



Club Leaders is a Sport England initiative which aims to give business and governance advice to sports clubs. The day is open to clubs who have signed up to the club Leaders programme and will be most relevant to those who are involved with the running of the club. If you have not signed up to Club Leaders yet this is free to do, please follow the link below for more details and to register - <http://www.sportenglandclubleaders.com>

If you're not sure if your current club structure is right, if you'd like to apply for funding but find this difficult due to your current structure or if you'd like help planning for an aim including developing a dedicated facility these seminars are for you.

The seminars delivered on the day will be:

Developing a business plan

An effective business plan can help you have clear aims, help you manage your club better and also demonstrate business understanding to potential investors.

The seminar covers:

- What a business plan is and why your club should have one.
- Who you should involve when creating a business plan and when you should use it.
- How to develop a plan for your club using a 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.

Effective organisation structures

The way a club is legally structured can have a significant impact both on the club and the club's officers personally. Get it right and a club can run effectively and may benefit financially. Get it wrong and there could be significant financial implications for clubs, its officers and members.

The seminar covers:

- Why getting the correct structure is important.
- The types of legal structures and the pros and cons of each.
- Why become incorporated.
- Other structures including CASCs, Charities, CIO's etc.
- Examples of who clubs have structured themselves.
- The process of changing your clubs organisational structure.
- Hot topics including CASC's and CIO's

There are a limited amount of places available for the day and these will be allocated on a first come first serve basis. To book on please complete and return the attached booking form



CLUB LEADERS BOOKING FORM

Forename:..... Surname.....

Address.....

.....

..... Postcode:

D.O.B.:

Home Tel No: Mobile:.....

Email address.....

BG Region: Club:

Please indicate which seminar/s you wish to attend.

Developing a business plan

Effective organisation structures

Both

Emergency contact details for during the Club Leaders Day

.....

Any special adaptation needed to assist you on the day?

.....

Candidate's signature: Date:

Please complete and return this form to Natalie Laws by Sunday the 19th of January 2014 to:

Natalie.laws@british-gymnastics.org

Registered Office
Ford Hall, Lilleshall National Sports Centre,
Newport, Shropshire TF10 9NB

T. 0845 1297129 F. 0845 1249089
E. information@british-gymnastics.org
W. british-gymnastics.org

✉ Natalie Laws, Humbleton Grange, Lelley, Hull, HU12 8SR

British Gymnastics is the trading name of The British Amateur Gymnastics Association
Gymnastics Enterprises Limited, Registration No 2646569, VAT Registration No 594059506
Company limited by Guarantee Registration No 1630001
Place of Registration England. VAT Registration No 100166672