

Operational Plan		
NGB:	Irish Underwater Council	Year 2018
Please List Your Strategic Themes as Per Your Current Strategy		
Strategic Themes (excluding Women in Sport)		
	<i>Example: Coaching</i>	
1	Increase Participation	
2	Improve Training and Delivery	
3	Improve Communications and Promotion of Underwater Activities	
4	Improve Membership Services	
5	Improve and Promote Excellence in Governance	
Please indicate how much of your Plan is funded by Sport Ireland/NGB/Other		
Sport Ireland	20%	List Other Sources of Income
NGB	80%	
OTHER		

2018 Operational Plan

NGB:

Irish Underwater Council

2018

How to Complete Status

Green

Amber

Red

Blue

Strategic Theme:

Increase Participation

Goals

Targets

Timeline

Year End Status (select from Drop Menu)

Y/E Comments

Establish and implement an organisation strategy to attract, recruit and retain members

Plan and run 3 National Dive Rallies hosted by IUC clubs

Q3

Blue

South East - Hook - 20 to 22 July.
Northern - Killybegs - 23 to 24 June.
North East - Dundalk - 15 to 17 June.
South West - Cahirsiveen 18 to 20 May.
West - Killala - 28 to 29 July.

Plan and run 2 National Snorkel rallies hosted by IUC Clubs

Q3

Blue

Longford Fin Swim took place on 18th August. Leitrim Fin Swim took place on 25th August (LM)

Work with clubs to promote Finswimming as part of the CMAS initiative to have FinSwimming included as an Olympic Sport

Q4

Green

Two Fin swim events mass participation events took place during 2018 with documented articles in the Subsea magazine and on website and social media. Ezine on running Fin Swimming in clubs and events to go out to members in October.

	Increase underwater hockey membership by 10% through the promotion and support of the underwater hockey league	Q1	Blue	Current Underwater hockey membership at 25 registered underwater hockey players. This is an increase of 20% over the 21 player registered in 2017.
	Work with 2 clubs to complete 'Adopt-a-site' programme and meet monitoring targets alongside Seasearch	Q3	Green	Seasearch have begun promotion of adopt a site workshops to take place in November - plan for the scheme to be run every two years instead of annually in the future.
Develop Action Plan to enhance the operation of the clubs	Develop and Pilot club structure programme to support clubs to secure their future and strengthen club structures.	Q2	Green	Working with 2into3 to produce a club and NGB Governance Review including best practise recommendations for clubs and club structures. Final review document to be published December 2018.
To Work in partnership with external providers and agencies to increase participation in sport and promote a healthy Ireland	Develop National 'Try-a-dive' week working in conjunction with LSPs to promote this event across Ireland	Q3	Blue	National Try a Dive week promoted through European Week of Sport and on website etc. Dance Dip and Dive event held in conjunction with LSPs and Age and Opportunities on 28th September. Club Try a Dive events promoted to individual LSP's and will continue to promote until new year.

	Develop and Promote underwater activities in conjunction with Sport Ireland and the European Week of Sport through Try-a-Dive and similar programmes.	Q3	Blue	National Try a Dive Week promoted through European Week of Sport and on website etc. Dance Dip and Dive event held in conjunction with LSPs and Age and Opportunities on 28th September.
	Accredit 4 further outdoor education centres as IUC Snorkel Providers delivering IUC Programmes.	Q4	Red	1 new outdoor education centre is currently working towards accreditation as an IUC snorkel provider.
	Explore Opportunities to promote participation and a healthy Ireland through partnership initiative with Go For Life and LSPS	Q2	Blue	IUC Promotional Material handed out at Healthy Living Network Meeting in Sport Ireland. Dance, Dip and Dive event run in conjunction with Age and Opportunity and Swim Ireland in the Clontarf baths. BYS Canal Splash Festival event run in conjunction with Dublin City Council. We will continue to explore opportunities to promote participation and a healthy Ireland for the remainder of the year.
Highlight Any Issues		Increase Participation		
Mid Year				
End Year		Providers delivering IUC Programmes. We will not be able to meet the target of four new accredited IUC snorkel Providers. This has been put down due to the lack of snorkel courses held throughout the country since the reconfiguring of staff positions within IUC. We have adjusted our snorkelling targets for 2018 with the anticipation		

Targets That Have Changed	Increase Participation
Mid Year	
End Year	

2018 Operational Plan				
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How to Complete Status				
Green				
Amber				
Red				
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	Strategic Theme: Improve Training and Delivery			
Goals	Targets	Timeline	Year End Status (select from Drop Menu)	Y/E Comments
Establish and implement a framework for reviewing and modernising the content and delivery of our training courses in order to increase participation in training	Complete and implement the review of Trainee Diver or Diver* training programme	Q4	Green	4 Scuba Skills videos for Diver 1* Instructors to be edited and available end of year 2018. Review implemented. Diver 1* Manual updated to represent new Diver 1*.
	Continue the promotion of the new modulisatation of the Leading Diver Course in order to increase participation and completion of qualification	Q3	Blue	Leading Diver Weekend took place on weekend 7-9th September. All participants passed. New modulisated Leading Diver Programme proved highly successful in its second year.

