

NEW
Courses Added

Surrey Club & Coach Development

April – September 2011



Online booking and payment at
www.activesurrey.com



Our Mission

to work with others to enable the development of long lasting, high quality sporting and physical activity opportunities for all.

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introduction



Surrey Club and Coach Development provides the opportunity for sports clubs and coaches to access development and training workshops, which is just one way that our mission **'to work with others to enable the development of long lasting, high quality sporting and physical activity opportunities for all'** can be achieved.

This programme of workshops is only possible through the invaluable support that Active Surrey receives from our key partners, the 11 Borough and District Councils in Surrey, along with Further Education colleges and local sport clubs who host our workshops. We are enormously

grateful to all our partners for their support of this programme.

Active Surrey can offer two free spaces on workshops for clubs who are willing to host them.

If you have any ideas for future training or you would like to host a specific workshop, please contact the Sports Administrator:



Vicki.jamieson@surreycc.gov.uk

Tel: 01483 518944

On-line booking: www.activesurrey.com

Whilst every effort has been made to ensure the accuracy of the information included in this booklet, Active Surrey (AS) cannot be held responsible for any errors regarding non- AS courses listed. AS reserves the right to make amendments to course details after publication. Courses may be subject to change.

how to book on a work



On-line availability check, booking & payment

- 1 Choose the workshop you wish to attend and the date it is being held on.
- 2 Establish whether you are eligible for a discounted booking and if the discount is available for your chosen workshop.
- 3 Please visit: www.activesurrey.com and click on the 'Workshops & Bookings' box.
- 4 Click on the appropriate titled box in the rectangle (e.g discounted or full price) to take you through to the Surrey County Council booking process.
- 5 This page shows how many spaces are available for each workshop.
- 6 Click on the date of your workshop and fill in your booking details.
- 7 You will be asked to pay on-line once you have submitted your form.
- 8 Details of the venue will be sent to you one week prior to the workshop.
- 9 Remember to submit your evidence for a discount if applicable.



Paper form booking and cheque payment

- 1 Visit www.activesurrey.com and click on the 'Workshops & Booking' box.
- 2 Then click on the 'Paper Booking Form' box to download and print a paper booking form.
- 3 Choose the workshop you wish to attend and the date it is being held on.
- 4 Establish whether you are eligible for a discounted booking and if the discount is available for your workshop.
- 5 Fill in the form and post it with a cheque made payable to: Surrey County Council to:
Active Surrey
1st Floor Quadrant Court,
35 Guildford Road,
Woking, GU22 7QQ
- 6 You will receive confirmation that your booking has been received within five working days.
- 7 If you have no access to the Internet, please ring Vicki Jamieson on: 01483 518944 to request a booking form in the post.
- 8 Remember to submit your evidence for a discount if applicable.

Workshop

Are you eligible for the discounted prices?



An asterisk shows the discounted prices where applicable. The discounted price is available to the following, once evidence is supplied:

- Clubmark clubs and clubs actively working towards club accreditation who are registered with Active Surrey.
- Those receiving Job Seekers' Allowance/Incapacity Benefit.
- Students in full-time education (valid student/NUS card required).
- Carers receiving Carer's Allowance.
- People registered as disabled.

Please still book your workshop and discounted payment on-line. Please send in your evidence and the name of your chosen workshop within seven working days of your booking to:

Active Surrey
1st Floor Quadrant Court,
35 Guildford Road,
Woking, GU22 7QQ



Booking conditions

Workshop places will be allocated on a 'first come, first served' basis. E.g. on-line bookings will be received immediately.

The workshop fee is required in full to confirm a booking and must be received at least 10 working days prior to the workshop taking place.

We reserve the right to cancel your place on a workshop if evidence for a requested discount price is not received within 10 working days of your payment.

Active Surrey reserves the right to cancel a workshop due to insufficient numbers. If a workshop is cancelled a full refund will be given, or another workshop can be chosen.

If you are unable to attend your workshop please call Active Surrey. We will make every effort to transfer you onto another workshop.

You will not be eligible for a transfer if you do not notify Active Surrey of your non-attendance at least 24 hours prior to the workshop.

