



TRIATHLON
CYMRU

Starting a new triathlon club

A checklist to support new clubs

November 2022

Great news that you are considering starting a triathlon club. We want to help you get everything in place before you start.

Before you get started, please make contact GwyndafLewis@welshtriathlon.org who will be able to support you through the process. Below are a few questions to consider as you go along.

	Questions to ask yourselves	Comments
Vision / Why?	Do you have a clear reason for wanting to start a new club?	
	Do you have a vision of what you want the club to be in a few years?	
	Is the club for adults, juniors or both?	
	Is the club for performance, participation, both? Where is the club based?	
	<u>Are there other clubs locally doing a similar thing?</u>	
	Governance Basis	<u>What type of club are you starting?</u> <ul style="list-style-type: none"> • <u>Community</u> • <u>Closed</u> • <u>Commercial</u> • <u>Single-discipline</u>
Have you got a name and logo for the club?		
<u>Do you have a constitution for the club?</u>		
Have you considered the legal status of the club?		
Have you spoken to a bank about setting up a club account?		
Do you have any money to get you started? If not, you might be able to raise some		
<u>Have you looked into affiliation to Triathlon Cymru and the policies that apply to affiliated clubs?</u>		
Getting the right people	Have you got a people willing to be a part of your committee? If not, can you recruit a few volunteers?	
	Have you looked at our role descriptions for them?	
	Have you got coaches and activators identified? <ul style="list-style-type: none"> • Are they trained or do they need to access courses? • <u>Do they need to access safeguarding training and DBS checks?</u> 	
	<u>If you will have juniors, have you got a Club Welfare Officer?</u> <ul style="list-style-type: none"> • <u>Have they done a Time to Listen Course?</u> • <u>Do they have a DBS certificate?</u> 	
Communicating	Who do you need to tell about the new club?	
	Do you know who is going to lead the communications?	
	Have they thought about a plan for this?	
Activities	Have you considered what club activities and races you might put on?	
	Have you got people and venues lined-up for these?	
Kit	Have you got a kit supplier sorted?	
	Do you know what kit you want, colours, designs?	