



Starting a Club

ATHLETICS NSW

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Starting a club

Are you looking to start an Athletics Club? The following steps are a basic guide as to how you can go about setting up a Club:

- Research and assess demand for the club
 - o Although people may feel like a new club is needed, this isn't the only reason to create a club. There needs to be enough demand so the club is likely to survive.
 - o There are many ways to gauge demand for a new club, the best and easiest is to conduct a survey. Seeking assistance from local businesses and community facilities, along with social media.
- Think about how many potential members the club might have and where they will come from
 - o This can be a question you ask when surveying the local community, and will also be represented by how much demand there is
- Promote the idea of forming a club and raise awareness in the community
 - o Promoting the idea of the club can be done through social media and through local businesses and community facilities
- Call a public meeting
 - o If everything still points to a level of support, call a public meeting.
 - o Details of the meeting can be sent out through local papers, community service announcements, notice at community facilities, social media, personal invitations to key stakeholders and to respondents to the initial survey
- Hold your first general meeting of the committee and potential members
 - o To ensure meeting success you should give at least a week's notice and keep an accurate record of the meeting including a record of all motions and a summary of discussions
 - o The purpose of this meeting is to determine whether to establish a club, elect a committee and determine whether to incorporate or not
- Establish links with organisations that may be able to help you, like your local council or State Sporting Organisation
 - o Contact your local council as they may have a recreation or club development officer
 - o Contact Athletics NSW if you want to proceed with becoming an affiliated club
- Consider any legal issues you may need to address before forming your club
 - o Determine whether you want to incorporate
 - o Develop a set of model rules or a constitution
 - o Open a bank account
 - o Determine any other legal issues, including food safety, contracts, liquor licencing, taxation, Working with Children Check etc.
- Advertise for members
 - o Again, tapping into local businesses and local facilities
 - o Word of mouth
 - o Advertising on social media

Adapted from Australian Sport Commission 'Starting a Club'.

Top 10 Tips to Start a Club

1. Spread the work to eliminate stress on club committee members
2. Hold regular meetings and follow through with decisions at these meetings
3. Maintain accurate minutes of meeting, financial records and list of members
4. Organise a permanent mailing address and phone number so all correspondence goes through the same person
5. Look after existing members and volunteers, and establish a plan to recruit new members and volunteers
6. Provide position descriptions for all committee and volunteer positions
7. Communicate regularly with all members
8. Encourage members to become an accredited coach and/or official
9. Develop an annual budget
10. Acknowledge and recognise your volunteers

Adapted from MTBA 'How to Start a Club'

Resources

Australian Sports Commission Club Development Resources:

https://www.ausport.gov.au/supporting/clubs/resource_library

NSW Fair Trading – Incorporating an Association:

http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/Incorporating_an_association.page

NSW Fair Trading – Before Incorporating a New Association:

http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/About_associations/Before_incorporating_a_new_association.page

Sports Community – Templates and Checklists:

<https://sportscommunity.com.au/club-member-category/templates-and-checklists/>

NSW Office of Sport – Running Your Club:

<https://sport.nsw.gov.au/clubs/ryc>

NSW Office of Sport – Governance:

<https://sport.nsw.gov.au/clubs/ryc/governance>

NSW Office of Sport – Legal Issues:

<https://sport.nsw.gov.au/clubs/ryc/legal>