Cancellations received less than 10 working days before the workshop will only be refunded if a replacement attendee is found.

We try to ensure all venues are accessible to all. However, if you do have access requirements, please indicate this in the appropriate space in the booking form.

If you require any information in this brochure in another format such as CD, braille or large print, please contact Active Surrey on:

Tel: 01483 518944

Email: Vicki.jamieson@surreycc.gov.uk

improving your coaching

Do you have the knowledge to make a difference?

These workshops focus on the key skill areas and knowledge coaches may need to develop their participants effectively. They enable coaches to provide variety in sessions, as well as refresh and challenge current knowledge and practice.

Coaching the Whole Child: £30/£15*

3 hour Theory & Practical
Thursday 22nd September 19.00–22.00
Chertsey

This workshop is designed to help coaches understand how their coaching fits into a much wider agenda than just sport. It will give them tools to incorporate positive youth development into their sessions as a specific coaching outcome.



By the end of this workshop you should be able to:

- understand the traditional model of coaching and learning based on the development of participants' technical, tactical, physical, mental and social competencies
- describe and apply the 5 Cs model of positive youth development

Who should attend?

All coaches working with children and young participants, especially up to the age of twelve. Sports Leaders who want to continue on the coaching pathway.



Coaching Children & Young People: £30/£15*

3 hour – Theory
Monday 23rd May 19.00–22.00
Ashford (Middlesex)

This workshop includes essential information on physical growth, social and emotional development and early skills learning. It also covers how to adapt your coaching style to individual needs and how to present the information in a practical and useable manner.



By the end of this workshop you should be able to:

- explain and identify why children and young participants take part in sport and plan and deliver sessions to meet their needs
- match coaching sessions to meet the developmental stages of children and young people
- plan and deliver coaching sessions that will maximize learning and enjoyment.

Who should attend?

All coaches working with children and young participants. Sports Leaders who want to continue on the coaching pathway.



g skills and knowledge

Positive Behaviour Management: £30/£15*

3 hour Theory
Monday 19th September 19.00–22.00
Dorking

This workshop aims to increase coaches' awareness of the behaviour of young people, and the impact a coach's own behaviour may have on others.

By the end of this workshop you should be able to:

- understand the ranges of behaviour you may need to deal with
- understand and apply the principles that create a positive coaching environment
- understand and apply strategies to deal with challenging behaviour.

Who should attend?

All coaches working with young people either within a school or a club environment.



Autism & ADHD Awareness: £30/£15*

3 hour – Theory & Practical
Thursday 28th July 19.00–22.00
Redhill

New Course

This workshop will explain all you need to know about autism and ADHD and how it can affect you as a coach. You will be given ideas on how to unlock the sporting potential of your participants with autism or ADHD through sport.

Who should attend?

All coaches working with young people or adults in any coaching environment.



How to Coach Disabled People: £30/£15*

3 hour Theory
Wednesday 11th May 19.00–22.00
Oxted

This workshop aims to answer all of the commonly asked questions about disabled participants in sport and how to set up coaching sessions to suit their needs. It gives advice on how to plan a session or make minor adjustments to the way you work, to make your coaching more effective.

By the end of this workshop you should be able to:

- determine how to include disabled people in sport
- select appropriate coaching activities
- create effective coaching environments.

Who should attend?

All coaches and all those responsible for organising sport (e.g within governing bodies of sport, local authorities, sports and leisure centres and sports clubs). Those who lead or deliver sport programmes (e.g coaches, leaders, instructors, development officials, administrators, volunteers and parents).



