

## Satellite Club Guidance Notes 2019-20

The Satellite Club Guidance notes have been designed for organisations considering the development of new sessions for 11 to 25-year olds. Table Tennis England receive funding from Sport England to support in the development of these new sessions.

These notes provide the following information;

1. Introduction to Satellite Clubs
2. Funding Criteria
3. Funding available
4. Application process
5. Preparing your application
6. Application Deadline
7. Monitoring and Evaluation
8. Table Tennis England support for satellite clubs
9. Hints and tips for writing a strong application
10. Useful links

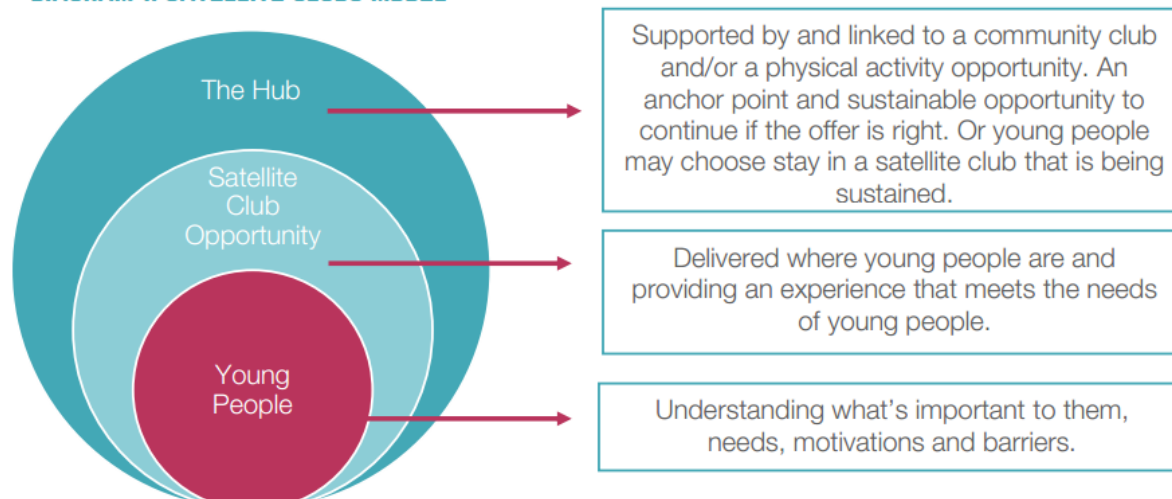
### 1. Introduction to Satellite Clubs

Satellite clubs are local sport and physical activity clubs that are **designed around the needs of young people age 11-25** and provide them with **positive, enjoyable experiences** that make it easy for them to develop more **regular activity habits**.

Supported by or linked to a local table tennis club or physical activity opportunity (The Hub), satellite clubs should **support young people at points of disruption in their lives**. For example, around adolescence, when attitudes to sport and physical activity often change, or transition points between school and college when young people are most at risk of drifting away from taking part in regular sport and physical activity.

Satellite clubs should be tailored to **meet the different motivations and needs of young people**, particularly those who are less active or at risk of falling out of sport.

**DIAGRAM 1: SATELLITE CLUBS MODEL**



Understanding **what is important to young people** and what their needs and wishes are is the first step when developing a satellite club opportunity.

Satellite clubs **can be developed in a variety of venues** such as community centres, schools, village halls and even your own club venue, so long as this is a new session targeting new participants. Applications to develop sessions in new and innovative spaces are also welcome!

## **2. Funding Criteria**

### **Primary Criteria**

In order to ensure that satellite club opportunities are able to reach those who do not regularly play table tennis and/or those groups of young people who are often underrepresented in sport, all applications must look to achieve **at least** one of the following;

- Sessions offering new ways to engage and retain women and girls in table tennis
- Sessions offering innovative ways of improving Club experience for young people eg bringing music to sessions, allowing young people to lead part of the sessions, providing an opportunity for different types of competition formats throughout, ensuring your session meets the motivations of young people by understanding the reasons they come along etc.
- Sessions seeking to encourage regular participation among less active young people and/or young people with a disability.

In addition to the above, applicants must also demonstrate how they will ensure the sustainability of sessions beyond the initial funding period.