	Work alongside Coastguard and Garda Missing Persons Bureau to enhance provision of Search and Recover units operating under IUC	Ongoing	Blue	RTE produced a promotional short on the IUC S&R area which was screened during Winning Streak Programme. RTE have sent on the video which we can use for promotional purposes. There have been a number of Search and Recovery Operations both in Ireland and abroad already this year. RNLI Sea Survival course run in conjunction with IUC piloted and available to be run out in the regions. The IUC were in communication with RTE and TV3 during the successful Thailand Cave Rescue to promote the importance of being properly trained for rescue work.
Grow the capacity of, and the numbers involved, in our network of "quality assured" training providers/instructors in order to enhance and expand training delivery.	Progressing all ID's currently in training through assessment & certification	Ongoing	Green	Ongoing progression of all ID's towards certification undergoing. Review of active assessors to be undergone before year end to increase rate of progression of ID's in future.
	Deliver 1 national Dive Examiner course for 10 dive instructors	Q2	Blue	11 members took part in the National Dive Examiner Course
	Deliver 2 regional CMAS 3* Leading Diver courses	Q2	Blue	Leading Diver weekend took place on weekend 7-9th September. All participants passed. New modularised Leading Diver Programme proved highly successful in its second year.

	Deliver 2 Regional Dive instructor programs and certify 10 new instructors to Advanced Instructor on ASF	Q2	Blue	13 members took part in the Regional Dive Instructor programmes
	Develop and implement a CPD programme for Scuba Diving Instructors	Q4	Blue	Upskill sessions have been developed and all new Mon 1 complete this as part of the course and will be run out to existing instructors in coming year
	Initiate review of the Moniteur 2 (Mon**) Diver Examiner qualification.	Q3	Blue	Review of the Moniteur 2** course completed and revised taking into consideration finding of the EUF Audit.
	Agree and document objectives and time frame for development of UWH skills courses and coach awards.	Q1	Blue	2 candidates successful in applying for the Sport Ireland Coaching Coach Developer Course. Plan built in for the development of Underwater Hockey courses and coached to be run on the basis of successful completion of the Coach Developer course by our applicants.
	Train and certify 15 new PHECC Community First Responder Instructors	Q3	Amber	6 new Community First Responder Instructors certified.
	Have trained & certified 10 Snorkel Instructors	Q1	Green	Snorkel Instructor course set to be run in November/December
Highlight Any Issues			Improve Training and Delivery	

Mid Year	Snorkel Instructor course delayed due to lack of numbers to run course regionally and unwillingness to travel to a central location
End Year	Due to changes in the DFR course it has proven difficult to upskill 15 new Community First Responder Instructors. A review will be held of the full DFR course in 2019 to ensure that we can train enough instructors in future.
Targets That Have Changed	Improve Training and Delivery
Mid Year	
End Year	r course changed to run in Q4 due to lack of interest in first three qua

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Strategic Theme: Improve Communications and Promotion of Underwater Activities				
Goals	Targets	Timeline	Year End Status (select from Drop Menu)	Y/E Comments
Develop and implement a communications action plan, that will enhance the profile of, and grow participation in, underwater activities in Ireland.	To design, tender and complete full restructure of online administration system including phase 2	Q3	Blue	Go Membership System full go live took place on 17th May 2018. There are still adjustments being made but for the most part the go live was successful. Help guides and walkthroughs available on Go Membership help page on Diving.ie website. October Registrations for membership year 2018/2019 went live on 1st October with walkthroughs on all aspects emailed to all club administrators, on website and on ezine.
	Generate content for, publish and distribute 2 editions of SubSea magazine to over 2400 people	Q4	Blue	Spring and Summer editions of Subsea published and distributed, Autumn edition to go out before the end of October.

