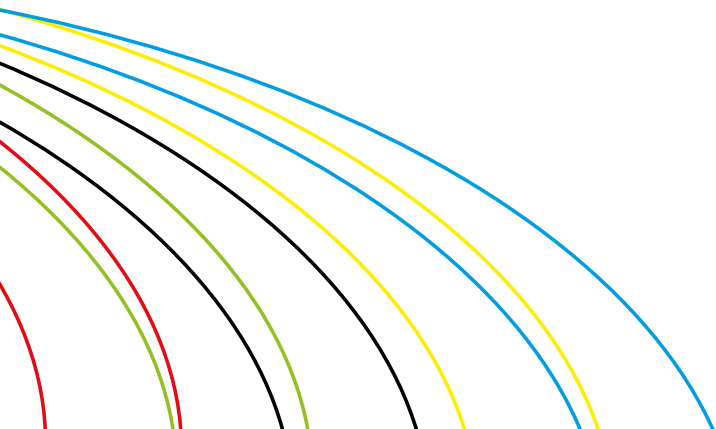




**sports clubs** and  
**coaches development**  
programme

October 2010 – March 2011

**NEW on-line booking**  
**and payment available NOW**  
at [www.activesurrey.com](http://www.activesurrey.com)



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## Introduction

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Active Surrey's mission is:

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

Developing coaches and sport clubs by offering training opportunities is just one way the above mission can be achieved. Working with our partners from the Borough and District Councils, Active Surrey's Sports Clubs and Coaches Development Programme provides discounted training courses and workshops for coaches and club officials. Some workshops can also help clubs raise their standards by counting towards Clubmark.

We have moved to a new booking process which offers you the chance to book and pay for courses online. This should improve the process but please bear with us as it is a new system.

If you have details of any additional training that you wish to be included in the next edition (April 2011 – September 2011), or would like further information about Clubmark accreditation, please contact the Sports Administrator:

Vicki.jamieson@surreycc.gov.uk

**Tel:** 01483 518944

**Web:** [www.activesurrey.com](http://www.activesurrey.com)

# How to Book on a Workshop

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Check the date of the workshop you have chosen to ensure you are able to attend. An asterisk\* shows the discounted price where applicable.

\* The discounted rate is only available to the following:

1. Clubs on the Active Surrey Club Accreditation Scheme (ASCA). Please ring Vicki Jamieson to confirm your ASCA discount.
2. Those receiving Job Seekers' Allowance/ Incapacity Benefit. Evidence required with application form or via email.
3. Students in full-time education. Valid clear photocopy of student/NUS card required.
4. Carers receiving Carers Allowance. Evidence required with application form or via email.
5. People registered as disabled. Evidence required with application form or via email.

Ensure you have any relevant pre-requisite qualifications/experience and you have read over the booking conditions carefully. Remember to check if the session is practical so you know to wear suitable clothes and shoes.

## Online Booking and Payment

To book and pay for your workshop place please go to [www.activesurrey.com](http://www.activesurrey.com) and click on "workshop bookings". Please click on the appropriate booking option to start the process.

Within this form you will need to select the appropriate "event" (this means the workshop that you want to go on) from the list available. Complete all other details on the form and submit payment at the end via credit/debit card.

If you have selected a discounted course you will need to send us evidence that you are entitled to this discount within 7 working days, using the contact details below. We reserve the right to cancel your place on the workshop if we do not receive this. We will confirm receipt of your evidence and eligibility for the discount.

Please send your evidence for discounts (where applicable) to Vicki Jamieson:

Active Surrey  
2nd Floor  
Quadrant Court  
35 Guildford Road  
Woking GU22 7QQ

**Email:** [Vicki.jamieson@surreycc.gov.uk](mailto:Vicki.jamieson@surreycc.gov.uk) **Tel:** 01483 518944

## Paper Form and Cheque Payment

Please complete the application form inside this booklet or download it from our website: [www.activesurrey.com](http://www.activesurrey.com)

Payment for workshops is via cheque or postal order, made payable to: **Surrey County Council**. Payment must be made no later than 10 working days prior to the workshop start date. Remember to include your evidence if you are requesting a discount.

Please post your completed application form, cheque and evidence for discount (where applicable) to the Active Surrey contact details shown on page 4.

Once we receive the completed application and payment we will send you written/email confirmation of your place on your chosen workshop.

**If you require any information in this brochure in another format such as cassette, Braille or large print, please contact Active Surrey on 01483 518944.**

## Booking Conditions

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Workshop places will be allocated on a 'First Come First Served' basis. E.g. online bookings will be received immediately.

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

We reserve the right to cancel your place on a workshop if evidence for a requested discount is not received within 7 days of your payment.

Active Surrey reserve 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 call Active Surrey. We will make every effort to transfer you onto another workshop, but only on one occasion.

