**Club Development Evening**

**Friday 17th October 2014**

**Pegasus Gymnastics Club, Farleigh Hill, Tovil, Maidstone, Kent, ME15 6RG**

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.**

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| **Club Development- 17th October 2014** | | |
| Arrival and refreshments | | 18:15 - 18:30 |
| Welcome | | 18:30 – 18:40 |
| **Workshop 1:**  Club and Coach Services  (20 minutes)  Funding opportunities and application tips (1 hour) | **Workshop 2:**  Customer Services – How to Make your Club Grow | 18:40 – 20:00 |
| Break  Refreshments will be available | | 20:00 – 20:10 |
| **Workshop 3:**  Developing and Retaining Coaches | **Workshop 4:**  Cost of claims and managing your risk | 20:10 – 21:30 |
| Finish | | 21:30 |

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: Lynn Potter – [lynn.potter@british-gymnastics.org](mailto:lynn.potter@british-gymnastics.org) - 07739512206

**Workshop Descriptions**

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| **Workshop Title** | **Workshop Description** |
| **Workshop 1:**  Club and Coach Services  Funding opportunities and application tips  **Stuart Butler and**  **Guthrie Miller**  **Kent Sport** | Club and Coach Services  An introduction to club and coach services available through Kent Sport including the Club Connect Card and associated discounts, information about additional coach development opportunities and the countywide Coach and Volunteer register.  Funding opportunities and application tips  Exploring some of the funding sources available to support clubs with practical tips for submitting applications. Clubs who run dedicated facilities will be able to hear more about Lumina energy who could save them money on their future energy bills. There will also be opportunities to hear about clubs who have had success with funding applications to small grants and inspired facilities in the South East. |
| **Workshop 2:**  Customer Services / How to make your club grow    **Simon Evans**  **British Gymnastics** | Retention & Customer Satisfaction - You may have a waiting list at your club, but this does not mean that it isn’t important to retain your current members. Gymnasts and their parents are your club’s main customers, so providing a great customer service will keep them within the club for longer. This workshop will provide delegates with practical and simple approaches that your club could adopt that will help to retain members. |
| **Workshop 3:**  Developing and Retaining Coaches  **Louisa Arnold**  **Kent Sport** | A bite size version of the scUK **Supporting Coaches** workshop that will focus on developing and retaining coaches. The sessions will provide information and ideas to help clubs maintain and improve their current club workforce, including the coaching pathway and wider coach development opportunities. |
| **Workshop 4:**  Cost of Claims and Managing Your Risk  **Simon Evans**  **British Gymnastics** | 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. |

**Application Form**

**Club Development Evening 17th October 2014**

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| 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: | **Club and Coach Services & Funding**  **Customer Services/How to Make Your Club Grow** | | |
| Please indicate which workshop you would prefer to attend: | **Developing and Retaining Coaches**  **Cost of claims and managing your risk** | | |
| 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? **Yes / No**  If Yes, please specify: | | | |
| Do you consider yourself to have a disability? **Yes / No**  If Yes what is the nature of this disability: | | | |
| Do you require any additional support in any of the classroom based or physical sessions? **Yes / No**  If Yes please outline what support you require: | | | |
| Have you attended any previous Gymnastics for All Days or Conferences? **Yes / No** | | | |
| 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 Friday 3rd October 2014** with payment to:

Brenda Thomason, Club Development Evening - Kent, 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.