



## COURSE DATES

### Part 1

10 - 14 AUGUST 2020

## VENUE

Royal Automobile Club

89 Pall Mall

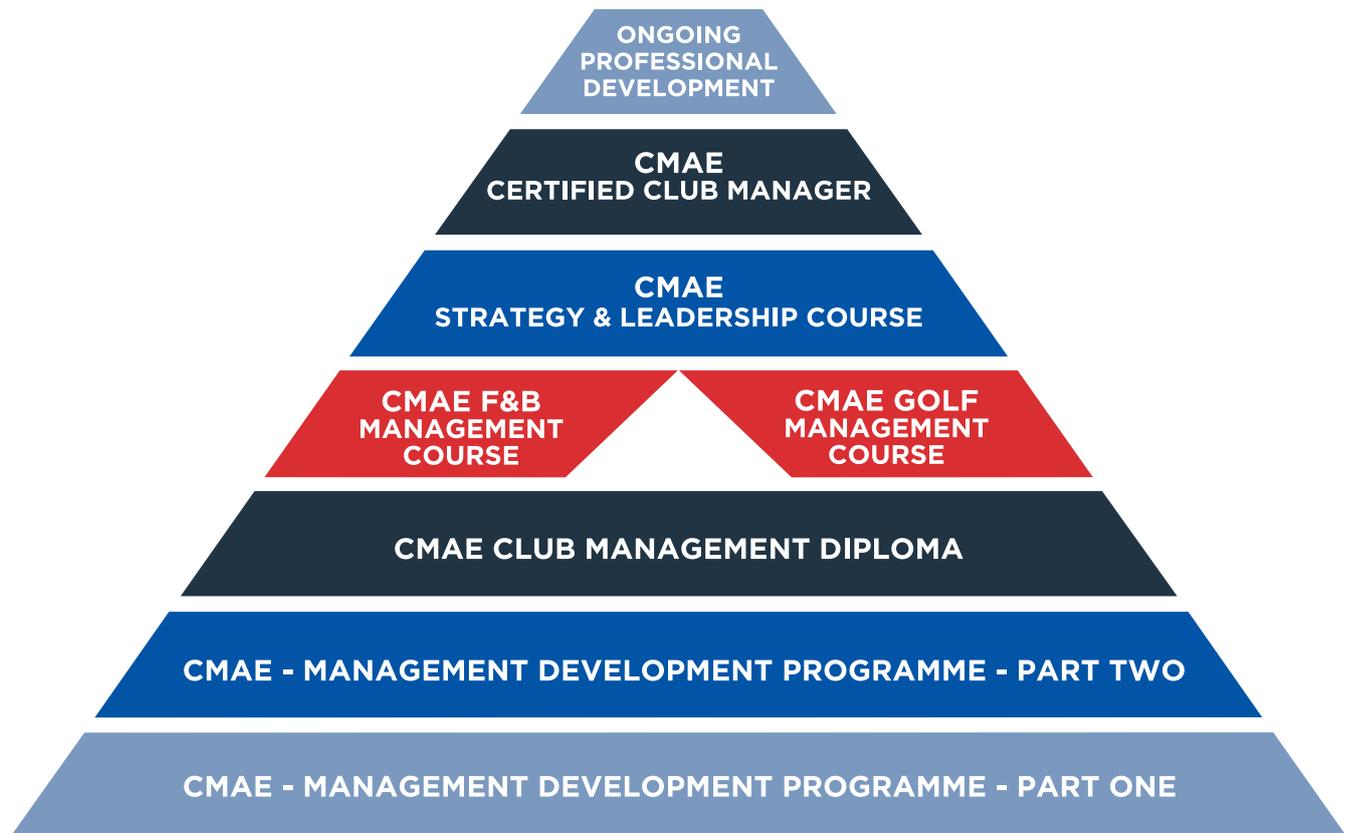
London

SW1Y 5HS

United Kingdom

[www.royalautomobileclub.co.uk](http://www.royalautomobileclub.co.uk)

# MANAGEMENT DEVELOPMENT PROGRAMME



**These courses form the first building blocks for those who wish to work towards taking their CCM exam.**

**Full details can be found by following the link below:  
[www.cmaeurope.org/education/mdp](http://www.cmaeurope.org/education/mdp)**



*Get to the top of your game...*

## OVERVIEW OF PARTS 1 & 2

In these challenging economic times Club Managers are under greater pressure than ever from their committees, owners and members to create and implement business strategies that guarantee the continued success of their clubs.

