

Need further
advice and
assistance?

Please do not hesitate
to Contact the
Shadow Board in
person or by e-mail -
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LOCKING PARKLANDS COMMUNITY INTEREST COMPANY

GUIDANCE INFORMATION ON STARTING A NEW CLUB



PACK CONTENTS:-

- 1 **GUIDANCE INFORMATION/SIMPLE GUIDE** - to Starting up a Club - 'kickstarting' your idea!
- 2 **SIGN UP** - people can sign up to show their initial interest in the formation of a new club. Gives an indication as to whether your idea may be viable
- 3 **HIRING & LETTING ARRANGEMENTS** - the Terms and Conditions for using the Community Facilities
- 4 **RISK ASSESSMENT** - Generic document as a starting point for preparing your 'specific' Risk Assessment for your particular club activity/idea
- 5 **CLUB NAME SUGGESTIONS** - a pro forma giving some guidance on how to go about choosing your club name - you may decide to hold a ballot
- 6 **CLUB CONSTITUTION** - A Template which includes all the necessary side headings you need to include in your club 'rules'
- 7 **MEMBERSHIP INFO & ATTENDANCE REGISTERS** -
A template that you can use each time the club meets to indicate who is actually in attendance. This Register would need to be completed every time the Club is open in order to comply with Fire Regulations. Membership details including ICE contacts - all info is confidential & must comply with DPA.
- 8 **PUBLICITY/FLYER TEMPLATE** - A Publicity template for making the Residents aware of your intention to start a new club or pass on Club news to the residents, etc
- 9 **ACCOUNTS & ORGANISATION POINTERS** -
 - Keep all documents in one folder
 - Divide the folder into sections, so you can easily find the relevant document
 - Use plastic pockets to protect contents
 - **Maintain a simple 'Income & Expenditure' Account** - this will help you budget and see what you are spending your money on - keep receipts. Use a Spreadsheet program
 - Always keep a copy of important documents, just in case the original gets lost
 - If possible, keep an electronic version of documents/files as a 'back-up'
- 10 **KEEPING EXISTING MEMBERS & RECRUITING NEW ONES** - eg
 - Contact/Information update slot at the Residents Forum
 - Posting Information in the Community Notice Boards, Sales Office etc
 - Leaflet drops
 - Membership Promotion deals
- 11 **OTHER - Club specific materials, -**
 - Crafts - Knitting Patterns; Singing - Songbook,
 - Cooking - Recipes; Golf - Techniques/Equipment