

# LEISURE CENTRE SCHEME

## DEVELOPMENT TOOLKIT

### SECTION 3 DEVELOPING YOUR PROGRAMME



PROUD TO BE PART OF BRITISH GYMNASTICS

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## Section 3 – Developing Your Programme

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PROUD TO BE PART OF BRITISH GYMNASTICS



## RECOMMENDED MODEL

*Our biggest selling point to General Managers is that we can help them to increase the number of customers who come and spend money with them and ultimately increase their turnover. We have all the resources needed to enable them to implement Proficiency Sessions as follows (this information will be available to them via their own LCS Development Toolkit and the wording below is aimed at General Managers).*

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### Proficiency Sessions

The following recommended model of 'Proficiency Sessions' are particularly suited to Leisure Centre Programmes. They can be used to underpin existing sessions or to start a completely new programme.

BG has developed all resources needed to implement such a programme (detailed below), which include:

- Coach education framework: Award Scheme Coach course
- Proficiency equipment pack
- Award Scheme resource pack

Proficiency Sessions can be run from any of the Proficiency Award Schemes of Pre School, Core, Trampoline and Cheerleading.

It is recommended that extra care is given to planning these programmes,

using the tools provided (listed here), to ensure participants and sites achieve the best possible outcomes:

- Phase Planner
- Weekly Timetable
- Session Plan

### Coaching Structure

- Identify a Level 2 coach in relevant discipline (If you do not have a Level 2 coach you should contact your local BG development team who may be able to assist you by helping you to source a coach or linking with local BG Clubs)
- Facilitate an Award Scheme Coach course
- Level 2 coach leads the sessions
- Award Scheme coaches deliver the Proficiency Award Scheme content using work cards etc. under the direct supervision of the L2 coach
- This allows centres to meet the Scheme objectives quickly and simply without compromising quality
- Where an existing more comprehensive programme exists, the above structure can be used to underpin and feed more 'advanced' sessions

### About the Award Scheme Coaching Course (ASC)

- Candidates can be 14 yrs or over to attend
- Candidates under the minimum working age can volunteer on a work experience basis
- Candidates receive a certificate on successful completion of the course
- ASC coaches can then deliver under the direct supervision of a discipline specific Level 2 or above coach strictly to the relevant Award Scheme Resource pack.
- The course is 6 hours long, usually on one day
- Prices of course are usually around £30 - £80 (set by course and region)
- ASC is used to underpin the UKCC Level 1 and above Coach Education structure (it is sometimes referred to as Level Zero)
- This course is ideal for older participants, parents and other LC staff to give them an introduction to coaching in a well quality controlled way
- It also allows coordinators to 'filter' those appropriate candidates to Level 1 and beyond

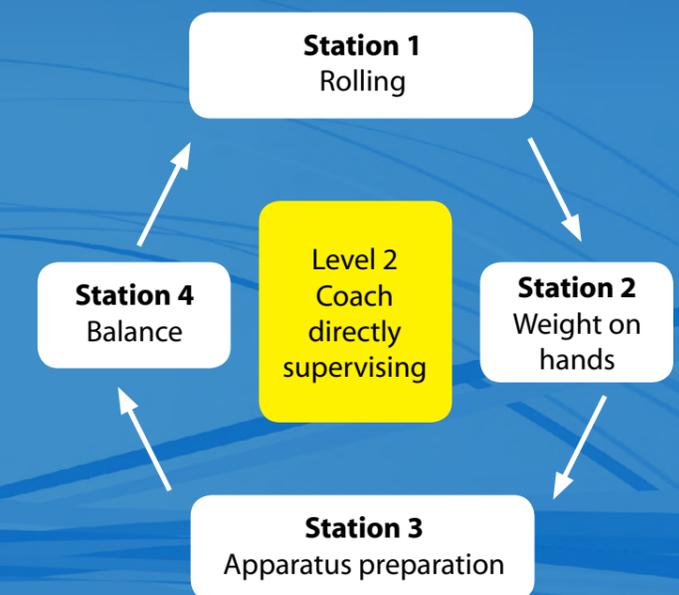
### Equipment

BG have worked in partnership with Bishop Sport and Leisure to create three options of equipment packs, which we hope will suit most Leisure Centres. They are specifically designed to enable sites to deliver proficiency sessions in a safe, fun and varied way.

