



Coach & Club Education 2008 Programme

introduction

Welcome to the new improved Coach and Club Education programme for 2008. There are 3 main sections to the booklet, which is colour-coded for easy reference. The entire programme is also listed on a quick view pull-out in the centre pages. Please do not hesitate to contact us if you have any queries regarding any aspect of the programme.



Coaching Essentials

2-7

This section covers the basic workshops we feel every coach should attend to ensure the sessions delivered are safe and equitable. These are recommended for new and existing coaches.

Club Development

8-11

These workshops all contribute to making your club a stronger organisation. They aim to develop the skills and knowledge of the people behind the people and contain essentials.

Performance Development

12-14

This section focuses on introducing the science of sport to coaches. These workshops serve to educate new and existing coaches in different disciplines of sports science and enable them to apply this knowledge to improve their athletes.

Coaching Essentials

Safeguarding & Protecting Children (scUK)

Course information

A required course for all Suffolk Sport profiled coaches, but is open to all.

- This workshop covers protecting yourself and the young people you work with by following good practice.
- Learn to recognise signs of abuse and what to do if you have concerns.

This workshop was formerly known as Good Practice & Child Protection and existing qualifications are still valid. Although there is no expiry date on the certificates, we would encourage holders to re-attend every three years.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|---------------|-------------|---|
| Wed 06.02.08 | 6.30-9.30pm | Kirley High School, Lowestoft |
| Mon 03.03.08 | 6.30-9.30pm | Woodbridge Council Offices |
| Wed 16.04.08 | 6.30-9.30pm | Maidenhall Sports Centre, Ipswich |
| Wed 07.05.08 | 6.30-9.30pm | Great Cornard Sports Centre |
| Thur 05.06.08 | 6.30-9.30pm | Needham Market |
| Mon 15.09.08 | 6.30-9.30pm | King Edward VI School, Bury St. Edmunds |
| Mon 13.10.08 | 6.30-9.30pm | Copleston Sport Centre |
| Wed 26.11.08 | 6.30-9.30pm | Brandon Leisure Centre |



Emergency Aid Course (P & K Training)

Course Information

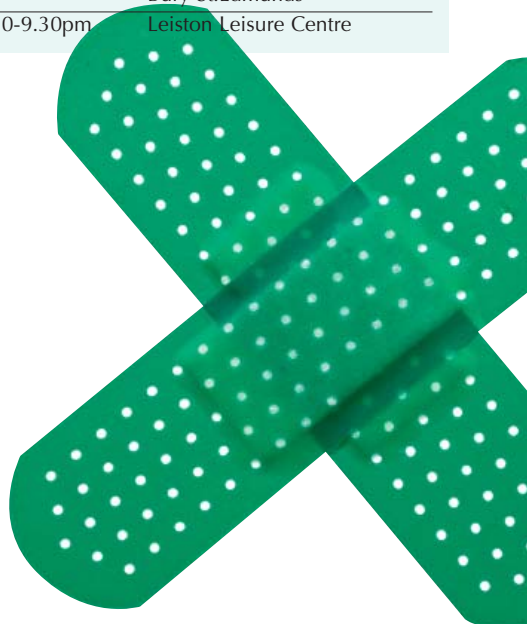
- Assessing an incident
- Demonstration of resuscitation
- Advice and guidance

This workshop is a very basic first aid course. It will provide you with knowledge of how to assess an incident, and what to do next. They will demonstrate the latest resuscitation techniques and how to deal with sprains and strains.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|--------------|-------------|---|
| Mon 08.05.08 | 6.30-9.30pm | King Edward VI School, Bury St.Edmunds |
| Mon 20.10.08 | 6.30-9.30pm | Leiston Leisure Centre |



First Aid in Sport (P & K Training)

Course Information - Full Day Course

- For everyone involved in sport, coaches, referees and players
- Learn how to deal with the types of emergencies that can occur in the sporting environment
- Learn how to assess an incident and the latest resuscitation techniques

