

Club Start Up Guide



BRITISH
DODGEBALL

#COMEJOININ

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Setting up a Club

Setting up a club is not easy. Besides needing to advertise for players, link with local organisations, find a suitable venue and timeslot, you need to make sure you have all the necessary legal requirements in place for regulated activity.

To help ensure clubs are well organised, operate safely and are successful long-term, British Dodgeball has created this guide to

help you set up a new club. **Please note that information pertaining specifically to junior clubs is in red, and information pertaining specifically to university clubs is in blue.**

For further assistance with setting up a new club, you can view the [Club Matters online guide](#) or email our Club Development Activator - aden@britishdodgeball.com.

Club Start-Up Checklist

- | | | |
|--|--|---|
| <input type="checkbox"/> Committee formed | <input type="checkbox"/> Necessary training / qualifications | <input type="checkbox"/> Venue booked |
| <input type="checkbox"/> Club Documents in place | <input type="checkbox"/> Affiliated to British Dodgeball | <input type="checkbox"/> Equipment procured |
| <input type="checkbox"/> Funding obtained | <input type="checkbox"/> Club bank account in place | <input type="checkbox"/> Advertising in place |

1. Form a Committee

To operate effectively you need to form a committee. It is recommended that you have at least two positions at first – a chair and a treasurer. **For many university clubs, it is also necessary to have a secretary.** If you are setting up the club on your own, try to recruit these positions as soon as possible after setting up.

Chair: Committee lead. Spokesperson for the club.

Treasurer: Handles club finances.

Secretary: Performs club administration.

Other recommended positions to fill asap are listed here:

Development Officer: Leads the club's growth and development, links with the community.

Welfare Officer: Ensures that the club is operating safely in terms of health and safety, equality and safeguarding.

Marketing Officer: Handles the marketing of the club on social media and by communicating with other organisations e.g. schools.

Head Coach: Lead coach of your organisation, holds a **Level 2 British Dodgeball Coaching qualification alongside an [Enhanced DBS check and safeguarding training if coaching young people or vulnerable adults.](#)**

Manager: Handles logistics of tournament entry and competition.

Many other committee positions are available and should be assigned as your club grows (see our [committee handbook](#) for more details).

2. Create your Club Documents

Club documents are necessary to outline who your club is and what its aims are. Some of these documents are necessary to have implemented before you start up whilst others are not essential when you first form (but should be made as the club grows to ensure safe operation).

British Dodgeball provide many of these as editable templates for your club's convenience on our [club resources page](#). It is essential that:

1. You edit these documents so that everything contained within applies specifically to your club.
2. You implement any policies or processes mentioned within these documents so that they accurately reflect your club activities.

Bold documents should be in place **before** the club starts sessions. **Bold documents should be in place before the club starts junior sessions.**

Governance Documents	Welfare Documents	Data Collection
<u>Club Constitution</u>	<u>Health and Safety Policy</u>	<u>Safeguarding Referral form</u>
<u>Committee Handbook</u>	<u>Data Protection Policy</u>	<u>Accident Record form</u>
<u>Club Development Plan</u>	<u>Safeguarding Children and Vulnerable Adults Policy</u>	<u>New Starter form</u>
<u>Club Code of Conduct</u>	<u>Equality and Diversity Policy</u>	<u>Youth Player Consent form</u>
<u>Induction Policy</u>	<u>Accident and Injury Policy</u>	<u>Player Feedback form</u>
	<u>Disciplinary and Complaints Procedure</u>	
	<u>Dodgeball Risk Assessment</u>	

3. Get the Necessary Training / Qualifications

Coaching Qualifications

A valid dodgeball coaching qualification is necessary for coaching dodgeball. British Dodgeball offer a range of qualifications ranging from an intro course to a Level 3 coaching qualification on our [qualifications page](#).

See which are right for your coaching needs:

[Introductory Workshop](#): For people who want to learn the basics of the sport. Ideal for: youth club workers, primary teachers

[Leaders Qualification](#): For young people aged 10-19 who wish to start their dodgeball coaching journey.