	Generate content for 4 quarterly ezine magazines to keep members aware of activities	Ongoing	Blue	Quarterly ezine newsletters sent out to all subscribers and posted to facebook page to increase awareness of ezine.
	Maintain IUC Primary Website with the vieww to provide up to date information to all members and interested public	Ongoing	Blue	ongoing - keep up to date with all useful information, stories, events and reminders
	Promote the CMAS Initiative to have Fin Swimming included as Olympic Sport	Ongoing	Blue	Two Fin swim events mass participation events took place during 2018 with documented articles in the Subsea magazine and on website and social media. Ezine on running Fin Swimming in clubs and events to go out to members in October.
To promote the protection of the underwater environment and prioritise action in areas where we have the required resources to be effective.	Promote and Deliver 2 Nautical Archaeological Society Accredited Underwater Archaeology Courses	Ongoing	Red	Unfortunately these courses did not run in 2018 as attendance in same courses was quite large in 2017. Plans have been made for courses to take place in 2019 and will look in the future to perhaps running courses every 2 years.
	Promote and Deliver 2 Seasearch accredited Observer courses	Ongoing	Blue	Seasearch observer course took place on 12/13 May in Dundalk and on 21/23 August in UCD.

	Work in partnership with other groups to protect the Underwater Environment including the EPA and the Irish Environmental Network	Ongoing	Blue	IUC worked with Dublin City Council to organise and promote Dublin Biosphere Photography Competition. Federation of Irish Sport has been appointed to sit on the Marine Spatial advisory board with the IUC represented on the MSP Sports Committee. The IUC President gave an interview with riptide movement in conjunction with Clean Coasts with regard to divers and their role in protecting their environment. Clean Coast Beach Pick Up events promoted. The IUC is currently in the process of joining the Irish Environmental Network and are also now contributing to the Marine Spatial Planning Committee and the Ocean Literary Group.
Highlight Any Issues		Improve Communications and Promotion of		
Mid Year				
End Year		Promote and Deliver 2 Nautical Archaeological Society Accredited Underwater Archaeology Courses - Unfortunately these courses did not run in 2018 as attendance in same courses was quite large in 2017. Plans have been made for courses to take place in 2019 and will look in the future to perhaps running courses every 2 years.		
Targets That Have Changed		Improve Communications and Promotion of		
Mid Year				

End Year	
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		Strategic Theme: Improve Membership Services		
Goals	Targets	Timeline	Year End Status (select from Drop Menu)	Y/E Comments
Develop and implement a new IT action plan that will enhance current structures and support the implementation of this Strategic plan 2017-2019.	To design, tender and complete full restructure of online administration system including phase 2	Q3	Blue	Go Membership System full go live took place on 17th May 2018. There are still adjustments being made but for the most part the go live was successful. Help guides and walkthroughs available on Go Membership help page on Diving.ie website. October Registrations for membership year 2018/2019 went live on 1st October with walkthroughs on all aspects emailed to all club administrators, on website and on ezine.

	<p>Redesign current website to compliment new system and focus on selling training to the general public</p>	<p>Q4</p>	<p>Blue</p>	<p>Website has been adapted to host the new Go Membership System as well as a Go Membership Help section to provide new and improved information for club administrators. The Seasearch area and medical pages of website have undergone a complete renewal and we are in the process of developing a research and conservation section to appeal to prospective members who enjoy the environmental aspect of Underwater Activities. It is planned to do a complete overhaul of the IUC Website commencing after our Administrator completes a website design course.</p>
	<p>Run National Dive Conference for all members and the public to promote Underwater Activites, Clubs and the IUC</p>	<p>Q1</p>	<p>Blue</p>	<p>Dive show took place on the first weekend of March and was host to 9 Environemental talks, 2 PADI workshops, The IUC AGM, The IUC DO/TO Workshop, 5 Technical Diving Talks, 5 Keynotes Speakers and 6 other interest talks and workshops.</p>

	Further progress use of social media to grow participation and to increase awareness of the IUC with the younger cohort	Ongoing	Blue	Facebook insights are checked on monthly basis to ensure that the aspects members are most interested in are being promoted. Since May 2018 the following increases have been seen: 183 page views, 103 page likes, reached 20213 people, 8478 posts engagements, 192 video views, 106 new page followers. 3243 page likes in total.
Continue to improve the delivery of a high quality membership service.	Process 2000 individual memberships	Q3	Green	Membership for the 2018 year now stands at 1783.
	Process 700 diving and snorkelling qualification certificates	Q4	Green	Qualifications processed for 2018 membership year is 540.
	Run a series of events that will promote understanding of the underwater environment including talks, showcases, film screenings, meet and greets and workshops	Q2	Blue	Ireland Deep Atlantic Screenings in various locations in the time leading up to the RTE Showings. GMIT - 10th April, NUIG - 11th April, UCC - 23rd April, UCD - 17th April. Diving talk to be given at National Parks and Wildlife Service summer talks series in Letterfrack. The IUC contributed to the promotion of Ocean film Festival which ran in the National Concert Hall
	Generate content for, publish and distribute 2 editions of SubSea magazine to over 2400 people	Q4	Blue	Spring and Summer editions of Subsea published and distributed, Autumn edition to go out before the end of October.