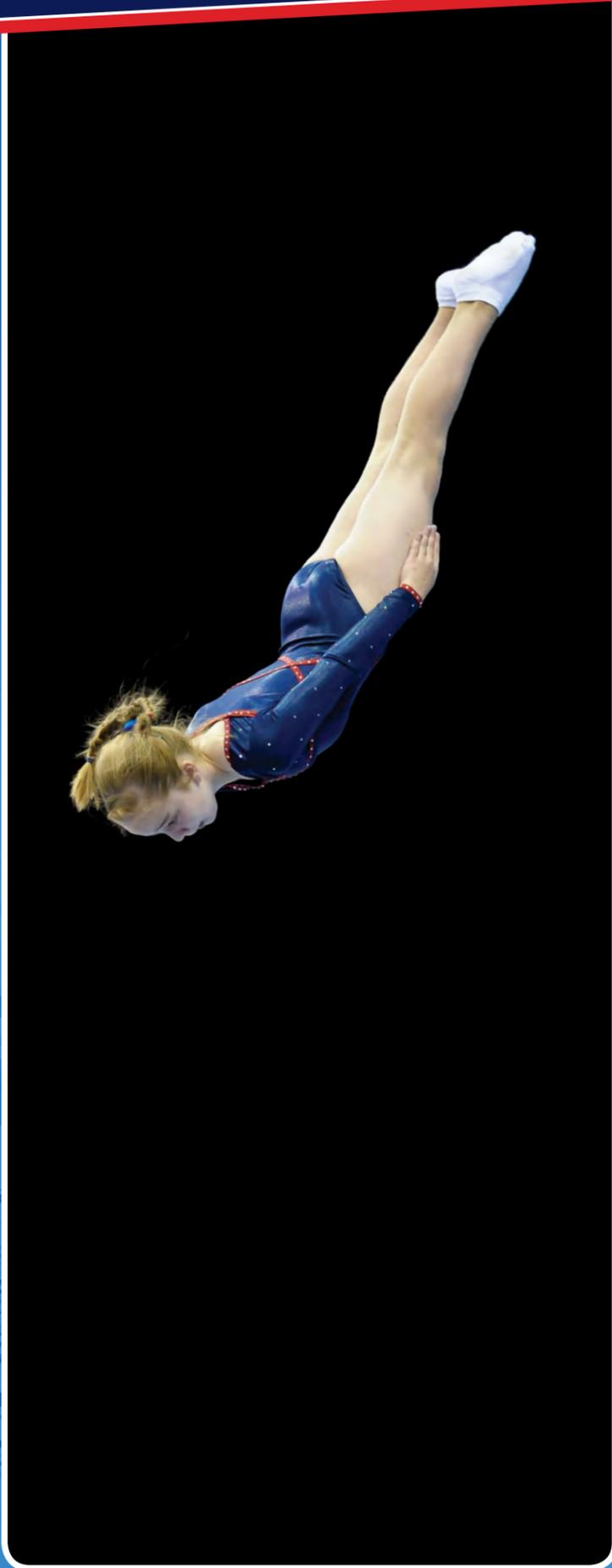
### Proficiency Sample Session 1 (aimed at a new programme)

Using as an example, a recreational class of 32 children, the Level 2 Coach would introduce the session and conduct a warm-up. Four Award Scheme coaches would help the children with the activities during the warm-up, especially those related to the awards.

The group would then be split into 4 groups of 8, with one Award Scheme Coach coaching at each station of the main part of the session.



