Starting your own club

Quick tips

Sporting clubs are an integral part of keeping our community happy and healthy. It takes a lot of hard work to maintain a successful club, but there are plenty of opportunities to learn new skills and meet new people. This sheet is designed to assist you on the journey.

1. Get people together who are interested in joining you and ask some key questions.
   - What exactly do we want to do?
   - Why do we want to do it?
   - What tasks do we have to complete?
   - What positions do we need?
   - When do we need the tasks completed by?
   - How do we know if we’ve succeeded?
   - How much will it cost?
   Once you have listed the answers to these questions create a plan – something to keep you focussed on your goals.

2. Budget – work out the costs.
   How much do you need to fund your activities?

3. Making it official - Seven simple steps
   1. Arrange a meeting to confirm that you want to get incorporated.
   2. Decide on a name and make sure it isn’t being used.
   3. Create a constitution (set of rules) for your club. Dept of Commerce has templates that are easy to adapt.
   4. Hold a meeting to endorse your constitution. *Remember you need 6 members to be incorporated.
   5. Advertise the intention to incorporate.
   6. Complete the Dept of Commerce application form and send it off. *You must hold an AGM within 18 months.
   7. Templates and forms and further information can be accessed here: www.commerce.wa.gov.au/consumer-protection/associations-fees-forms-and-online-transactions

4. Build your membership
   Without members, there is no club.
   Create a database of your members and update it regularly.
   Include them, inform them, ask them what they want and how they can contribute, find out how you can train them to develop your club.
   Promote your club so you can grow. But make sure you have the people to help.
   Remember why you started your club in the first place. If it’s not fun ask why not!

The Department of Sport and Recreation has developed a series of well-researched, yet simple-to-follow resource booklets. These include advice, how-tos, checklists and templates to give you guidance and help on everything.