



## Starting a Club

### **Establish a Management Committee**

There is no set structure that will work for a club. However, a management committee must be established to make decisions about important issues and take action on specific tasks. At a minimum your Management Committee should consist of a President (Chairperson), a Secretary and a Treasurer. Your club may also have a number of different sub-committees who are each responsible for specific areas such as finance, events, volunteers, promotions, etc.

Click [here](#) for more information about committee job descriptions and tips to running a good meeting.

Click [here](#) for a basic outline of each main role on the Management Committee.

### **Create a Constitution**

Whether your club is an incorporated society or not, you will need to have a constitution in place which outlines how your club is run. This details the rules and guidelines on how the club will be run and should be reviewed annually.

Click [here](#) for more information about constitutions.

Click [here](#) for Boccia New Zealand's sample constitution.

### **Becoming an Incorporated Society**

Most sport clubs choose to have 'formal' organisational structures and register their organisations as such. One of the most popular structures is an incorporated society. There is no need for a formal structure, but becoming an incorporated society protects individual members in certain situations and gives your club the right to sign contracts, operate bank accounts and apply for grant funding.

Click [here](#) for more information about becoming an Incorporated Society.

Click [here](#) for the steps to becoming an incorporated society.

### **Registering with the Charities Service**

Most sport clubs also choose to register with the Charities Service for additional associated benefits.

Click [here](#) for more information about becoming a registered charity.

## **Roles of Committee Members:**

The President is responsible for:

- Ensuring that the constitution is followed
- Convening meetings and establishing whether or not a quorum (half of the Management Committee) is present
- Chairing meetings, deciding who may speak and when
- Overseeing the operation of the club
- Providing a report on the operations of the club at each Annual General Meeting

The Secretary is responsible for:

- Recording the minutes of meetings
- Keeping the database of members information
- Holding the clubs' records, documents and books, except those required for the Treasurer's function
- Receiving and replying to correspondence as required by the Management Committee
- Forwarding the annual financial statements for the club to the Companies Office upon their approval by the members at an Annual General Meeting
- Advising the Companies Office of any changes

The Treasurer is responsible for:

- Keeping proper accounting records and financial transactions to allow the clubs' financial performance and position to be readily ascertained
- Preparing annual financial statements for presentation at each Annual General Meeting
- Providing a financial report at each Annual General Meeting; and
- Providing financial information to the Management Committee as required

It is important that the Membership Committee occasionally run self-assessments to ensure:

- Meetings are run effectively
- You are staying in line with your strategic plan
- Productivity is improving
- You are operating as a collective, rather than individuals

# Steps to becoming an Incorporated Society

Meet and:

- Decide on a name of your club
- Draft the constitution which include your clubs rules and powers

Ring 0508 COMPANIES (or go to the [Companies Office](#) website) and request the following:

- Application form (two copies needed)
- A statutory declaration form
- The guide: Registering an Incorporated Society

Call a meeting of at least 15 people. At this meeting your club should:

- Approve your constitution
- Complete the application form
- Complete the statutory declaration form

Send the completed documents back to the Companies Office:

- The Application form (two copies)
- Two copies of your constitution
- Statutory declaration
- Payment for \$102.22

The Companies Office informs your club that it is now an Incorporated Society. You are sent:

- A certificate of incorporation.
- A stamped copy of your rules

Send a letter to the IRD requesting formal approval for the appropriate tax exemption along with a copy of your certificate of incorporation and a stamped copy of your constitution.

Your club is informed by IRD that it has had its tax exemption approved.

To maintain your registration you will need to file the following documents with the [Companies Office](#) website each year:

- Annual Financial Statement
- Rule changes (including any name changes)
- Address changes