



BRITISH
DODGEBALL

CLUB START-UP GUIDE

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SETTING UP A CLUB

Setting up a club can be done easily using this guide as long as you have a group of people who are willing to put the effort in. Besides needing to advertise for players, link with local organisations, find suitable venues and timeslots, you need to make sure you have all the necessary legal requirements in place for regulated activity.

To help ensure clubs are well organised, operate safely and are successful long-term, British Dodgeball has created this guide to help you set up a new club. Please note that information pertaining specifically to **junior clubs is in red**, and information pertaining specifically to **university, school or college clubs is in green**.

For further assistance with setting up a new club, you can view the [Club Matters online guide](#) or email our Development Manager - aden@britishdodgeball.com.

CLUB START-UP CHECKLIST

- | | | |
|--|--|---|
| <input type="checkbox"/> Committee formed | <input type="checkbox"/> Necessary training / qualifications | <input type="checkbox"/> Venue booked |
| <input type="checkbox"/> Club Documents in place | <input type="checkbox"/> Affiliated to British Dodgeball | <input type="checkbox"/> Equipment procured |
| <input type="checkbox"/> Funding obtained | <input type="checkbox"/> Club bank account in place | <input type="checkbox"/> Advertising in place |

1. Form a Committee

To operate effectively you need to form a committee. It is recommended that you have at least two positions at first – a chair and a treasurer. **For many university clubs, it is also necessary to have a secretary.** If you are setting up the club on your own, try to recruit these positions as soon as possible after setting up.

Chair: Committee lead. Spokesperson for the club.

Treasurer: Handles club finances.

Secretary: Performs club administration.

Data Controller: Handles personal information the club holds.

Welfare Officer: Ensures that the club is operating safely in terms of health and safety, equality and safeguarding – **vital for junior clubs.**

Other recommended positions to fill asap are:

Marketing Officer: Handles the marketing of the club on social media and by communicating with other organisations e.g. schools.

Coach: Lead coach, holds a Level 2 British Dodgeball Coaching qualification & **Enhanced DBS check + safeguarding award if a junior club.**

Manager: Handles logistics of tournament entry and competition.

Many other committee positions are available and should be assigned as your club grows (see our [committee handbook](#) for more details).

2. Create your Club Documents

Club documents are necessary to outline who your club is and what its aims are. Some of these documents are necessary to have implemented before you start up whilst others are not essential when you first form (but should be made as the club grows to ensure safe operation). For clubs operated as part of a wider institution e.g. university, you should ensure that you follow your organisation policies which will already be in place.

British Dodgeball provide many of these as editable templates for your club's convenience on our [club support page](#). It is essential that:

1. You edit these documents so that everything contained within applies specifically to your club.
2. You implement any policies or processes mentioned within these documents so that they accurately reflect your club activities.

Governance Documents	Welfare Documents	Data Collection
Club Constitution*	Health and Safety Policy*	Safeguarding Referral form*
Committee Handbook	Data Protection Policy	Accident Record form
Club Development Plan	Safeguarding Policy*	New Starter form*
Club Code of Conduct*	Equality and Diversity Policy	Youth Player Consent form
Induction Policy	Accident and Injury Policy*	Player Feedback form
	Disciplinary and Complaints Procedure*	
	Dodgeball Risk Assessment*	

* documents should be in place before the club starts sessions.

Red documents should be in place before the club starts junior sessions.

All other documents are good practice to have in place.

3. Get the Necessary Training / Qualifications

Coaching Qualifications

A valid dodgeball coaching qualification is necessary for coaching dodgeball. British Dodgeball offer a range of qualifications ranging from an intro course to a Level 3 coaching qualification on our [courses page](#).

See which are right for your coaching needs:

[Introductory Workshop](#): For people who want to learn the basics of the sport.

Ideal for: youth club workers, primary teachers

[Leaders Workshop](#): For young people aged 10-18 who wish to start their dodgeball coaching journey.

