

The Steps to Starting a New Club



Meath Local Sports Partnership 2014

The Steps to Setting Up?

1. Do your Homework / Research
2. Convene a public meeting
3. Take a decision – agree the level at which you will commence
4. Elect your club committee
5. Hold first regular meeting of committee
6. Organise a recruitment evening for members and volunteers
7. Affiliate to the appropriate governing body for your sport
8. Put appropriate insurance in place
9. Commence training for the sport
10. Commence participation for organised activities for the sport

1. Do Your Homework / Research

- **Why do advanced homework before calling a public meeting?**
- To get all facts on the table in order to make an informed decision before setting up
- **Who should we look to for the information?**
- Your Local Sports Partnership for general information and further referrals
- The national governing body of your sport of interest
- A local or regional development officer for the sport (the governing body will likely refer you to the best person)
- An experienced officer from the local County Board or regional body for the sport
- **NB** – Try to have a representative of the governing body for the sport attend the general meeting to help answer any queries raised

1. Do Your Homework / Research

- **What information needs to be gathered?**
- How does the sport operate?
- What are its seasons?
- What age groups and genders are catered for?
- Is there grading?
- How is it structured from the local to national level, and indeed international as appropriate
- What costs is a club likely to incur throughout the year (affiliation, insurance, entries, transport etc)

2 Convene a Public Meeting

- *Note: “The purpose of calling a public meeting is to ensure there is adequate local support to set up a club and to ensure a committee can be put in place to progress the club”*
- **BEFORE THE MEETING**
- Arrange for a venue, date and time for the meeting
- Ensure that adequate time is given to public the meeting (at least 2 weeks)
- Choose a day and time that you feel you will result in the best turn out
- Publicise the meeting widely. Include if possible shop window posters, flyers into local schools, a note in the local parish newsletter, messages to friends online etc
- **Above all, talk to others** about the idea of starting a club and encourage them to attend – **there is no substitute for word of mouth**
- Try to get a representative from the governing body for the sport to attend

2 Convene a Public Meeting

- **ON THE NIGHT OF THE MEETING**
- Be in good time to arrange the room
- Organise tea / coffee if possible
- Meet with the representative of the governing body in advance of members of the public arriving and agree agenda for the meeting
- Greet people who arrive and make them feel welcome and comfortable
- Take the lead in getting the meeting under way
- Retain local ownership and responsibility for the meeting (i.e. do not continually refer matters to the representative of the governing body or give the impression that the meeting is called on its behalf)
- Keep the agenda focused (see possible agenda below)
 1. Welcome & Introduction (why I have called this meeting)
 2. Address by representative of the governing body – Q & A
 3. Show of interest from people that would join a committee
 4. Election of officers
 5. Arrangements for first ordinary meeting to progress club

3 Take a Decision to Proceed?

- Before meeting thought should be given to what minimum level of local commitment will be required before proceeding with setting up a club
- How many committee members will you need
- At what level will you commence based on the support available (e.g. number of teams to be trained in first year, age groups etc)
- Better to defer establishing club than get it off on the wrong foot

4 Elect Your Club Committee

- Know and explain officer and committee roles before an election (see appendix)
- Minimum number of club officers should be 4 (as below)
 1. Chairperson
 2. Secretary
 3. Treasurer
 4. Child Welfare Officer
- Other officer roles can include
 1. Vice Chairperson
 2. Assistant secretary
 3. Club Registrar
 4. Delegates for county or regional meetings

5 Hold First Regular Meeting of Committee

- First committee meeting should happen relatively quickly after the meeting to establish the club and should focus on the immediate matters of getting it up and running
- Write a check list of matters to be dealt with and circulate to everyone at the meeting
- The list below is a sample:
- List of lots of nitty-gritty's

6 Organise Recruitment Evening

- Widely Publicise plans for a recruitment evening for members and volunteers
- Draw up a membership form which will contain the information you will need for your dealings with the governing body (see sample template)
- Ensure that membership fees and any other financial commitments are publicized in advance of meeting
- In recruiting volunteers be clear as to what roles you need them to do

7 Affiliate to Your Governing Body

- Ensure you maintain contact with the relevant governing body throughout the establishment of your club
- Ensure that you have received all relevant document from the governing body (e.g. guidelines for membership, membership application forms etc)
- Ensure that you know all financial payments that will need to be made to the governing body, locally and nationally, for membership (e.g. national affiliation fee, affiliation fee to local structure, membership fees for individual members, insurance contributions etc)
- Submit all paper work as soon as possible
- **NB – Ensure that you keep copies of all correspondence, applications for membership, payment of club and individual fees to the governing body**

8 Put Appropriate Insurance in Place

- Many governing bodies have national insurance policies that its individual clubs are obliged to sign up to
- Ensure that you clearly understand what is covered under the insurance policy
- Determine if additional insurance is needed and obtain quotes from companies / brokers

9 Commence Training for the Sport

- Ensure that you have secured your training venue with a consistent time slot
- Ensure that coaching roles are assigned and rota of volunteers / helpers is in place
- With respect to children, ensure that declarations are in place in the absence of full Garda vetting and ensure that all volunteers have filled a Garda vetting form
- Notify club members of training dates
- Keep a record of members attending training
- With respect to children ensure that the club has a policy in relation to the collection of children

10 Commence Participation in Activities

- All your efforts are leading up to the first day that members from your new club step out to represent their community
- Ensure that your entries are made in good time
- Make the necessary arrangements for your team to arrive in time to register, warm up etc
- Above all, try to ensure everyone enjoys themselves so that they will continue in sport