a business being a member of a trade or professional association it is necessary to include membership details as well as the registration number. Where the business is VAT registered, the number should be clearly stated even if the website is not being used for e-commerce transactions. Failure to comply with these new regulations can mean a business is in breach of the Companies Act and therefore may be liable to a fine. More information can be found at [www.out-law.com](http://www.out-law.com).

## Sign Language Service Available for Potential Deaf and Hearing Impaired Football Coaches

A new British Sign Language Service is available for potential deaf and hearing impaired football coaches to access Coach Education.

Opportunities for children and adults with a disability to play for football in Wales are growing at a rapid rate. Both pan disability and specific disability clubs are developing across Wales offering opportunities for individuals to play regardless of ability and level or physical, sensory or intellectual being.

The Welsh Football Trust is committed to developing a grassroots structure which provides local, regional and national playing opportunities and competitions. Alongside this is the development of disability specific coach education to train coaches and volunteers, with the eventual aim of providing opportunities for players to compete at an international level.

As part of the Welsh Football Trust's commitment to providing equal access to football, a British Sign Language service will be available on selected dates for all Level 1 coach education courses including the Football Leaders Award. The Leaders Award is a 15 hour course, compulsory for any prospective coach who wishes to work with young players. The Leaders Award provides an introduction to the organisation of football practices in a fun and safe environment with an emphasis on skill development.

The Welsh Football Trust hopes that through training more deaf and hearing impaired coaches, further deaf specific football opportunities will develop and provide young players with positive role models. This initiative has been supported by the Sportsmatch Cymru scheme, which provides match funding for commercial sponsorship of grassroots development initiatives.

A British Sign Language service will be available on the following courses throughout the second half of the 2006/2007 season:

- Football Leaders Award - Sunday 18th and 25th February (9 – 5pm) - Cardiff, Llanrumney Playing Fields – cost £40.

## NGB Staff Profile



**Name** Sue Holvey

**NGB** Welsh Netball

**Position** Chief Executive

**Hobbies / Interests**

One of my major hobbies revolves around cooking. I enjoy trying out and creating new dishes for friends and family. This last year I have also taken up ballroom dancing with my husband and another couple we are friendly with. I'm not particularly good at it but its great exercise and definitely fun – we laugh all night!

**Career route into present position**

- Degree in Nutrition from London University in 1979.
- Nationwide Building Society 1979 on a graduate manager training scheme. Initially employed as a Trainee Manager, then Assistant and later Branch Manager.
- Graduated as an Associate (1982) then elected as a Fellow of the Chartered Institute of Bankers (1987), (FCIB).
- As Branch Manager I was responsible for running the office, target setting and reporting as well as staff management and appraisal. I worked for Nationwide for 10 years, taking a career break in 1990.
- I started work with Welsh Netball in April 1997.

**Main challenges facing your organisation**

As with all Welsh sporting Governing Bodies, finding income streams is the main challenge. There are some great opportunities and fantastic new ideas coming forward all the time but we have to be selective and careful to use our funds wisely to maximise returns, be they at grassroots or elite levels.

**Things you enjoy most about your job**

Working with so many different types of people - netballers (in Wales and the rest of the world), other sports Governing Body staff and volunteers, SCW, UK Sport, local authorities, press & media, politicians. The list is endless so it makes the job very varied and interesting.

**Things you enjoy least about your job**

Not being able to meet the demands of clubs and schools and having to explain to members that we are a small organisation with limited resources that get spread far too thinly most of the time.

**Granted one wish for your organisation, what would it be?**

A dedicated netball centre (with office space). We wouldn't then have to constantly look for facilities and compete with other sports for space in WIS!

**What three words best describe you?**

Patient, logical and prudent have all been used before now (but multifaceted is probably the best description).

**Youngster from your sport to look out for in the future**

Emma Thomas, a 15 year old who is currently a pupil in Corpus Christie School. She has just started playing senior club netball with Dinas and has been selected as the youngest player in our Tier 4 squad.

**Best advice you ever received**

Don't settle for second best in anything. Bide your time for what you really want.

## NGB Staff Profile



**Name** Debbie Wharton

**NGB** Welsh Cycling

**Position** Director of Operations

**Hobbies / Interests**

There's not much time for hobbies with a young family! But I do enjoy spending my spare time playing football in the park, swimming, visiting friends and riding bikes with my family.

I am also enjoying learning to speak Welsh.

**Career route into present position**

- Represented Wales and Great Britain, competed at the Junior World Track Championships as a 17-year-old.
- Established the Maindy Flyers Youth Cycling Team, which was the most successful youth club in Britain and developed many of today's top GB cyclists including Geraint Thomas and Ross Sander.
- Sports Council for Wales Coach of the Year.
- Regional Talent Manager with British Cycling's Talent Team, 2001 - 2003.
- Developed organisation's 'Go-Ride' coaching resources before being seconded to Welsh Cycling to ensure throughput of Welsh riders on to British Cycling's Talent and Olympic Development programmes.

**Main challenges facing your organisation**

Trying to encourage more kids to take up cycling is not easy with the increasing number of cars on our roads and the perceived risk that cycling has. We have some good facilities but if we are to encourage more youngsters in to the sport then we also need more safe environments at dedicated facilities in which this can happen.

**Things you enjoy most about your job**

Seeing young riders develop through the sport, and go on to win World and Commonwealth medals.

**Things you enjoy least about your job**

I've only just started in this job, so ask me again in a couple of months!

**Granted one wish for your organisation, what would it be?**

We have been lucky to have some excellent volunteers in cycling who have helped develop the sport at our facilities. Some more excellent volunteers at some new facilities would benefit our sport immensely.

**What three words best describe you?**

Committed, organized, happy.

**Youngster from your sport to look out for in the future**

We've got a lot of good young girls coming through at the moment, people like Hannah Rich, Rebecca James and Alex Greenfield. I think they have taken inspiration from Nicole Cooke but she'll have to watch out in the future!

**Best advice you ever received**

If you always do what you always did, you'll always get what you always got.

## WCVA Telephone Scheme for WSA Members

The WSA has negotiated for its national governing body partners to have access to the WCVA's (Wales Council for Voluntary Action) Telephone Scheme through the WSA's membership. The Telephone Scheme includes the offer of a free audit to establish efficiency of current telecommunications and provides reduced prices for telephone lines and systems, mobile phones and Broadband packages.

The scheme provides members and the sector with a growing range of telecom services and cost reduction solutions. Some of the benefits from the range of services the WCVA provide include:

- Significant savings on outbound telephone calls and line rental
- A complete managed service for the supply and installation of new telephone systems
- A mobile phone package that offers free handsets, low monthly rental charges and specially negotiated call rates
- A choice of high-speed "always on" Broadband packages for access to the Internet at a fixed monthly fee
- Special numbers including 0800 Freephone, 0845 Local rate and 0870 National rate to improve and control the handling of incoming calls.

The scheme is free to join, and does all the hard work for you. It recognises that you may not have the time or resources to ensure you have the best telecoms solution in terms of cost and supplier. As a result, you may be paying more than you need, and missing out on new advances in telephony that can improve the way you work.

If you would like to benefit from the WCVA Telephone Scheme, they can arrange a free telecommunications survey and bill analysis that will show you how much you can save.

Visit [www.classtelecom.co.uk](http://www.classtelecom.co.uk) or call free on 0800 652 6301.