



## STARTING A CLUB

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### INITIAL CONCEPT

An individual or group wishes to create an organisation whose principal function is to support a common interest in paddlesports. The organisation will endeavour to exist over an extended period of time with stability and an even distribution of responsibility and workload.

### AIMS AND OBJECTIVES OF THE CLUB

The **aims** of the organisation should be clearly identified prior to its formal establishment. This can be a simple list of ideals to which the organisation will focus its energy and may include some of the following examples:

- To provide a social and/or competitive structure for pursuing paddling activities
- To foster the development of junior paddlers
- To create a supporting organisation for a group of recreational paddlers
- To foster the pursuit of excellence and peak performance in paddling

The **objectives** may include some of the following examples:

- To set up an organisation with an agreed recognised constitution and with suitable office bearers
- To provide insurance cover for members
- To encourage memberships, and facilitate affiliations and member support
- To establish proper organisation management procedures
- To correctly and adequately manage the finances of the organisation for the benefit of its members

## GETTING STARTED

The following sites provide current and relevant information when considering the establishment of a club structure:

NSW Office of Sport - [Running your club | NSW Government](#)

NSW Fair Trading - [Associations | NSW Fair Trading](#)

### ***What are the main benefits of incorporating as an association?***

- Create a legal entity that is separate from the individual members
- Provide a certain amount of limited liability for members
- Continue regardless of changes to membership
- Enter into enforceable contracts including buying and selling property
- Sue (but also to be sued)

## RUNNING THE CLUB

Of course, you then have to run the Club in accordance with adopted rules:

### **Club (Association) rules**

Every incorporated association must have documented rules. A generic constitution available from NSW Fair Trading (link above) is seen as the best option. The model rules act as a safety net for clubs.

To **change the rules**, a special resolution must be passed by members of the club. The public officer must lodge with NSW Fair Trading any change to the rules within one month of the special resolution being passed in order for them to take effect.

### **Annual general meetings**

An annual general meeting (AGM) must be held at least once in each calendar year and within six months of the end of the club's financial year. This does not have to be 30 June.

**Financial accounts** must be presented to the members at each AGM. Within one month of the AGM, the public officer must provide NSW Fair Trading with an annual statement that includes a copy of the financial reports.

### **The Committee**

Clubs must have a committee. This committee is responsible for managing the club. The committee should comprise at least a president, vice-president,

secretary and treasurer. One committee member must be appointed the public officer. The public officer is responsible for lodging documents, keeping membership registers and contact details of the committee.

## **INSURANCE**

It is vital that the office bearers of a sporting club are protected from legal and other claims. Insurance for the club and its office bearers is automatic when club affiliation is accepted by PaddleNSW. Office bearers are covered for Directors & Officers insurance and Professional Liability insurance, provided they are entered in the Paddle Australia GoMembership system. There is no cost involved as a volunteer.

Individual club members obtain 24/7 personal accident and public liability insurance when concurrently joining the parent bodies PaddleNSW and Paddle Australia. All insurance benefit and claim information is available when hitting the “insurance” tab here: [Membership | Paddle Australia](#)

In order for a Club to participate in the benefits of the above, it must be affiliated with PaddleNSW and if it is organising paddling activities, those participating in these activities must be annual or at least single-event members of PaddleNSW. These activities include races, training and trialling, meetings, fundraising activities, travel to and from these activities throughout Australia and any other activity incidental thereto.

## **JOINING PADDLENSW**

Expressions of interest to affiliate your club with PaddleNSW should be addressed to the CEO at [admin@paddlensw.org.au](mailto:admin@paddlensw.org.au)

Your club is the backbone of organised paddling in NSW. An annual fee of \$200 is applicable. Your club will be eligible to host events organised by PaddleNSW. Other benefits include:

- We provide Professional Liability Insurance so that organisers of your events including coaches, guides, office bearers and others are covered
- We provide information about events and activities you can participate in, including recreation paddles
- You can find results of events
- We continually update our information base on our website to keep you abreast of interesting things happening in NSW & ACT paddling
- Regular newsletters giving notice of upcoming events and lots of other useful information

- Contact with like-minded Clubs, organisations and groups of people who want to do the same things as you in the sport of paddling
- We give guidance about how to participate in and run events safely and with proper procedures
- We provide training in many different aspects of paddling as well as instruction for coaches and certification
- We ask you what you want from your sport and work with you to provide what you want

## **PROCEDURES IN RUNNING THE CLUB**

The main focus of many clubs is the safe and effective running of events. Best practice procedures, processes and templates are available on the 'Resources' page of the PaddleNSW website – [PaddleNSW](#)

These include standards of behaviour, requirements for volunteer duties, shared responsibilities, and other risk management documents.

## **CONDUCTING EVENTS:**

For any competitive activities run on open unrestricted waterways an Aquatic Licence is required. Closed waterways such as the Sydney International Regatta Centre require a separate set of applications and risk assessments.

Any competitive event held on waterways in NSW must be done in accordance with NSW Maritime rules.

See [Apply for an aquatic licence | Service NSW](#)