[Level 1 Award in Coaching Dodgeball](#): Gives knowledge in leading different types of groups through dodgeball-related activity in various settings.

[Level 2 Certificate in Coaching Dodgeball](#): This gives a thorough knowledge of the rules, how to coach skills to a range of ability-types and qualifies you to lead sessions independently. For club coaches and sports coaches. You must have completed the Level 1 to take this course.

[Level 3 Certificate in Coaching Dodgeball](#): This is a top-level qualification which shows the coach holds a high level of both dodgeball and coaching knowledge. This is suitable for those who aspire to be club head coaches and international team coaches. You must have completed the Level 2 to take this course.

University/college/school-specific training

Some institutions require committee members or staff to attend training sessions to ensure that the dodgeball club is well-run. These may involve safeguarding, good governance or financial training.

Safeguarding Training

Safeguarding training is essential if your club works with children or vulnerable adults. Your coaches can complete the NSPCC's Child Protection in Sport online course [here](#). This takes approximately 3 hours to complete online and costs £25pp. Safeguarding training can sometimes be accessed for free or part-funded through your Active Partnership/local leisure trust/local council; enquire to see if they can help. Find your specific Active Partnership [here](#) (England-only).

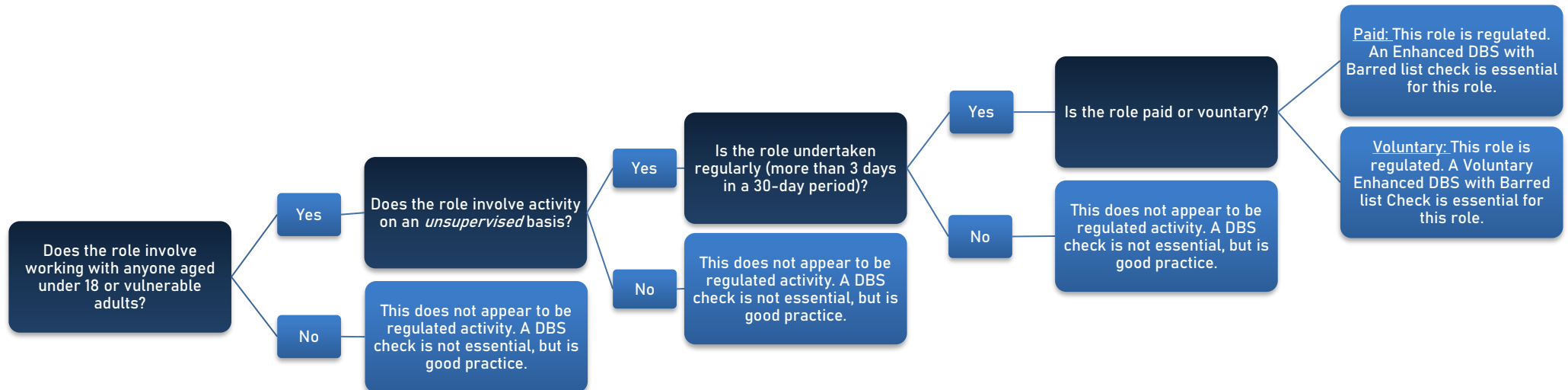
First Aid Qualifications

It is necessary to have at least one first aid-trained individual at your sessions if your venue does not provide this service. St John's Ambulance provide a range of [First Aid courses](#). Enter your postcode into the website to find local courses. Again, see if your Active Partnership can help with funding or part-funding this.

Enhanced DBS Checks

Check the flow chart on the next page to see what DBS checks (if any) are necessary for you. British Dodgeball offer [DBS checks for those in England and Wales, Access NI Checks for those in Northern Ireland and Disclosure Scotland checks for those in Scotland](#). This can be funded/part-funded through your County Sport Partnership in some cases, particularly if you are starting a new targeted session. Find your specific County Sports Partnership [here](#) (this applies to England only).

What type of DBS check do you require?



