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COLLABORATION CASE STUDY

# WELSH TRIATHLON & FITZALAN HIGH SCHOOL

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### Resource 3 – Collaborative Working Plan

To be used in conjunction with [resource 2](#) –  **Recipe for collaborative working.** Blue areas below refer to the themes in [resource 2](#) and further information on these can be obtained from this resource. Additional supporting resources are also available highlighted in red, where templates and examples can be obtained for the collaboration tool kit. Reminders are throughout to keep the participant central throughout the planning and project 

<b>Project Title</b>	Welsh Triathlon at a Fitzalan High School				
<b>Project Date</b>	16/06/2017	<b>Meeting Dates</b>	23/03/2017 15/05/2017 25/05/2017 14/06/2017	<b>Who was Present</b>	Welsh Triathlon Welsh Rowing Swim Wales Fitzalan High School Race Equality First, referred to as REF (BME Sport Cymru Project)

 <b>Participant should be at the Heart of project- Method 1</b> 	
<b>Who are we targeting?</b>	Fitzalan High School Pupils
<b>Needs of participant</b>	Introduce participants to the disciplines that make up triathlon through taster sessions and allow them to put skills learnt to practice through a Go Tri event.
<b>Benefits to participant</b>	Introducing Fitzalan High School pupils at the school to triathlon, facilitating new sporting opportunities linked to getting children and young people active.
<b>How do we ensure participant is central throughout?</b> 	Make the experience the best possible for participants by providing participants with the opportunity to improve their skills in triathlon related disciplines. Allowing each participant to decide what event they would like to do. Working with teachers and REF staff to overcome barriers to participation faced by participants.
<b>How do we ensure equality (Method 2) is embedded? Has an EIA been conducted?</b>	Ensuring that all participants could take part no matter what background, ability or previous experience. Ensuring distances were appropriate for participant ages. Allowing participants, the chance to choose what race/ which elements they wanted to take part in, as well as girls only waves. No EIA was conducted however REF were present to input into the process.
 <b>What is the need and insight/ evidence in support of the project</b> 	The Fitzalan High School serves a catchment area in which there are high levels of social and economic disadvantage, the majority of pupils come from a minority ethnic background. The school has a strongly

inclusive approach that is highly successful in celebrating diversity and achievement and raising aspirations. The school encourages healthy lifestyles successfully with over half of pupils agreeing that their school teaches them how to keep healthy and that there are plenty opportunities at the school to take part in regular exercise. Less than half of the parents however though that their children are encouraged to be health and take part in regular exercise. (ESTYN, 2017)

**Collaborative Organisations (Insert contact details below)**

NGBs	Race Equality First	Fitzalan High School
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**Key Contacts, Project Leads etc.**

Welsh Triathlon Officer Swim Wales Regional Development Manager-South Welsh Rowing Development Manager	BME Sport Cymru – Cardiff Project Officer	School PE teacher
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**Each organisation’s Vision, Culture and Values**

<p><b>Welsh Triathlon:</b> Making Wales the proud home of triathlon. Respect, Ambition, Teamwork, Integrity</p> <p><b>Swim Wales:</b> A world leading National Governing Body delivering excellence, inspiring our nation to enjoy, participate, learn and compete in Welsh aquatics</p> <p><b>Welsh Rowing:</b> Through rowing promote the positive impact of sport, by providing an enjoyable experience for all participants while upholding our position as a leading rowing nation. Teamwork, open to all, commitment.</p>	<p><b>Vision:</b> A society where all individuals have equal rights without discrimination based on race or any other personal characteristic they may possess.</p> <p><b>Values:</b> Diversity, Integrity, Accountability, Fairness, Honesty</p>	<p><b>Fitzalan High School Culture:</b> fully-inclusive policy where learners from different backgrounds can integrate smoothly with school life. Diversity is promoted and celebrated effectively. Equality of opportunity underpins the work of the school. All learners have access to all areas of the curriculum and activities</p>
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**Agreed ways of working for project (e.g. communication, flexibility, time, transparency, honesty)**

1. Regular Communication
2. Each organisation to provide expertise in their area
3. Work to agreed targets/ deadlines
4. Honesty
5. Being flexible/adapting to the needs of each organisation