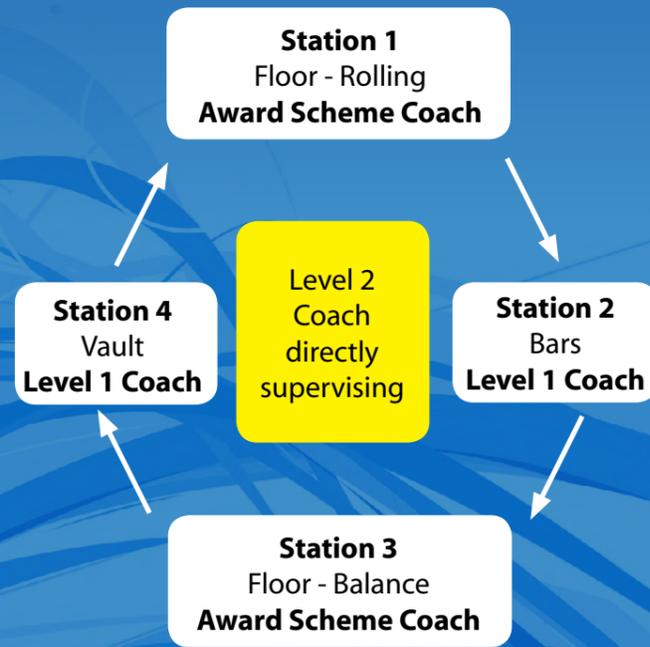
Depending on the duration of the session, each group of children would rotate (eg every 15 minutes), the Award Scheme Coach would remain at their station. The Level 2 Coach would have distributed work cards from the Award Scheme for the ASC to use during the session. The Level 2 coach is responsible for apparatus set-ups and a cooling down at the end of the session.



**Proficiency Sample Session 2**  
(aimed at a new programme of to underpin an existing programme)

Award Scheme Coaches can be used in conjunction with Level 1 Assistant Coaches as long as they are all under the direct supervision of at least one Level 2 Coach.

Again using the example of 32 recreational children the rotations can now include apparatus work if the club has one Level 2 coach, two Level 1 coaches and 2 Award Scheme Coaches.



In this way, the children can experience elements of the Award Scheme in conjunction with apparatus work. The Level 2 Coach should not have responsibility for a group but directly supervises all four coaches.

It is possible for the Level 1 Coaches to conduct the general warm-up under the supervision of the Level 2 Coach with the ASCs helping.

**The Money Bit**

Running maximised gymnastics sessions in this way can generate a net profit of over £11,000 per year (excluding initial set up costs) for the Leisure Centre from just 3 hours of hall space.

Using the Proficiency Session model, and assuming a worst-case scenario regarding expenditure, we have detailed below a small business model to demonstrate the potential of investing in such a programme. The space needed for this is equivalent to the size of two badminton courts.

**Income:**

32 participants paying £4.50 per session = £144 p/h

Less running expenditure as above of £47 p/h

Total hourly net income = £97

We would recommend that sites run blocks of three sessions (for example 4pm, 5pm and 6pm).

If this were the case, using the above figures, sites could generate £291 per week from one 3 hour block per week.

If run over 39 weeks of the year this = £11,349.

£11,349 minus up front expenditure above of £4277.99 = £7071.01

This model also has great potential to grow in future years to help you to capitalise on initial investments.

*NB The usual hourly income from two badminton courts is £15 p/h (£7.50 each) which generates £1755 per year (3 hours per night for 39 weeks).*

**Up Front Expenditure:**

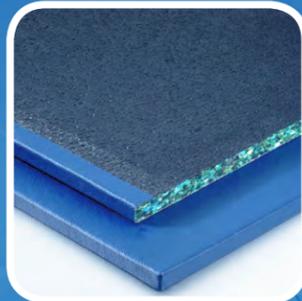
Item	Cost	Notes
Training a candidate to Level 2 through Level 1	£550 - £750 max	Assuming no coach is already identified and one cannot be sourced from linking with local BG Clubs through your local development team
Equipment Pack – option 3	£3068	Assuming an empty hall: no equipment at all
Send 5 candidates on a ASC course	£150 - £400 max	Recommend 5 so can rotate or back up
Award Scheme Resource pack	£29.99 - £59.99	Dependent on discipline and resources soon to go online
<b>Total</b>	<b>£4277.99</b>	

**Running Expenditure:**

Item	Cost	Notes
Level 2 coach	£15 p/h	Set by site
ASC x 4	£32 p/h @ £8 per hour	Assuming 4 ASC paid and not volunteering
<b>Total per hour</b>	<b>£47</b>	

# ProficiencyScheme

## APPARATUS PACKAGE



British Gymnastics have worked with Bishop Sports & Leisure to provide Leisure Centres with a comprehensive equipment solution enabling coaches to deliver the British Gymnastics Proficiency Awards Scheme and more.