Day Certificate in Sport Leadership £60/£30*

7 hours Theory & Practical Saturdayth 9 April 9.30–16.30 Weybridge

The Day Certificate in Sports Leadership has been designed to support adults in a variety of different settings including community groups, uniformed organisations and sports clubs. The Day Certificate in Sports Leadership is divided into eight small and simple sections of work:

- 1 Introduction to sports leadership;**
Exploration of the skills, attributes and qualities required by a Sports Leader.
- 2 Communication for sport;**
Through the delivery of a tutor led warm-up, different types of communication skills should be demonstrated. Practical activity should then be played in order to develop the candidate's own skills.
- 3 Taking control of a group;**
Using the communication skills learnt from the previous section, candidates should practise taking control and leading simple activities.
- 4 Organisational tools;**
Exploration of the types of sessions that the candidates could potentially be involved in and what questions they need to ask prior to a session.
- 5 Where to and what next;**
The candidates should be provided with local contacts within their community for the progression of young people. Plus, information on how to build upon their own leadership on completion of the Day Certificate in Sports Leadership.
- 6 Safety in sport;**
Candidates should use the 'safety' worksheet to establish what types of hazards to look out for. There is no First Aid delivery within this course and candidates should make their own provision if this is required.
- 7 Adaptation of simple activities;**
The candidates should develop an improvised game using various items of equipment and lead the rest of the group through the activity.
- 8 Putting it all into practice;**
The 'grand finale' where the candidates lead simple activities for the rest of the group.



Who should attend?

If you currently coach, assist a coach or run physical activity within your role, but do not have formal qualifications or training, this is the ideal course for you.



Introduction to the Fundamentals of Movement £30/£15*

3 hour - Practical & Theory
TBC

This practical workshop explores the concepts of Agility, Balance, Coordination and speed (ABCs), helping coaches to observe, analyse and coach good movement patterns within multi-skill or sport-specific environments.

By the end of this workshop you should have knowledge of:

- **Agility** – dynamic stability, starting and stopping, momentum, acceleration and rhythm
- **Balance** – establishing a stable core, static ability, exploring centre of gravity and base of support
- **Coordination** – in relation to disassociating body parts and the coordination of explosive actions, including jumping, throwing, striking and kicking

Who should attend?

All coaches working with children and young participants. Sports Leaders who want to continue on the coaching pathway.



Sport Psychology: £30/£15*

3 hour – Theory
Monday 4th April 19.00–22.00
Weybridge

This 3-hour seminar is delivered by a current university lecturer and will give you a taster into the world of sports psychology. Advice on where to find further information will be highlighted and you will have an opportunity to ask an expert any questions you may have.

By the end of this workshop you will have been introduced to:

- Initial assessment, Concentration, Focusing and re-focusing, Confidence, Performance Profiling, Goal setting, Imagery and Anxiety reduction/inducement.

Who should attend?

All coaches but particularly those working with performers rather than participation coaches.



Neuro-Linguistic Programming: £30/£15*

New Course

3 hour – Theory based
Thursday 19th May 19.00–22.00
Ashford (Middlesex)

This is an interactive and thought provoking seminar style workshop that explores the NLP communication model, a brief history of NLP and how NLP can be applied to coaching and mentoring.

It is designed to heighten the awareness of how people learn, see their world, and form beliefs, values and attitudes and how this influences and impacts on our coaching.

By the end of this workshop you should:

- be more aware of how your communication affects others, and realise the power of influence
- notice a change in your perceptions of others and yourself
- be able to apply the learning to greatly impact on the positive influencing of others

Who should attend?

All coaches with an open mind!





follow

wing best practice

These workshops are considered important to the delivery of safe and equitable coaching sessions.

Safeguarding and Protecting Children: £30/£15*

3 hour – Theory

Tuesday 19th April	18.45 - 21.45	Redhill
Thursday 28th April	19.00–22.00	Addlestone
Tuesday 12th May	19.00–22.00	Esher
Wednesday 18th May	19.00–22.00	Oxted
Thursday 9th June	19.00–22.00	Camberley
Monday 27th June	18.00–21.00	Guildford
Tuesday 12th July	19.00–22.00	Woking
Monday 25th July	19.00–22.00	Dorking
Monday 5th September	19.00–22.00	Ashford (Middlesex)
Monday 12th September	19.00–22.00	Epsom

This workshop aims to increase awareness of safeguarding and protecting children, helping coaches recognise signs of abuse and poor practice. It also prompts a review of coaching practice to ensure that sport provides a positive and enriching experience for children.

By the end of this course you will:

- identify and recognise good coaching practice and the implications for them
- explore values and feelings in relation to child abuse and recognise how these may potentially impact on responses
- recognise and respond to the signs and symptoms of child abuse and poor practice
- take appropriate action if concerns about a child arise

Who should attend?