 **Agreed common purpose for project** 

- To engage participants in a new sport they might not have done before
- To allow the school to independently host Go Tri events/ activities
- To improve the current skills of participants
- To provide participants with exit routes
- To ensure that ALL participants are able to take part in the event

 **Other Organisational gains/ benefits** 

<ul style="list-style-type: none"> <li>- Introducing more participants to triathlon, swimming, rowing and what each sport has to offer</li> <li>- Making a school self-sufficient/ able to run their own triathlon, swimming and rowing provision</li> <li>- Providing more people with access to Go Tri</li> <li>- Build a good working relationship with the school and NGBs</li> </ul>	<ul style="list-style-type: none"> <li>- To work towards the elimination of racial discrimination.</li> <li>- To promote equality of opportunity across all protected characteristics within the Equality Act 2010.</li> <li>- To promote good relations between persons of different racial groups.</li> <li>- To provide a new sporting opportunity for participants</li> </ul>	<ul style="list-style-type: none"> <li>- Provide an opportunity for pupils to get active and stay healthy</li> <li>- Provide participants with the opportunity to try a new sport</li> <li>- Provide access to triathlon resources to run additional triathlon-based opportunities for pupils</li> </ul>
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 **Main Project Goals (insert below)?**    **Measure of goal/ success?**  

<ul style="list-style-type: none"> <li>- Introduce participants to triathlon and its multi-sport related opportunities</li> <li>- Ensure that participants have the skills necessary to complete a triathlon in Go Tri, as well as swimming and rowing</li> <li>- Make participants aware of opportunities to take up triathlon and its related activities</li> <li>- Upskilling school staff to run activities and ensuring that the school can run their own activities and activities</li> </ul>	<ul style="list-style-type: none"> <li>- Participants are aware of triathlon and its multi-sport related activities</li> <li>- Participants to have taken part in taster sessions in the lead up to the Go Tri Event</li> <li>- Provide participants with exit routes as to where they can continue to participate in triathlon</li> <li>- How many Go Tri and multi-sport events the school hosts independently, leave school with Go Tri equipment</li> </ul>
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 <b>Key Influencers that have bought in/ will need to buy in to the partnership/ project. Input if applicable how will you do this?</b>		
<ul style="list-style-type: none"> <li>- Highlighting the impact, the event will have on each of the NGBs and other activities which they currently run</li> <li>- NGB CEO's are aware and on board with activity</li> <li>- NGB board directors are aware of activity</li> </ul>	<ul style="list-style-type: none"> <li>- Offer staff at REF: illustrate the impact the project will have</li> <li>- Lead officer for BME Sport Cymru project: emphasise the benefits of involvement</li> </ul>	<ul style="list-style-type: none"> <li>- School Head teacher and other staff</li> <li>- Participants: benefits of taking part and what this can lead to</li> <li>- Sport Cardiff: the neighbourhood coordinator for city and south</li> </ul>
 <b>What workforce and knowledge can each organisation bring to project? </b>		
<ul style="list-style-type: none"> <li>- Triathlon knowledge: Go Tri and wider opportunities to participate</li> <li>- Event planning assistance</li> <li>- Support on the day of the event</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of participant demographics and cultural barriers</li> <li>- Key contacts within the school</li> <li>- On the day support</li> <li>- Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge about the participants</li> <li>- Rules and regulations of the school</li> <li>- School timetables</li> </ul>
 <b>Are there any gaps in workforce and knowledge? How can we address these? </b>		
<ul style="list-style-type: none"> <li>- Knowledge of the school and the different cultural barriers: overcome by working with REF and educating WT staff of ways to overcome these barriers.</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge around the three sports that make up triathlon and rowing: working with WT, SW and WR to understand each discipline, Go Tri will work, how this can be adapted for participants at the school.</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge around the three sports that make up triathlon and rowing: working with WT, SW and WR to understand each discipline, Go Tri will work, how this can be adapted for participants.</li> </ul>
 <b>What other resources can each organisation bring? (e.g financial, time, equipment)</b>		
<ul style="list-style-type: none"> <li>- Event Equipment</li> <li>- Insurance</li> </ul>	<ul style="list-style-type: none"> <li>- Helping participants find and provide support with joining triathlon clubs and taking part in other triathlon events</li> </ul>	<ul style="list-style-type: none"> <li>- Time within the school day to run the event</li> <li>- Facilities and booking of external facilities</li> </ul>
 <b>Are there any gaps in resources for the project? E.g. financial - do we need to apply for a grant? Who will lead?</b>		
<b>Run with no financial input just people and time resource some cost for equipment with WT</b>		

