



British Gymnastics: Club Development Day

Supporting the development of clubs within the East Midlands

Sunday 22nd February 2015

Leicester New College, Greencoat Road, Leicester, LE3 6RN

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 will not be provided, but light refreshments will be available on the day.

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

Club Development Day Timetable- Sunday 22nd February

Arrival	9:00 – 9:20
Welcome Speech	9:20 – 9:30
Managing Waiting Lists (BG)	9:30 – 10:30
Break	10:30 – 10:45
Business Planning (Club Leaders)	10:45 – 12:45
Lunch	12:45 – 13:30
Financial Policies & Procedures (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
Zoe Shepherd: zoe.shepherd@british-gymnastics.org - 07827303967



Workshop Descriptions

Workshop Title	Workshop Description
<p>Workshop 1 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>Workshop 2 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"> • What a business plan can do for your club. • Key players in developing a business plan. • A simple framework to support your planning. • Top tips of what to include in your plan and common pitfalls to watch out for. <p>Suitable for anyone from committee members to coaches involved in helping their club plan for the future.</p>
<p>Workshop 3 Financial Policies & Procedures</p>	<p>Doing the right thing is essential for a healthy, vibrant club, this seminar will put you on track to get policies and procedures that are fit for purpose to protect your club and allow you to flourish.</p> <ul style="list-style-type: none"> • Putting the right policies and procedures in position – key areas for clubs to consider • How and Who – Developing and delivering policies for your club • Getting it right – Ideas for communicating and reviewing policies and procedures to ensure they are effective <p>Suitable for those new to managing a club’s finances, looking at their club governance or want a refresh of financial policies & procedures for clubs.</p>
<p>Workshop 4 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"> • Fit to follow framework – to develop your club’s strategy • Shaping up your marketing strategy – what to consider • Methods to motivate – considering different marketing options • Evaluating your efforts – Focus your energy effectively <p>Suitable for those interested in exploring methods to market their clubs to attract & retain members & 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? 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 Club Development Days or Conferences? Yes / No		
Payment Enclosed: £15.00 (Cheque payable to British Gymnastics)		<input type="checkbox"/>
Please print, complete, sign & send both parts of the application by 14th December, 2014 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.