This course covers all the requirements for the Appointed Persons qualification and looks at further scenarios more specifically found in the sporting field.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £30.00 |
| Suffolk Sport Profiled Coach | £20.00 |
| Coach/member of a Clubmarked Club | £15.00 |

| Date | Time | Venue |
|--------------|---------------|------------------------------------|
| Sun 17.02.08 | 9.00am-4.30pm | Maidenhall Sports Centre, Ipswich |
| Sun 06.04.08 | 9.00am-4.30pm | Waterlane Sports Centre, Lowestoft |
| Sat 10.05.08 | 9.00am-4.30pm | Stowuplands Sports Centre |
| Sat 07.06.08 | 9.00am-4.30pm | Whitton Sports Centre, Ipswich |
| Sun 07.09.08 | 9.00am-4.30pm | King Edward VI School |
| Sun 02.11.08 | 9.00am-4.30pm | Newmarket Leisure Centre |



Equity in Your Coaching (scUK)

Course Information

- How to identify barriers to participation
- Using appropriate language and terminology
- Identify and challenge inequitable behaviour

This is a required course for all Suffolk Sport profiled coaches but is open to all. This workshop show how, as a coach, you can play an important role in ensuring that everyone has access to sport, regardless of gender, age, income, race, ability or faith.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|---------------|-------------|---|
| Tues 18.03.08 | 6.30-9.30pm | King Edward VI School, Bury St.Edmunds |
| Wed 04.06.08 | 6.30-9.30pm | Maidenhall Sports Centre, Ipswich |
| Mon 06.10.08 | 6.30-9.30pm | Kirley High School, Lowestoft |

How To Coach Disabled People in Sport (scUK)

Course Information

- How to coach people with physical, sensory or learning disability
- How to maximise everyone's ability and involvement

This is a required course for all Suffolk Sport profiled coaches but is open to all.



Cost to you

| | |
|-----------------------------------|--------|
| General Public | £30.00 |
| Suffolk Sport Profiled Coach | £20.00 |
| Coach/member of a Clubmarked Club | £15.00 |

| Date | Time | Venue |
|---------------|-------------|----------------------|
| Mon 25.02.08 | 6.30-9.30pm | Holbrook High School |
| Mon 24.06.08 | 6.30-9.30pm | Leiston area |
| Weds 22.10.08 | 6.30-9.30pm | Needham Market |

Including Disabled People in PE & Sport (EFDS)

Course Information - Full Day Course

- Coaching in different settings, i.e. after-school clubs and community sports centres
- Sections on: warm-up and introductory activities
- Modified activities, parallel activities, included activities and separate activities

This highly-practical one day course is relevant to all coaches, teachers and others who work with disabled sportspeople. Consideration will be given to coaching in a number of settings and a variety of different scenarios.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £30.00 |
| Suffolk Sport Profiled Coach | £20.00 |
| Coach/member of a Clubmarked Club | £15.00 |

| Date | Time | Venue |
|--------------|---------------|------------------|
| Sun 02.11.08 | 9.00am-4.30pm | Bury St. Edmunds |



An Introduction To Long Term Athlete Development (scUK)

Course Information

- Understand key concepts of LTAD
- Explores concepts of agility, balance, co-ordination and speed

Understand the key points of LTAD and what it means to coaches and their sports. This is scheduled to run before 'An introduction To The FUNdamentals of Movement' which is a full day training course.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|--------------|-------------|---|
| Mon 09.06.08 | 6.30-9.30pm | Forest Heath District Council Offices, Mildenhall |

Multi Skill Club Induction (scUK)

Course Information Full Day Course

- Combined Workshop of FUNdamentals & Multi Skill in Practice
- Explores the concepts of agility, balance and co-ordination and speed
- Understanding the key concepts of LTAD and what it means

