

Club Workshop Programme

Supporting Coaches and Club Coaching Structures

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Club Structures and Processes

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Supporting Coaches

Summary

Developed in partnership with Sports Coach UK, this workshop is aimed at Coach Coordinators and provides a comprehensive guide to recruiting, developing and retaining your coaches.

Duration: 2 – 3 hours

Delivered by:

CCSO and / or CSP Coach Development Manager



Satellite Clubs

Summary

Satellite clubs are informal extensions of a community sports clubs , held at convenient times locally, which can offer young people a different sporting experience. This workshop looks the benefits to clubs, key considerations and where to start when setting up a SC as well as practical examples of where Satellite clubs have worked.

Duration: 2-3hrs

Delivered by:

CCSO/CSP



Disability Inclusion Training

Summary

The UK Disability Inclusion Training-Athletics course is a general awareness course to support clubs and coaches to include disabled people in athletics. The seven-hour course consists of a three-hour theory session delivered in a classroom and a three-hour practical session delivered in a sportshall (plus breaks).

Duration: 7-hours

Delivered by: England Athletics



The Coaching Pathway

Summary

This workshop is aimed at Coach Coordinators and club volunteers. It provides information on the coaching pathway so that clubs can advise members on the correct courses to attend. It also provides a summary of the content covered on each course and what support coaches undertaking the courses will require.

Duration: 2 hours

Delivered by: ccso



AthleFIT Leader Orientation

Summary

Topics covered include:

- Establishing the role and responsibilities of an AthleFIT Leader
- Learning the principles of running, jumping and throwing
- Delivering fun and exciting warm ups adults
- The basics of participant progression and development
- Leading safe and fun sessions

Duration: 3-hours

Delivered by: England Athletics



How to Deliver an Effective Run England Group Summary

This workshop will support you through developing an action plan to maximise your chances of delivering a successful running group. The session will cover the following topics: how to identify suitable run leaders; how the time, area and location of your group can effect its success; how to promote your group; find out what additional support is available from Run England; things to consider for your first session; linking with local partners.

Duration: 3 hours

Delivered by: Run England Activator/CCSO



How affiliated running clubs can support beginners into running (adults participation)

Summary

With more and more people taking up running this workshop looks at how clubs can support beginners into running on a regular basis. The workshop will cover the advantages of setting up a beginners running group, what is a true beginner, the key consideration when setting a group and methods to attract new beginners.

Duration: 2-hours

Delivered by: CCSO/Run England Activator/CSP



Athletics 365 (Wokshop2)

Summary

This workshop will provide clubs and coaches with the A365 story so far and the latest resources available. There will be a focus on the coaching environment and learning/coaching styles in the delivery of A365 as well as looking how coaches can develop skill using the games cards. How to access athletes will also be revisited.

Duration: 3hours

Delivered by: CCSO or National Coach Mentee (Lee Grant)



How to Write a Successful Funding Application

Summary

This workshop will provide you with guidance of what you need to consider before writing a funding application. It also cover the common mistakes that are made, plus tips and techniques to consider when writing an application to enhance your chances of a successful outcome.

Duration: 2-hours

Delivered by: ccso



Inclusive Club Workshop

Summary

The Inclusive Club Workshop would be designed to provide follow up support to clubs following the completion of an Inclusive Club Health Check. Includes an introduction to classification, club responsibilities relating to the Equality Act 2010, barriers to participation, club management and marketing, providing accessible information and more. The workshop modules will be designed as brief overviews with signposting to relevant documents, resources and workshops for more detailed information.

Duration: 2-hours

Delivered by: CCSO or disability lead



Time to Listen

Summary

This workshop is an Athletics specific safeguarding training. It is targeted specifically at volunteers in a club welfare role. It builds on basic awareness and focuses on implementation. The training gives individuals the opportunity to discuss Athletic specific issues, challenges and good practice. It also provides an opportunity to meet and discuss the role with those in a similar role.