Cancellations received one week before the workshop will only be refunded if a replacement attendee is found.

You will not be eligible for a refund or transfer if you do not notify Active Surrey of your non-attendance.

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

# Improving your Coaching Skills and Knowledge

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## Do you have the knowledge to make a difference?

These workshops focus on 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.

### An Introduction to Long Term Athlete Development (LTAD): £30/£15\*



3 hour – Theory based

Monday 6 December	19.00–22.00	Haslemere
Thursday 31 March	19.00–22.00	Addlestone

This workshop will help coaches understand the key concepts of the LTAD model and its practical applications.

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

- understand the reasons for adopting LTAD
- understand the concepts and key principles of LTAD
- recognise and respond to the implications for coaches and coaching
- identify appropriate actions to integrate LTAD into your coaching.

#### Who should attend:

All coaches.

### NEW COURSE

#### Coaching the Whole Child: £30/£15\*



3 hour – Theory & Practical based

Monday 10 January	19.00–22.00	Addlestone
Monday 21 February	10.00–13.00	Redhill

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.

#### Continued...

**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 13 December

19.00–22.00

Epsom

This workshop includes essential information on physical growth, social and emotional development and early skill 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.

**NEW COURSE**

**Sports for All: £30**



6 hour Theory & Practical

Wednesday 19 and 26 January

19:00–22:00

Weybridge

This disability inclusion course will give you the skills and inspiration to include disabled people in your coaching sessions. Participants are required to attend both sessions.

**Continued...**

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

- understand the theory behind modern disability sport
- experience an opportunity to participate in new activities
- develop your ability to adapt games and activities to include all ability groups
- develop fun warm up activities and specific sports ideas to ensure method and delivery styles provide maximum participation for all ability levels

**Who should attend:**

All coaches and sports leaders.

**NEW COURSE**

**How to Coach Disabled Performers £30/£15\***



3 hour Theory

Monday 7 March

19.00–22.00

Woking

This workshop will teach you how to apply and extend your current coaching skills to meet the needs of disabled performers. It looks at terminology, integrated and segregated sessions for disability groups, basic communication skills, safety, medical considerations and much more.

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

- explain when integration and segregation might be most appropriate
- identify appropriate safety and medical considerations
- review and extend your knowledge of how to adapt coaching to the specific needs of the disabled performers
- design and monitor a programme for a disabled performer taking part in their sport

**Who should attend:**

Coaches who have some previous experience of coaching disabled performers.

## NEW COURSE

### Communication for Coaches: £30



3 hour – Theory

Monday 24 January

19.00 – 22.00

Camberley

This interactive workshop offers practical advice on how you can improve your communication skills to ensure that everybody you come in contact with clearly understands and takes on board what you are communicating.

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

- understand how people learn and how to understand and work with different learning styles
- how people communicate and how coaches should communicate
- developing different styles of delivery
- managing your body language
- asking questions and listening to the answers

#### **Who should attend:**

All coaches and sports leaders.

## NEW COURSE

### Challenging Behaviour: £30/£15\*



3 hour – Theory & Practical

Monday 25 October

9.30–12.30

Woking

February Half Term (check website)

TBC

Guildford

March (check website)

TBC

Egham

This workshop is mainly practical to explore appropriate solutions to deal with unwanted challenging behaviour.

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

- set up a successful and safe environment for coaching
- apply top tips on how to effectively coach challenging children
- understand how to use verbal and body language to your advantage

#### **Who should attend:**

All coaches working with children and young participants. Ideal for coaches in an educational environment or sports leaders going into schools or a junior community club setting.

## NEW COURSE

### Delivering High Quality Coaching Sessions in Schools £30/£15\*



3 hour – Theory & Practical

Monday 25 October	9.30–12.30	Woking
February Half Term (check website)	TBC	Guildford

This workshop is specifically aimed at coaches who teach in primary schools to encourage coaching sessions to be in line with National Curriculum PE programmes.

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

- understand the strands of the National Curriculum and how this could affect the activities you plan
- differentiate to ensure all pupils remain focused and engaged
- challenge all pupils in line with the National Curriculum.

#### Who should attend:

All coaches working in primary schools. Ideal for coaches who are relatively new to coaching in an educational environment.

### Speed, Quickness and Agility: £30/£15\*



3 hour – Theory & Practical

March TBC (check website)	19.00–22.00	Elmbridge
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This interactive workshop raises awareness of the importance of speed, quickness and agility for all sport participants.

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

- build speed, quickness and agility into your coaching sessions to improve participants performance.

#### Who should attend?

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

## Analysing Your Coaching £30/£15\*



3 hour – Theory & Practical

Monday 7 February

19.00–22.00

Guildford

Coaches will be asked to reflect upon their own coaching and identify their current strengths and weaknesses in relation to the various and different coaching situations inherent to coaching practise.

