



sustainable thriving achieving

**East Dunbartonshire Council**

[www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk)



ED LEISURE + CULTURE

Support document

# STARTING A CLUB



## Contents

Getting prepared	3
Club name	4
Club constitution	4
Club officials	5
Committee meetings and AGMs	5
Finance	6
Membership	7
Insurance	7
Affiliation	8
Meetings, leagues and competitions	8
Venue	9
Equipment and kit	9
Communication	10
Further support	11





## Getting prepared

Before you start you should consider this checklist:

1. Have you checked if there's already a similar club in your area?
2. Do you know if there is the demand for a new sports club?
3. Are you clear about what you want to achieve with the club?
4. Do you have enough volunteers and coaches to help you?
5. Do you have a set of rules for your new club?
6. How will you look after the health and safety of your volunteers and members?
7. Do you have the relevant health, safety and welfare documents in place?
8. Have you thought about how your club will be structured?
9. Do you have access to the facilities you need?
10. Do you have ideas for funding your club?
11. Do you have a robust budget and plan to manage your funds?
12. Have you thought about how you'll promote your club?
13. Do you know what your potential members want from your club?
14. Do you know where else to go for help?



## Club name

This can be anything you decide. It is necessary in order to draw up formal documents and open a Bank/Building Society account. You might want to check to make sure that no other local club has the same name. When choosing a name be mindful of all and try not to create a name that will put people off, e.g. age, gender, etc.



## Club constitution

A club constitution is a simple document that outlines the functions of the club, procedures for membership, meetings and committees. Having a club constitution will help clarify how the club's procedures should work.

It is vital that the constitution is open and non-discriminatory and that it reflects the sport's equity policy. A club constitution is often a prerequisite for funding and if you are applying for tax relief.

Your National Governing Body (NGB) may be able to provide you with a model constitution, which you should look to adapt. Before the initial meeting it is advisable that there is a draft constitution drawn up, so that the group can adapt and agree it at the earliest possible opportunity.

## Club officials

A number of officials will be needed to run the club on a formal basis. A Club Chairperson, Secretary and Treasurer are the minimum required. These will need to be elected. Before the meeting it is advisable that there are people willing to take up these roles. The club needs at least three elected members on the committee. There can be other members on the committee as laid out in the club's constitution.

Many clubs will have other roles that people in the club may volunteer to carry out outside of formal club positions.

## Committee meetings and AGMs

A club committee is a group of people who are formally responsible for managing the club. A club's success will be down to the work of the committee. Establishing a committee with clearly identified roles helps to clarify who does what in the club and spreads the workload to ensure the club is not dependant on only one or two people. It might be useful to establish basic role descriptions to ensure that everyone knows what is expected of them.

The committee should have regular meetings to sort out any issues within the club. These could be quarterly or monthly as required. An Annual General Meeting (AGM) will be required as laid down in the club constitution so that all members can have an input into the running of the club. It is at the AGM that the committee is elected.



## Finance

As a new club it will be important to raise funds. Initially these funds are likely to come from membership subscriptions. It is also advisable to produce a list of what it costs to run your club throughout the year. This will help you create a budget of income and expenditure for the next 12 months, ensuring that there will be enough income to meet the outgoings.

You will need to set up a Bank/Building Society account in the name of the club. A Bank will usually ask for two signatories for the withdrawal of cash or signing of cheques.

The Treasurer must maintain either :

- A bound account book for recording details of the financial affairs of the club
- OR
- A computer-based program from which print-outs can be made in the format of an account book. If a computer-based system is used, appropriate back-up arrangements must be put in place to avoid irretrievable loss of data.

Normal book-keeping practices must be observed, particularly in that entries should never be changed but any errors corrected by a new entry. A receipt book with numbered counterfoils will be required to keep a record of income received.

All monies and cheques received should be paid into the club bank account, recorded in the account book and, for cash received, a receipt issued from the numbered counterfoil receipt book. No cash payments should be made directly from cash received.





## Membership

In order to attract new members and retain existing ones, your club should be open, inclusive and provide a positive customer experience. You may wish to consider a discounted option for certain categories of club members or incentives to encourage new members to join. Membership options could include, for example, pay-as-you-go, monthly dues, full membership fee, concession rate, etc.



## Insurance

Clubs are advised to obtain adequate insurance to cover their members (including coaches, volunteers, officials, parents, spectators and players) plus visiting competitors. This may be mandatory before you enter certain leagues and competitions. Clubs must have suitable Public Liability Insurance and Professional Indemnity Insurance for the activities they deliver. Advice on insurance for your sport can be obtained from your NGB.

## Affiliation

It is recommended that the club affiliates to its relevant NGB. Although each governing body offers different benefits from affiliation, some include:

- Insurance
- Access to training courses (sometimes at a reduced rate)
- Access to qualified umpires and officials for competitions
- Entry to competition and leagues
- Magazines and advice leaflets
- Discounts on equipment and kit.

These are on top of the direct benefits you gain through affiliation. It will also allow the NGB to work on your behalf to help develop and move your sport forward and to work together with other national and local sporting bodies and organisations in the development of sport within the UK.

## Meetings, leagues and competitions

The club will first need to decide what type of club it is, whether it is going to be a recreational club or a club that runs in-house training and/or enters inter-club competitions.

If the club decides to run in-house competitions it will need to decide the format and how these will operate alongside entering local leagues and other competitions. Each activity will have different competition structures dependent on the sport.