[Level 1 Qualification](#): This qualifies you to act as an assistant coach (or to coach dodgeball unsupervised if you hold a level 2 coaching award in another sport).

[Level 2 Qualification](#): This takes your coach education to the next level and qualifies you to act as an unsupervised coach or head coach.

[Level 3 Qualification](#): This is a top-level qualification which shows the coach to hold a high level of both dodgeball and coaching knowledge. This qualifies you to coach dodgeball activity for varying groups.

University-specific training

Some universities require committee members to attend training sessions to ensure that the dodgeball club is well-run. These may involve good governance or financial training.

Safeguarding Training

Safeguarding training is essential if your staff work with children or vulnerable adults. Your staff can complete the NSPCC's Child Protection in Sport online course [here](#). This takes approximately 3 hours to complete online and costs £20pp. Safeguarding training can sometimes be accessed for free or part-funded through your **County Sports Partnership/local council**; enquire to see if they can help. Find your specific County Sports Partnership [here](#) (this applies to England only).

First Aid Qualifications

It is necessary to have at least one first aid trained individual at your sessions if your venue does not provide this service. St John's Ambulance provide [Basic First Aid](#) and [Essential First Aid](#) training courses for £25pp that take 3 hours to complete. Enter your postcode into the website to find local courses. Again, see if your County Sports Partnership can help with funding or part-funding this. Find your specific County Sports Partnership [here](#) (this applies to England only).

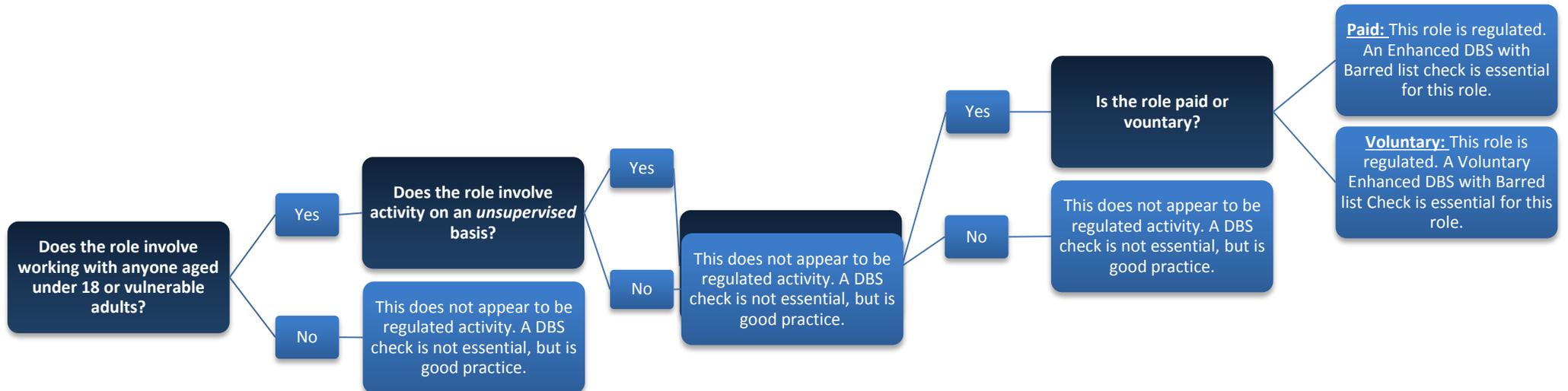
Enhanced DBS Checks

Check the flow chart on the next page to see what DBS checks (if any) are necessary for you. You can find an umbrella body to apply for DBS checks through [here](#), but most County Sport Partnerships/City Councils offer this service too. The price of DBS checks vary

depending on the type (Voluntary Enhanced DBS with barred list check (£10-£20) or Enhanced DBS with barred list check (£44-£60)). This can be funded/part-funded through your County Sport Partnership in some cases, particularly if you are starting a new targeted session. Find your specific County Sports Partnership [here](#) (this applies to England only).