Club Secretaries/Managers invariably come into the industry with some strong skills sets brought with them from a previous career, and this comprehensive training programme can now supplement these in each of the core competency areas of the modern club manager:

- **CLUB GOVERNANCE**
- **ACCOUNTING & FINANCIAL MANAGEMENT**
- **STRATEGY & LEADERSHIP**
- **SPORT AND RECREATION MANAGEMENT**
- **FACILITIES MANAGEMENT**
- **MEMBERSHIP & MARKETING**
- **HUMAN RESOURCES & PROFESSIONAL RESOURCES**
- **INTERPERSONAL SKILLS**
- **FOOD AND BEVERAGE MANAGEMENT**
- **STATUTORY COMPLIANCE**

### PART 1

Part 1 is a week long course targeted in particular towards those managers who are either new to a post, recently appointed or simply want to enhance their knowledge so that they may better serve their club committee, owners and members. At the end of the week, those taking the course will have an excellent grasp of the basics in every area of club business, and will have established a valuable network of support for their career in this industry.

### PART 2

The Part 2 course is also a week long and builds on the foundations of Part 1 to focus on strategic and business planning, performance and service standards, and the professional and communicative skills to develop every aspect of both the individual's performance and that of their club. At the end of Part 2 there is an optional examination to attain the CMAE Diploma in Club Management.



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# PART 1

## COURSE CONTENT

The curriculum and learning outcomes have been provided by the Club Managers Association of Europe and this training course is endorsed by the Club Managers Association of America as part of the educational pathway to the Certified Club Manager (CCM) qualification.

### PRIVATE CLUB GOVERNANCE

The structure, the process and the politics. You will explore best practice in this area and discover the common traits of the most effective volunteer committees.

### MARKETING IN PRIVATE CLUBS

Gone are the days when a club could afford to ignore the opportunities presented by effective marketing campaigns. Whether your club is aiming to recruit members or attract visitors, this course will give you the basics of that plan, considering current trends, modern social media and the use of demographic tools.

### STATUTORY COMPLIANCE & RISK MANAGEMENT

To help you sleep peacefully at night you need to know that you have all the basics covered with regard to Health & Safety, Employment Law and many other legal hurdles facing your club. Experts, familiar with private clubs in each of these areas of law, will be on hand to give you the knowledge that will help keep you and your Club out of court.

### THE FOOD & BEVERAGE BASICS

Whether your operation is in house or outsourced, there is far more Member focus on this area of the business than ever before. Gaining knowledge of stock control, menu construction, bar set up and industry standards will enable you as a modern manager to balance the conflicting demands of delivering great food and beverage with achievable financial results.

### INTRODUCTION TO CLUB ACCOUNTING AND BUDGETING

Financial Management is the most common competency area to trip up a Club Manager. This session will begin to build your knowledge, credibility and most importantly confidence so that you are better prepared to handle financial statements such as the profit & loss, balance sheet and budgets.

### THE IMPORTANCE OF SERVICE IN PRIVATE CLUBS

In this competitive environment there is always a competitor willing to look after your customers. You will learn how to guide your staff so that they react correctly to the many opportunities they have to impress a customer each year, and to remind members why they should renew their subscription for the following year.



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## **MANAGEMENT & DELEGATION**

There is only one of you, so how can you create a supportive environment to help manage change in your club? You will learn what are the do's and don'ts of effective delegation in a club.

