



# **Club Set-up Guide**

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## Contents

1	Where to start.....	3
1.1	Personnel.....	3
1.2	Players.....	3
1.3	Support.....	3
1.4	Venue.....	3
1.5	Affiliation.....	3
1.6	Insurance.....	3
1.7	Bank account.....	3
1.8	Constitution.....	3
1.9	Codes of conduct and safeguarding policies.....	3
1.10	Website.....	3
1.11	Equipment.....	3
2	Leagues.....	4
2.1	Do you have a league manager?.....	4
2.2	Physio.....	4
3	Help and Advice.....	4

## 1 Where to start

### 1.1 Personnel

Who is going to manage/run the club?

### 1.2 Players

Where are you going to source the players from?

### 1.3 Support

Do you have coaches, managers & first aiders?

### 1.4 Venue

Do you have a suitable venue? The venue must be free of hazards and be accessible to emergency services. Whilst many parks are suitable for playing Touch, they are public space and you will probably need permission to use them on a regular basis. There are many schools with suitable playing fields for Touch that are prepared to rent their facilities. If you are planning to run a winter programme many schools also have indoor sports halls and/or floodlit astroturf pitches.

### 1.5 Affiliation

Have you affiliated to the England Touch Association (ETA)? Download the necessary forms from the website.

### 1.6 Insurance

Do you carry suitable insurance for your players and to cover public liability? ETA-affiliated clubs are provided with public liability cover, a leisure rugby form must however be submitted to the ETA. Personal cover for players is not included; you may wish to provide this.

### 1.7 Bank account

You will need to set up a bank account or paypal account to manage your club's financial affairs. At least two signatories are recommended, ideally non related parties.

### 1.8 Constitution

You will need a constitution to set out the structure of your club. The ETA can provide template constitutions. Your constitution will also set out the roles of each of your clubs personnel.

### 1.9 Codes of conduct and safeguarding policies

The ETA can provide template policies. If you are permitting players under the age of 18 to take part in any of your activities you should ensure that you adopt a safeguard policy and appoint a safeguarding officer who has attended a Sport England accredited course.

### 1.10 Website

Facebook and other social network sites can be used to help run and promote your new club. There are also free sports website providers such as [www.pitchero.com](http://www.pitchero.com).

### 1.11 Equipment

You will need balls, bibs and cones. For local leagues t-shirts are often used as playing shirts. You may be able to do a deal with a local printer to supply team shirts with numbers on the back.

## 2 Leagues

If you want to run a league as well as set up a club, other things to think about are:

### 2.1 Do you have a league manager?

You will need to appoint someone to organise your league, set the fixtures, appoint referees and collate all the information. Websites such as [www.pitchero.com](http://www.pitchero.com) can help you with this as well as managing your club and allowing team captains to manage their own teams and players to post photos and videos.

### 2.2 Physio

Do you have a club physio? If not you may be able to negotiate a preferential rate with a local recommended physio.

### 2.3 League affiliation

In order for people who play Touch for England (or who referee at FIT events) to be allowed to play in a league that league must be affiliated to England Touch. Further details on this can be provided by England Touch.

### 2.4 League Providers

There are numerous 'League Providers' that can advise and/or assist in setting up a league. A list of current affiliated leagues can be found in the 'Where to play' section on the England Touch Website.

## 3 Help and Advice

There are a range of sources for getting help and advice, a few are listed below:

- ETA can provide support and assistance and access to coaching and referee courses.
- ETA Website has lots of downloadable information and resource to help with coaching, rules etc.
- Your local councils sports development unit may be able to assist with promotion and support and access to other relevant courses such as first aid, safeguarding etc
- Your local schools sports partnership may be able to help promote your activities within schools
- Your county sports partnerships may also be able to help with courses and access to funding opportunities.
- Sport England may be able to provide access to funding opportunities.