4. Affiliate your club and members to British Dodgeball

Club membership costs £30 without public liability insurance or £60 if you require British Dodgeball to provide this. It is vital that you have public liability insurance for your sessions. There is a range of additional benefits that club affiliation to British Dodgeball provides:

- Access to regional and national community, junior and university leagues.
- A range of exclusive partner benefits.

Club membership is open to all clubs that have a designated contact, welfare officer, safeguarding policy and training venue. You do not need to participate in our leagues, opens or other events to become a member club. Each member club forms part of a wider British Dodgeball team that works together to support and develop the sport of dodgeball on a local regional and national level. To become a member of British Dodgeball, go to the [Club Membership](#) page.

You will also have to register any club members as British Dodgeball members before they take part in any competitions; this costs £15 per person. Adult playing in their first competition and all junior players can instead get [playing registration](#) which is free of charge.

5. Book a Venue

The next step is to book a suitable venue. Things you should consider when selecting a venue are:

Cost: Can you likely afford it if you have a few weeks of low turnout?

Size: Is the venue big enough?

Location: Is the venue in an easy-to-reach area using cars, bikes and public transport?

Availability: Is the venue available when you need it?

Other services: Does the venue offer equipment storage, first aid or other services.

Make sure to check alternatives to sports and leisure centres; often local schools are suitable as initial venues and can be cheaper than larger sports complexes. Alternatively, you could book a badminton court-sized space at a sports centre to play on, but make sure to inform the staff you won't be using it for badminton so there aren't any complaints.



6. Get Some Dodgeballs

You can buy dodgeballs from our [shop](#). In a match, under 11's use 3 size 1 foam balls, under 13's and 15's use 5 size 2 cloth balls and under 17's & adults use 5 size 3 cloth balls.



7. Enter a Competition

British Dodgeball host a variety of different competitions, ranging from leagues to open events. Where 6 players can join up and have a go. Have a look at our [events](#) menu on our website and sign up.

EXTRA TIPS

Whilst not necessary, the following three points will give your club a real advantage financially and with recruitment.

8. Obtain Funding

There are various funding sources available to sports clubs. These could give you a financial safety net which helps your club to pay for coach education, hall hire and equipment before lots of people join and start paying subs.

[Sport England](#) promote many funding sources – the [small grants fund](#) is one such useful scheme, funding between £300-£10,000.

Please note, to be eligible for many of these funding streams, you must:

- have a clear constitution which states that you are a not-for-profit organisation.
- have open membership for all sectors of the community.
- have a committee formed of at least three non-cohabiting members.
- have a club bank account (see section 8).

British Dodgeball are experts at supporting clubs by securing funding for worthwhile projects. We have secured over £130,000 funding for clubs to set up and grow – get in touch if you think we might be able to help.



9. Get a Bank Account

Having a club bank account means that you can easily keep track of your club funds without being mixed in an individual's account. They are essential for a larger club and any club seeking financial support. You must have a constitution in place and a minimum of two signatories for most organisation bank accounts, and most high street banks offer an organisation/business account. For more information, check out this [resource centre](#).

10. Market Your Sessions

You have your venue booked, coaches trained, dodgeballs bought and everything ready to go? Now is the time to advertise your sessions to ensure you get the numbers there that you want.

There are many ways of marketing your club:

Social Media: Popular social media websites such as Facebook, Twitter and Instagram are effective ways of spreading news about your club. Try to get people to like, share and retweet your posts to build up a buzz. Other websites such as Gumtree can prove effective too.

Website: Sites like [Wordpress](#) or [Moonfruit](#) make it easy for you to build a club website.

Posters: Make posters and flyers and put them up in community areas, supermarket community boards, schools (with permission), halls of residence etc. You could even hand them out by hand.

Taster sessions: You could arrange with local organisations such as schools, youth clubs etc. to go in and deliver some taster sessions. People are far more likely to come to your club once they have played and know how much fun it is!

