

# Starting your own club

## Quick tips

Sporting clubs are an integral part of keeping our community active, 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. These quick tips are designed to assist you on the journey.

### STEP 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 need 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 focused on your goals.

### STEP 2

Budget – work out the cost

- How much does it cost successfully run your club?
- How can you raise these funds?
- How much do participants need to be charged to cover your costs?
- Who is responsible for communicating with sponsors and acquitting grants?

### STEP 3

Make 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 Mines, Industry Regulation and Safety has a Model Rules template. (link <https://www.commerce.wa.gov.au/publications/model-rules-associations-2016>)
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 Department of Mines, Industry Regulation and Safety 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:  
<https://www.commerce.wa.gov.au/consumer-protection/associations-and-clubs>

### STEP 4

Build your membership

- 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!

Visit the Department of Local Government, Sport and Cultural Industries – Every Club Hub page for all your club development resources. <http://www.dsr.wa.gov.au/clubs/starting-a-new-club>