



## Guideline to Creating a Netball Club

### Glossary

**Codes of Behaviour:** Netball Queensland has provided templates for the development of Codes of Behaviour for players, parents, coaches and officials. These policies are key principles that outline acceptable behaviour in a range of circumstances on which individuals can base their involvement within the netball community.

**Community Participation:** A planning technique which argues that involvement by the community in the planning and decision making processes will make it more likely there will be a better outcome in terms of community acceptance and ownership.

**Demographic Trends:** Changes overtime in characteristics of the population (e.g.: population, size, age, income levels) which may influence the viability of a proposed club.

**Inaugural general meeting:** The first official meeting of the new club at which members vote on adoption of the constitution, discuss structure of new committee, elect officers and set membership fees.

**Interim committee:** The committee established subsequent to the initial public meeting whose role it is to complete the tasks (e.g. develop prospectus) necessary to conduct a successful inaugural general meeting. The interim committee should have wide community representation and members should also have some knowledge about issues such as meeting procedures, public relations and marketing.

**Natural Justice:** Natural justice in the context of membership termination requires that the association/club acts only within its rules; that the member knows the nature of the accusation; and has the right to defend themselves against any charge.

**Prospectus:** An association/club prospectus is usually developed by the interim committee. A prospectus outlines the purpose of the association/club and the target audiences. This can be a useful marketing document to potential sponsors, funding bodies or the media. A prospectus may also outline the rights and obligations of the association/clubs members.

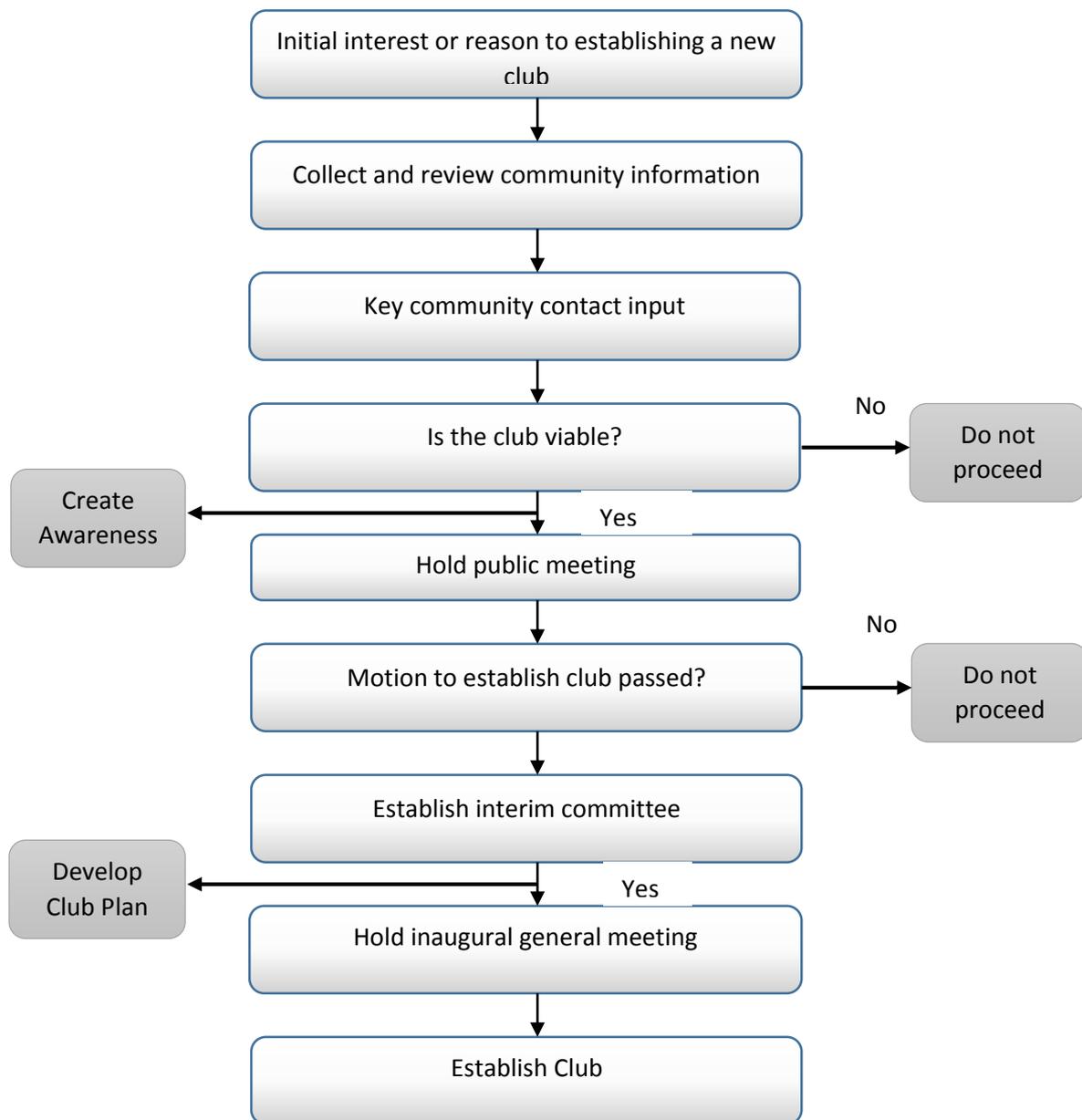
**Recreation Participation Trends:** Changes over time in the recreation behaviour of the population (e.g. numbers and percentages participating in netball) and which may influence the viability of the proposed club.

