



Certificate in Sports Club Administration

Level 6 (Special Purpose Award)

Programme Schedule

Day / Date	Time	Topics	Learning Outcomes	Notes / Comments
Wed 14th Oct	7 – 8 pm Lecture via MS Teams	National Governing Bodies and the context of club operations.	Understand the national, provincial and other contexts in which clubs operate. How to represent the club externally.	Additional recorded lecture (one hour) available from Monday of each week.
Wed 21st Oct	7 – 8 pm Lecture via MS Teams	Committees – structures, officers, roles, etc.	Knowing how the dynamics of committees, sub-committees and other groups play out. Understanding conflict.	A simple case study and discussion to assist here.
Wed 28th Oct	7 – 8 pm Lecture via MS Teams	Committees – operations, meetings, minutes, etc.	How to pursue club goals by properly using forums and how to handle administration. Avoiding “groupthink”.	Sample minutes will be issued and discussed.
Wed 4th Nov	7 – 8 pm Lecture via MS Teams	Creating a strategic plan for a sports club. Outline of Assignment and issue of same.	Know why every club should have a strategic plan and learn how to create one.	Important to understand the value and uses of this document.
Wed 11th Nov	7 – 8 pm Lecture via MS Teams	Governance and current legislation – Child Protection, Data Protection (GDPR), etc.	Understand the role of governance in clubs and why the law is paramount. A critical area.	Be familiar with each Monday lecture before each live session on Wednesday.
Wed 18th Nov	7 – 8 pm Lecture via MS Teams	Club Constitution / Articles of Association – the foundation of any club.	Understand the club’s critical document and how it is used. A sample constitution will be issued.	Sample documents to be issued and discussed.
Wed 25th Nov	7 – 8 pm	Strategic plan follow-up. Commence work of creation	A follow-up on strategy and how to	Commence work on strategic

	Lecture via MS Teams	of an operational plan.	create an operational plan from strategy.	plan. Lecturer available online to give advice.
Wed 2nd Dec	7 – 8 pm Lecture via MS Teams	Organisational Behaviour and Conflict in Clubs. Diversity and Respect. Case Study 1 and discussion	Learning from real situations while learning how to address difficult people and situations.	Work on strategic plans will be reviewed. Case study can be discussed in teams.
Wed 9th Dec	7 – 8 pm Lecture via MS Teams	Leadership and management in sports clubs. Doing the “Right Thing” and “Doing Things Right”.	Acquire a suite of management skills and be able to distinguish “leaders” from “talkers”. Articles to be issued.	Leadership and management are entirely different genres and must be distinguished.
Wed 6th Jan	7 – 8 pm Lecture via MS Teams	Fundraising and financial management in clubs. Understanding budgets and cash flow.	Understand methods of fundraising and the prudent management of funds. Know how to handle a funding application.	Knowledge of Monday lecture essential for involvement on Wednesday.
Wed 13th Jan	7 – 8 pm Lecture via MS Teams	Health & Safety in a sports club environment. Not just complying with legislation – acting it.	Get an overview of this important area. Know how to write an H&S Statement. Sample H&S documents to be issued.	H&S is a critical area, particularly when various age groups are involved.
Wed 20th Jan	7 – 8 pm Lecture via MS Teams	Promoting teamwork in a sports club setting. Teams and project groups and how to get the best out of them.	Understand team dynamics and the means of building teams. Know about “risky shift” and avoiding same.	Documentation and samples will be issued here. Good teamwork is vital for a club.
Wed 27th Jan	7 – 8 pm Lecture via MS Teams	Managing voluntary human resources in a sports club. Understanding motivation and handling dominant characters.	Understand why people volunteer and why they are motivated. Know how to handle delicate situations.	Volunteers like to be appreciated – conflict can flare if they are not treated properly.
Wed 3rd Feb	7 – 8 pm Lecture via MS Teams	Handling a difficult club situation which is tending to create factions and spread bad feeling. Case study 2 and discussion	Get a view of real situations as they occur in clubs and how such situations can be approached.	The live Wednesday session will be devalued unless Monday lecture is known.
Wed 10th Feb	7 – 8 pm	The vital role of communication in club settings.	Communication, or the lack of it, is at	Submit assignments on this

	Lecture via MS Teams	Introduction to marketing from a club perspective.	the root of most problems. Understand the value of good communications.	date.
Wed 17th Feb	7 – 8 pm Lecture via MS Teams	Marketing the club in a competitive space. Issue sample marketing plan templates. Creation of a marketing plan.	Know how to create a marketing plan for the club – and when and how to use it.	Using the templates given, create an outline marketing plan. Be ready to discuss.
Wed 24th Feb	7 – 8 pm Lecture via MS Teams	Managing conflict and sub-cultures in clubs. Understanding volunteerism. Discovering the people who want to contribute.	Understand the actions and motivations of people in club setting. Recognise how conflict can arise and how to manage it.	Clubs usually reflect human nature and there will always be situations to manage.
Wed 3rd Mar	7 – 8 pm Lecture via MS Teams	The practicalities of running a club operation and its administration, on-site or off-site. Good administration makes an efficient club.	Know how to set up structures, whether in a club office or divided among the homes of members.	Know Monday material so you can contribute on Wednesday.
Wed 10th Mar	7 – 8 pm Lecture via MS Teams	Revision of the club strategic plan and conversion into a practical operational plan. Achieving an understanding of club development by all members of club.	Appreciate the importance of planning in a club situation and how it supports the thinking of committees.	Clubs without plans always end up in confusion and conflict.
Thurs 18th Mar	7 – 8 pm Lecture via MS Teams	A revision of all the aspects of club development and how it should be planned and executed.	Acquire a broad oversight of how clubs work and how well, or not, its structures and processes support development.	Provide participants with results of assignment and give individual feedback.

Notes:

The overall purpose of this programme is to:

- Develop the knowledge, skill-sets and competence of volunteers involved in the everyday operation of sports clubs.
- Provide such volunteers with a knowledge of club management, administration, fundraising and financing models.
- Enhance the ability of club officers and committee members to fully engage in marketing and developing their clubs.

- Provide an oversight of the leadership and management skills required to run an organisation in an evolving environment.
- Certify that the participants have acquired a range of skills and tools which would authorise them to manage a sports club operation.

Programme:

- ❖ The course will run over 20 weeks, commencing on Wednesday 14th October 2020 at 7.30 p.m. (Live lectures via MS Teams)
- ❖ A recorded one-hour lecture will be available from Monday of each week – students will be required to familiarise themselves with these recorded lectures prior to joining the “live” lecture via MS Teams each Wednesday evening at 7.30 p.m.
- ❖ A recording of the “live” (Wednesday) lecture will be made available on the following day.
- ❖ A “slides only” version of the recorded (Monday) lectures will be made available in addition to the recorded version for study purposes.
- ❖ **All participants should have access to a laptop and must have good internet access.**
- ❖ The participants will need to register (enrol) with LIT in order to access the above blended mechanisms – prior instructions will be issued in this regard.
- ❖ Practical case studies and situations based on normal club activities will be used to enhance learning transfer.
- ❖ Practical samples of club foundation documents such as the Club Constitution, Health & Safety Statement, etc., will be issued.
- ❖ Any submissions, such as the Course Assignment, will be seen by the Course Lecturer only and not by any third party.
- ❖ The Course Lecturer (J.J. Killian) will be available online to all participants for the full duration of the course.
- ❖ Each participant on the course will receive an LIT email address – all interactions during the course will be conducted via the LIT email system – personal email addresses will not be used.

J.J. Killian, MBA, FCIPD, FCILT

Lecturer

