

Sports Courses

Course descriptions below and hover over each one to go to the booking form.

For more details please email julie.stafford@sportnsw.com.au or call 8116 9737 or 0405 841016

Costs : \$55 members, \$110 non-members (GST inclusive) for 3 hour courses. Group rates for members - please call to discuss.

MPIO Workshops : \$110 members, \$200 non-members (GST inclusive)

[Check out our VIDEO about Writing Winning Grants workshops](#)

[Here's our REGISTRATION FORM](#)

November			
Workshop	Venue	Date	Time
Planning your Club's future	Sydney Olympic Park	Wednesday 9th November	9.30am - 12pm
Marketing your Club	Sydney Olympic Park	Friday 11th November	9.30am - 12pm
Marketing your Club	Castle Hill Area	Thursday 17th November	6.30 - 8.30pm
Sponsorship proposals and media releases	Sydney Olympic Park	Friday 18th November	9.30am - 12pm
Committee Roles and effective meetings	Sydney Olympic Park	Thursday 24th November	1pm - 4pm
Writing Winning grants	Sydney CBD	Wednesday 30th November	5pm - 7.30pm

Workshop details

Managing Volunteers

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Volunteers are the backbone of your Club. In this module, we'll look at practical tips on attracting and retaining volunteers. We'll cover recruitment, some legal stuff, management (of people and roles), training, communication, recognition and evaluation. Keep these valuable people around! This module is ideal for anyone who needs more volunteers in their Club. I think that's everyone really.

Module length : 2 hours

Cost: \$55

Planning your Club's future

Do you know the direction that your club is heading in and what your goals are? Well-run businesses have strategic business plans so make sure your club, organisation or sport has one too! You'll leave with a simple plan to make your Club the best it can be. This is ideal for anyone in their Club but particularly good for those people who are the decision makers.

Module length : 3 hours

Cost: \$55

The role of the Board and running effective meetings

Are you new to your Board? What is your role? And what makes an effective meeting? We'll look at how to hold a well -run meeting and how to deal with common problems. It will also look at specific roles of people to make sure that your meetings are as effective as they can be. This is great for anyone in your club or sport who goes to or runs meetings. Especially long boring ones. I think that's most people.

Module length : 3 hours

Cost: \$55

Leadership skills and managing change at your Club

Do you lead people? Manage them? We'll look at personality styles of you and your team, some great team building and group tips and ideas for managing change in your club or organisation. You'll have a *fantastic* team after this..... This will be very useful for anyone in your club or sport who manages other people. It could be a young person who is taking on a management role or an old 'hat' who wants to freshen up ideas.

Module length : 3 hours

Cost: \$55

Writing media releases and sponsorship proposals

Do you want to promote and advertise your club or sport? This course will cover writing great press releases and getting your information to the people who need to read it...as well as how to write a sponsorship proposal to get the funding you need. Club Secretaries, Publicity Officers and anyone who thinks they could have a go at writing for you will find this useful.

Module length : 2 hours

Cost: \$55

Writing winning grants

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Grants are often really hard to get. Most get put off because the process can be too difficult. This workshop will look at ways in which you can make it easier to apply for grants and ways to greatly increase your chance of winning them! This is for anyone in your club or sport who would like some more money from someone else.

Module length : 3 hours

Cost: \$55

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Communication skills and the generation gap

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Are you over 30? Do Gen Y do your head in? They have no respect, do they? Or are you under 30 and you have to work with 'older' people and find them frustrating? They just don't get you, do they? We'll look at ways for you to work with anyone older or younger than you so that they understand you and you understand them. We'll look at key communication skills including giving and receiving feedback. This will significantly help your career.....

Module length : 3 hours

Cost: \$55

Resolving conflict in your Club

This workshop relates specifically to sport and sporting organisations. We'll look at how difficulties arise and how conflict can be managed with angry parents, busy officials, or passionate volunteers. We'll cover some of the legal stuff that you should know too. You'll leave with tips and ideas that can be used in sport, your job and at home...that you can put into practice the very next day!

Module length : 3 hours

Cost: \$55

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Presentation skills

Do you have to talk to groups of people? Many people get nervous when they are in front of people and can't think of anything to say. Others speak too quietly so no one can hear them! In this one day workshop, we'll go over the key points of public speaking to give you the confidence you need to sound great in front of anyone. This is great for anyone working in sport who needs to speak to a group or who speaks to the media about their sport. Particularly good for young athletes who may need to get sponsorships!

Module length : 3 hours

Cost \$55

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Marketing your Club

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How do you make sure people know about your Club? How do you get people to join? We'll look at ways to promote and market your Club to attract adults and/or junior players. This workshop will certainly give you a few more ideas that you hadn't thought of! It's ideal for who wants to get more people in their sport!

Module length: 3 hours

Cost: \$55

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Member Protection Information Officer (MPIO)

All clubs should have an MPIO... We'll cover the role of the MPIO, all the relevant legal stuff and legislation i.e. harassment, abuse and anti-discrimination. We'll look at key child protection issues to make sure that your Club takes child protection safely as well as complaint processes and alternative dispute resolutions. On completion, you'll be given a certificate of attendance from the Australian Sports Commission. It's great for anyone and will be useful in all aspects of your life.

Module length: 6 hours \$110