**Termination of membership:** Membership usually ceases following death, resignation or non-payment of subscriptions. A member may also be asked to step down- or removed from membership- as a result of bankruptcy or insolvency or breaches of the association/club rules. Situations where termination of membership may occur should be outlined in the constitution.

## Introduction

Netball clubs are established for many reasons. Typically, however, new clubs are forced as communities grow or as a result of existing organisations expanding their operations.

The process of creating a new netball club is a complex one and needs to be carefully planned if the club is to be successful in the long term. Fostering a wide cross-section of community involvement is vital for the long term viability of the club.





## Planning

Sometimes people feel the establishment of a new netball club is required or have a personal interest in developing the sport of netball. This is not always enough to determine the extent of potential demand for the club or its guarantee of survival.

To plan effectively, there is a need to thoroughly understand the current situation in order to know what change is required, why it is required, how change can be achieved and when the process should be completed. The process must be looked at as if you were starting a small business in the area. You need to do research to determine the likely success of the sport. It is important to have factual data against which other types of information can be evaluated. This could be as simple as obtaining assumptions, opinions and input from the community to gauge the need of netball in the area. The information you gather will assist you when developing the club prospectus and completing funding applications.

You might want to consider some the questions below to assist you in the planning process. Having a firm grasp of these issues will help you anticipate questions that may arise about the need for the new club and also help when talking to government officials, bank staff, state sporting organisations and stakeholders:

- What are the netball interests and activity patterns of other netball clubs already in the local area?
- What sporting facilities for netball already exist?
- What is the demographic profile of the local community and is the population growth expected to change over time?
- What future plans does the local council have for the area?

The next step is to complete the checklist:

- Does netball already exist in your area?
- Is it active?
- Does it cater for all its members?
- Are there already netball facilities in the area? If so, is there sufficient demand to sustain another netball club?
- What is the potential for funding/sponsorship in the area?
- Will the new netball club be able to share existing facilities/equipment or will they need to purchase their own? At what cost?
- Is storage available at the facility? If so, will this be shared?
- Where will the funds come from?
- Will there be enough volunteers to help with establishing the new club and in the future?

If, after completing the checklist, it appears that there is sufficient demand for netball and necessary resources within the community, then the establishment of a new club can proceed to the next stage. This involves an initial public meeting, forming an interim committee and conducting the inaugural general meeting. To make this stage a success you will need sufficient involvement from the community.



## Initial Public Meeting

You must organise a formal meeting of all persons interested in being part of the new netball club whether it is players, coaches or officials. The meeting needs to be widely advertised in a number of different ways using a variety of communication sources (local paper, radio, community centre, schools etc.).

It is imperative that the first meeting be well structured to ensure that an outcome is achieved. The following is a suggested meeting procedure:

- Welcome and explain briefly the reason for the meeting;
- Record names, addresses and contact numbers and any special interests and skills of people attending and those who may be unable to attend but have indicated an interest;
- Summarise key findings and issues arising from the research and initial community contact phase;
- Guest speakers.
- General discussion and opportunity for questions;
- Re-evaluate whether to form the netball club;
- Vote on whether to form a netball club;
- Elect an interim committee to coordinate further development of the netball club structure;
- Determine a timeline for the establishment process.

## Interim Committee

The interim committee should have a wider community representation than the immediate founders of the netball club, keeping in mind the size of the committee for it to remain operational. The key roles include President, Secretary and Treasurer. Determine the responsibility of each member e.g.: membership, finances and fundraising

The interim committee must carry out the following tasks before the inaugural general meeting:

- Develop a constitution or charter to cover the aims, objectives and rules under which the club will operate;
- Develop the club prospectus (plan). It is critical the club begin a long plan term immediately;
- Develop a draft budget and indicate funding sources;
- Develop a database of prospective members;
- Determine the most effective means of attracting new members;
- Establish links with other sporting organisations, schools, community groups (invite them to be represented at the meetings);
- Finalise a date for the first general meeting of the new club;
- Investigate incorporation for the club.



## Developing the prospectus

This plan outlines the purpose and direction of the club. This can be used as a marketing document to potential members, sponsors and/or media. A prospectus may also outline the rights and obligations of the club.