If you are in Northern Ireland, you can apply through [Access NI](#). An Enhanced check costs £33 but volunteers can apply for free. If you are in Scotland, you can apply through an umbrella body to [Disclosure Scotland](#). [Volunteer Scotland](#) are one such umbrella body which can process volunteer enhanced DBS checks for free if your club signs up and meets certain criteria.

What type of DBS check do you require:



4. Affiliate your club to British Dodgeball

Club membership costs £30, and it vital because this gives you Public Liability Insurance for your sessions. There is a range of additional benefits that affiliation to British Dodgeball provides:

- Access to league, open and national cup competitions.
- [Access to University-only leagues and opens.](#)
- [Access to junior-only competitions.](#)

5. Book a Venue

The next step is to book a suitable venue. Things you should consider when selecting a venue are:

Cost: Can you likely afford it if you have a few weeks of low turnout?

Size: Is the venue big enough?

Location: Is the venue in an easy-to-reach area using cars, bikes and public transport?

Availability: Is the venue available when you need it?

Other services: Does the venue offer equipment storage, first aid or other services.

Make sure to check alternatives to sports and leisure centres; often local schools are suitable as initial venues and can be cheaper than larger sports complexes. Alternatively, you could book a badminton court-sized space at a sports centre to play on, but make sure to inform the staff you won't be using it for badminton so you don't get complaints.

Club membership is open to all clubs that have a designated contact and training venue. You do not need to participate in our leagues, opens or other events to become a member club. Each member club forms part of a wider British Dodgeball team that works together to support and develop the sport of dodgeball on a local regional and national level.

To become a member of British Dodgeball, go to the [Club Membership page](#).

6. Get Some Dodgeballs

British Dodgeball recommends that you buy dodgeballs from our official ball supplier, [DodgeHub.com](#). To play dodgeball on one court, it is recommended that you purchase a pack of 6. Junior event use 3 balls and so you could purchase less if you are on a budget. Remember however that hopefully you will have more than one court of dodgeball going once you recruit more members, so plan for the future of your club.



Extra points:

Whilst not necessary, the following three points will give your club a real advantage financially and with recruitment.

8. Get a Club Bank Account

Having a club bank account means that you can easily keep track of your club funds without being mixed in an individual's account. They are essential for a larger club. You must have a constitution in place and a minimum of two signatories for most organisation bank accounts, and most high street banks offer an organisation/business account. For more information, check out this [resource centre](#).

9. Obtain Funding

There are various funding sources available to sports clubs. These could give you a financial safety net which helps your club to pay for coach education, hall hire and equipment before lots of people join and start paying subs.

[Sport England](#) promote many funding sources – the [small grants fund](#) is one such useful scheme, funding between £300-£10,000.

Please note, to be eligible for many of these funding streams, you **must**:

- have a clear constitution which states that you are a not-for-profit organisation.
- have open membership for all sectors of the community.
- have a committee formed of at least three non-cohabiting members.
- have a club bank account.

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10. Market Your Session

You have your venue booked, coaches trained, dodgeballs bought and everything ready to go? Now is the time to advertise your sessions to ensure you get the numbers there that you want. There are many ways of marketing your club:

Social Media: Popular social media websites such as Facebook, Twitter and Instagram are effective ways of spreading news about your club. Try to get people to like, share and retweet your posts to build up a buzz. Other websites such as Gumtree can prove effective too.

Website: Sites like [Wordpress](#) or [Moonfruit](#) make it easy for you to build a club website.

Posters: Make posters and put them up in community areas, supermarket community boards, schools (with permission), halls of residence etc. You could even hand them out by hand.

Taster sessions: You could arrange with local organisations such as schools, youth clubs etc. to go in and deliver some taster sessions.

Once people have played dodgeball, they are far more likely to come to your club