This is a practical workshop

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|--------------|---------------|-----------------------------------|
| Sun 14.09.08 | 9.00am-4.30pm | Maidenhall Sports Centre, Ipswich |



YOUR PULL OUT GUIDE TO OUR COURSES

| February | Course | Venue |
|-----------|---|--|
| Tues 5 | Fuelling performance | Mildenhall, FHDC |
| Wed 6 | Safeguarding & Protecting children | Kirkley High School, Lowestoft |
| Sun 17 | First Aid in Sport | Maidenhall Sports Centre, Ipswich |
| Mon 25 | How to Coach Disabled People In Sport | Babergh Distric Council |
| Wed 27 | Web-site Design | Needham Market |
| March | | |
| Mon 3 | Safeguarding & Protecting children | Woodbridge Council Offices |
| Tues 4 | Club For All | King Edward VI School, Bury St.Edmunds |
| Tues 18 | Equity In Your Coaching | King Edward VI School, Bury St.Edmunds |
| Wed 23 | Successful Funding Applications | Kirkley High School, Lowestoft |
| Wed 26 | Guide to Mentoring Sports Coaches | Woodbridge, SCDC |
| April | | |
| Tues 1 | Strength and Conditioning | Hartismere High School, Eye |
| Sun 6 | First Aid in Sport | Waterlane Leisure Centre |
| Wed 16 | Safeguarding & Protecting Children | Maidenhall Sports Centre, Ipswich |
| Wed 23 | Sports Psychology | Maidenhall Sports Centre, Ipswich |
| May | | |
| Tues 6 | A Guide to Mentoring of Sports Coaches | Whitton Sport Centre, Ipswich |
| Wed 7 | Safeguarding & Protecting Children | Great Conard Sports Centre |
| Thurs 8 | Emergency Aid Course – basic first aid | King Edward VI School, Bury St.Edmunds |
| Mon 12 | A Club For All | Gainsborough Sports Centre, Ipswich |
| Sat 17 | First Aid In Sport | Stowuplands Community Centre |
| Wed 21 | How To Get Tax Breaks For Your Club | Maidenhall Sports Centre, Ipswich |
| June | | |
| Wed 4 | Equity In Your Coaching | Maidenhall Sports Centre, Ipswich |
| Thurs 5 | Safeguarding & Protecting Children | Needham Market, MSDC |
| Sat 7 | First Aid In Sport | Whitton Sports Centre, Ipswich |
| Tues 10 | Combined Committee Success | King Edward VI School, Bury St.Edmunds |
| Wed 11 | Introduction to LTAD | Mildenhall, FHDC |
| Mon 24 | How To Coach Disabled People In Sport | Leiston area |
| Wed 25 | Injury Prevention Management | Kirkely School, Lowestoft |
| September | | |
| Tues 2 | How To Market Your Club | Great Cornard Sports Centre, Sudbury |
| Sun 7 | First Aid In Sport | King Edward VI School, Bury St.Edmunds |
| Mon 8 | Successful Funding Applications | Newmarket Leisure Centre |
| Sun 14 | Multi Skills Induction | Maidenhall Sports Centre, Ipswich |
| Mon 15 | Safeguarding & Protecting Children | King Edward VI School, Bury St.Edmunds |
| Mon 29 | Introducing Football | Sudbury Sports Club |
| October | | |
| Mon 6 | Equity in Your Coaching | Kirkley High School, Lowestoft |
| Mon 13 | Safeguarding & Protecting Children | Copleston Sports Centre |
| Mon 20 | Emergency Aid Course (basic First Aid) | Leiston Leisure Centre |
| Wed 22 | How To Coach Disabled People in Sport | Needham Market (MSDC) |
| Wed 29 | A Club For All | Kirkley High School, Lowestoft |
| November | | |
| Sun 2 | Including Disabled People in PE & Sport | King Edward VI School, Bury St.Edmunds |
| Sun 2 | First Aid In Sport | Newmarket Leisure centre |
| Mon 17 | Strength & Conditioning | Copdock Cricket Club |
| Tues 25 | Injury Prevention & Management | King Edward VI School, Bury St.Edmunds |
| Wed 26 | Safeguarding & Protecting Children | Brandon Leisure Centre |
| December | | |
| Mon 1 | Fuelling Performance | Leiston Leisure Centre |
| Tue 9 | Advanced Football | Stowmarket Middle School |