Duration: 2-hours

Delivered by: Jane Fylan/CSP



Whole Club Development Planning

Summary

In response to the increased demands of running an athletics club, England Athletics has created a flexible framework to help clubs produce a 'Whole Club Plan' (WCP). This process will involve all sections of the club, wherever possible, so that the result is a meaningful plan that sets out the future development of the club aimed at improving the provision for members and at sustaining or growing the club

Duration: 2-hours

Delivered by: ccso



Becoming an Accredited Club (Clubmark)

Summary

This interactive session will guide clubs through the four sections of the Clubmark criteria and provide information on exactly what is required. The session will provide templates to aid clubs in the completion of Clubmark and encourage the sharing of best practice between the clubs in attendance.

Duration: 2-hours

Delivered by: ccso



Using Social Media to communicate with your members

Summary

The session will provide clubs with information on how they can use social media (Facebook, Twitter, etc.) to effectively communicate and promote club activities and events. The session will also provide guidance on good practice with regards to communicating with junior members.

Duration: 2-hours

Delivered by: CCSO/CSP



Understanding your clubs finance (club leaders)

Summary

The seminar by club leaders covers the importance of producing accounts, what makes up clubs accounts, responsibility for the accounts and club leader's role, how to effectively communicate the club finances to other club members, key areas to look at when reviewing accounts, and the advantages of a audit.

Duration: 2-hours

Delivered by: Pete Maguire (club leaders)



Cash flow and budgeting (club leaders)

Summary

Cash is king when it comes to financing sports clubs. Clubs must understand where they generate cash and where it is spent in order to make decisions about the future. The seminar covers why budgeting is important, how to improve cashflow, develop meaningful budget, monitor budgets and what happens when budget changes

Duration: 2-hours

Delivered by: Pete Maguire (club leaders)



Financial polices and Procedures (clubleaders)

Summary

Clubs must be satisfied that their club has satisfactory procedures to guard against fraud and also ensure that they employ robust procedures and controls over all areas of their clubs finance. The semiar will cover why policies and procedures are important, role and responsibility of club with regards to P&P, and how to develop P&P

Duration: 2-hours

Delivered by: Pete Maguire (clubleaders)



Club Governance / Paying Coaches (clubleaders)

Summary

The seminar by clubleaders covers the key issues relating to PAYE and employment status, including the differences between volunteer, worker and employee, treatment of expenses and tips for best practice.

Duration: 2-hours

Delivered by: Clubleaders/GBsports



Developing a business plan (club leaders)

Summary

An effective business plan can help you manage your club better but also demonstrate a business understanding and control to potential investors. The seminar will what is a business plan, who should you involve in creating a plan, how to develop a plan and practical advice on what to include in your plan.

Duration: 2-hours

Delivered by: Pete Maguire (clubleaders)



Developing a Marketing Strategy (club leaders)

Summary

It is vital that sports clubs market themselves appropriately to ensure they have the resources they need to be sustainable and successful in the long term. The seminar covers what to include in a marketing strategy, factors to consider, knowing your club's objectives, communicating what your club has to offer, different marketing routes, and budgeting for marketing.

Duration: 2-hours

Delivered by: Pete Maguire (club leaders)



Effective Organisation (club leaders)

Summary

The seminar by club leaders covers the importance of producing accounts, what makes up clubs accounts, responsibility for the accounts and club leader's role, how to effectively communicate the club finances to other club members, key areas to look at when reviewing accounts, and the advantages of a audit.

Duration: 2-hours

Delivered by: Pete Maguire (club leaders)



How affiliated running clubs can support beginners into running (adults participation)

Summary

With more and more people taking up running this workshop looks at how clubs can support beginners into running on a regular basis. The workshop will cover the advantages of setting up a beginners running group, what is a true beginner, the key consideration when setting a group and methods to attract new beginners.

Duration: 2-hours

Delivered by: CCSO/Run England Activator/CSP