Anybody involved with the delivery of children's sport. For example coaches, leaders, instructors, development officials, committee members, administrators, volunteers and parents (attendees must be 18 years old or above).



Safeguarding and Protecting Children for 16–18 year olds: £30 / £15*

New Course

3 hour – Theory
Monday 9th May 16.00–19.00
Guildford

This workshop aims to increase awareness of safeguarding and protecting children, helping coaches to recognise signs of abuse and poor practice, and deal sensitively and effectively with issues that arise.

It also prompts a review of coaching practice to ensure that sport provides a positive and enriching experience for children. The core of the course is taken from the original 'Safeguarding and Protecting Children' workshop, but the activities have been tailored for 16 to 18 year-old delegates.

By the end of this workshop you should:

- identify and recognise good coaching practice and the implications for your coaching
- recognise your values and feelings in relation to child abuse, and understand the potential impact of your response
- establish the signs and symptoms of child abuse and poor practice
- take appropriate action if you have concerns about a child.

Who should attend?

If you are aged between 16–18 years old and you are a coach, sport leader, sports official, sport student or work with children please attend.



Reflecting on Practice. Safeguarding and Protecting Children 2: £30/£15*

3 hour – Theory
Tuesday 26th July 19.00–22.00
Godalming

You will reflect and learn from your own and others' coaching experiences. Updates will be given since previous course attendance and any questions you have will be answered.

By the end of this course you will be able to:

- demonstrate knowledge and awareness of current national legislation relevant to your role
- respond appropriately to a disclosure of a concern
- recognise, respond to and make informed decisions about safeguarding children.

Who should attend?

Anyone who has previously attended a 'Safeguarding and Protecting Children' workshop who needs to update their certificate. Participants must be over 18 years old.



Equity In Your Coaching: £30/£15*

3 hour – Theory

Tuesday 21st June 19.00–22.00

Addlestone

Monday 26th September 19.00–22.00

Godalming

This workshop helps you to use and extend your existing skills to ensure that your coaching is truly open to all. Everyone should have access to sport regardless of gender, age, race, ability, faith or sexual orientation. As a coach you have an important role to play in ensuring this happens.

By the end of the workshop you will:

- be able to identify barriers to participation and use appropriate language and terminology
- be able to apply and extend your existing skills to meet the needs of existing and new participants.

Who should attend?

Anybody involved with the delivery of sport. For example coaches, leaders, instructors, development officials, team managers, players, volunteers and parents.



First Aid for Sport: £60/£30*

4 hour – Practical & Theory

Wednesday 1st June 18.00–22.00 Epsom

23rd & 25th August 19.00–21.00 Camberley

This 4-hour theory and practical based appointed person's course is a recognised qualification (HSE approved) and can be used in conjunction with obtaining a NGB qualification. Certificates will be valid for 3 years from the course date.

By the end of this workshop you will:

- be able to deal with and treat strains and sprains, breaks and burns, and consider recovery and recuperation recovery and recuperation.

Who should attend?

Anybody involved with the delivery of sport. For example coaches, leaders, instructors, development officials, team managers, players, volunteers and parents.



Refresher First Aid: £30/£15*

3 hour – Practical & Theory

Monday 11th July 19.00–22.00

Puttenham

This 3 hour refresher workshop is aimed at people who have already completed a HSE approved workshop but would like to refresh their knowledge. Please note this workshop is not HSE approved and cannot be used in conjunction with obtaining an NGB qualification.

By the end of this workshop you will:

- have reviewed your ability to deal with and treat strains and sprains, breaks and burns, and consider recovery and recuperation.

Who should attend?

Anybody involved with the delivery of sport. For example coaches, leaders, instructors, development officials, team managers, players, volunteers and parents.



Our vision for Surrey is: **an active county, well connected and working as one.**

club development wor

These club development workshops will focus on training and educating your club officials, volunteers and committee members.