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

- analyse your own performance
- recognise the different behaviours you exhibit while coaching
- devise and implement an action plan to change aspects of your coaching where necessary, and monitor any improvements in your coaching practice

### Who should attend?

Level 2 coaches, coaches working towards level 2 and experienced coaches who are looking to reflect on their performance.

## Sport Psychology: £30/£15\*



3 hour – Theory based

Friday 11 February

19.00–22.00

Reigate

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 that might arise.

### 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 mass participation coaches.

## NEW COURSE

### Planning & Periodisation: £30/£15\*



3 hour – Theory

Thursday 17 March

19.00–22.00

Dorking

This workshop has been developed to help coaches assess the needs of performers of different ages and abilities in their sport, in order to plan appropriate programmes.

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

- understand and apply planning methods and their principal components
- understand what information is needed to produce effective plans and how to apply them
- understand and apply goal setting for performers and effectively monitor and amend plans accordingly.
- understand different types of plans, including periodisation plans and their uses.

#### **Who should attend?**

Level 2 and 3 coaches with some knowledge of programme planning. It also provides appropriate underpinning knowledge to assist those working towards Levels 3 and 4 of the National Occupational Standards.



## Following Best Practice

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

### Safeguarding and Protecting Children: £30/£15\*



3 hour – Theory based

Monday 4 October	19.00–22.00	Esher
Tuesday 12 October	19.00–22.00	Reigate
Monday 18 October	19.00–22.00	Addlestone
Thursday 4 November	19.00–22.00	Godalming
Monday 29 November	19.00–22.00	Staines
Monday 20 January	19.00–22.00	Guildford
Monday 31 January	19.00–22.00	Woking
Tuesday 15 February	19.00–22.00	Dorking
Thursday 3 March	19.00–22.00	Camberley
Monday 14 March	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 recognize 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:

Appropriate for 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. A chaperone will be needed for 16 & 17 year olds to attend.

## Safeguarding and Protecting Children 2: £30/£15\*



3 hour – Theory based

Wednesday 17 November

19.00–22.00

Oxted

Wednesday 30 March

19.00–22.00

Staines

You will reflect and learn from your own and others' coaching experiences and have the opportunity to expand your knowledge. Updates will be given since previous course attendance and information consolidated.

### 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:

Appropriate for anybody who has previously attended a Safeguarding and Protecting Children workshop. This satisfies the UKCC and Clubmark when attended as a 'refresher' workshop, within three years of attending the original workshop. Attendees must be 18 years old or above.

## Equity In Your Coaching: £30/£15\*



3 hour – Theory based

Tuesday 23 November

19.00–22.00

Guildford

Tuesday 1 March

19.00–22.00

Oxted

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:

Club committee members, coaches and open to all.

## First Aid for Sport: £60/£30\*



4 hour – Theory & Practical

Saturday 23 October	14.00–18.00	Woking
Saturday 26 February	14.00–18.00	Staines
Mon 28 & Tue 29 March	19.00–21.00	Epsom

This is a HSE Appointed Person First Aid Training Course. It 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 carry out treatment of, as well as know how to deal with, strains and sprains, breaks and burns, and consider recovery and recuperation.

### Who should attend:

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



# Club Development Workshops

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

## NEW COURSE

involvedsurrey

### How to Involve Young Volunteers: £15\*

3 hour – Theory based

Tuesday 9 November	18.30–21.30	Woking
Tuesday 22 March	18.30–21.30	Redhill

Find out how to boost the volunteer workforce at the heart of your sport club. Active Surrey has teamed up with Surrey involved to run a sport club specific workshop to help clubs recruit and manage their volunteer workforce.

#### By the end of this workshop you will:

- understand the roles of Active Surrey and Surrey involved and how they can support your club
- understand the benefits of using external youth volunteers and learn from case studies
- understand the role of the Volunteer Coordinator and the safeguarding procedures that need to be in place in relation to volunteers
- learn practical tips for running an event or placement for volunteers, including recruitment, advertising and rewarding volunteers.

#### Who should attend:

Volunteer Coordinators and open to all.



## NEW COURSE

### Grow Your Sports Club: £30



3 hour – Theory based

Wednesday 23 March

19.00–22.00

Esher

This seminar is packed with practical information, based on case studies, on how to make your sports club vibrant, visible and viable.

#### By the end of this workshop you will:

- know how to attract new members, retain your existing ones and become a hub of the community
- know how to grow sponsorship revenue, introduce new revenue streams and increase media coverage
- benefit from new technology

#### Who should attend:

Club committee members and open to all.

### A Club for All: £30/£15\*



3 hour – Theory based

Wednesday 8 December

19.00–22.00

Oxted

Thursday 3 February

19.00–22.00

Camberley

This workshop outlines how your club can benefit from reaching all members of the community and how to reach them.