### OPTION 1 PROFICIENCY APPARATUS PACK

The Proficiency Apparatus Pack includes a modular system of blocks, walking boards, posts and hoops which support a wide range of activities for all ages. Hand apparatus including skipping ropes, hoops, balls, ribbons and scarves is supplied within the set together with a springboard and 4 nesting tables.

The Proficiency Apparatus Pack has been designed with ease of use in mind and comes with a mobile trolley for easy storage of hand apparatus, and two large bags suitable for balls and the modular apparatus.

**Modular Equipment:** 10 Giant Blocks, 10 Grip pad sets, 10 Connecting Pins, 5 walking boards, 4 Posts 100cm, 4 posts 50cm, 4 hoops 50 cm, 4 hoops 40cm, 6 hoop clips, 6 pole clips.

**Hand Apparatus:** 16 Coloured Skipping Ropes 2m, 36 square cotton bean bags, 8 4m ribbons, 8 6m ribbons, active game cube, 6 flutter by scarves, 6 vinyl balls 175mm, 16 skinned foam balls 150mm, 8 Delux Hoop 24", 8 Delux hoop 30",

**Large Apparatus:** School springboard, Nesting table set of 4 30 – 75cm,

Storage: Mobile Trolley, Holdall for balls, Wheeled holdall 80 x 30 x 30cm

### OPTION 2 PROFICIENCY APPARATUS PACK + ADDITIONAL APPARATUS

Includes additional apparatus consisting of 11 ft Balance Bench with hooks One End which can be used separately or to hook onto the nesting tables, 3 section Wheeled Bar Box 3' 6" high & a Safety Mattress with C.M Foam (combustion modified) 2.44m x 1.22m x 254mm

### OPTION 3 PROFICIENCY APPARATUS PACK + ADDITIONAL APPARATUS + MATS

Apparatus as option 2 plus 8 x Multipurpose Chip foam Mats 1.22m x 0.91m x 25mm



## ORDER FORM

Code	Description	Quantity	Price (each)	Total
BGLCE	<b>Option 1 BG Proficiency Apparatus Pack</b>		£1223	
BGLCE2	<b>Option 2 BG Proficiency Apparatus Pack + Additional Apparatus</b>		£2700	
BGLCE3	<b>Option 3 BG Proficiency Apparatus Pack + Additional Apparatus + 8 x Mats</b>		£3116	
			<b>Plus VAT</b>	
			<b>TOTAL</b>	

All Prices inc. Carriage

### CUSTOMER DETAILS

Mr/Mrs/Miss/Other \_\_\_\_\_ Initials \_\_\_\_\_ Surname \_\_\_\_\_  
 Organisation \_\_\_\_\_ Awards Scheme/BG/BSGA Reg No: \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

### HOW TO ORDER

Complete the details and return order with payment, or purchase order number.  
 Cheques must be crossed and made payable to:  
**(GEL) Gymnastics Enterprises Ltd.**

**Return to:**  
**Gymnastics Enterprises Ltd,**  
**Unit 1, Lilleshall Hall Farm,**  
**Newport, Shropshire, TF10 9AS**  
**Tel: 0845 1297129 ext: 2355**  
**Fax: 01952 822456**

PLEASE ALLOW 28 DAYS FOR DELIVERY

Valid from          
 Expiry Date            
 Visa  Master Card  Delta  Maestro   
                      
    Security Numbers

Name of Registered Card Holder, Postcode & House Number (if applicable)

Details are required to process the order and when card holder is not present

Signature

Value of Order

Company Limited by Shares No. 2646569. Place of Registration England. VAT Registration No 594 0695 06

## CASE STUDY

*As an identified Serco site Meopham Leisure Centre in Kent is on the list to receive the proficiency equipment pack and start brand new BG registered 'Proficiency Sessions'.*

Lynn Potter and James Boyes met with Steve Coleman the General Manager who had been proactive himself and made initial contact with James. James used the audit and action form to help formulate a development plan.

Lynn Potter approached local BG Club **Meapa** to make a link and identify coaches to support delivery. The community gymnastics coach is also involved in promotional sessions.