- Funding for Your Club
- Sport England Small Grant Programme
- Mentoring for Sports Coaches
- Coach Manager Training



Workshops

Funding for Your Club £30/£15*

Monday 11th April 18.00–21.00 Guildford

This workshop provides practical ideas for raising funds from a range of sources, including fund-raising events and sponsorship. It will also help you to identify how you can promote your sports club more effectively.

By the end of this workshop you should be able to:

- develop a project mindful of the national agenda for sport and the funding opportunities available
- identify the barriers to successful funding applications
- identify sources of funding including grants, sponsorship and general fund-raising
- assess whether the Community Amateur Sports Club (CASC) scheme or having charitable status could be a potential source of additional revenue
- identify the information required to develop a funding plan
- describe ways of evaluating the effectiveness of your project

Who should attend?

Any person wanting to help develop their club.


Sport England supporting clubs and volunteers

Sport England Small Grant Programme £30/£15*

Tuesday 5th July 19.00–22.00 Reigate

If you have identified a project that requires financing, you could tap into anything from £300 to £10,000 of the £7 million grant Sport England makes available through this programme.

Attend this workshop to ensure your club has the best possible chance of making a successful application. You benefit from getting an insider's grasp of the programme, including a step-by-step guide to a successful application.

By the end of this workshop, you should know:

- what makes a project eligible
- what makes a project fundable
- the planning process for a project
- the common mistakes and reasons for failure.

Plus you will be given the opportunity to discuss specific aspects of your application.

Who should attend?

Anyone involved in running a club/project that is looking to secure additional funding.


Sport England supporting clubs and volunteers

Mentoring for Sports Coaches £30/£15*

Thursday 14th April 19.00–22.00 Esher
Tuesday 13th September 19.00– 22.00 Camberley

Mentoring is a powerful tool in the education and development of sports coaches at all levels.

This workshop will help you, as a mentor, to support coaches' learning and focus on how learning occurs. It provides coaches with tools (which are adequately flexible to fit within any mentoring framework) to record the relationships built through mentoring programmes.

By the end of this workshop, coaches will be able to:

- identify their role as a mentor
- develop their mentoring profile
- increase the effectiveness of their mentoring relationships by developing practical mentoring skills
- design a mentoring programme that best suits the needs of their sport and the level of coaching.

Who should attend?

Level 2, 3 and 4 coaches, sports development officers, or individuals currently supporting the development of a coach.


UC



Coach Manager Training £30/£15*

Tuesday 5th April 19.00–21.00 **Epsom**
Tuesday 6th September 19.00–21.00 **Woking**

You may not see yourself as a coach manager but if you oversee volunteer coaches or paid coaches, this workshop will be useful to understand the importance of, and the processes involved in coach development.

By the end of this workshop, coach managers will have knowledge of:

- coach recruitment
- coach induction
- coach deployment
- coach development

Who should attend?

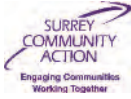
Any committee members of community clubs that oversee the coaches in their club, volunteer coordinators and coach employers.



other training providers

Surrey Community Action

Surrey Community Action runs a variety of courses and offer reduced prices for voluntary organisations. Please visit their website for further details on their next available courses and the booking process.



www.surreyca.org.uk
or phone: 01483 459292 Ext: 238 or 205

National Skills Academy for Sport and Active Leisure

The National Skills Academy for Sport and Active Leisure is the new, gold standard for industry training in England aimed at improving productivity and addressing skills shortages across the country. They have a network of approved training providers who have been selected as the best quality training organisations in a range of specialist areas.

For more information on the National Skills Academy and available training courses, please go to:
www.sportactivensa.co.uk

National Governing Bodies of Sport

National Governing Bodies (NGB) run and have information on NGB coaching and umpiring qualifications. Some NGBs also run sport specific coach development workshops.

For NGB contacts visit:
www.sportengland.org



Growing Surrey's Sports Clubs

Surrey's sports clubs can now benefit from a series of club development forums to help grow and develop their local sports clubs. The forums are FREE to attend and clubs can find out about the latest updates in sport locally and nationally regarding funding, club accreditation, coaching, volunteering and safeguarding.

