

# *Step by Step...* to starting a new club



A guide for sport and recreation clubs and associations in Western Australia.



Department of Sport and Recreation  
Government of Western Australia

## Frequently Asked Questions

### *Do we have to have a written constitution?*

No. But it is more businesslike and it does ensure that you define your objectives and you can become incorporated.

### *How do we write a constitution?*

The Department of Sport and Recreation publication *Establishing Your Club Constitution and Becoming Incorporated* provides you with a step-by-step guide to establishing your constitution.

Further information can be found at [www.docep.wa.gov.au](http://www.docep.wa.gov.au) or by contacting the Department of Consumer and Employment Protection on 1300 30 40 74.

In any case, bear these points in mind:

- keep it simple and short;
- make it flexible (by allowing for by-laws);
- state your objectives clearly; and
- have a wind-up clause (be definite about the distribution of assets should your organisation lapse).

### *Do we have to incorporate?*

No. But it can protect individual members in certain situations and give your organisation the right to sign contracts, lease premises, operate bank accounts and so on.

The Department of Sport and Recreation publication *Establishing Your Club Constitution and Becoming Incorporated* provides you with a step-by-step guide to establishing your constitution. Further information and application forms can be found at [www.docep.wa.gov.au](http://www.docep.wa.gov.au) or by contacting:

### **Department of Consumer and Employment Protection**

Telephone 1300 30 40 74

### *What about office bearers?*

You should have a president, chairperson or someone in charge.

- Your organisation should have a secretary to deal with administration.
- If you handle money, you must have a treasurer. Small clubs or groups often combine the duties of the secretary and treasurer.
- It's useful to have a deputy to chair meetings when the president is absent.

### *How big a committee is required for the proper working of the organisation?*

Keep it as small as possible! Work out the main areas of responsibility, e.g. fundraising, social—then determine the size of the committee. Recruit a qualified member for special projects. Don't have people on a committee just to make up numbers.

### *Do we need an accountant for treasurer?*

No. Small organisation accounts are not complicated, but an effective system right at the start is important.

Ask someone who knows how to set up a simple system to write down the steps for reference.

### *How do we register our members?*

Many organisations use a spreadsheet or database on a home computer to maintain and update membership details. If you use this system, don't forget to back up regularly.

Whatever registration system you use, make sure it is a simple and effective one.

### *How do we get sponsors?*

Do you need them? If you achieve a sponsor's funds or goods, it's going to cost you time and effort to make their support worthwhile. It is better to get your organisation running efficiently and find sponsors only for specific projects.

### *Can we get financial assistance to set up the club or group?*

There are grants available for some purposes. Contact your local government authority and Healthway for current information.

### *Do we have to have a Post Office Box for mail?*

No, but it's most useful and worth the money. Office bearers tend to change quickly in clubs or groups.

### *Do we need contact with our local government council?*

Yes. Establish a communication link. Many local authorities may be able to help you with information and resources.

### *Is personal advice available?*

The Department of Sport and Recreation has regional advisers and officers with expertise in the delivery of sport and recreation including various aspects of running clubs/groups, junior sport, seniors, indigenous sport, coaching, officiating and volunteers.

### *Do we tell our State Association of our activities?*

In some cases, it's obligatory. In any case, it is always desirable.

## Step-by-step to Starting Your Club

- 1 Make sure there is going to be an ongoing need for the club or group (i.e. what are the aims of the organisation?);
- 2 Make sure you have a base for your activities;
- 3 Draft a constitution;
- 4 Decide whether to become incorporated;
- 5 Design an effective registration system;
- 6 Draw up a budget;
- 7 Make copies of your constitution and budget;
- 8 Call your prospective members together and:
  - examine the constitution and budget;
  - get agreement on your objectives;
- 9 Ask members to consider standing for office; and
- 10 You may have to have a second get-together to:
  - agree on the constitution and costs
  - enrol members (after payment of a nominal fee)
  - elect office bearers.