	Generate content for 4 quarterly ezines to keep members aware of activities	Ongoing	Blue	Quarterly ezine newsletters sent out to all subscribers and posted to facebook page to increase awareness of ezine.
	Set up working group to begin the process of internal data protection audit to ensure compliant with data protection best practise	Q2	Blue	Data audit completed and Privacy Policies adapted in reference to GDPR Guidelines.
	Establish Medical Board to assess medical fitness to dive in order to provide opportunity to take part in underwater activities to more of the public	Q1	Blue	Medical Board established following Diving Medical Seminar. Medical board contact information available to all members on medical page of website. New Medical Assessment form will form the basis for the online annual medical disclaimer. Planning has begun for the 2019 Diving Medical Conference.
	Promote and Advocate vetting system to all members and monitor clubs to ensure compliance	Ongoing	Blue	Members, Instructors and Volunteers have been notified that any member, instructor or volunteer who wishes to work with Children or Vulnerable Adults within the Irish Underwater Council clubs, activities, events or training must have completed their Garda Vetting application successfully before beginning this work. The Children in diving page on the diving.ie website has been regularly updated alongside the IUC Safeguarding and Vetting Policies.

	Process 30 ROI vetting applications as requested by IUC Clubs	Ongoing	Blue	97 e vetting applications processed in 2018 membership year
Highlight Any Issues		Improve Membership Services		
	Mid Year	Data review was to take place in quarter 2 but was delayed till quarter 3 to ensure new system in place before full data review.		
	End Year			
Targets That Have Changed		Improve Membership Services		
	Mid Year			
	End Year			

2018 Operational Plan				
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Strategic Theme: Improve and Promote Excellence in Governance				
Goals	Targets	Timeline	Year End Status (select from Drop Menu)	Y/E Comments
Review our structures at national and regional level and implement any changes required to ensure that the organisation is fit for purpose.	Continue the process fo adopting the recommendations from the Governance Code	Q1	Blue	Data Audit undertaken with new Membership system. Continued work toward achieving compliance with Governance Code. The Executive handbook has been adapted and developed to better represent the duties of the Executive Committee. All new safeguarding requirements are being worked on to ensure compliance with Safeguarding and Vetting Policies updated.

	Develop and promote Critical Incident Procedure in accordance with national guidelines	Q2	Green	RNLI in a diving emergency wallet cards issued to all members. Critical incident procedure document being drawn up using templates from other NGBs and notably the Laois LSP. Respect the Sea badges handed out at Try a Dives and Dance, Dip and Dive event.
	Deliver specialised training days for club committees to include aspects of Safety, Child Protection, Governance, promotion of club, and working with LSP network.	Q4	Red	Child protection questions and answers session took place at National Dive conference AGM. Continued promotion of health and safety and child protection courses as run by LSPs. Unfortunately specialised training days did not take place this year due to staff being upskilled in Child Protection and governance training. However plans are in place to run regional training days in 2019 as well as a training workshop at the AGM.
Establish a good governance framework for all levels in the IUC and implement the framework at national/regional levels and pilot at club level.	Establish working group to review the governance structure of the IUC compared to other successful NGB's at national and international level	Q1	Blue	Working with 2into3 to produce a club and NGB Governance Review including best practise recommendations for clubs and club structures. Final review document to be published December 2018.

	Ensure that appropriate people within clubs are identified and provided with appropriate level of safeguarding training	Q2	Blue	Safeguarding courses being promoted as organised by LSPs. Active communication with Child Protection officers in clubs to ensure appropriate measures are being taken.
	Ensure all new and revalidating instructors working with children or vulnerable adults are garda vetted	Ongoing	Blue	97 e vetting applications processed in 2018 membership year
Highlight Any Issues		Improve and Promote Excellence in Governance		
Mid Year				
End Year		Deliver specialised training days for club committees to include aspects of Safety, Child Protection, Governance, promotion of club, and working with LSP network - Unfortunately specialised training days did not take place this year due to staff being upskilled in Child Protection and governance training. However plans are in place to run regional training days in 2019 as well as a training workshop at the AGM.		
Targets That Have Changed		Improve and Promote Excellence in Governance		
Mid Year				
End Year				