

HOW TO START A CLUB

Starting a new futsal club isn't as difficult as you might think. Follow our step by step guide below to get your club set up properly and ready for the future.

1. First, you need to have the **WANT AND WILL** to run your own CLUB
2. Register an ABN from the Australian Business Register website at abr.gov.au as an Individual/Sole Trader.
3. Search and Register a Business name from the ASIC website at asic.gov.au You will need your ABN registered in the previous step. The cost is \$34 per year or \$80 for 3 years. Alternatively, online providers can arrange steps 2 and 3 for you for under \$200 if you don't wish to do it yourself.
4. Open a bank account using your newly registered Business name. It is important to use this account for all club related income/expenses only.
5. Create club logo – now is a good time to also decide on club colours which will be used for uniforms as well.
6. Organise uniforms with numbers etc. Futsal Oz can assist with uniforms thanks to our apparel partners offering great deals.
7. Set up social media accounts. A Facebook page is the minimum recommendation with an Instagram account also highly recommended. The key with social media is to ensure you constantly use the account(s) which drives engagement and is your online voice and presence.
8. Think about and draft up your club rules and expectations
9. Club management software is HIGHLY recommended. Futsal Oz recommends TeamStuff.com as it is free and will assist you with running your club in all aspects. From online player registrations, team and club communications, player/sponsor payments can all be easily and effortlessly administered.
10. Recruit players and volunteers. A club is only as good as the people involved. The club players, managers, volunteers and members all make up the culture of your club so be selective in who you recruit.
11. If junior teams are part of your club, ensure all coaches have a Working With Children Check (WWCC) prior to volunteering and coaching. WWCC are **imperative and free** for all volunteers so there are no excuses. Visit workingwithchildren.vic.gov.au to apply online.
12. If payments are being made to coaches and volunteers, it is a good idea all payments are recorded for your club's accounting purposes and volunteers complete a Hobby declaration and Statement by a supplier forms which the club will retain and allow the club to make payments/reimburse volunteers.
13. Arrange training venue and days/times so all players/teams can plan accordingly and commit to training which ultimately builds your club.
14. THINK BIG

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Futsal Oz Seminar, June 2017

