



# Club Development Evening

**Friday 5<sup>th</sup> December 2014**

**Stoke Mandeville Stadium, Guttman Rd, Aylesbury, Buckinghamshire, HP21 9PP**

Our Club Development Evening will focus on club managers, leaders, senior coaches and admin volunteers within a club who are responsible for making decisions within the club and day to day management. In particular, this event will focus on clubs who wish to develop and grow, or improve the service they currently offer. The content will be nationally led, with a regional/county focus.

The evening 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. The evening will encourage sharing of ideas and examples of best practice.

**The price to attend this Club Development Evening is £10 per person.**

## Club Development- 5<sup>th</sup> December 2014

Arrival and refreshments	18:00 - 18:10
Welcome	18:10 – 18:30
Workshop 1: <b>Taking on Staff - Employment and Casual Workers</b> (GB Sport) <b>Or</b> Workshop 2: <b>Maximising Time &amp; Space</b> (British Gymnastics)	18:30 – 19:30
Break	19.30- 19.45
Workshop 3: <b>Legal requirements of running a sports club</b> (GB Sport) <b>Or</b> Workshop 4: <b>Funding – What’s out there?</b> (British Gymnastics)	19.45- 20.45
Workshop 5: <b>How can a County Sports Partnership help your club?</b> (Leap)	20:45-21:00
Finish	21:00

The Club Development Evening has been subsidised by British Gymnastics to support clubs with the development of clubs across the region.

For more information regarding this Club Development Evening, please contact: Jo Meecham  
[jo.meecham@british-gymnastics.org](mailto:jo.meecham@british-gymnastics.org)



## Workshop Descriptions

Workshop Title	Workshop Description
<p>Workshop 1: <b>Taking on Staff - Employment and Casual Workers</b></p> <p>GB Sport</p> <p>Or</p> <p>Workshop 2: <b>Maximising Time &amp; Space</b></p> <p>Rachael Easton (British Gymnastics Area Manager)</p>	<p>This interactive workshop provides an essential guide to the HMRC requirements relating to <b>taking on employees/casual workers</b> to work at your club/in your programme, covering the following topics:</p> <ul style="list-style-type: none"> <li>• What exactly is an employee and a casual worker?</li> <li>• What are the advantages/disadvantages of both when compared to using self-employed workers?</li> <li>• What administration is required when taking on employees/casual workers?</li> <li>• How do you tax an employee/casual worker?</li> <li>• What is the difference between employment and casual work?</li> <li>• How do we pay an employed person for only the hours we have work for?</li> <li>• What is zero hours work?</li> </ul> <p>Are you maximising time, space and coaches in the gym? Could you get more people participating and therefore generate more income? Why not rethink your timetable, utilise Proficiency Award coaches or accommodate more recreational gymnasts alongside the elite? This workshop considers daytime usage, holiday programmes and satellite venues to get even more people involved.</p>
<p>Workshop 3: <b>Legal requirements of running a sports club</b></p> <p>GB Sport</p> <p>Or</p> <p>Workshop 4: <b>Funding – What’s out there?</b></p> <p>Rachael Easton (British Gymnastics Area Manager)</p>	<p>This interactive workshop provides an essential guide to the <b>legal requirements of running a sports club</b> for those on a club committee, covering the following topics:</p> <ul style="list-style-type: none"> <li>• Club legal status – When should a club become a limited company?</li> <li>• Protecting members from personal liability</li> <li>• Making sure you’re recognised as non-profitmaking</li> <li>• The responsibilities of a committee member</li> <li>• CASC or Charitable status – the pros and cons</li> <li>• Insurance for clubs – taking reasonable care</li> <li>• Paying Volunteers – what you can and can’t pay as expenses</li> </ul> <p>This workshop will introduce you to some of the funding streams available, both within British Gymnastics and externally. This workshop will include hints and tips on how to prepare a high quality funding application.</p>
<p>Workshop 5: <b>How can a County Sports Partnership help your club?</b></p> <p>Leap</p>	<p>Leap , Buckinghamshire’s County Sports Partnership will give a brief overview of how they can support and help your clubs.</p>



**Application Form**

**Club Development Evening 5<sup>th</sup> December 2014**

Name:		D.O.B:	
Name: (As you would like it to appear on any accreditation)			
BG Membership Number:			
Club:			
Address:			
Number:		Email:	
Please indicate which workshop you would prefer to attend:		<b>Taking on Staff – Employment and Casual Workers</b>	<input type="checkbox"/>
		<b>Maximising Time &amp; Space</b>	<input type="checkbox"/>
Please indicate which workshop you would prefer to attend:		<b>Legal requirements of running a Sports Club</b>	<input type="checkbox"/>
		<b>Funding – What's out there?</b>	<input type="checkbox"/>
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 Gymnastics for All Days or Conferences? <b>Yes / No</b>			



Payment Enclosed: £10.00 (Cheque payable to British Gymnastics)



***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 Gymnastics for All 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 Gymnastics for All 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 Monday 24<sup>th</sup> November 2014** with payment to:  
Brenda Thomason, Club Development– South, British Gymnastics, Ford Hall,  
Lilleshall National Sports Centre, Newport, Shropshire, TF10 9NB

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