Steve identified a two hour slot on Wednesday afternoon, 4pm – 6pm to run two one hour sessions. He also agreed to host an ASC course at site with no hall hire fee to keep costs low.

Steve set up a half term gymnastics holiday session to act as a taster / promotional session ahead of the new course of gymnastics. He promoted this session through internal leaflets and posters and also distributed 6000 leaflets to local primary schools.

We linked up with the local secondary school offering the ASC course at a price of £45. Seven candidates booked onto the course with four having a direct work link with Meopham LC. It is intended that candidates who complete the ASC course volunteer at Meopham on a work experience basis. This encourages candidates into the gym and hopefully they will progress to Level 1 and beyond, building a homegrown workforce for the future.

As a result of this **Meopham Leisure Centre** has 50 children who started gymnastics in June with a great opportunity for the Leisure Centre to increase their income, new coaches to get involved, BG to increase levels of participation and the local Club to identify some new talent.



## BG SUPPORT

### LCS Management

National Leisure Centre Scheme Manager  
**James Boyes**  
07827 303 966  
james.boyes@british-gymnastics.org

If you have any queries, questions, requirements or concerns please do not hesitate to call James Boyes.

### Development Officers

BG has a team of 50 development officers (contact details included overleaf) who are ready to support you with the set up, maintenance and development of your programme. The sites that currently get the most out of British Gymnastics are those who are regularly in contact with BG staff. Please access their support when necessary.



# REGIONAL CONTACTS

Regional Development Managers (RDM), County Development Coordinators (CDC), Workforce Development Coordinators (WDC)

Region	Role	Name	Phone	Email
EAST	RDM	Lynsey Palframan	07739 512168	lynsey.palframan@british-gymnastics.org
	CDC (Herts)	Tracey Royle	07825 384879	tracey.royle@british-gymnastics.org
	CDC (Norfolk & Cambs)	Sarah Parker	07825 056156	sarah.parker@british-gymnastics.org
	WDC	Michelle Ellis	07775 020870	michelle.ellis@british-gymnastics.org
EAST MIDS	RDM	Samantha Harding	07739 990210	samantha.harding@british-gymnastics.org
	CDC (Derbyshire)	Emma Law	07824 547193	emma.law@british-gymnastics.org
	CDC (Leicestershire)	Hazel Colton	07827 303967	hazel.colton@british-gymnastics.org
	CDC (Nottinghamshire)	Rachel Clerck	07739 512207	rachel.clerck@nottscc.gov.uk
LONDON	WDC	Alan Price	07739 512166	alan.price@british-gymnastics.org
	RDM	Jessica Capelli	07739 512165	jessica.capelli@british-gymnastics.org
	WDC	Elizabeth Awde	07775 020868	elizabeth.awde@british-gymnastics.org
	CDC (London - North)	Tim Howells	07584 515030	tim.howells@british-gymnastics.org
NORTH	CDC (London - South)	Claire Ongley	07584 515027	claire.ongley@british-gymnastics.org
	RDM	Katie Lawton	07739 512202	katie.lawton@british-gymnastics.org
	CDC (Cumbria)	Susan Noake	07584 391226	susan.noake@british-gymnastics.org
	CDC (Tyne & Wear)	Jasmine Danby	07584 390099	jasmine.danby@british-gymnastics.org
NORTH WEST	RDM	Beth Cunliffe	07739 512199	beth.cunliffe@british-gymnastics.org
	CDC (Manchester)	Chloe Kerr	07739 512163	chloe.kerr@british-gymnastics.org
	CDC (Merseyside)	Carys Lanceley	07584 237878	carys.lanceley@british-gymnastics.org
	WDC	Helen Wallis	07824 591562	helen.wallis@british-gymnastics.org
SOUTH	Reg Admin	Dawn McCaffrey	0845 1297129	dawn.mccaffrey@british-gymnastics.org
	RDM	Helen Young	07739 512182	helen.young@british-gymnastics.org
	CDC (Hampshire)	Hayley Buckman	07825 982099	hayley.buckman@british-gymnastics.org
	WDC	Emily Sanderson	07739 990143	emily.sanderson@british-gymnastics.org
SOUTH EAST	Reg Admin	Cristina Mitchell	07795 336900	cristina.mitchell@british-gymnastics.org
	RDM	Lynn Potter	07739 512206	lynn.potter@british-gymnastics.org
	CDC (Sussex)	Stephanie Smith	07584 390081	stephanie.smith@british-gymnastics.org
	WDC	Charlie Stow	tbc	charlie.stow@british-gymnastics.org
SOUTH WEST	RDM	Christine O'Hagan	07739 512208	christine.ohagan@british-gymnastics.org
	CDC (Devon)	Jemma Soole	07825 343293	jemma.soole@british-gymnastics.org
	CDC (Somerset)	Katie Irwin	07771 374037	katie.irwin@british-gymnastics.org
	WDC	Shelley Goncalves	07825 343294	shelley.goncalves@british-gymnastics.org
WEST MIDS	Reg Admin	Carolyn Devereux	07771 374035	carolyn.devereux@british-gymnastics.org
	RDM	Jane Edwards	07739 512198	jane.edwards@british-gymnastics.org
	CDC (Birmingham)	Katie Steele	07500 989380	katie.steele@british-gymnastics.org
	CDC (Shropshire & Staffs)	Rhian Jones	07739 512196	rhian.jones@british-gymnastics.org
YORKSHIRE	WDC	Jae Chambers-Dowsing	07739 512185	jae.chambers-dowsing@british-gymnastics.org
	Reg Admin	Sarah Moss	0845 1297129 ext 2580	sarah.moss@british-gymnastics.org
	RDM	Tracy Power	07739 512201	tracy.power@british-gymnastics.org
	CDC (South Yorkshire)	Laura Mudge	07739 512184	laura.mudge@british-gymnastics.org
YORKSHIRE	CDC (West Yorkshire)	Clare Diggle	07827 242502	clare.diggle@british-gymnastics.org
	WDC	Anna Murray	07825 313217	anna.murray@british-gymnastics.org

