



DERBY CITY COUNCIL

Ready Set Go!

10 top tips to help you when starting your own club

So you are ready to start your own club?

1. Getting Started:

- What to do first...
- Committee

2. Calling your first meeting

- Date, time, venue will need to be organised
- Set an agenda
- Be clear what you wish to get out of the meeting
- Take minutes...its easy to forget what was said and who said it!
- Follow up actions; give people tasks and set a date to be done.

3. The Money £££

- Set up a club bank account
- This will need to be opened in the name of the club along with two responsible signatories for the account
- Keeps you legal and allows you to protect club income and manage expenditure better

4. The Action plan

- The club needs a vision no matter how big or small!
- Set yourself some goals.
- Planning allows you to know where you are going and what you need to do to get there
- Responsibilities – set actions with people responsible for those actions to ensure they get done
- Set deadlines and milestones to keep record of club progress

5. Partners

- Who else could help you?
- Parent volunteers, grandparent volunteers, colleagues, older members, friends.
- B-active Sport Development team 01332 641243.

6. Know your limits!

- Doing too much too soon can spell disaster.
- Do small things thoroughly and well.
- Don't spread yourself too thinly.

7. Be Patient

- Things don't always happen quickly
- Stick or twist – review your plans, have you missed something?
- Persist with people, plans and issues

8. Have Fun!

- Starting and running your club must be fun or else why are you doing it?
- Run your club how you want to run your club
- Make it work for you and enjoy it

9. Network

- Are there other clubs that are further down the road to you?
- Ask their advice as they have been there and done it.
- Avoid their mistakes or prepare yourselves for them.

10. Get Help and support

- On going support and help will enable you to continue to improve
- It will ensure maximum progression of the club
- Sport Development expertise – don't be afraid to ask the experts, we are here to help you.

For more information contact the Sport Development Team on 01332 641243 or will.turner@derby.gov.uk