**Date** 19/06/2017

**Present** WT, REF, Swim Wales, Welsh Rowing, Fitzalan High School

**Details What when well? What could be improve? Plans for next year?**

- Could have more marshals on the route and outside the school
- Great social media activity
- Put in place a different system for timing participants
- The actual event ran smoothly, participants were briefed and aware of what they had to do
- Event logistics would have been improved with the preparation of an events plan to help support

**Resource 4 - Project Plan - to be used in conjunction with the collaboration plan**

Project Aim and Description	To provide pupils a Fitzalan High School with the opportunity to take part in Go Tri and the individual disciplines that make up triathlon		
Common Goal	To engage with pupils at Fitzalan High School		
Project Date	16/06/2017	Organisations	Welsh Triathlon, Race Equality First, Welsh Rowing, Swim Wales

Project Aims - What	Actions - How	Timescale - When	Responsibility - Who	Resources – Include time	Measurement
Provide participants with the opportunity to take part in a triathlon based multi- sport event	Host a Go Tri event at a Fitzalan High School Adapt the Go Tri event to suit the needs of participants provide participants with the knowledge required to take part in an event of this nature.	16/06/17	Welsh Triathlon Race Equality First Swim Wales Welsh Rowing	4 1hr planning meetings	Go Tri event held which engages a range of participants from the school
Safe and enjoyable sessions and event	Ensuring that the route has been checked for any risks, marshals in place to ensure participants are visible at all times. Briefing participants on the route and ensuring that all participants are capable of completing the event.	Lead up to 16/06/2017	Welsh Triathlon Fitzalan High School Swim Wales Welsh Rowing	Time to risk assess the school  Session plans from NGBs	Event permitted  Safe event
Evidence of collaboration and clear communication across NGBs	Meetings held every 4 weeks in the lead up to the event. Meetings used to discuss progress in planning of the event as well as establish on the day logistics.	March, April, May, June	Welsh Triathlon Fitzalan High School Swim Wales Welsh Rowing	1hr meetings every 4 weeks  Email communication between key parties	Event planning  Targets being met

Educate participants about triathlon and the opportunities available	Provide the school with triathlon related resources to share with pupils. Assisting with race briefing ensuring that participants	16/06/17	Welsh Triathlon Fitzalan High School	Race briefing Distribute schools resource	Participants are aware of triathlon and its related disciplines
To provide an opportunity for ALL to participate	Ensure that all participants who want to, can take part in the event Adapt Go Tri to meet participants needs. Take into consideration cultural and religious differences. Consider swimming ability and have a substitute for swimming. Alternative for cycle stage of the event	16/06/17	Welsh Triathlon Race Equality First	Consultation with REF  Availability of rowing equipment	An event where all can take part no matter what ability  Different religions/cultures are taken
Provide participants with the opportunity to learn skills linked to rowing and swimming	Ensure that all participants have the skills they need to take part in the event. Working with participants to improve their skills and progress so that they are able to complete the event to the best of their ability	15/06/2017	Swim Wales Welsh Rowing Fitzalan High School	6 weeks of swim sessions 6 weeks of rowing sessions	Participants can complete the event to the best of their ability  Participants have improved their skills
Provide the school with triathlon related knowledge and equipment to run further Go Tri events	That the school have the capacity and equipment that is required for them to run small scale events for participants	16/06/2017	Welsh Triathlon Fitzalan High	Supporting and assisting the school through the event organizing process	School hosts other Go Tri and triathlon related activities for participants

				Provide school with Go Tri equipment set	
Provide participants with exit routes to participation in triathlon swimming and rowing	Provide participants with links to other opportunities to participate in triathlon, this can include swim clubs, rowing clubs, triathlon clubs as well as other Go Tri events in Cardiff	16/06/2017	Welsh Triathlon Swim Wales Welsh Rowing	Links to clubs Links to events	Fitzalan High School to pass on resources to participants