Club Development

Club for All (Running sports)

Course Information

- How to make your club accessible to all
- Why it should be accessible to all

This workshop is a required course for clubs wanting to attain Clubmark status. Find out how your club can benefit from welcoming a wider membership base which would lead to more coaches, players and referees.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|---------------|-------------|--|
| Tues 04.03.08 | 6.30-9.30pm | King Edward VI School, Bury St. Edmunds |
| Mon 12.05.08 | 6.30-9.30pm | Copleston Sports Centre |
| Wed 29.10.08 | 6.30-9.30pm | Kirkley High School, Lowestoft |



Web-Design For Your Club

Course Information

- Planning a web-site
- Basic web design principles
- Common web page elements
- Typography for the web
- Working with Images
- Formatting your pages
- Getting your customers to come back
- Domains and hosting

Having a web-site is becoming a must for all organisations, societies and clubs as a way to communicate with members and attract new members. During the course you will learn to avoid common mistakes apply good design and navigation principles to your site.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|---------------|-------------|----------------|
| Tues 26.02.08 | 6.30-9.30pm | Needham Market |

Marketing Your Club

Course Information

- An understanding of what marketing is
- How marketing can help you achieve your objectives
- The marketing process
- Segmentation, targeting and positioning
- What is an effective marketing campaign
- What promotional activity to use
- How to make the most of a limited or non-existent budget

The course is a practical, interactive workshop designed to give you the skills and confidence needed to successfully promote your organisation.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|---------------|-------------|---|
| Tues 02.09.08 | 6.30-9.30pm | Great Cornard Sports Centre, Sudbury |

How To Be A Successful Committee

Course Information

- Exploring the role of chairperson
- Recognition of the attributes of a good secretary
- Identify some of the skills necessary to be an effective club treasurer
- Practical skills for producing annual accounts and budgets
- Methods of assessing priorities
- Considering what makes meetings work

This workshop gives helpful advice for committee members and the smooth running of their clubs. How you as Chairperson, Secretary and Treasurer can make a difference.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|---------------|-------------|---|
| Tues 10.06.08 | 6.30-9.30pm | King Edward's VI School, Bury St.Edmunds |



How to Get Tax Break for Your Club (Running Sport)

Course Information

This is a new course that we are running to make your club as efficient as it can be and to avoid paying any unnecessary money to the tax office.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|---------------|-------------|--------------------------------------|
| Tues 20.05.08 | 6.30-9.30pm | Maidenhall Sports Centre, Ipswich |

Writing Successful Funding Applications

Course Information

- How to write a successful application for your club
- Do's and don'ts when writing funding applications
- Key tips for success when writing funding applications

This workshop will give you the knowledge and confidence to write successful funding applications for your club. An interactive workshop with examples of good practice and practical tips to help you get the money your club needs.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|--------------|-------------|--------------------------------|
| Wed 26.03.08 | 6.00-9.00pm | Kirkley High School, Lowestoft |
| Mon 08.09.08 | 6.00-9.00pm | Newmarket Leisure Centre |

Performance Development

Fuelling Performance (scUK)

Course Information

- Advise on diet and promote health
- Ensure adequate intake for optimum performance

Raise your own awareness of issues surrounding eating and drinking for sport, including eating disorders.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|---------------|-------------|------------------------|
| Tues 05.02.08 | 6.30-9.30pm | Mildenhall, FHDC |
| Mon 01.12.08 | 6.30-9.30pm | Leiston Leisure Centre |



