



# Club Development Day

12<sup>th</sup> October 2014

City of Bristol Gymnastics Club, Hartcliffe, Bristol. BS13 0RF

Club Development Days will introduce clubs to practices, toolkits and support available to them, provide a networking opportunity and point them in the direction of further support to run and develop their club. Club Development Days will encourage sharing of ideas and examples of best practice. The day will aim to equip Club Managers with the business skills, management skills and development ideas to make the running of their clubs more effective and efficient as well as supporting them to get more people participating.

Club Development Days will focus on club managers, leaders and admin volunteers within a club (not only coaches) who are responsible for making decisions and day to day management. In particular, the days will focus on clubs who wish to develop and grow, or improve the service they currently offer.

The price to attend a Club Development Day is £35.

**Club Development Days Timetable- 12<sup>th</sup> October 2014**

Arrival	8:45 – 9:00
Workshop One : Cost of Claims and Managing your Risk	9:00 – 10:30
Break	
Workshop Two : Connecting with Members – Making the Most of GymNET	10:45 – 12:15
Lunch	
Workshop Three: Developing a Marketing Strategy	13:00 – 15:00
Break	
Workshop Four: PAYE & Employment Status	15:10 – 17:15

For more information regarding this Club Development Day, please contact Christine O'Hagan, 07739512208, [christine.o'hagan@british-gymnastics.org](mailto:christine.o'hagan@british-gymnastics.org)



## Workshop Descriptions

Workshop Title	Workshop Description
<p><b>Workshop 1</b> Cost of Claims and Managing your Risk</p> <p>Andrew Goulbourne Perkins Slade</p>	<p>Back by popular demand. 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. A must of any manager of any sized club.</p>
<p><b>Workshop 2</b> Connecting with Members – Making the Most of GymNet</p> <p>Simon Evans - BG</p>	<p>Working with the Head of Business and Development for British Gymnastics, Simon Evans, learn how to make the most of your clubs GymNet. Explore its capabilities and the plans for the future development of this interactive business support tool.</p>
<p><b>Workshop 3</b> Developing a Marketing Strategy</p> <p>Club Leaders</p>	<p>It is vital that sports clubs market themselves appropriately to ensure they have the resources they need to be sustainable and successful in the long term. This workshop covers:</p> <ul style="list-style-type: none"> <li>•What a marketing strategy is and why it is useful to plan</li> <li>•How to develop a marketing strategy using a simple framework</li> <li>•Internal and external review using SWOT analysis and Marketing Mix</li> <li>•Creating your club vision and setting objectives.</li> <li>•Setting your marketing strategy and actions</li> <li>•Considering marketing tactics for your club</li> <li>•Evaluating marketing activities and measuring outcomes.</li> </ul>
<p><b>Workshop 4</b> PAYE &amp; Employment Staus</p> <p>Club Leaders</p>	<p>Whether your club uses volunteers, or if you pay people for the work they do at your club, it is important that club leads understand key employment tax issues involved. Failure to do so risks significant additional costs for the club or individuals and there could be legal consequences.</p> <p>This workshop covers:</p> <ul style="list-style-type: none"> <li>•Volunteer, worker or employee? – What is the difference, the benefits and risks of each</li> <li>•When is a volunteer not a volunteer?</li> <li>•Employment status: employed vs. self-employed (tests, guidance and examples)</li> <li>•Treatment of expenses for employees for club and individual</li> <li>•Implications when things go wrong</li> <li>•Upcoming developments (e.g. Real Time Information and Auto-enrolment)</li> <li>•Top tips for best practice</li> </ul>



## Application Form

Name:	D.O.B:
Name: (As you would like it to appear on any accreditation)	
BG Membership Number:	
Club name:	
Address for any event correspondence:	
Tel Number:	Email:
Emergency Contact Information: Primary (required)	
Name:	Relationship:
Tel Number:	Email:
Emergency Contact Information: Secondary	
Name:	Relationship:
Tel Number:	Email:
Important Information	
Please state if you have any medical conditions or if you are currently taking any medication. Please also list any allergies you have medication for. (Please give details below):	
Do you have any dietary requirements or allergies? <b>Yes / No</b> If Yes, please specify:	
Do you consider yourself to have a disability? <b>Yes / No</b> If Yes what is the nature of this disability:	
Do you require any additional support in any of the classroom based or physical sessions? <b>Yes / No</b> If Yes please outline what support you require:	
Have you attended any previous Club Development Days or Conferences? <b>Yes / No</b>	
Payment Enclosed: £35.00 (Cheque payable to British Gymnastics) <input type="checkbox"/>	
Please print, complete, sign & send both parts of the application <b>by 14<sup>th</sup> September</b> with payment to: Brenda Thomason, Club Development Days, British Gymnastics, Ford Hall, Lilleshall National Sports Centre, Newport, Shropshire, TF10 9NB	



*To be completed by Applicant or Parent/ Guardian if applicant is under 18yrs*

I agree that the applicant is in good health and is capable of taking part in this Club Development Day. Applicant has completed the medical details and understands that every effort will be made to obtain personal consent but that in an emergency, prompt action may be required. Therefore any necessary treatment which a medical practitioner deems necessary can be administered.

I understand photographs/ film footage will be taken during this Club Development Day. 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.

Name:

(Applicant or parent/guardian if U18)

Signed:

Date:

Please print, complete, sign & send both parts of the form **by 14<sup>th</sup> September** with payment to:  
Brenda Thomason, Club Development Days, British Gymnastics, Ford Hall,  
Lilleshall National Sports Centre, Newport, Shropshire, TF10 9NB

Please note: Places on Club Development Days are given on a first come, first served basis. Be sure to book early to secure your place on this fantastic development opportunity.