



STARCLUB NT

Starting a New Club

Steps 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 to:
 - examine the constitution and budget; and
 - get agreement on your objectives.
9. Ask members to consider standing for office
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); and
 - elect office bearers.

11 helpful hints for a successful club start up:

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 groups potential members and involve them in your activities
5. Hold regular, interesting meetings in which decisions are made! Good meetings keep clubs or groups alive (see Booklet 7 of this series, '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. Remember – take time to plan in detail with your members
10. If your organisation is a sports club or group, think about:
 - introducing junior, men's, women's, mixed and veteran teams;
 - developing a coaching committee;
 - using DSR's coaching courses;
 - making sure members know the rules; and
 - giving everyone a turn at umpiring.
11. Create a club specific email address. This allows ongoing communication access, record management and information sharing, and will not have a detrimental effect on the Club at times of staff changes.

FAQs

Do we have to have a written constitution?

No. But it is more businesslike and it does ensure that you define your objectives and whether you can become incorporated.

How do we write a constitution?

Further information can be found at <https://nt.gov.au/law/rights/incorporated-associations> on the **Northern Territory Government website**.

The Sport and Recreation Division have specific information for developing constitutions for Clubs and Active Recreation Clubs, and can be found below:

- [Club – Drafting Guide](#)
- [Club – Model Constitution](#)
- [Peak Sporting Bodies – Drafting Guide](#)
- [Peak Sporting Bodies – Model Constitution](#)
- [Regional Sporting Association – Drafting Guide](#)
- [Regional Sporting Association – Model Constitution](#)

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.
- 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, and operate bank accounts and so on. Booklet 12 of this series, '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 <https://nt.gov.au/law/rights/incorporated-associations/registering-an-association> or by contacting **Licensing NT, Department of Attorney-General and Justice** on (08) 8999 1800.

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 is 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 is 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 a variety of grants available to community sport and recreation clubs.

Do we have to have a Post Office Box for mail?

No, but it is most useful and worth the money. Office bearers tend to change quickly in clubs or groups.

Do we need a club email address?

Yes.

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 division of Sport and Recreation NT have regional 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.

Other resources

Find more information on [developing your club webpage](#).