

As a coach, you have a major influence on your athletes. Not only will you affect the development of their skills and long-term enjoyment of the sport, you will also play a role in their development as individuals. It is important that you have effective resources to help you.

The Coaching Association of Canada, in partnership with the national sport organizations, compiled the following coaching tips.

Starting a New Club



Assessment

- Is there a need in your community?
- What are the existing sport and recreation patterns of your community?
- Are there suitable infrastructures already in place? Or would there be a need to build new facilities?
- Consider the demographics of your community.
- Search for outside financial support – NSOs, P/TSOs, Government (local, provincial/territorial, federal).
- Check out the volunteer situation in your community.

Structure

- Decide whether or not to be an incorporated or not-for-profit organization.

Finances:

- Develop a budget.
- Determine expenses.
- Define your accounting structure system.
- Determine finance policies.

Membership:

- Decide what services you will be offering to your members.
- What are the benefits to being a member with your organization?
- What position do your volunteers have in your organization (voting rights, privileges, etc.)?

Executive:

- Decide which positions are needed to make your organization successful.
- Develop a mandate and a method of how your executive are elected or appointed.
- Define job descriptions for all of your executive positions.
- Determine the length of terms your executive will put in.

Volunteers:

- Develop an application form for all (potential) volunteers.
- Determine the needs of your organization.
- Create an orientation manual for all volunteers.
- Create a program that shows appreciation to your volunteers.
- Advertise as much as possible and through various means.

Top Ten Tips for Starting a Sport Club

1. Get in contact with the local parks and recreation department.
2. Plan ahead.
3. Create a year-by-year budget.
4. Hold regular, efficient meetings – get things done.
5. Spread out the workload among members and volunteers.
6. Keep a running database of all (potential) members, volunteers, board members, etc.
7. Arrange for a permanent mailing address for your club.
8. Offer training to your coaches – the Coaching Association of Canada's National Coaching Certification Program (NCCP) is recommended.
9. Create and provide job descriptions for your volunteers.
10. Acknowledge all your volunteers on a regular basis.