The club may also need to decide (depending on the sport and demand) what teams it will run, whether it will have a youth team(s), men's/women's team(s), mixed team(s) and at what level these should compete. If you are unsure about the competition opportunities available to the club, please contact your local NGB officer who will be able to help and advise you about the opportunities available locally.



## Venue

It is likely if you are starting up a new club that you will need to find a local facility to operate from. This might be a school, local authority facility, or a facility belonging to another voluntary group/club. It will depend on your sport, how often you need to use the facilities and on costs involved. You might want to note in the membership joining instructions that alongside the yearly club membership there is a session fee to cover the cost of hire. Your local Sports Development Officer (SDO) should be able to help you find a local facility.

Once you have chosen a venue you will need to look at Health & Safety risk assessment and the Duty of Care which the club has to members whilst at the venue.

## Equipment and kit

Equipment and kit needed prior to the club starting could include team kit and equipment to play the sport with.

You may be able to access local grants or funding from sources such as your local Sport Council or 'Awards for All' to help buy start-up equipment. Local businesses are often a good source for sponsorship of local team kits.

Check out these links:

[www.sportscotland.org.uk/funding/](http://www.sportscotland.org.uk/funding/)

[www.edlc.co.uk/sport-leisure/sport/sports-council](http://www.edlc.co.uk/sport-leisure/sport/sports-council)



## Communication

You may wish to create social media accounts to provide news and information to members and the wider community. This is a cheap and easy way to get your message out. It is also advisable for a club to build up a good relationship with the local newspaper, to help raise the profile of the club and to attract new players. Often a local paper will run a story on the formation of a new club.

If the club has entered a local competition and you are communicating the results, you will need to comply with their results format, and this might include providing a match report and results. It is advisable that this is taken on by one person to ensure that it is completed efficiently.



### Further support

Please find below additional links to information to help support you as a coach, volunteer, parent and/or teacher.

#### **Volunteers**

<https://www.edlc.co.uk/sport-leisure/club-and-volunteer-development/volunteering>

#### **Coach education**

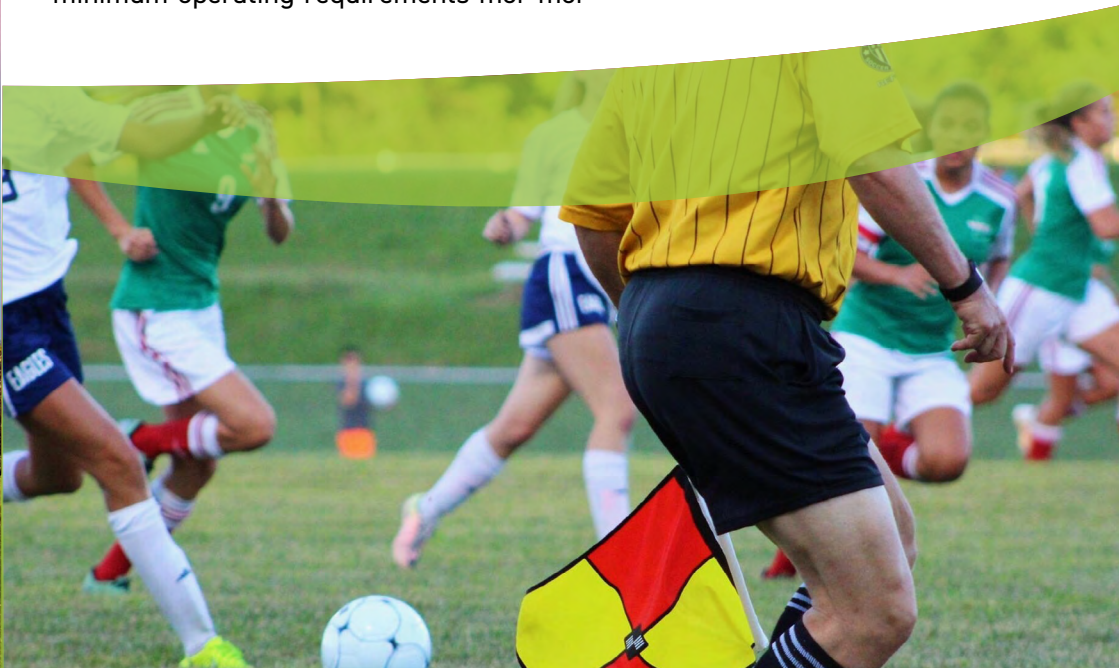
<https://www.edlc.co.uk/sport-leisure/club-and-volunteer-development/coach-volunteer-parent-education>

#### **Funding**

<https://www.edlc.co.uk/sport-leisure/sports-council>  
<https://sportscotland.org.uk/funding/>

#### **Club development / MOR**

<https://www.edlc.co.uk/sport-leisure/club-and-volunteer-development/minimum-operating-requirements-mor-mor>







## Other formats

This document can be provided in large print, Braille or in audio format and can be translated into other community languages. Please contact the Council's Communications & Engagement Team at:

East Dunbartonshire Council, 12 Strathkelvin Place, Southbank,  
Kirkintilloch G66 1TJ Tel: 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا ترجمہ اس کے لیے پڑا (رو) زبان میں ترجمہ کیا جاسکتا ہے۔ مزید برآں، اسے 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਸੰਗ੍ਰਹ ਬਰਨ ਦੇ ਪੰਜਾਬੀ ਵਿੱਚ ਖਾਨਦਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gàbhaileh an sgriobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

असुवीय करन पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।