**North West Club Conference**

**2nd March 2014-** £30 per delegate or Early bird offer £20 if you book before 1st February

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| **Please complete & return this form by Monday 18th February 2014 to:**  Clare McGinnis, c/o Brenda Thomason Lilleshall National Sports Centre, Newport TF10 9NB  07805 813025 clare.mcginnis@british-gymnastics.org | |
| |  | | --- | | **The Conference is being held at:**  Bolton Arena  Middle-Brook Retail Park  Bolton BL6-6LB  FREE Parking | |  | | **Sunday 2nd March 2014**  Registration: 9.00-10:00am  Workshop 1 9.30-10.30am  Workshop 2 10:30-12:00pm  Lunch and networking 12.00 – 12.30pm  Workshop 3 12.30 – 2.00pm  Workshop 4 2.30 – 4.00pm or 2:30-4:30pm  Depart: 4.30pm |
| * BG members only aged 18 years and over (Parental consent must be obtained if under 18 years of age) * The sessions are not practical so no need for sportswear. | |

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| Workshop Session | Description | |
| Workshop 1  **How to Utilise Young Leaders**  Workshop 2  **Developing a Business Plan** | A theory workshop introducing the concept of utilising your young club members aged 12 years plus. Having A clear pathway in place which will engage, develop and enthuse all young leaders can help grow and sustain your club activities. You will gain an understanding of how these members can not only help you as a club but also how you can help your members attain a sporting future.  **Tutor: Katy Perry**  Clubs must have a business plan to make sure they are going in the right direction. Help manage your club better by being able to demonstrate business understanding & control to potential investors. This seminar covers: what a business plan is & why your club should have one, who should be involved & when you should use it, how to develop a plan (simple framework) practical advice on what to include in your plan, how to structure it and pitfalls to avoid & examples of business plans clubs have created and used with success.  **Tutor: Club Leaders** | |
| Workshop 3  **Developing a Business Plan Continued with a Focus on Marketing Strategies**  Workshop 4  **Option 1 - Effective Organisation Structures** | Clubs must market themselves appropriately, ensuring they have the resources they need to be sustainable and successful. This seminar covers factors/objectives to consider, how to develop a strategy, communicate what your club has to offer, different marketing routes & budgeting for a marketing strategy.  **Tutor: Club Leaders**  The way a club is legally structured can have a significant impact on club leaders (on their club and them personally). Get it right, and a club can be run effectively and may benefit financially. Get it wrong, and there could be significant financial and other implications for a club and potentially all of its members. This seminar covers: why getting the correct structure is important, types of legal structure (pros & cons), why incorporated, other ways clubs become can structure (CASC/Charity). Examples of how clubs structure, changing your club’s organisational structure & hot topics (e.g. CASC update / CIOs)  **Tutor: Club Leaders** | |
| Workshop 4  **Option 2 - The Cost of Claims & How to Avoid Them** | "We live in a compensation culture, claims are increasing every year and the cost to a club, both personal and financial, can be very high. Risk management is often seen as complicated, costly and an increased burden on already overworked club managers, but simple, common sense practices can help to prevent injuries and keep the solicitors away. This workshop will provide straight-forward, effective guidance to help prevent injuries and defend your club if the solicitor's letter falls on the doormat."  **Tutor: Andy Goulbourne** | |
| Please indicate which workshop option you would like to attend in the table below: | | |
| Workshop 4 | Option 1 “Effective Organisation” | Option 2 “Claims & How To Avoid Them” |
| **Please note workshop places are limited so ensure you attend your preferred option by booking early** | | |

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| Name: | DOB: | |
| Name: (as you would like it to appear on your accreditation) | | |
| BG Membership number: | BG Membership Level Bronze / Silver / Gold | |
| Address: | | |
| Contact number: | Contact email: | |
| Club: | | |
| Current Coaching Qualifications: | | |
| Emergency Contact Information: |  | |
| Name: | Relationship: | |
| Tel number: | Email: | |
| **Payment enclosed: £30.00 or £20.00 early bird rate (If booked before 1st February) Cheque payable to British Gymnastics** | | |
| **Important information required** | | |
| Please state if you have any medical conditions or if you are currently taking any medication. Please also list any allergies you have to medication.(Please give details below): | | |
| Please provide details of your doctor:  Doctors name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Do you have any special dietary requirements or allergies? Yes / No *(hot food will be provided)*  If yes, please specify: | | |
| *Do you consider yourself to have a disability? Yes / No*  *If Yes what is the nature of this disability and do you require support in any of the workshops Yes/ No* | | |
| I understand photographs / film footage will be taken during the conference. These images/ footage will be used by British Gymnastics and their partner organisations, for promotional purposes, including inclusion on the BG website, in newsletters / publications, or for use in other appropriate promotional media. These images will be securely stored and will not in any way be altered for inappropriate use. | | |
| Delegate’s Signature: | | Date: |