#### By the end of this workshop you will:

- explain what sports equity means and be able to list the benefits for your club.
- identify the steps you may need to take in your own club to start a basic action plan for equity
- identify the organisations that can help you and provide further guidance on sport equity.

#### Who should attend:

Club committee members and open to all.

## Other Training Providers

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### Surrey Community Action

Surrey Community Action run a variety of courses and offer reduced prices for voluntary organisations.



#### How to Lobby Parliament: FREE

8 October 2010

10.00–12.30

Guildford

Delivered by Anne Milton MP

Potential other courses of interest:

- Introduction to Fundraising
- Fundraising from Grant Making Trusts
- Charity Law
- Trustee Training
- Cultural Awareness
- Risk Assessment
- Managing Events
- Role of the Chair
- Minute Taking

Please visit their website for further details on the next available courses and their booking process.

[www.surreyca.org.uk](http://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.sportactivenessa.co.uk](http://www.sportactivenessa.co.uk)

### National Governing Bodies of Sport

National Governing Bodies (NGB) of sport run and have information on their own coaching and umpiring qualifications.

For website addresses of all the National Governing Bodies of Sport and local contact details, please visit: [www.activesurrey.com](http://www.activesurrey.com) and follow the below tabs from the home page: WORKFORCE/COACHING/COACH DEVELOPMENT OPPORTUNITIES

# The Surrey Coaching Portal



## Are you:

- Looking for regular information on relevant coach training courses or qualifications?
- Want to be kept informed about coaching bursaries and funding opportunities?
- Want to be kept informed about updates and events within the coaching industry nationally & locally?
- Want to voice your coach training needs or suggestions?
- Looking for employment opportunities as a coach?
- Need to find the right coach to employ or offer volunteer opportunities to?
- Want to advertise your coaching opportunities?

## Then the Surrey Coaching Portal is the right place to be!

The Surrey Coaching Portal is **FREE** for coaches to register on and is a way to improve information reaching you. It will also help to provide a picture on the coaching environment in Surrey, so you can be supported more effectively.

Active Surrey would like to build this online coaching portal to be the 'one-stop shop' for coaches and coach employers in Surrey.

It also has the potential for coach employers to manage their coaches on line and help more employers find the coaches they need.

For more information and to **register**, please visit:

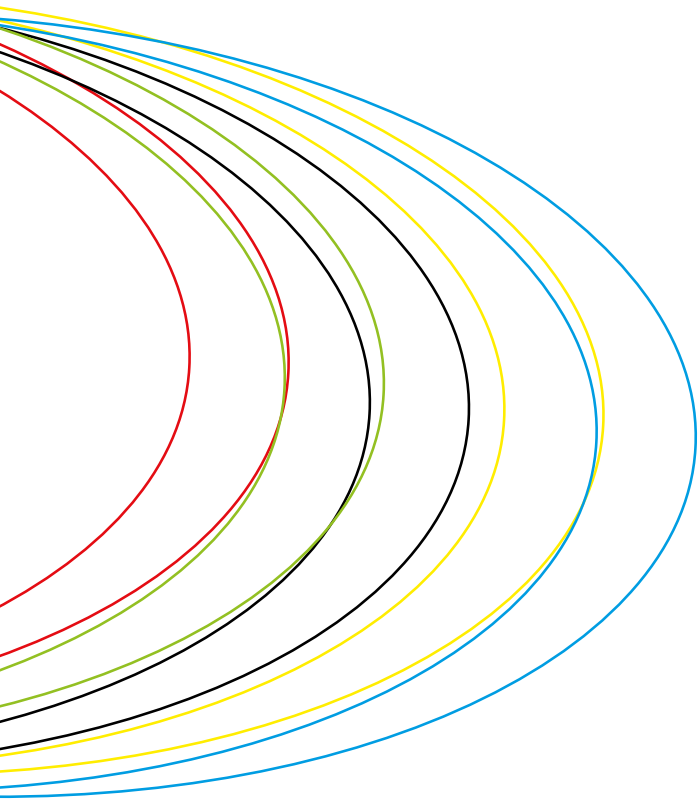
[www.coachesactivesurrey.com](http://www.coachesactivesurrey.com)

Alternatively, please contact the Coaching Development Officer at Active Surrey:

**Email:** [suzannah.Kelly@surreycc.gov.uk](mailto:suzannah.Kelly@surreycc.gov.uk)

**Tel:** 01483 518962 or **Mob:** 07929 340734





Active Surrey  
2nd Floor Quadrant Court  
35 Guildford Road  
Woking  
GU22 7QQ

Tel: 01483 518944  
[www.activesurrey.com](http://www.activesurrey.com)