Hampshire County Amateur Swimming Association

(Affiliated to A.S.A South East Region)

May 2012

Dear Club Secretaries, Teachers, Coaches & Officials

HCASA would like to take this opportunity to invite members of your club to a Continuous Professional Development (CPD) training day. This exciting day will provide an opportunity for your volunteers; officials, coaches, teachers, committee members and parents to learn new skills, share good practice and gain qualifications that will help your club develop in the future.

The workshops available on the day have been selected to provide a range of topics and meet the needs of volunteers with different interests. The contents of the workshops are explained in detail on the following page.

The CPD training day is the perfect opportunity to gain a few extra qualifications. Some of the workshops will help your volunteers gain CPD points towards the teacher and coach licensing scheme which are required for swim21 accreditation. Officials can gain points towards their licensing or re-licensing.

Sunday 2nd September 2012
9am to 5pm.00pm
Holiday Inn Winchester
Telegraph Way, Morn Hill, Winchester SO21 1HZ

There will be a charge of £10 per person for members of a HCASA affiliated club. This covers attendance at two or three workshops, lunch and all refreshments. Should places remain after the closing date then these may be offered to individuals who are not in membership of an affiliated club with the cost per person £45.

Places are limited so to avoid any of your volunteers being disappointed please encourage them to book as early as possible. The closing date is **30th JULY 2012** .

Yours sincerely

Jane Davies

Continuous Professional Development training day
Programme

09:00-09:30	Registration, Briefing, Tea/Coffee/Biscuits and Introduction
09:30-12:30	Workshops 1-5
12:30-13:30	Networking Lunch and information market place
13:30-16:30	Workshops 6-9
16:30-17:00	close and depart

Continuous Professional Development training day

Morning workshops

Workshop 1 – Safeguarding & Protecting Children 1
swim21 This workshop is an excellent opportunity for any teacher/coach/poolside helper to learn and understand more about this important issue. Candidates will also learn about child protection and how to handle and report situations if you have concerns.

Workshop 2- Grow your swimming club
An exciting and energetic workshop, giving positive and proven actions to grow your membership. The presenter, Svend Elkjaer, will inspire through drawing on best practice from sports clubs at all levels across the UK and abroad.

Workshop 3 – Officials Workshop
This Workshop is a recommended requirement for all licensed officials and will contribute to licensing.

Workshop 4 - Team Manager Module 2
swim21 This workshop is designed to equip volunteers with the necessary skills and knowledge to undertake a Team Manager role when taking a squad on an overnight trip or overseas. People need to have already completed Team managers 1.

Workshop 5- Manage your coaches

A lively and interesting workshop Led by CJ Lee, from Coaching Hampshire and IOW looking at how clubs can manage and support their coaching workforce

Afternoon workshops

Workshop 6 – Time to listen

This workshop is for Welfare officers and provides the opportunity to consider the roles and responsibilities of Club Welfare Officers and the action taken should any incident occur

Workshop 7- Promote your swimming club

Svend Elkjaer will give dozens of examples and helpful tips on how to transform your swimming club and make it a more vibrant, visible and viable community swimming enterprise

Workshop 8 - Team Manager - Module 1

This workshop is designed to equip volunteers with the necessary skills and knowledge to undertake a Team Manager role during local competitions

Workshop 9- Open Meet Licensing.

A useful update on the requirements to license your Club Championships or organise an Open Meet.