## Ten Hints

- 1 Draw up a club or group register of members' and volunteers' names, addresses, ages, occupations and other relevant information.
- 2 Plan for the future. Keep records from the outset — they provide a valuable source of historical data.
- 3 Plan your budgets for the year.
- 4 Keep your members informed by a club or group newsletter. Organise a permanent Post Office box. Identify your club's or group's public and involve them in your activities.
- 5 Hold regular, interesting meetings in which decisions are made! Good meetings keep clubs or groups alive (see the publication: *Take the In Out of Ineffective – 10 Steps to Running Successful Meetings*).
- 6 Spread the workload. Members will be more committed if their talents are used and it will reduce stress on the elected representatives.
- 7 Develop a club uniform or organisation insignia, if appropriate.
- 8 Involve families and have a social aspect to your club or group.
- 9 If your organisation is a sports club or group, think about introducing junior, men's, women's, mixed and veteran teams:
  - Develop a coaching committee;
  - use the Department of Sport and Recreation's coaching courses; and
  - Make sure members know the rules; give everyone a turn at umpiring.
- 10 Remember – take time to plan in detail with your members.

Good Luck!

## Other Resources

This resource is part of the Club Development Scheme, which provides assistance to Western Australian sport and recreation clubs and organisations to become better managed, more sustainable and to provide good quality services to members and participants.

Other resources in the series include:

Clubhouse CD-ROM

- 1 Step by Step... to starting a new club
- 2 Planning for Your Club – the future is in your hands
- 3 Taking the Lead! A guide for Club Presidents
- 4 The Key to Efficiency – the Club Secretary
- 5 Show Me the Money – a guide for the Treasurer
- 6 Take the 'In' out of Ineffective – ten steps to running successful meetings
- 7 Effective Club Meetings – a guide for the chairperson
- 8 Lighten the Load and Delegate – help for the overworked committee member
- 9 You Have the Answers – solving club problems
- 10 Marketing and Promoting your Club
- 11 Sponsorship – seeking and servicing a sponsor
- 12 Establishing Your Club Constitution and Becoming Incorporated
- 13 Risky Business – a club guide to risk management
- 14 Clubs' Guide to Volunteer Management
- 15 Member Protection for Clubs
- 16 How to be More Inclusive of People from Diverse Backgrounds
- 17 Passport into Schools – linking sports with schools
- 18 Youth Sport – junior sport policy
- 19 Long-term Involvement – junior sport policy
- 20 Getting Young People Involved – junior sport policy
- 21 Physical Growth and Maturation – junior sport policy
- 22 Sport Pathways – junior sport policy
- 23 Forming Links – junior sport policy
- 24 People Making it Happen – junior sport policy
- 25 Quality Coaching – junior sport policy
- 26 Making Sport Safe – junior sport policy
- 27 The Law and Sport – junior sport policy
- 28 Top 20 Tips for Officials
- 29 Top 20 Tips for Successful Coaching

## Other Resources and Training

Other resources and training workshops are also available for volunteers involved in the delivery of sport and recreation through the Active Australia Volunteer Management and Club/Association Management Program. Topics include:

### Volunteer Management

- Recruiting Volunteers
- Retaining Volunteers
- Volunteer Management Policy
- The Volunteer Coordinator
- Managing Event Volunteers
- Volunteer Management: A guide to good practice

### Club/Association Management

- Creating a Club
- Club Planning
- Financial Management
- Committee Management
- Conducting Meetings
- Event Management
- Promoting Sport and Recreation
- Sponsorship, Grants and Fundraising
- Legal Issues and Risk Management

## Find a Club

Find a Club is where you can register or update your club's details in our Find a Club database. It is an exciting new initiative designed to increase participation in sport and recreation and help your club recruit more members and volunteers.

Located within the Department of Sport and Recreation's website, Find a Club will be a comprehensive database of sporting and recreational clubs within Western Australia.

Visitors to the website can search for clubs in their local area and are provided with activities, contact details, venue details and even a street map showing them how to get there.

### By registering or updating your club details you receive:

- Free listing of your club contact details and activities.
- Up-to-date industry news and funding opportunities for your club.

### To register as a new club

Visit [www.dsr.wa.gov.au](http://www.dsr.wa.gov.au) and click on Find a Club.

### To update your club information

If your club has previously registered your contact details with DSR, your nominated contact person will receive a login and password to enter and update your club information.

