

## Starting a UniSA Sport Club

Joining a UniSA Sport club is a great way to get in touch with people with similar interests to your own.

But what if there is no club for the sport I want to play? Want to get involved?

Not a problem, UniSA Sport are more than willing to work with and support anyone interested in establishing a new sports club, where one doesn't already exist.

To help you, we have split the process into 7 steps. Read through each step and use the documents and websites hyperlinked for assistance.

### **Step One - Who's interested?**

Firstly you need to get a group of people with similar interests who would like to start a club. You need at least 10 members to form a club, with the majority of members being current UniSA students. Make sure you get them to provide their name, student ID, mobile telephone number, email address, campus and course on the [Prospective Member List](#).

### **Step Two - Yes, we really want to start a club!**

It's time to do a little research to work out if you really want to start a new UniSA Sport club.

Take a look at the [UniSA Sport website](#) and the [UniSA Sport Club Affiliation & Endorsement Handbook](#). This will provide further insight into the benefits and requirements for UniSA Sport clubs. UniSA Sport will help anyone create a new club for any sport or recreation activity where one doesn't already exist.

There is an ongoing requirement for all UniSA Sport clubs to maintain a membership with a majority of current UniSA students. Therefore the most successful clubs will be those that appeal to and involve UniSA students. Support is provided to those clubs that meet these important criteria.

### **Step Three - What rules will the club be run by?**

A Club Constitution will put the major rules in one place - so you will need one! If you plan to be incorporated, refer to the [Incorporation Fact Sheet](#) and Office for Recreation and Sport template link within this. If you plan to remain unincorporated, then you will need to use the [UniSA Sport model constitution](#).

There are inherent differences between an incorporated and unincorporated club. It is important you understand the legal ramifications for both, in particular the responsibility for the Executive of an incorporated club. UniSA Sport has prepared an [Incorporation Fact Sheet](#) to assist you in your decision.

**Step Four - Who are going to be our leaders?**

From your list of potential members you need to elect an Executive Committee to administer the club. You must elect a President, Treasurer and Secretary as a minimum. Careful consideration should be given to this and the people should possess the skills required to fulfil the roles. Brief [committee position descriptions](#) are available to assist in selecting the right people. Furthermore it can be a good idea to consider students that will commit beyond a year so that a level of stability can be created at your executive level to carry through to the next year.

**Step Five - How much is all this going to cost?**

It is important that the club consider what expenses are likely to be incurred during the year and establish a budget to plan for these and therefore the required income to cover the costs. As a result the club must meet with the executive to create a formal budget (you can download the [sample budget template](#)) and a [calendar of events](#) for the year ahead to assist with this planning.

Clubs should identify any likely costs to be incurred throughout the year ahead such as venue hire, equipment, promotional, coaching, uniforms etc. and having a calendar of events in place can often assist with this planning. It is important that the budget is realistic and as a result you may need to do a little research to determine the likely expenses.

Once you have determined your expenses, you will need to consider where the income to cover these costs will come from. It is at this point the club will have a clearer idea as to whether club membership fees will need to be charged, fundraising events should be held, sponsorship sourced etc. Grant funding may also be available through UniSA Sport however it is important not to rely on this within your budget.

**Step Six - Who do we need to tell about our club?**

All information must then be endorsed by your Club members at a General Meeting. The following checklist will help in gathering all the necessary information required:

- [Cover letter](#)
- [Club Constitution](#)
- [List of members](#)  
(a minimum of 10 senior members and 51% or more of those members are current UniSA Students)
- [List of executive members](#)
- [Yearly Budget](#)
- [Calendar of Events](#)

[Minutes from the General Meeting](#), along with the checklist above must then be presented to UniSA Sport for approval. Accompanying all of this should also be a [covering letter](#) that gives an overview of the proposed club and its purpose.

If the club is wishing to be incorporated then UniSA Sport will assist in lodging registration through the SA Government's [Office of Consumer and Business Services](#).

**Step Seven - Finally, let's play!**

Once UniSA Sport has approved the application for a new club, the club will be notified in writing. If the application is not approved, the Club will be asked to undertake a number of actions before reapplying.

If the club is approved, the Club must then arrange for all members pay the club membership fee (if any), as well as the UniSA Sport membership fee (membership is free for UniSA students but others are required to pay a fee). Members can do this through the UniSA Sport website and UniSA Sport staff will assist you with this process.

Once these steps have been completed, the club will then be registered and able to accept all benefits associated with being a member of UniSA Sport!

**Documents and Links List**

[Prospective Member List](#) - Step 1

[UniSA Sport website](#) - Step 2

[UniSA Sport Club Affiliation & Endorsement Handbook](#) – Step 2

[UniSA Sport model constitution](#) - Step 3

[Incorporation Fact Sheet](#) - Step 3

[Committee Position Descriptions](#) - Step 4

[Sample Budget Template](#) - Step 5

[Calendar of Events](#) - Step 5

[Agenda for General Meeting](#) - Step 6

[Minutes for General Meeting](#) - Step 6

[Covering Letter](#) - Step 6

[Office of Consumer and Business Services](#) - Step 6