



DORSET COUNTY ASA CLUB DEVELOPMENT DAY

Date: Saturday 24 November 2018
Venue: Dorset Youth Association Hall, Lubbecke Way,
 Dorchester DT1 1QL.

Venue	Time	Workshop	Focus Group	Workshop Content
Main Hall	09.30	Registration	All candidates	
Seaton Room	10.00-13.00	Time to Listen <i>(max 20)</i> <i>TTL candidates must have previously attended a Safeguarding and Protecting Children Level 1 Workshop</i>	Club Welfare Officers or those in a relevant role <i>(Priority given to CWOs if oversubscribed)</i>	While it is appreciated that some CWOs will be trained and experienced in child protection issues, the Time to Listen programme provides the opportunity to consider the role and responsibilities of CWOs and the action taken should any incident occur. The course aims to support CWOs acquire core knowledge and develop essential skills to fulfil their role and responsibilities, adopt a child-focused approach to safeguarding, share good practice and learn from others in the same role.
Main Hall	10.00-13.00	Club Governance <i>(max 60)</i>	Club Committees or those due to take on a committee role	Good club management. Procedure for everyday management and meetings, democratic decision making, accountability and documenting of club business, liability, best practice for financial matters, acting in accordance with your club constitution and recruiting volunteers. Basic requirements, what constitutes a member, who is eligible to vote and correctly recording, sharing and protecting club information.
Lunch	13.00-14.00	Lunch will be served for candidates attending both morning and afternoon sessions (booking required)		
Seaton Room	14.00-17.00	Team Managers Module 1 <i>(max 20)</i> <i>Team Managers should be members of their club to undertake this role</i>	Club members already acting as Team Managers or due to take on the role	Team Manager training is designed to ensure that anyone taking groups of athletes to competitions or camps, locally or abroad, is fully equipped to fulfil their role. Module 1 is an introduction to Team Managing and is intended to be a basic and informative workshop to give the confidence and knowledge to effectively manage a team at a local level. The course is designed to raise

				awareness of the key areas to consider in being a safe and effective team manager at local competitions, identify likely problems and challenges, to understand the need for risk assessments and to be aware of where further help, guidance and support is available. Module 2 (Overnight Stays and Travel Abroad) cannot be attended without having taken Module 1.
Main Hall	14.00-15.00	Positive Behaviour <i>(max 60)</i>	Club Committees and Welfare Officers	Parents and spectators play an essential role in supporting a child's participation in sport and some grassroots swimming clubs are struggling to address the increasing problem of negative parental and spectator behaviour of which the impact on a child cannot be underestimated. The Positive Behaviour Workshop offers support and guidance for clubs to identify and address negative behaviour. The aim is to help aquatics clubs to improve the experience for their young members by identifying positive and negative poolside behaviours, especially in reference to young people, and consider how incidents of negative behaviour can be avoided, reduced and managed. Handouts will be provided for clubs to then deliver this workshop to their own members.
	15.00-16.00	Dealing With Disputes and Disagreements <i>(max 60)</i>	Club Committees and Welfare Officers	Club Committee or Welfare Officer – determining whose responsibility it is to manage a dispute or disagreement. Procedure, methods of management, mediating, accountability and recording of issues, resolution, seeking external assistance and confidentiality. Minimising scope for disagreement with transparent club policy and procedures (for example, for squad movement, squad criteria and expected squad/club commitment, team selection etc) and consistent and equitable application of published policy and procedure. How to encourage a responsible approach to the use of social media. Establishing a Code of Conduct for all.
	16.00-17.00	Q&A – Open Forum <i>(max 60)</i>	Club Committees	Members of the Regional Management Board and Dorset County ASA will be available to answer your questions.