



AUSCYCLING

How to start a Club

Version 1.2 | August 2021

Welcome!

AusCycling has over 450 affiliated clubs/riding groups across Australia and within these clubs, there are 52,000+ members across BMX, BMX Freestyle, Cyclo-Cross, E-Sport, Mountain Bike, Para-Cycling, Road, Track and Lifestyle (recreational and commuter) riding throughout Australia.

Our vision is to make Australia a nation of bike riders, to advocate for our riders' safety, build strong club communities and to make all forms of cycling accessible to everyone be it on a track, off a jump, in the great Australian bush or on the road.

We open our doors for members to be part of our clubs and riding groups– who are our greatest asset in assisting members and grow the sport of Cycling. From when a member starts with us - they are welcomed to join and be part of a community that enjoys being active, social and the ability to improve on their ability as a rider. Our clubs are a great starting point of getting involved as they can provide guidance and information on the disciplines they offer, racing information and support when required.

So, let's see what is needed to start a Club with AusCycling in 5 steps:



1 – Assessment

The first step with creating a new club – is seeing if your potential committee and you can establish links with organisations. This may include local councils/shires and interested like-minded people in the area, who may be involved in the culture, design and creation of the club.

Research

There will be some researching and assessing in this step, as you will be seeing how many potential members your club might have and where they will come from. A suggestion of how you can check if there is an interest in the area is to prepare a survey, and this can ask questions around the need/demand for a club. Local bike stores, social media and community facilities could be a great way to distribute information to the public.

If the response is positive and in support of a club is clear, it is then time to make a decision to proceed with the formation of a club. It would also be beneficial for your club to discuss the concept with local council officers, regional sport and recreation organisations, government agencies, stakeholders and AusCycling.

Public Meeting – Involvement of Committee Members

If everything still points to a level of support you can rely on to assist the formation of a new club, the next step is to call a public meeting. Details of the public meeting need to be advertised and promoted in a variety of ways and through a range of sources. This may include:

- Local paper(s)
- Notices at bike shops and community facilities
- Social media
- Personal invitations to potential key supporters and stakeholders
- Respondents to the initial survey

To ensure a successful public meeting it is important to:

- Give at least seven (7) days advanced notice of the meeting.
- Keep an accurate record of the meeting including date, time and place of meeting, purpose of the meeting, a register of attendees and apologies, record of all motions and recommendations and a summary of discussions.

The main purpose of the public meeting is to:

- Determine whether to establish a club
- Elect a committee
- Determine whether to incorporate or not

If your club or council is looking at a new facility, AusCycling has developed requirements for facilities for the following disciplines:

- BMX Freestyle
- BMX Racing
- Criterium
- Track

For these requirements, please click [here](#).

If there are any questions regarding facilities, please contact – facilities@auscycling.org.au

2 – Incorporating as an Association

There is no legal necessity for a sport or recreation organisation to become incorporated if it remains a voluntary association. However, remaining unincorporated does leave the organisation in a difficult situation in regards to the law. If an association is not incorporated, legal rights and obligations can fall on to individual members. A not-for-profit group with five (5) or more members should consider the benefits of becoming incorporated. These include:

- Having club members protected, to a certain extent, from being sued individually if someone is injured while involved in activities delivered by your club
- Improving your club's fundraising ability and eligibility for grants;
- Making it easier to enter into leases, to open and operate bank accounts and to borrow money.

Not for profit sport and recreation clubs generally incorporate under State and Territory legislation known as the Associations Incorporation Act. The Acts are not identical in each State or Territory. You should refer to the relevant legislation in your State or Territory which is usually available from departments of fair trading or equivalent department in each State or Territory.

It should be highlighted that to be eligible for affiliation with AusCycling, the club **must** be incorporated. Unincorporated organisations can affiliate with AusCycling as a riding group. You can find more information about AusCycling Riding Groups [here](#).

To be eligible to incorporate, a group must be not for profit and meet the minimum number of members required in your State/ Territory of incorporation to be eligible for incorporation. At time of preparing this manual the minimum number of members required in each State/ Territory varies between 5 to 7 members.