Course Information

- Learn how to support your coaches

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 focus on how learning occurs and supporting your coaches.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|--------------|-------------|--|
| Wed 26.03.08 | 6.30-9.30pm | Suffolk Coastal District Offices, Woodbridge |
| Tues 6.03.08 | 6.30-9.30pm | Whitton Sports Centre, Ipswich |

Sports Psychology

Course Information

- Looking at techniques
- Exercises to maintain control and optimise performance
- How to gain the winning edge

A workshop to provide the fundamental tools of sports Psychology for both athletes and coaches. Optimise your performance both in preparation and participation to gain that winning edge.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|--------------|-------------|-----------------------------------|
| Wed 23.04.08 | 6.30-9.30pm | Maidenhall Sports Centre, Ipswich |

Strength & Conditioning

Course Information

- Principles of strength and conditioning related to sports performance
- Planning of strength and conditioning into training programme
- Ensuring specificity into your strength and conditioning sessions

A practical, interactive workshop to improve your knowledge of strength and conditioning and how it is vital for your sport. Increase your understanding of the importance of advanced methods of S & C and its role in your performance.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|---------------|-------------|-------------------------------------|
| Tues 01.04.08 | 6.30-9.30pm | Hartismere High School, Eye |
| Mon 17.11.08 | 6.30-9.30pm | Copdock Cricket Club, near Hadleigh |

Injury Prevention and Management (FAST)

Course Information

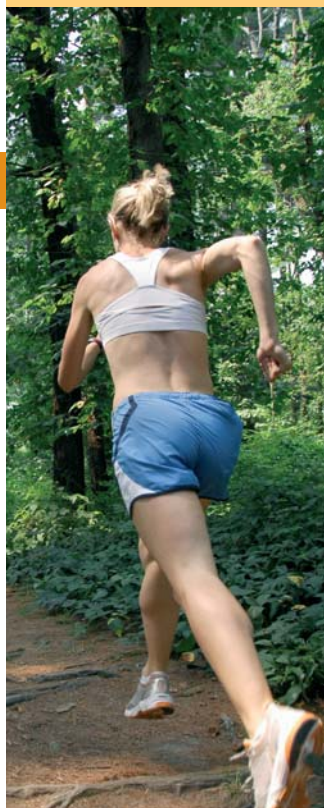
- Practical advice on how to help you/your athletes avoid injuries
- Examples of exercises to strengthen the body against injury
- Examples of exercises to speed recovery from injury

This workshop will improve you and your athletes understanding of injury prevention and management of injuries (includes effective exercises and sport specific examples). An interactive workshop delivered by an experienced and highly respected professional.

Cost to you

| | |
|-----------------------------------|--------|
| General Public | £15.00 |
| Suffolk Sport Profiled Coach | £8.00 |
| Coach/member of a Clubmarked Club | £6.00 |

| Date | Time | Venue |
|---------------|-------------|--------------------------------|
| Wed 25.06.08 | 6.30-9.30pm | Kirkley High School, Lowestoft |
| Tues 25.11.08 | 6.30-9.30pm | Bury St. Edmunds |



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improve take part
enjoy
succeed

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booking form part 1

Sole/Main Participant

Name: D.O.B.

Address:

Postcode:

Home tel.(including STD):

Work tel: Mobile tel:

E-mail address:

Sport:

Club:

Club role (coach/chairman/etc.):

Additional information

Please state if you have any additional requirements, such as specific access/parking needs:

Declaration

I have read and agree to the terms and conditions and enclosed the appropriate payment, made payable to Suffolk Coastal District Council

Signature:

Date:

I enclosed a cheque for £ Made payable to **Suffolk Coastal District Council**

Please return all completed forms and payment to: Suffolk Sport, Waveney District Council, Town Hall, High Street, Lowestoft, Suffolk. NR32 1HS

