

Setting Up A New Club

Initial Questions

- *Are there enough potential members?(minimum of 11 players)*
- *Are there enough volunteers to run the club?*
- *Is there another club in the local area that is already meeting the needs of the sport locally?*
- *Are there facilities in the area for this club?*

Step by Step Guide

1. Assess need for club in the area
2. Once there is a general agreement to set up a club, you can call a formal meeting of interested parties. Areas to be covered are:
 - a. Starter Pack: request a starter pack from head quarters (01 8363156 or info@ladiesgaelic.ie) This will include your official guide.
 - b. Club Name: will you be using name from adjoining GAA club (integrated) or will you be a stand alone club. If so, ensure no other local club has same name. Also a club shall not be named after a living person or any existing political or semi political organisation. Also need to decide on club colours.
 - c. Club Constitution: Ensure you are aware of Associations' constitutions and clarify how club's procedures will work
 - d. Club Officials: Identify volunteers needed to establish club executive committee (Chairperson, Secretary, Treasurer, PRO etc) and also mentors willing to take teams. It is advisable to have people lined up for these roles before the meeting. If you are integrated with men's GAA club you can have same committee but may wish to elect a sub committee for ladies section
 - e. Finance: as a new club it will be important to establish the initial costs for setting up the club (equipment etc). This can then be progressed to produce list of expected costs for year and budget needed. A bank account will need to be set up in name of club if not integrated. It will be the duty of the treasurer to maintain financial records.
 - f. Membership: Prior to meeting information should be obtained from county board on the cost of registering players. This will allow you to set membership fees. Again if club is integrated there may be a set membership fee.
 - g. Affiliation: costs on affiliating teams for competitions should also be requested from county board and number of teams to be affiliated should be decided on.
 - h. Facilities: it is important that you are aware of facilities in area and pitches etc you will utilize for your activities
 - i. Promotion: getting information on your club to the public seeking volunteers and players. Club must have minimum of 11 playing members and 1 registered adult official before it can affiliate to Association

3. Decide on training days and times for age groups and promote through local schools etc
4. Register players and officials participating in any activities
5. Appoint a suitable children's officer as this is a key role in your club and an important that all members are aware who this person is

Further Optional Steps:

- Assess what equipment/ kit needed and source funding from local council grants if possible
- Approach local businesses as a source of sponsorship
- Appoint a PRO to promote the activities of your club and create links with local media
- Hold a registration evening where you can get all members to pay fees and also gives you the opportunity to provide information. (Eg. Injury fund, need for volunteers etc)
- Devise development plan and outline where you would like to see club in three or five years
- Create strong school club links for recruiting new players
- Organise a Ready Steady Play Programme in your club for new volunteers
- Enrol your coaches on FUNdamentals coaching courses and progress to level 1

Ten Hints:

1. Draw up a club register of members and volunteers names, addresses, ages, occupations and other relevant information
2. Plan for the future and keep all records
3. Plan your budgets for the year
4. Keep your members informed of all activities. A newsletter can be valuable source of information
5. Hold regular, interesting meetings in which decisions are made! Good meetings keep clubs alive
6. Spread the workload. Members are more committed if not overloaded
7. Develop club gear so members feel part of the club
8. Involve families and have social aspect to your club
9. Make sure all members know the rules
10. Remember – take time to involve your members

SAMPLE MEETING WITH NEW LADIES FOOTBALL CLUB

CLUB SHOULD HAVE REQUESTED STARTER PACK PRIOR TO MEETING

Items to be discussed at Meeting:

- Clubs in area Are there other clubs in area? Is there need for new club? Is there GAA club in area?
- Personnel Are there volunteers willing to help? Can you identify more Volunteers? Can you recruit enough players?
- Schools No of schools? No of girls? Do they participate in Cumann na mBunscoil
- Club/School Link Can you appoint school liaison officer to create link in local schools?
- Facility What facilities are currently available in the area? Will you need to hire somewhere?
- Identity Do you need new name or are you integrating with GAA club? Do you need new colours, crest etc?
- Teams How many teams are you hoping to field and at what age groups?
- Coaches/Officers Have you identified people for your committees and also as mentors?
- Finance Budget costs for the year
- Membership How much will club charge for membership or is there a set fee if integrated? Appoint a registrar responsible for registering all members
- Next steps Decide on your next steps for getting club up and running and when training etc will commence