



# **Starting a new triathlon club**

**A checklist to support new clubs**

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