*For more ideas and information on how you can create a great experience for young people, take a look at the links in section 10.*

### **Secondary Criteria**

Applications will also be scored on the following criteria. Applicants meeting the below will achieve a higher score and therefore are more likely to be successful;

- PremierClubs
- Clubs with Clubmark
- Clubs involved in the Be TT programme
- Applicants looking to develop sessions in areas of higher deprivation

### **3.Funding Available**

Clubs can apply for up to £850 to deliver a minimum 30-week programme.

There may also be an opportunity for successful applicants to access an additional £200 to support workforce and volunteer development. Further information on this will be released in due course.

### **4. Application Process**

All applications should be submitted using the following Google form;

<https://forms.gle/cgwrFnDbrkF5UWi27>

Successful applicants will be required to sign a service level agreement in order to receive funds.

### **5.Preparing your Application**

To help you to prepare your application, please be ready to answer the following questions;

Section 1: About your club and contact details;

- Questions about your Club / Organisation, including name and postcode.
- Contact details for your project lead

Section 2: Satellite Club Details

- For each new session you wish to develop, please be prepared to provide;
  - o Venue address, including postcode
  - o Target age group for the session
  - o Proposed start time and date
  - o Details of the target audience

Section 3: Project Overview

- Briefly outline the aims of your project, including any risks that may be involved
- How do you know there is local need for your project?
- How will you ensure the sessions are suitable for the target audience?
- Will you be working with any partners to deliver this project?
- How will you ensure sessions are sustainable and able to continue beyond the initial funding period?
- Anticipated reach of project, including how many young people involved

Section 4: Funding your Satellite Clubs

- Details of how much funding you wish to apply for, and how this will be spent
- Details of any partner funding or in-kind items you have secured for the project

The application form can be found here; <https://forms.gle/cgwrFnDbrkF5UWi27>

**The deadline for applications is 5pm on Friday 31<sup>st</sup> May 2019.**

## **6.Application Deadline**

Applications will be accepted until 5pm on **Friday 31<sup>st</sup> May 2019**.

Applications will then be reviewed and scored against the criteria outlined on page two with decisions confirmed by **Friday 14<sup>th</sup> June**.

## **7.Monitoring and Evaluation**

Monitoring and evaluation is key to demonstrating the impact of the satellite club programme and so there are some basic requirements that those receiving funding must adhere to. Satellite club deliverers are required to provide;

- Basic participant data for all participants
- Session registers
- Case study to help share best practice

Satellite clubs should provide a new longer-term opportunity for young people. As such, Table Tennis England will need to collect basic monitoring information for your club following the funding year, up until March 2021.

**Monitoring information will be required twice per year for the first year, and once per year thereafter. To make this as simple as possible, successful applicants will receive tools and templates to help capture the relevant information.**

## **8.Table Tennis England support for Satellite Clubs**

All new satellite clubs will receive a welcome pack including;

- Resource cards with fun ideas for your sessions
- Monitoring and reporting templates
- A series of best practice examples and ideas for your satellite club

In addition to the welcome pack, you will also have a National and local point of contact for advice and guidance if required.

## **9.Hints and Tips for writing a strong application**

1. Research the needs and wants of your target audience to ensure you can clearly outline the need for your project within your application.
2. Tap into Table Tennis England and partner resources designed to help engage less active participants and women and girls (see 'useful partner links' below)
3. Carefully consider the criteria outlined within this document and be sure to highlight how your project meets these.
4. Reach out to your local Table Tennis England Development and Volunteering Officer to discuss your project

## **10. Useful Links**

**Table Tennis England** – Our series of Good Practice Guides have been developed to help share Club and League experiences in the following areas; engaging women & girls, developing shorter format leagues and providing great player & volunteer experiences.

These can be viewed here; <https://tabletennisengland.co.uk/clubs/clubs-guidance/bett/good-practice-guides/>

**Sport England Club Matters** – for hints and tips on Club Experience, Inclusivity, Women and Girls and community engagement

<https://www.sportenglandclubmatters.com/club-people/members-participants/>

**UK Coaching** – for resources specifically designed to support coaches coaching young people

What makes your session unmissable? <https://www.ukcoaching.org/resources/guides/what-makes-your-session-unmissable-for-young-people/>

What Motivates Young People to be Active?

<https://www.ukcoaching.org/resources/guides/what-motivates-young-people-to-be-active>

How to Coach Young People When Life Changes

<https://www.ukcoaching.org/resources/guides/how-do-you-coach-young-people-when-life-changes>

**Activity Alliance** – the Inclusion hub has been developed by the Activity Alliance to help sports clubs include more disabled people within their activities.

<http://inclusion-club-hub.co.uk/#>