Kent County
Amateur Swimming Association

KCASA Development Day Programme

Saturday 4 June 2016

at the Holiday Inn, London Road, Wrotham Heath, Sevenoaks, TN15 7RS

Deadline for bookings to be received is Wednesday 25 May

Room	9.00 - 9.30 Arrival	9.30 - 10.45	10.45 - 11.15 Coffee break	11.15 - 12.45	12.45 - 13.45	13.45 - 15.00	15.00 - 15.15 Tea break	15.15 - 16.45
Room 1	In Main Foyer Welcome tea/coffee	**Workshop A**[1] scUK Safeguarding and Protecting Children (numbers are strictly limited and priority will be given to members of KCASA affiliated clubs)			Lunch Networking opportunities	**Workshop E**[4] Time to Listen		
Room 2		**Workshop B**[2] Judge 2 initial meeting (must be J1 qualified and delegates will need to bring a cheque for £8.00 payable to 'Amateur Swimming Association')				**Workshop F**[2] Judge 1 initial meeting (delegates will need to bring a cheque for £8.00 payable to 'Amateur Swimming Association')		
Room 3		**Workshop C**[3] Team Manager Training (Module 2)				**Workshop G**[3] Team Manager Training (Module 1)		
Room 4		**Workshop D** Club Matters (PAYE issues)				**Workshop H** Sports Systems and Hy-Tek Training Running a Meet		
Foyer		Meet your ASA South East Region or ASA London Regional Club Development Officer (15 min appointments bookable)				Meet your ASA South East Region or ASA London Regional Club Development Officer (15 min appointments bookable)		

Costs:

£10.00 Development Day Attendance Fee which includes refreshments/lunch and covers the cost of one/two workshops/ Regional Representative meeting

£35.00 The Safeguarding & Protecting Children Workshop which includes the £10.00 Development Day Attendance Fee. **Kent London SA** clubs will have an automatic £20.00 per person London Region subsidy applied. **Kent Rural SA** clubs should apply for a 50% bursary from the South East Region which must be applied for and approved by the SER before 4 June 2016. For the SER application form visit http://www.southeastswimming.org/clubs/bursaries/

Notes:

1. This workshop is mandatory for individuals that have regular contact, or periods of intense but irregular contact with children/young people such as teachers/coaches (as defined in Working Together to Safeguard Children 2010) and should be updated every three years. Please note that delegates aged 16-17 years will need to have a parent/carer in attendance as a chaperone.
2. Delegates may not attend both Team Managers Training Modules on the same day.
3. Delegates may not attend both J1 and J2 initial meetings on the same day. Please note that there will be an additional charge and delegates will need to bring a cheque for £8.00 payable to 'Amateur Swimming Association'
4. If attending the Time to Listen workshop, it is essential that delegates have attended an approved Safeguarding workshop, which may be Workshop A.

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KCASA Development Day - Delegate Booking Form - Page 1

Please fully complete this for all delegates - use additional copies of the form as necessary

KCASA Club:	

Delegate 1		**Workshop am**	**Workshop pm**
Forename:	**Surname:**	16-18 years if attending SPC workshop? Y / N	
Phone No:	**ASA No:**		
Email :			
Dietary requirements:			
Mobility restrictions:			
Regional representative meeting (15 mins): Yes No (delete as appropriate)			

Delegate 2		**Workshop am**	**Workshop pm**
Forename:	**Surname:**	16-18 years if attending SPC workshop? Y / N	
Phone No:	**ASA No:**		
Email :			
Dietary requirements:			
Mobility restrictions:			
Regional representative meeting (15 mins): Yes No (delete as appropriate)			

Delegate 3		**Workshop am**	**Workshop pm**
Forename:	**Surname:**	16-18 years if attending SPC workshop? Y / N	
Phone No:	**ASA No:**		
Email :			
Dietary requirements:			
Mobility restrictions:			
Regional representative meeting (15 mins): Yes No (delete as appropriate)			

Delegate 4		**Workshop am**	**Workshop pm**
Forename:	**Surname:**	16-18 years if attending SPC workshop? Y / N	
Phone No:	**ASA No:**		
Email :			
Dietary requirements:			
Mobility restrictions:			
Regional representative meeting (15 mins): Yes No (delete as appropriate)			

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KCASA Development Day - Delegate Booking Form - Page 2

Please fully complete this for all delegates and follow the booking, payment and other details below

Please put a tick ✓ in the appropriate fee column for each delegate and total the amount at the bottom of each column	**Attendance Fee only**	**scUK Safeguarding and Protecting Children Workshop**	
		Kent London SA Delegates (London Region subsidy of £20 per person applied)	**Kent Rural SA Delegates** (£17.50 will be refunded on proof of SER Bursary approval)
Delegate Name	**£10.00**	**£15.00**	**£35.00**
1			
2			
3			
4			
5			
6			
Total			

Booking and payment details:

Bookings and payment can be made using either of the methods below, ensuring you have completed all the required details. If you have more than four delegates, make additional copies of the booking forms as necessary. For the SER Bursary application form visit http://www.southeastswimming.org/clubs/bursaries/.

Contact John King on 07826 928320 or by email john.king@kentswimming.org if you have any queries.

Method 1:

1. Complete and return Page 1 and 2 of this booking form together with a cheque for the total on the summary above
2. Cheques should be payable to 'Kent County Amateur Swimming Association'
3. Post the forms and cheques to: KCASA c/o John King, Aisondel, Sexburga Drive, Minster on Sea, Kent ME12 2LB

Method 2:

1. Complete and scan/photograph Page 1 and 2 of this booking form and email it to john.king@kentswimming.org
2. Transfer the total amount on the summary form above via BACs into the KCASA bank account
3. BACS details:

   Account name: Kent County Amateur Swimming Association
   Account No: 77774108
   Sort Code: 60-21-10

4. Please mark your payment with the name of your club plus the term 'DDay' or if applying as an individual, mark the payment with your first and second name plus the term 'DDay'

Please note that the deadline for this application to be received is Wednesday 25 May 2016