There are four sections to writing a prospectus:

### **Section 1. Introduction and Rational**

- A brief background and rationale for the need for the club based on earlier research;
- Types of membership planned (e.g. individuals/family/group/school);
- The future direction of the club.

### **Section 2. Activities and Services the club will provide.**

- What services will the netball club provide and what will be the cost of these services to participants?
- What are the benefits of being a member?
- What participation opportunities are there including social/competitive/non-competitive?
- What skill development opportunities are there? How can they be accessed?
- How wide ranging are the activities? Do they cater for children, adults, people with disabilities CALD and ATSI identified persons? How do they cater for each of the groups?
- What resources are available? Does the organisation have access to books, videos, kits or pamphlets? What equipment/facilities exist?
- What support services (e.g. child minding) are available?
- What education/training opportunities exist and in what format?
- What social events/opportunities does the club offer?
- Outline risk management procedures?

### **Section 3. Club structures and processes.**

- How/when is the committee elected?
- Who is on the committee? What roles do they fulfil?
- What is the overall club structure? – a flow chart may help
- What support roles are there? - E.g. administrators, technical officials, canteen workers
- How to volunteer?
- What support is provided to volunteers? – E.g. training, reimbursement of expense, recognition
- What relationships exist with other organisations, including local/state government, regional associations, other sporting organisations, local community groups/schools?
- What communication systems exist, is there a newsletter?
- Is there a Member Protection Policy for participants, players and officials?

Are there codes of practice or codes of behaviour for participants, parents, players and officials?



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## Section 4. Finances

- How does the club operate financially? E.g. membership fees, fees for services
- Where funds/grants are expected to be obtained and applied for?
- What sponsorship does the club have or plan to seek?
- How are sponsors acknowledged?
- What assets, including facilities, does the club have?
- Consider a monetary account or reserve fund for unforeseen maintenance and developments?

### Inaugural general meeting

At 21 days prior to the intended date of the meeting, the interim committee should circulate to potential members the proposed constitution or charter, and notice of when this first general meeting will be held.

Suggested meeting procedure:

- Welcome, roll call and apologies;
- Distribute sign up and contact details sheet;
- Description of interim committee's activities since the initial meeting;
- Discussion of proposed constitution and any suggested amendments;
- Vote on adoption of constitution and by-laws;
- Discuss structure of new committee;
- Elect officers;
- Discuss the tasks needing to be completed before next meeting;
- Set membership fee for the first year;
- Any general business;
- Date of the next meeting.

### Establishing links and relationships

Once a decision has been made to form a new netball club, it is also important to determine whether the club should affiliate with a Queensland netball Association. There are many advantages to being affiliated with an association of Netball Queensland, including the:

- opportunity to participate in state and regional events ;
- providing pathways for advancement in coaching and umpiring;
- cost savings in the area of insurance;
- Access to knowledge, skills and experience from an Association and state peak body.

As a new club you may also wish to develop a relationship with another sporting organisation or local council/business, this can often mean instant access to funding opportunities, prospective participants and facilities.



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## Legal Issues

A number of legal hurdles need to be addressed in the early stages of forming a netball club and will form part of your risk management policies.

Questions that may need to be answered are:

- Should the club become incorporated?
- Does the club own assets?
- Will the club employ paid staff?
- If the club is not a member with Netball Queensland and its affiliated associations, will you require insurance.

## Membership

Members are the key to any netball club. Successful clubs are those with committed and involved members. As members are more than just names and addresses, the club officials should get to know their members as each member may have a skill or interest that could benefit the club. In the early stages of the club one of two approaches can be adopted:

- To have as many members as possible;
- To restrict membership numbers for a determined period.

### **Types of membership**

Different levels of membership need to be devised to suit the netball club's needs. The club may provide membership for

- Junior Players
- Senior Players
- NetSetGo Modified 8-10 years
- NetSetGo 5-7 years
- Non-playing members (umpires, coaches, officials, life members volunteers)

### **Application for Membership**

Application forms are the best method for the club to capture information from potential members. The club's application form should include a statement that, if accepted, the applicant will abide by the rules and serve the game of netball to the best of their ability. The applicant should also have access to the club's rules/guidelines of the netball club.



The application form could include the following

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- Name
- Address and contact details ( mobile, home, work and email address)
- Date of birth
- Types of membership
- Advice of membership fee according to member type
- Interest in assisting the netball club and any skills that can be used by the club

### **Registration of Members**

Incorporated clubs are legally required to keep a register of all members. This must include names, addresses and date each member joined the club. Clubs affiliated with Netball Queensland associations use the MyNetball platform to record information on members.

### **Termination of Membership**

Membership usually ceases following death, resignation, or non-payment/renewal of subscription. A member maybe asked to step down or removed from membership as a result of a breach of club rules. Situations where termination of membership may occur should be outlined in the clubs constitution. In the case where termination occurs, the committee must act within the bounds of natural justice.