

# Starting a Sporting Club



There are some minimum requirements that those wishing to start a sporting club on campus must meet before progressing through to the next stage of operating as an affiliated Flinders University Sport - Sporting Club.

## **Step 1) Student Interest and Involvement**

- *It is a compulsory requirement for Flinders University Sport affiliated sporting clubs to have at least **10 student members** to be classified as an affiliated sporting club.*
- *It is imperative to understand that when starting a sporting club on campus, all stakeholders are aware that we endorse the longevity of clubs and as such all members of your club must be financial members (even if it is \$1 per membership). This is to ensure that the club is sustainable and self-sufficient if grant funding is not available.*

## **Step 2) Committee Requirements**

- *Sporting Clubs must have a formed committee including the following roles:*
  - President
  - Vice-President
  - Secretary
  - Treasurer
- *Additionally, these roles are required to be filled, but can be filled in conjunction with one of the above mentioned roles:*
  - Risk Management Officer
  - University Representative
  - Public Contact

## **Step 3) AGM Minutes & Affiliation Documents**

- *Sporting clubs must hold an AGM (Annual General Meeting) and provide minutes to Flinders University Sport after each AGM.*
- *Annually, each sporting club is required to provide Flinders University Sport (all of these Document templates etc. can be found on the Club Resources Tab, on the Flinders University Sport and Fitness Website) with:*
  - **Affiliation Document - December 15th Each Year**
  - Risk Management Process Document - *Due with 1st Round Grant Applications*
  - Club Constitution - *Due with 1st Round Grant Applications*
  - Membership Protection Policy - *Due with 1st Round Grant Applications*
  - Annual Report - *Due with 1st Round Grant Applications*
  - Membership List - *Due with 1st Round Grant Applications*
  - Financial Report - *Due with 1st Round Grant Applications*

## **Step 4) Meeting with Club and Social Sport Officer**

- *Once the above steps have been completed. Contact Clubs Officer (Mitchell.Noye@flinders.edu.au) to progress through to the next stage and discuss the possibility of training times, grant funding and what is **continuously required of sporting clubs each year**.*
- *Clubs can be either unincorporated or incorporated. On many occasions, state sporting bodies require clubs to become incorporated. As such, there are different requirements, required of the club. For help through this process, the first point of call is to contact the Clubs Officer.*

Clubs Website: <http://www.onesportandfitness.com.au/sport/clubs/>

For help through this process, contact Mitchell Noye (Clubs Officer) [mitchell.noye@flinders.edu.au](mailto:mitchell.noye@flinders.edu.au)