SECTION 4

Step – By – Step Guide

1. Investigate there is an ongoing need for the Club (i.e. what are the aims of the club?)

2. Identify a suitable location for your activities; contacting your local council is a good start.

3. Contact your Regional Governing Body. They will be able to assist you, or contact the Archery Australia Inc Club Development Officer, www.archery.org.au

4. Draft a constitution. A template of a constitution is contained in this manual. When ready submit your constitution to your Regional Governing Body.

5. Review your Regional Bodies Constitution, Archery Australia Constitution, Shooting Rules and Policies, which are contained in this manual.

6. Decide whether to become incorporated, (recommended).

7. Design an effective registration system; a template membership application form is in this manual.

8. Draw up a budget.

9. Make copies of constitution and budget.

10. Call your prospective members together and:

    - Examine the constitution and budget;
    - Obtain agreement on your objectives;

11. Identify members to consider standing for office; and

12. You may have to have a second meeting to:

    - Agree on the constitution and costs
    - Enrol members (after payment of a nominal fee plus State and National Bodies)
    - Elect office bearers.
    - Determine your membership fees.

Helpful Hints

- Draw up a register of members' and volunteers' names, addresses, ages, occupations and other relevant information.

- Plan for the future. Keep records from the outset – they provide a valuable source of historical data.

- Plan your budgets for the year.

- Keep your members informed by a newsletter.
- Organise a permanent Post Office Box.

- Identify your club's public and involve them in your activities.

- Hold regular, interesting meetings in which decisions are made! Good meetings keep clubs alive.

- Spread the workload, members will be more committed if their talents are used and will reduce stress on the elected representatives.

- Develop a club uniform or insignia.

- Involve families and have a social aspect to your club.

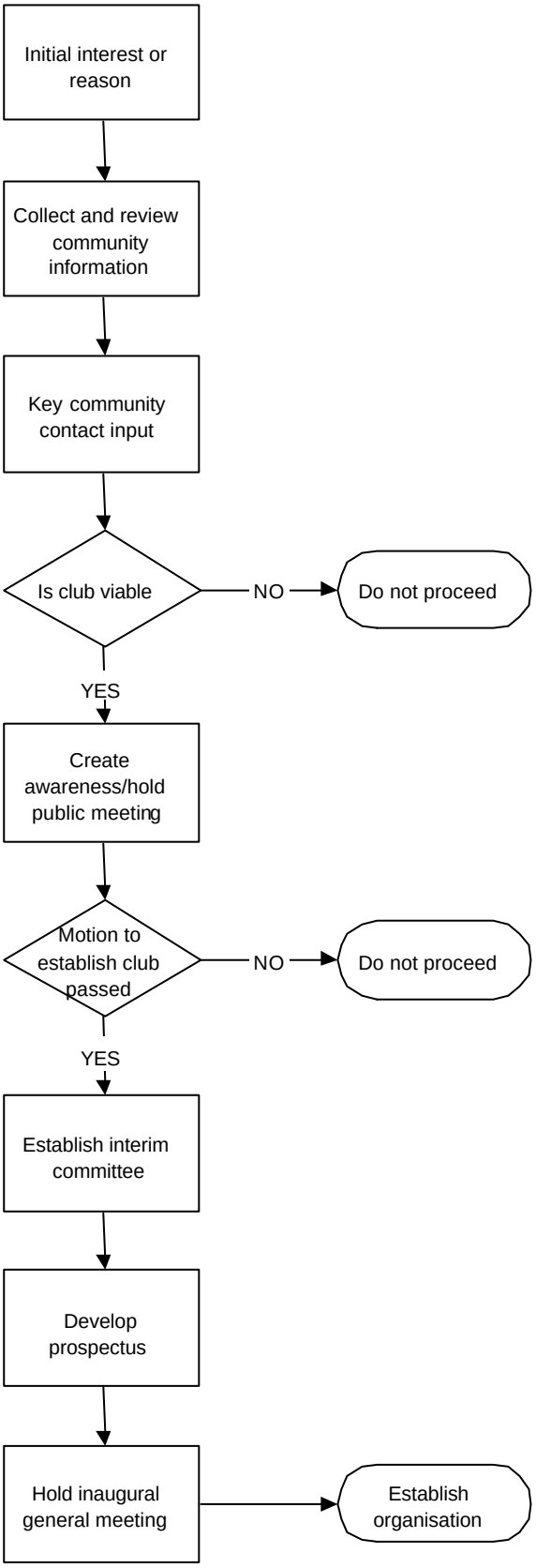
- Be aware of Regional Governing Body (RGB) and Archery Australia Inc Policies

- Appoint a Member Protection Officer. A detailed job description is listed in the Archery Australia Inc Policies.

- Develop a coaching committee and coaches in your club. Your State coaching coordinator will assist in how to go about this.

- Make sure members know the rules; give everyone a copy of the Archery Australia Inc Rule Book; you will find a copy in this manual**.**

REMEMBER: TAKE TIME TO PLAN IN DETAIL WITH YOUR MEMBERS.

IF ASSISTANCE IS REQUIRED CONTACT EITHER YOUR REGIONAL GOVERNING BODY OR THE ARCHERY AUSTRALIA Inc CLUB DEVELOPMENT OFFICER.

FLOW CHART FOR STARTING A CLUB