## **EFFECTIVE STAFF MANAGEMENT WITHIN A CLUB**

Managing staff in a club environment is especially challenging but is the key to high performance & member satisfaction. You will learn sound HR principles and management skills to support you in this goal.

## **FACILITY MANAGEMENT**

Often overlooked until it is too late, your facilities need to reflect the short and long term aspirations of your club, taking into account customer demand, safety, legal requirements, financial restraints and many other factors. Learn to plan for the future through a combination of maintenance and capital investment programmes.

## **CREATING A MEMBER EVENT AT YOUR CLUB THAT WON'T HAVE TO BE CANCELLED**

"We put on these great events, and nobody comes!" You will be told the ten key ingredients to a successful event at your club.

## **CAREER DEVELOPMENT AND PROFESSIONALISM**

We are lucky to work in places where our customers choose to spend their leisure time, but despite that fact, job satisfaction can be hard to find. We will establish how to obtain the correct training and focus to cement the trust of your committee and your members.



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# VENUE



## Royal Automobile Club

**89 Pall Mall, London,  
SW1Y 5HS**

The Royal Automobile Club is one of the world's foremost private members' clubs, offering first-class facilities across two distinctly different clubhouses, built on the foundation of being the United Kingdom's oldest motoring organisation.

The Pall Mall clubhouse, set in the heart of the St James's area of London, provides a welcoming sanctuary from the bustle of the capital city. With a fine choice of restaurants and bars, a unique range of accommodation, private dining and sporting facilities, as well as one of the finest swimming pools in London, there is something for everyone.

The Woodcote Park clubhouse and estate, set in 350 acres of beautiful Downs countryside in Surrey, features two 18-hole golf courses, four squash courts, six floodlit tennis courts, a modern gym, an indoor swimming pool, treatment rooms, restaurants, bars and accommodation.



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# TESTIMONIALS

“Thank you, I have developed an informal peer support network that I am sure will be valuable to me in the coming years.”

“I got a brilliant response back at my club to what I have learned. It was intense, hard work at times but a lot of fun and very entertaining. I learned so much, gained new friends and contacts that I know will help me for years to come. Thank you.”

“Invaluable insight, fun, professional, for life network – priceless.”

“Lit my fire and left me with a burning desire to go ahead and continue to develop as a manager and enable me to drive my club forward.”

“Excellent platform for developing effective professional management at golf clubs in Scotland and ultimately ensuring a successful future for golf in Scotland. Thank you.”

“A one-stop shop that covers all areas of golf club management”

“Educational & Entertaining. A must for Club Managers of any age!”

“A great insight in to the breadth of skills required to be a club manager of the future.”

“Anybody not undertaking the course is at a clear disadvantage in the industry.”

“Fully recommend it, amazing, loads of information to think about and you can digest, think about it and put it into action”

“I learned more in one week than in 5 years of college”

“What a great week of information overload!”

“Of benefit to people about to start as well an aid to people already in post”

“The future and possibly saviour of golf clubs in the UK and Ireland”

“To meet so many likeminded people who have the same desires and issues, with whom we can discuss and find the best way forward – superb!”

“Education is the key to success. If you want to have a successful club and career, this is the best place to start.”

“What a week, the amount of information was just phenomenal! My head feels like it’s going to explode, so I’ll take the weekend to relax. Next week I’ll start looking at the information I’ve been given. I’m sure it will last for years and years to come and help me in my career.”

“The week provided me with the confidence and knowledge to take back a bit more control at the golf club.”

“This week has proven to me yet again that the learning journey is never over.”

“Thought provoking - if you are not doing this course, what are you doing?”



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# PRESENTERS

The MDP pathway has been designed by the club industry for the club industry. The curriculum is delivered by external specialists with a history of working in the club industry and experienced qualified Club Managers.