KEEP UP TO DATE WITH ALL THE LATEST REGIONAL CONTACT DETAILS BY CLICKING HERE

# AUDIT AND ACTION FORM

We have agreed with DC Leisure and Serco to perform an audit and help facilitate an action plan when visiting sites. This will enable us to understand what is happening at sites and also keep track of progress. The forms are also useful for note taking when visiting all sites, new and existing. Forms should be completed by BG staff and emailed to all parties present at the meeting. Please also send a copy James Boyes.

## LEISURE CENTRE SCHEME

### BG Leisure Centre Programme Audit. How can we help?

<b>Objective:</b>	•Raise the standard of gymnastic provision •Increase the number of participating gymnasts	Start number of registered participants = End number of registered participants =
Leisure Group Name:	Leisure Centre:	
Contact Person(s):	BG representative(s):	
Question	Detail	Answer
What gymnastics programme does the centre currently run?	Detail disciplines and numbers of sessions per week.	
What is the level of awareness of the gymnastics programme at the centre?	Can public / customers easily see / find programme info with or without asking?	
What gymnastics equipment does the centre have?	An overview of the equipment including hand apparatus	
What condition is the equipment in?	Poor / Fair / Good / Excellent (circle)	
How many coaches does the centre have?	Detail numbers of coaches and qualifications if possible	
Does the centre have a waiting list of children?	How many, approximately what age range, and how long is the wait?	
<b>How can we help?</b>	What does the centre most need support with?	
Any other pertinent notes?		

## LEISURE CENTRE SCHEME

### BG Leisure Centre 12 Month Action Plan

<b>Objective:</b>	•Raise the standard of gymnastic provision •Increase the number of participating gymnasts •Specific agreed aim:					
Leisure Group Name:	Leisure Centre:					
Contact Person:	BG representative:					
Action	Anticipated Outcome	Timescale	Personnel	Leisure Group Action	Outcome Indicator	Evaluation Notes (Check Anticipated Outcomes)
Agreed by:	Scheme Manager / GDO (Sign)	JB	LC GM (Sign)	Date:		
Notes:	- Use your LC audit forms to help plan activity (minimum) and to monitor and evaluate progress - Use the forms with your chosen programme manager to help you evaluate the centre - Copy to DC Contact Person - Copy to SM					

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THIS EDITABLE  
AUDIT AND ACTION FORM



**PROUD TO BE PART OF BRITISH GYMNASTICS**

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