

STARTING YOUR CLUB – THE FIRST STEPS

1. Initial Meeting

- After ascertaining sufficient community interest in the club, call a formal meeting of all those interested in being part of the club, whether as a player or an official
- Advertise your club; website, social media, fliers, newspapers, radios and schools
- Liaise with local council, regional sports organization (i.e. WaiBOP Football), Sport Waikato Staff
- Meeting procedure:
 - Welcome and explain reason for meeting
 - Record attendee details including contacts and skills
 - Discussion and opportunity for questions regarding the direction and programs provided by the club (temporary secretary to note)
 - Evaluate and vote on whether to form a club
 - Elect an interim committee to set up the club structure and act as a working party

2. Interim Committee

- Organise the planning process including the budget
 - Strategic Plan *(NB. See related SPORT WAIKATO resource)*
 - Determine the best ways to attract new members
 - Establish links with others (clubs, schools, organisations etc.)
- Determine home base for the club
- Consider incorporating the club – incorporation is essential for funding applications *(NB. See related SPORT WAIKATO resource)*
- Set a date for the first general meeting
- Register the club with the parent body, both locally and nationally (if appropriate)
- Develop a constitution or charter to cover the club's aims, objectives, rules etc under which the club will operate *(NB. See related SPORT WAIKATO resource)*

3. First General Meeting

- Welcome and apologies
- Description of interim committee's activities since the initial meeting
- Discuss the proposed constitution and any amendments to be made (*NB. See related SPORT WAIKATO resource*)
- Vote on the adoption of the constitution
- Elect officers
- Discuss the various tasks to be undertaken before the next meeting
- Set membership fees for the first year and determine registration process
- Discuss any general business
- Set a date for the next meeting

4. Election of Officers (committee members)

- Nominations called for, and made in writing well in advance of the General Meeting
- Guidelines for election (part of constitution)
 - Ensure members are aware of the importance of the election - send out an email and/or newsletter outlining positions and related details
 - Invite members interested in standing for election to open committee meetings to see how the club is run
 - Set aside time for all candidates to speak briefly before the ballot is held

5. The Club Committee

- Manage the club on behalf of its members
- Plan activities to meet the club's aims and objectives
- Carry out the recommendations of the members from the Annual General Meeting
- Provide members with detailed information on the running of the club
- Monitor the performance of the club officials
- Plan and budget for the future

TEN HELPUFL HINTS FOR MOVING FOWARD

1. Draw up a club or group register of members and volunteer names, addresses, ages, occupations, and other relevant information (e.g. excel spreadsheet).
2. Plan for the future. Keep records from the outset (e.g. meeting minutes, registrations, budgets, bills etc.) – they provide a valuable source of historical data.
3. Plan your budgets for the year in advance.
4. Keep your members informed through a regular club newsletter or emails. Organise a permanent Club email address eg. Gmail account (*admin_abclub@gmail.com*). Identify your club's or group's stakeholders and involve them in your activities. These could include local council, regional sports organisations and Sport Waikato.
5. Register your club on the Sport Waikato website to attract new members and promote events. <http://www.sportwaikato.org.nz/be-active.aspx>
6. Hold regular, interesting meetings in which **decisions are made** and stick to the agenda! Well run meetings keep clubs or groups alive.
7. Spread the workload. Members will be more committed if their talents are used and it will reduce stress on the elected representatives.
8. Develop a club uniform, colours, and insignia, if appropriate.
9. Involve families and develop social aspects to your club.
10. Consider additional leagues and programs e.g. target junior, men's, women's mixed, and veteran teams.
 - Develop a coaching committee (access Sport Waikato and Sport NZ resources)
 - Make sure members know the rules; encourage all members to participate in officiating.

REMEMBER

Take time to plan in detail with your members.