## PRESENTERS FOR MDP PART 1 INCLUDE:

Bill Sanderson	Business Consultant	bill@thebusinessperformancecoach.co.uk
Steven Brown	InnFormation	herinn@aol.com
Duncan Ritchie FCA	Finance Consultant	ds_ritchie@hotmail.com
Kevin Fish	Industry Professional	kevin@ccl.services
Torbjörn Johansson	CMAE	torbjorn.johansson@cmaeurope.eu

*Presenters subject to availability*

# PRICE

Course	Dates	FULL	MEMBER
Part 1	10 - 14 August 2020	£1650	£1500

This is a residential programme, with accommodation provided as part of the course.



**WITH THANKS TO OUR SPONSOR**  
These courses are generously supported by Circle Club whose sponsorship allows us to subsidise the courses to make them affordable to all.

## CANCELLATIONS & AMENDMENTS TO YOUR BOOKING

- All requests for cancellations and/or transfers must be received in writing.
- Changes will become effective on the date of written confirmation being received.
- The appropriate cancellation charge will be applied to the cost of your booking, as shown below.
- Any extenuating circumstances will be considered, at CMAE's discretion.

CALENDAR DAYS NOTICE BEFORE THE START DATE OF THE COURSE	REFUND APPLICABLE
29 calendar days or more	Full refund minus a £30 plus VAT administration fee
Between 15 and 28 calendar days (inclusive)	50% refund minus a £30 plus VAT administration fee
Between 1 and 14 calendar days (inclusive)	No refund will be given
Failure to attend	Treated as late cancellation and no refund given

- In the event that an individual named on the booking form cannot attend, we will accept substitution of another delegate on the condition that written notification of the substitution has been received by us prior to the course date and an administration fee of £30 plus VAT has been paid.
- If the individual named on the booking form is unable to attend, and cannot or does not wish to transfer their place to another individual, then a part of the fee paid (after deduction of any relevant cancellation fee) may be accepted as payment towards a place on the same or another course that takes place within 12 months following the originally booked event.



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# BOOKING FORM

## MANAGEMENT DEVELOPMENT PROGRAMME



**NAME:** (BLOCK CAPITALS PLEASE)

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**CLUB:** (BLOCK CAPITALS PLEASE)

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**POSITION AT CLUB:**

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**CONTACT TEL:**

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**E-MAIL:**

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**CMAE MEMBERSHIP No:**

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**PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:**

**PART 1 - MANAGEMENT DEVELOPMENT PROGRAMME**  
10 - 14 AUGUST 2020

**PLEASE SELECT RELEVANT PRICE OPTION:**

**FULL RATE RATE £1650**  
INCLUDES COURSE, CMAE MEMBERSHIP, 4 NIGHTS ACCOMMODATION

**MEMBER RATE: £1500**  
INCLUDES COURSE, 4 NIGHTS ACCOMMODATION

**SUNDAY NIGHT ACCOMMODATION SUPPLEMENT - £100**  
PLEASE LET US KNOW IF YOU REQUIRE ACCOMMODATION ON THE SUNDAY NIGHT

**FRIDAY NIGHT ACCOMMODATION SUPPLEMENT - £100**  
PLEASE LET US KNOW IF YOU REQUIRE ACCOMMODATION ON THE SUNDAY NIGHT

**PAYMENT METHOD:**  **CHEQUE**  **BACS**  **INVOICE TO CLUB**

**Bookings are not guaranteed until payment is received in full.  
Please read the information on cancellations and amendments on page 8.**

**TO BOOK, PLEASE RETURN BOOKING FORMS TO:**

Debbie Goddard  
Association Manager - CMAE  
1b Bagshaw Close  
Ryton on Dunsmore  
Warwickshire, CV8 3EX  
Tel: +44 (0) 2476 692359  
Email: [debbie.goddard@cmaeurope.org](mailto:debbie.goddard@cmaeurope.org)

## **RULES OF ATTENDING AN MDP FOR CMAE**

When attending a Manager Development Programme for CMAE there is a demand of being present in the room during the 5-day programme. A delegate needs to attend each session in order to get credits for the entire week.

