

[05.07.2016 Version 1]

Working group has been established and will;

- Be split into 3 sub-groups
- Have a focus on 3 areas- Staff, Members & Participants
- Meet every 6 months to review work
- Sub groups will establish aims and objectives that will feed into action plan
- Constantly review progress of action plan through sub group meetings & 6 monthly action plan meetings

Staff

Audience	Activity Description	Further development	Support Required	Internal Lead	Timescale	Performance indicator	Progress Update
ASA Staff	Working group established and sub-group to focus on staff wellbeing developed. Sub-group will develop a aims & objectives to feed into the overall action plan			PK	Sub-group established, first meeting to be before September 2016- aims & objectives to be drafted by December 2016	Document drafted by December 2016	
	Currently developing an employee handbook online for staff to access, this will include a host of information including factors such as sick pay, sick leave, contract information	Could potentially add a 'wellbeing' section- with specific information about MH services and how to access them, general MH information	HR, Marketing	MK	To be produced in September- will review at next sub group meeting	Amount of staff accessing new handbook	
	Counselling service is	Further	HR,	MK		More	

	available for staff to access, this is free for all staff	promotion within organisation- posters/leaflets to be developed?	Marketing			awareness and usage of the counselling service	
	MH messages to become part of Marketing plan- so consistent messages are communicated throughout the year to staff		Marketing	AC, PK	Development of marketing timeline by December 2016	Staff becoming more aware of MH, having an awareness of key dates	
		Recruitment of ambassadors such as senior leadership team and CEO of ASA	SLT, CEO	PK	Document highlighting direction produced and endorsed by CEO by December 2016	CEO recruited as ambassador for staff MH & wellbeing	
Other NGB's	Arrangement of meeting with other NGBs who have completed the action plan, sharing of best practice	Scope out opportunities for joint working		PK	Continuous meeting to be held every 6 months	Attendance at meeting and joint working discussed	

Members (Including Athletes, Coaches & Volunteers)

Audience	Activity Description	Further development	Support Required	Internal Lead	Timescale	Performance indicator	Progress Update
Athletes, Coaches & Volunteers	Working group for action plan established, sub-group identified to focus on Athletes, Coaches & Volunteers. Aims & objectives for this group to be produced that will feed into the overall action plan			PK	Sub-group identified- to meet before December 2016 and aims & objectives to be drafted	Document drafted before 2016	
Athletes	Retirement plan currently in place including education	Development of case studies-	AC	AC,PK		Case studies developed and	

	programmes	highlighting the importance of mental wellbeing, and the positive impact swimming can have on mental health				are utilised by athletes, coaches, volunteers and promoted through the ASA, IOS & British Swimming	
Coaches	Work a lot with coaches and assisting with getting work/life balance, particularly with a lot of travel- Guidance and support offered	Development of resources to help support coaches-awareness training	AC	AC		Guidance and support utilised by coaches	
	Volunteers signposted to appropriate websites when support is required	Recruitment of ambassadors and role models to be advocates for MH- be the 'go to' person for other volunteers	SE	SE		Number or ambassadors recruited	
		Communication routes to be discussed & implemented to ensure messages are received	AC	AC		Messages are received by coaches and services are well utilised	
Other NGB's	Arrangement of meeting with other NGBs who have completed the action plan, sharing of best practice	Scope out opportunities for joint working	PK	PK	Continuous meeting to be held every 6 months	Attendance at meeting and joint working discussed	

Participation

Audience	Activity Description	Further Development	Support Required	Internal lead	Timescale	Performance indicator	Progress update
Swimming Participants	Meet with Get set to go participants to discuss swimming and what they believe has worked well during the project			PK	Meet with get set to go participants before December 2016 to establish way forward	Meeting complete with clear outcomes	
Volunteers	Recruit MH ambassadors & role models to be advocates within swimming clubs- be a friendly face when someone new arrives and have an awareness of MH and how it can affect an individual		Volunteers		Advertise for ambassadors & role models to be advocates for potential new swimmers by January 2017	Ambassadors recruited and trained	

If you are communicating externally, it's important that you have a look at our guidance on the most appropriate language and photo images to use. We have provided information and key messages on the Sport and Recreation Alliance's [website](#).

You can see details of other organisations who have signed up [here](#).

We hope you will be proud of your action plan and tell your staff and networks about it!

Please send this completed form to:

sport@mind.org.uk

Checklist:

- ✓ You have completed the action plan
- ✓ Written a website summary of your activity
- ✓ Sent to sport@mind.org.uk and let them know if happy for your action plan to be shared publically

