



# British Gymnastics: Club Development Day

Supporting the development of clubs within the East region

Sunday 25<sup>th</sup> January, 2015

Netherhall Sports Centre, Queen Ediths Way, Cambridge, CB1 8NN

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.

Club Development Days will focus on club managers, leaders, committee members 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 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.

Please note: Lunch is not provided, but refreshments will be available on the day.

The price to attend the East Club Development Day is £15.

## Club Development Day Timetable- Sunday 25th January

Arrival	9:00 – 9:20
Welcome Speech	9:20 – 9:30
Managing Waiting Lists (BG)	9:30 – 10:30
Break	10:30 - 10:45
PAYE & Employment Status (Club Leaders)	10:45 – 12:45
Lunch	12:45 – 13:30
Business Planning (Club Leaders)	13:30 – 15:30
Break	15:30 – 15:45
Marketing Strategies (Club Leaders)	15:45 – 16:45
Closing Speech & Depart	16:45 – 17:00

For more information regarding the Club Development Day, please contact:  
Charlie Hayes E: [charlie.hayes@british-gymnastics.org](mailto:charlie.hayes@british-gymnastics.org) T: 07581351748



## Workshop Descriptions

Workshop Title	Workshop Description
<p><b>Workshop 1</b> Managing Waiting Lists</p>	<p>Are you struggling for Space, Time or workforce? This session will introduce some ideas as to how to increase your clubs capacity to allow you to grow, reduce the length of waiting lists and increase participation in gymnastics</p>
<p><b>Workshop 2</b> PAYE &amp; Employment Status</p>	<p>Tax can be taxing but knowing your obligations is vital to avoid any nasty surprises. This seminar will help you understand more about the main PAYE and Employment status issues affecting sports clubs and put you on track to take the pain out of PAYE.</p> <ul style="list-style-type: none"> <li>• Know your team - Volunteer, Worker or Employee Benefits &amp; Risks of each?</li> <li>• Employment Status- Tests, Guides &amp; Examples</li> <li>• Juggling expenses – Employees, Clubs, Individuals.</li> <li>• Staying out in front- Recent developments (RTI &amp; AE)</li> </ul> <p>Suitable for those who want to understand their Club’s responsibilities towards the people that work for them.</p>
<p><b>Workshop 3</b> Business Planning</p>	<p>Do you have a dream for your club but struggle to make progress? This seminar will help you put together a simple yet effective business plan for your club to help you plan a brighter future and take real steps to reach your goals. Stop Dreaming, Start Doing.</p> <ul style="list-style-type: none"> <li>• What a business plan can do for your club.</li> <li>• Key players in developing a business plan.</li> <li>• A simple framework to support your planning.</li> <li>• Top tips of what to include in your plan and common pitfalls to watch out for.</li> </ul> <p>Suitable for anyone from committee members to coaches involved in helping their club plan for the future.</p>
<p><b>Workshop 4</b> Marketing Strategies</p>	<p>With so many marketing options out there it can leave you in a muddle. This seminar will guide you through the marketing minefield and help you attract new members, raise funds or enhance your club’s profile.</p> <ul style="list-style-type: none"> <li>• Fit to follow framework – to develop your club’s strategy</li> <li>• Shaping up your marketing strategy – what to consider</li> <li>• Methods to motivate – considering different marketing options</li> <li>• Evaluating your efforts – Focus your energy effectively</li> </ul> <p>Suitable for those interested in exploring methods to market their clubs to attract &amp; retain members &amp; sponsors or improve club reputation.</p>



## 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: £15.00 (Cheque payable to British Gymnastics)		<input type="checkbox"/>
Please print, complete, sign & send both parts of the application <b>by 14th December, 2014</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 Parent/ Guardian if young person 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 **14th December, 2014** 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.