

Setting up new HASSRA Club

1. **Gauge Support** with
 - The Office Manager, and his/her management team
 - Your colleagues, obtaining the names of one or two (at least) volunteers to assist with the next action;
2. **If Managers and Colleagues show interest & support**, issue
 - A notice (see draft attached) to ALL staff in the Office/District, which should be returned to the one or two (at least) volunteers, with a 3rd or a member of the management team acting as a “*returning officer*”. This transfers the verbal “support” into something more substantive;
 - Place posters around the building informing everyone of the proposals;
 - At the same time, an email to ALL staff in the Office/District (this can be arranged usually through the CSO) outlining the benefits of having an Office/District Sports & Social Club, these are: -
 - i. Direct financial return on the monies they are subscribing to HASSRA;
 - ii. Subsidised events, and activities *locally*
3. **On completion of the ballot**
 - Inform everyone of the (hopefully) positive result
 - Contact the Office Manager, and ask s/he to be the “Club Sponsor”, and ask s/he to put forward a name for the Committee’s management representative, and the management auditor;
 - Arrange a date for a meeting of those interested in seeking election as either Officers/Committee to draw up the proposed Office Club Constitution (blank attached, as well as for example a copy of the Burnley PC Club Constitution);
 - Invite a HASSRA Official to attend and advise the group on the composition of the Club Constitution;
 - Arrange a date for the inaugural Office meeting, at which you will expect many of those who have expressed an interest to be present, use the meeting to
 - i. Flush other interested individuals
 - ii. Identify a staff member to be the Committee’s Auditor (this person can’t serve on the Committee.
4. **On agreement of the inaugural meeting date**
 - Inform the Office Manager, and invite s/he to preside over the meeting, putting forward a member of the Office Management Team to serve in some official capacity within the Committee;
 - Advertise the date (by poster/individual invites/emails);
 - Try to fill any vacancies within the Officers/Committee before the meeting;

- Visit a local bank (nearer to the site the better for ease of access), obtain information on how to open a bank account; n.b. the bank will need copies of the minutes of the inaugural meeting, as well as a copy of the Club Constitution.

5. Inaugural meeting

- Day before the meeting, ask your volunteers to go round reminding ALL staff of the forthcoming meeting, and ask them all to attend (this will show to the Management team that there is support for the proposed Club)
- Specifically remind the Office Manager, or his nominated member of the Office Management Team, his nominee for the post of auditor;
- Inform s/he of the names of the nominees proposed to be Club Officers, particularly Treasurer, and Deputy Treasurer;
- Identify a minute taker before the meeting commences (inform s/he that the Club cannot function until the minutes are written up);
- Ask the sponsor to propose that
 - i. The Club Constitution is adopted;
 - ii. The nominees for the Officers posts, and their deputies (if there is only 1 for each) are elected en bloc;
 - iii. The nominees for the Committee are elected en bloc;
 - iv. Thank everyone for attending, and announce, if possible the proposed 1st event.

All will need seconding, and the numbers voting recorded within the minutes

6. After the meeting

- The Chairman should contact the RBP and advise the names of the officials and committee members.
- All officials should read the notes available on the roles of Club Officials.
- ALL 3 should sign a copy of the inaugural meeting minutes, then forward them, to the RBP, together with
 - i. A signed copy of the Club Constitution;
 - ii. The chosen banks sort code, and bank account details;
 - iii. A full list of the Clubs Officers, and Committee;
 - iv. The banks full address;
 - v. A note requesting the start up grant.
 - vi. On receipt the regional committee will consider the request for an initial start up grant

7. Ongoing advice

The Committee, and Officers should be aware that

- Each year a rebate will be paid, provided that the HASSRA Office has received by 31/03:
 - i. A copy of the accounts;
 - ii. A signed audit certificate;
 - iii. A copy of the AGM minutes;

iv. A list of the Clubs Officers, and Committee.

- The Clubs Accounting period is January 1st through to December 31st;
- The Clubs AGM should be held, preferably by February 28th, but no later than March 31st;
- In some regions interest free loans **may** be available to Clubs for the provision of capital items that are above and beyond what can be generally expected to be provided from Club funds e.g. a football kit; these are repaid over an agreed period between the club and the Regional Finance Committee
- Limited Third Party Public Liability Insurance is available to clubs when affiliated to HASSRA.