

MID ONLINE PROGRAMME IN CLUB MANAGEMENT

Would you like to pursue a career in Club Management and get your Certified Club Manager (CCM) designation?

Gain exposure to the intricacies of club management through the Manager in Development (MID) programme?

The Manager in Development Online Programme (MID) was first introduced in 2000 as a mentor/mentee program to educate entry and mid-level managers through exposure to diverse departments within a club operation.

The MID programme is offered online in 12 modules that present information about specific topics in accordance with CMAA's 10 competency areas and candidates study part time as 'mentees' under the professional guidance of a qualified CCM mentor, who signs off their modules, portfolios and projects. Portfolio work is submitted on a regular basis and requires candidates to answer case study work related to various departments within the club. This course carries 60 CPD credits.

There are 12 MID modules, and they are divided into 3 MID specialisation areas:

MID Certificate of Specialisation: Club Management Essentials

Club Governance and Organisation

Financial Management

Communication and Interpersonal Skills

Careers in Club Management

MID Certificate of Specialisation: Club Operations

Food Operations

Beverage Operations

Facilities Management Practices

Club Training Principles and Practices

MID Certificate of Specialisation: Club Leadership

Club Leadership Principles

Golf, Sports and Recreation Management

Human Resources Management

Marketing Principles and Membership
Development

A Specialisation Area
8 CMASA Education Points
Entire Program
24 CMASA Education Points

PROGRAMME PROCESS

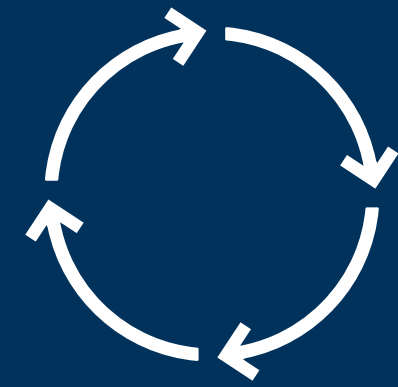
2024 MID Programme Cycle [New process - See bottom of page 2]

- The MID programme will be broken into four Cycles per year.
- Each Specialisation Area can be completed in a 12 month cycle.
- All MID students will start the selected module at the beginning of each cycle.
- Each module must be completed in 3 months.



Each Cycle:

- Welcome Webinar
- Mid Cycle Mentor hosted Webinars
- Complete all the online videos while working through the Portfolio.
- Submit your Portfolio to your Mentor by end of the cycle.



Mentor WhatsApp Groups

Please reach out to your mentor if you have not received the WhatsApp Group invite.

This group is a valuable tool for MID students to share information and experiences, as well as encourage each other to the end.



Tips

- Create a study plan for the upcoming three months
- The recommended study time per a week is a minimum of 4 hours
- Reach out to your mentor if you are stuck with any of the course content.
- Make use of the experts within your club from various departments.



Login to CMAA

[Login details will be sent to you from education@clubmanagement.co.za]

- Training Center
- My Courses
- Select MID
- Select Module
- Download Textbook - Save to PC
- Download Portfolio - Save to PC



Simultaneously work through:

- Online videos
- Textbook
- Portfolio [workbook]



Submit to your Mentor:

- Completed portfolio for marking
- Confirm you have 100% completed all online videos. [CMASA to verify]

Mentor to submit signed affidavit and portfolio to CMASA
CMASA to submit affidavit to CMAA



MID CYCLE 2024

JAN-MAR

**January:
Welcome Session**

**Mid February:
Mentor Webinars**

Club Management
Essentials:
Club Governance &
Organisation

Club Operations:
Food & Beverage

Club Leadership:
Club Leadership Principles

APR-JUN

**April:
Welcome Session**

**Mid May:
Mentor Webinars**

Club Management
Essentials:
Financial Management

Club Operations:
Beverage Operations

Club Leadership:
Golf, Sports & Recreations
Management

JUL-SEP

**July:
Welcome Session**

**Mid August:
Mentor Webinars**

Club Management
Essentials:
Communication &
Interpersonal Skills

Club Operations:
Facilities Management
Practices

Club Leadership:
Human Resources
Management

OCT-DEC

**October:
Welcome Session**

**Mid November:
Mentor Webinars**

Club Management
Essentials:
Careers in Club
Management

Club Operations:
Club Training Principles &
Practices

Club Leadership:
Marketing Principles &
Membership Development



CMASA

CLUB MANAGEMENT ASSOCIATION OF SOUTHERN AFRICA

Reshaping the future of the Club Industry

Reshaping the future of the Club Industry

Manager in Development Programme—Application Form

Mentee Name:		Mentor Name:	
Mentee Club :		Mentor Club:	
Mentee Email :		Mentor Email:	
Mentee Cell Number:			

Purchase options can be made per module, per specialization, or for the entire programme.

See details below and please mark which option you are signing up for.

Individual Module [3 CMASA Education Points per module]

<input type="checkbox"/>	Careers in Club Management Module	<input type="checkbox"/>	Communication and Interpersonal Skills Module
<input type="checkbox"/>	Financial Management Module	<input type="checkbox"/>	Governance - Club and Organization Module
<input type="checkbox"/>	Beverage Operations Management Module	<input type="checkbox"/>	Club Training Module
<input type="checkbox"/>	Facilities Management Module	<input type="checkbox"/>	Food Operations Management Module
<input type="checkbox"/>	Golf, Sports & Recreation Management Module	<input type="checkbox"/>	Human Resources Module
<input type="checkbox"/>	Leadership Principles Module	<input type="checkbox"/>	Marketing Module

Specialization [8 CMASA Education Points per specialization]

Club Management Essentials Specialization
 Careers in Club Management Module | Communication and Interpersonal Skills Module
 Financial Management Module | Governance - Club and Organization Module

Club Operations Specialization
 Beverage Operations Management Module | Club Training Module,
 Facilities Management Module | Food Operations Management Module

Club Leadership Specialization
 Golf, Sports and Recreation Management Module | Human Resources Module
 Leadership Principles Module | Marketing Module

Entire Programme [24 CMASA Education Points]

Payment options:

Invoice will be raised for your chosen option and payment to be made directly into CMASA’s account.

Banking details will be on the invoice. Only once proof of payment is received will you be activated.

Signature of applicant: _____

Date : _____



CLUB MANAGERS ASSOCIATION OF AMERICA

For CMASA OFFICE USE ONLY:

Payment received :

Applicant Activated :