### **Expected circumstances**

If a delegate knows that he/she will be away for between 1-180 minutes, he/she needs to inform the facilitator before starting the course on day 1. It could be communicated with the CMAE office and in certain cases rules could be agreed upon between CMAE and the delegate to make up for the lost time due to the expected circumstances. More than 180 minutes will be dealt with on individual basis depending on what day of the week and the content of that day. Decision will lie with Director of Education.

### **Unexpected circumstances**

As problems/issues can happen during 5 days (or before and after), the delegate might have unexpected circumstances with health issues, transport or family problems that must be dealt with. In those occasions, MDP facilitator will be responsible to make a plan together with the delegate to solve any issues that might occur from this unexpected issue.

### **Leaving early / Arriving late**

CMAE is running a 5-day-programme and you are expected to attend from start to finish. The delegate must look at the starting time as well as the finishing time and is not allowed to leave early (or arrive late) because of then disturbing the education and all delegates on the course. If something is planned – see “Expected circumstances”. Travel problems – see “Unexpected circumstances”.

### **Consequences of not attending**

If for any reason not communicated before or see “unexpected circumstances” the delegate misses more than 10% of the content, he/she will not get the certificate for the week.



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## **BENEFITS OF CMAE MEMBERSHIP**

### **Eligibility to gain the Club Management Diploma and coveted Certified Club Manager (CCM) designation**

Only CMAE members can apply to sit the Club Management Diploma and CCM exams, and in doing so, join the elite group of club managers from all over the world that have demonstrated a detailed and in-depth knowledge of their chosen profession.

### **Access to education opportunities**

The CMAE, together with our regions and affiliate partners across Europe regularly stage one and two-day educational events, from workshops and seminars to conferences. CMAE members will enjoy being welcomed at any of these events, giving access to an unrivalled network of educational opportunities.

### **Biannual conferences**

CMAE organises a biannual conference for its European members to compliment the annual CMAA World Conference. In 2016 our Annual Conference will be held in London in conjunction with CMAA's BMI International event. In addition, CMAE members who are MDP delegates gain complimentary registration to the CMAA World Conference which represents a saving of \$950!

### **The Global network of club managers**

Membership of CMAE gives you the chance to meet and build relationships with colleagues doing the same jobs at clubs all over Europe, and also in the USA, Canada, South Africa, Australia, China and other regions of the world. These relationships can be, not only personally beneficial, but also for members of your club. You can help them perhaps visit and experience some of the great clubs of the world, and this will assist you, as their club manager, to establish yourself as the professional club manager and the source of expertise and knowledge in your field.

### **Members' zone on CMAE website**

Our members' zone on our website allows members to track their education credits as well as using it as an educational resource to access a host of 'best practice' articles, white papers and benchmarking articles on club operational procedures. industry matters.

### **Online Business Networking and Support**

We invite all CMAE members to participate in our business networking group in LinkedIn – exclusively for CMAE members. This group will enable you to share thoughts and ideas with other CMAE members, ask for help and support or start discussions and debates on issues of the day.

### **CMAE e-newsletter**

All CMAE members receive ClubNetworker, our monthly e-newsletter which is packed full of information and news about the activities of the CMAE, regions and affiliate partners, industry news and jobs, events diary and much more.

### **Clubhouse Europe Magazine**

CMAE members receive a free hard copy of our quarterly magazine, Clubhouse Europe which has the latest industry updates and advice.

### **Career opportunities service**

With the help of our partners, Colt Mackenzie McNair, CMAE provides members with access to job opportunities, careers advice and most recently, the ability to advertise for staff free of charge on the web.

### **Access to other clubs**

Perhaps one of the most under-valued benefit is that, as a CMAE member, you will be welcomed at the vast majority of clubs around the world.

*Get to the top of your game...*