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STEP BY STEP TO...

STARTING A NEW CLUB



Department of Sport and Recreation  
Government of Western Australia



RIO TINTO  
WA FUTURE FUND™

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# STEP BY STEP TO... STARTING A NEW CLUB



## 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.fairtrading.wa.gov.au/charities/associations](http://www.fairtrading.wa.gov.au/charities/associations) or by contacting the Department of Consumer and Employment Protection Tel: 1300 30 40 14.

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.fairtrading.wa.gov.au/charities/associations](http://www.fairtrading.wa.gov.au/charities/associations) or by contacting the Department of Consumer and Employment Protection Tel: 1300 30 40 14.

### *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.



## 10 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!

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:

- Planning for Your Club – The Future is in Your Hands
- Taking the Lead! A Guide for Club Presidents
- The Key to Efficiency – The Club Secretary
- Lighten the Load and Delegate – Help for the Overworked Committee Member
- Show Me the Money – A Guide for Club Treasurers
- Take the In Out of Ineffective – 10 Steps to Running Successful Meetings
- Effective Club Meetings
- You Have the Answers – Solving Club Problems
- Establishing Your Club Constitution and Becoming Incorporated
- Marketing and Promoting Your Club
- Seeking and Servicing a Sponsor



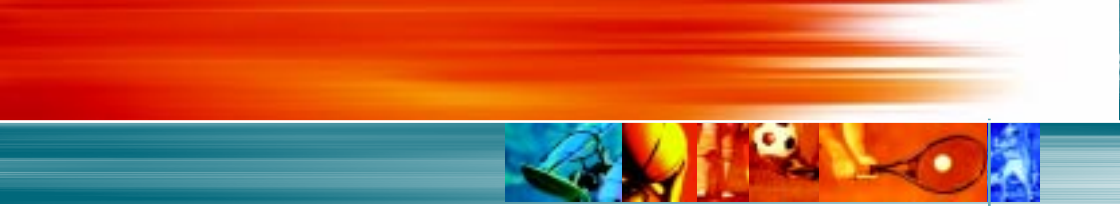
Other resources and training workshops are also available for volunteers involved in the delivery of sport and recreation through the Active Australia Volunteer Management and Club/Association Management Program. Topics include:

### **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 Issue and Risk Management



For further information refer to our website [www.dsr.wa.gov.au](http://www.dsr.wa.gov.au) or contact us at:

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