Please check with the relevant government agency at time of incorporation to confirm the above details. The relevant State Government Department are below:

- Australian Capital Territory: Office of Regulatory Services, www.accesscanberra.act.gov.au
- New South Wales: Office of Fair Trading, www.fairtrading.nsw.gov.au
- Northern Territory: Department of Business, <https://nt.gov.au>
- Queensland: Office of Fair Trading www.fairtrading.qld.gov.au
- South Australia: Consumer and Business Services, www.cbs.sa.gov.au
- Tasmania: Consumer Affairs and Fair Trading, www.consumer.tas.gov.au
- Victoria: Consumer Affairs Victoria, www.consumer.vic.gov.au
- Western Australia: Department of Commerce, www.commerce.wa.gov.au

To incorporate, an association needs to convene a general meeting. At this meeting, several decisions must be made. An association must:

- Pass a motion to incorporate by resolution. The resolution needs a three-quarters majority vote to pass.
- Choose a name for the association
- Elect a committee
- Adopt a set of model rules and/or constitution. For AusCycling's constitution template, click [here](#).
- Lodge an application with the relevant government agency and pay the fee for incorporation.
- If the decision to incorporate is made at the initial public meeting, you may choose to complete all above steps at this meeting

Clubs are required to develop a set of model rules or a constitution and adopt these as part of the incorporation process. Incorporated associations are governed by legislation, which differs between each state/ territory; therefore, the model rules also differ.

The constitution is a basic set of rules for the daily running of your club. It is a legal document that establishes the organisation, sets out the purposes for which it has come together, includes the rules under which it proposes to operate and sets out members' rights and liabilities. The model rules/ constitution of your incorporated organisation also sets out the membership and powers and provisions of the committee including:

- How committee members are elected and appointed
- Terms of office of committee members
- Grounds or reasons for which a committee position may become vacant
- Filling casual vacancies occurring on the committee
- The quorum (minimum number of committee members who must be present to conduct a committee meeting)
- The procedure at committee meetings.

The constitution should be written in a clear, unambiguous, and succinct manner. It should not be overburdened with items that would be better placed in the organisation's by-laws or policies eg. Complaint handling, codes of behaviour, job descriptions etc. These are usually items that expect to be changed and updated from time to time. In these circumstances the board/committee should, through by law and policy development, be empowered to oversee and manage these issues.

Checklist for developing the constitution:

- The Associations Incorporation Act requires an incorporated association to have its own set of rules, which govern the day-to-day management of the club. These rules are referred to, as the constitution and a copy must be lodged with the relevant department in each state/territory that you applied to when incorporating your club. This constitution is held as the "official" version of rules, together with any amendments which the club later lodges with the department. This constitution is available to the public.
- You may use your own rules or obtain professional legal advice. If developing your own constitution, you must ensure you take note of the specific requirements and sections that must be addressed. The constitution should also not be inconsistent with any other requirements of the Act.
- Alternatively, you may use and/or modify the set of model rules developed by the relevant department in each state/territory. Once again, if you choose to modify these rules, ensure you read through the document carefully, or obtain legal advice, to ensure you meet the specific requirements of the Act.
- If you decide to use the model rules in your state/territory, ensure you read them carefully to complete them where required to suit the needs of your club.
- Once complete, the agreed version of your constitution must be submitted with your application for incorporation. Ensure you keep a copy of these rules for your club's records.
- It is best practice to review your constitution every 2 -3 years and if any changes are made, they must be lodged with the relevant department in your state/territory. It is also important to remember that changes to the constitution require debate and to be voted upon at an annual general meeting or a special general meeting.

3 – Affiliating with AusCycling

Your club is now close to becoming affiliated with AusCycling! Let's first look at the benefits with being affiliated with us:

- Access to cost effective insurance for the club and its members.
- Opportunities to associate with other affiliated clubs through regional, state or national networks.
- Club Resources and Newsletters
- Access to AusCycling's Membership Database
- A supportive Club and Member Services Team to assist your Club

Your club should now have the following documents/Information ready for your Club's Affiliation:

- ☐ Certificate of Incorporation
- ☐ Model Rules and/or Club Constitution
- ☐ AGM Minutes
- ☐ Club Committee's Details – Your Club Committee is required to be Financial Members of AusCycling.
- ☐ Club Logo
- ☐ Bank Account Details
- ☐ Club Fees (Please ensure you check the Membership Categories available by clicking [Here](#) – the recommended/default Club Fee is \$25.00)
- ☐ BMX ONLY – Track Design/Track Information, Supporting Council/Shire Details and BMX Track Inspection Approval

With having the above documents and information, we advise you to read the information on the below page and then complete the 'NEW Club Affiliation Form' – [Click Here.](#)

Once the form has been completed, please allow up to 10 business days for AusCycling to contact your club. A member of the Club and Member Services Team will be in-touch and will begin the process of checking your documents and information.

4 – Your Club is now affiliated!

Once AusCycling has reviewed your club's submitted document and information – we will confirm your club is affiliated by confirming the following:

- Your club being active with our membership database and can accept memberships
- Allowing access to your club's account
- Information on how to access your club's certificate of currency
- A Letter of Affiliation will be sent as a Welcome to AusCycling

The task of creating a new club has now been achieved and you should celebrate this milestone of creating a Club with AusCycling! We hope it has been rewarding and look forward to working with your Club Committee and Members to grow your club.

5 – Renewal of Affiliation (Each Year)

Each year in November, the Club and Member Services Team will contact your club to affiliate and insure your club. This will include the following to be completed:

- AusCycling Affiliation Form
- Affiliation/Insurance Invoice – depending on the number of Financial Members within your Club of AusCycling. This fee will allow 12 months of affiliation
- Documents – there may be documents required for your club to be submitted

Tips – To assist with starting your club!

Below are tips to help your club kick-start their affiliation with AusCycling:

- 1. Welcome New and Transferring Members** – Members are your overall reason for opening your new club! People will be interested in a new club opening in their local town and word will get out. Current AusCycling members of other clubs may wish to transfer their primary club membership or join your club via the [Club add-on](#) due to closeness to home, a new and exciting riding facility has opened or see your Club's vision to succeed.
- 2. Committees** – Ensure the workload is spread from Secretary, Treasurer to Club Registrar to President. Get to know your committee and what everyone's talents are. Members will be more committed if their talents are used, and it will reduce the workload and stress on club committee members. We are sure you will find more people to add to your riding family.
- 3. Job Descriptions** – Provide position descriptions for all committee and volunteer positions so people have an idea of what each position entails before making a commitment. This will also help with new committee members and what is expected of them during this position.
- 4. Meetings** – Hold regular, succinct and interesting meetings to ensure decisions are made for the benefit of the club and the members within your club. Also ensure minutes are taken and include motions/decisions made.
- 5. Maintain accurate records** – This includes minutes of meetings, financial records, list of members and incident reports.
- 6. Develop an annual budget** – Know what your costs will be and develop a plan to secure any required funds.
- 7. Decide the best way to communicate with your members** – Keeping members informed ensures everyone is kept up to date on decisions made on their behalf, achievements, events and opportunities.
- 8. Social** – Organise a permanent email address and phone number that can be included in all correspondence, brochures, flyers and posters. Create a Facebook Page for your club, collect email addresses and look at ways to communicate effectively to your members!
- 9. Create a Plan to attract members and to build the momentum of the club.** – Look after existing members and volunteers and establish a plan to recruit new members and volunteers. Members and volunteers come and go, however to ensure the longevity of your club a constant renewal of membership is required.
- 10. Acknowledge and recognise your volunteers.** – A simple thank you letter, social get-together or specific mention at club meetings, e-Newsletter or via social media lets them know their efforts are appreciated.
- 11. Encourage members to become an Official or Coach for your Club.** – This will provide newcomers and more experienced riders with access to coaching opportunities and club events are delivered with 'best practice' in mind.
- 12. AusCycling Come and Try session** – a great way to attract new members is to hold a Come and Try day. This is how members can get a taste of Cycling, without taking out a membership first. For more information – [Click Here](#).
- 13. Local Bike Shops** – Have a chat with retail sellers of Bikes and see if they may be able to sponsor or wish to be included in assisting members with promoting the sport of Cycling – win/win for both the shop and club!

LET'S RIDE TOGETHER