

## BASIC CLUB CHECKLIST

*If you're looking to start a new club, or just looking to improve an existing club, this is a list of things to look at. We recommend having much of this decided prior to the start of a season or activation period, and we recommend making most of this available on your website*

### YOUR CLUB

- Coach recruitment – how many do you need and where will you find them?
- Where are you going to practice?
- What's your mission statement and competitive goals?
- Are you a registered business on any Hawaii island?
- Have you started a separate financial account for your club?
- Are you going to be a for-profit, not-for-profit, or non-profit entity?
- Do you have options for partnerships or sponsorships?
- What is your communication policy within your club?
- What is your travel policy? (Check out SafeSport's template.)
- Have you built a social media account(s) and/or a website?

### COACHES

- Who sets the coaching philosophy? The club or the individual coach?
- Have you collected all documents (tax docs, contracts, medical forms) from coaches?
- Have you ensured all your coaches are members and meet basic requirements?

### PLAYER & PARENT EXPENSES

- Do you have a detailed, itemized breakdown of costs per player?
- What are your options for payments? Do you take cards? When are payments due?
- Do you offer sibling or multi-child discounts?
- What's your refund policy?
- What fundraising options do you have?

### CLUB EXPENSES

#### **Think about what your operating budget needs to include and how you'll cover costs:**

- Facility rental costs (practice facility)
- Equipment costs (balls, carts, etc)
- Uniform costs (include anything else like warm-ups, backpacks, other gear)
- Directors & officers' insurance (for non-profits)
- Coaches payments/stipends
- Coaches travel and other ancillary costs (will you reimburse their membership costs?)
- Team travel (airlines, hotels, meals)
- Potential attorney's fees
- Bookkeeper or accountant's fees

*Factor in that some players and families may not pay at all, and others may be on payment plans.*

### PLAYERS/PARENTS

- What are your expectations for players and parents?
- Does your club have a code of conduct?
- What determines playing time? How are disputes about playing time resolved?
- What will your competition schedule and practice schedule be?

### TRAVEL

- Which teams will travel, and to where?
- What's your chaperone policy?
- Have you outlined specific behavioral expectations for all traveling members?
- Do you have an emergency or contingency plan in case something goes wrong?
- What costs on the road are parents/players expected to foot themselves?