The forums are a great opportunity for clubs to access specialist support and advice on the most popular and current issues facing sports clubs. Additionally, with London 2012 just around the corner, these forums will support clubs to get involved with London 2012 and make the most of the biggest sporting event this decade.

The forums run at different locations across Surrey and are run bi-annually. They are organised by Active Surrey in partnership with the sports development teams at Surrey's 11 borough and districts and Surrey's School Sport Partnerships.

For more information and for details or upcoming forums please visit
www.activesurrey.com

Support from our key partners makes delivery of this programme possible:



Thank you to the following organisations for assisting with venues:

Ashford Sports Club, Brooklands College, Guildford College, Godalming College, Mid Surrey SSP, North West Surrey SSP, Redhill YMCA, St Bede's School, St Georges College, Strodes College, Weybridge Vandals and Woking College



Brooklands College



St Georges College



North West Surrey SSP







Online booking and payment at
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Surrey Club & Coach Development Workshop Calendar April - September 2011

PULL OUT



April

Monday 4th. 19.00-22.00
Sport Psychology
Weybridge

Tuesday 5th. 19.00-21.00
Coach Manager Training
Epsom

Saturday 9th. 9.30- 16.30
**Day Certificate in
Sport Leadership**
Weybridge

Monday 11th. 18.00-21.00
Funding for Your Club
Guildford

Thursday 14th. 19.00-22.00
Mentoring for Sports Coaches
Esher

Monday 19th. 18.45-21.45
**Safeguarding and Protecting
Children**
Redhill

Thursday 28th. 19.00-22.00
**Safeguarding and Protecting
Children**
Addlestone

May

NEW COURSE
Monday 9th. 16.00-19.00
**Safeguarding and Protecting
Children: 16 -18 year olds**
Guildford

Wednesday 11th. 19.00-22.00
**How to Coach Disabled
People**
Oxted

Tuesday 12th. 9.00-22.00
**Safeguarding and Protecting
Children**
Esher

Wednesday 18th. 19.00-22.00
**Safeguarding and
Protecting Children**
Oxted

NEW COURSE
Thursday 19th. 19.00-22.00
**Neuro-Linguistic
Programming**
Ashford (Middlesex)

Monday 23rd. 19.00-22.00
**Coaching Children
& Young People**
Ashford (Middlesex)

June

Wednesday 1st. 18.00-22.00
First Aid for Sport
Epsom

Thursday 9th. 19.00-22.00
**Safeguarding and Protecting
Children**
Camberley

Tuesday 21st. 19.00-22.00
Equity In Your Coaching
Addlestone

Monday 27th. 18.00-21.00
**Safeguarding and Protecting
Children**
Guildford

July

Tuesday 5th. 19.00-22.00
Sport England Small Grants
Reigate

Monday 11st. 19.00-22.00
Refresher First Aid
Puttenham

Tuesday 12th. 19.00-22.00
**Safeguarding and Protecting
Children**
Woking

Monday 25th. 19.00-22.00
**Safeguarding and Protecting
Children**
Dorking

Tuesday 26th. 19.00-22.00
**Safeguarding and Protecting
Children 2**
Godalming

NEW COURSE
Thursday 28th. 19.00-22.00
Autism & ADHD Awareness
Redhill

August

23rd & 25th. 19.00-21.00
First Aid for Sport
Camberley

September

Monday 5th. 19.00-22.00
**Safeguarding and Protecting
Children**
Ashford (Middlesex)

Tuesday 6th. 19.00-21.00
Coach Manager Training
Woking

Monday 12th. 19.00-22.00
**Safeguarding and Protecting
Children**
Epsom

Tuesday 13th. 19.00 - 22.00
Mentoring for Sports Coaches
Camberley

Monday 19th. 19.00-22.00
**Positive Behaviour
Management**
Dorking

Thursday 22nd. 19.00- 22.00
Coaching the Whole Child
Chertsey

Monday 26th. 19.00- 22.00
Equity In Your Coaching
Godalming

**Introduction to the
Fundamentals of Movement**
TBC 3 hour Practical & Theory

KEY

Improving your coaching skills and knowledge

Following best practice

Club development workshops



Online booking and payment at
www.activesurrey.com