

## Club Guide:

### Start a New Weightlifting Club

If you're in the early stages of setting up a weightlifting club this step-by-step guide will talk you through the major areas for consideration.

Further support is available to clubs with all aspects of club development, from British Weight Lifting as well as partners such as Club Matters, Sport Scotland, Sport Wales, and Sport NI.

Managing a club and creating opportunities for your community is highly rewarding and as your community grows, so will your support network.

#### Plan Your Club

This part requires consideration, research, and discussion with others about what the purpose of your club will be. What are your aims and vision? How will you start to achieve this in the short, medium, and longer term? What market research is available to help you understand the needs of your community? What local and national support is available to help your club grow?

Create a business plan or club development plan to help you assess the feasibility and timescale of what you hope to achieve.

#### **1. Club Roles**

To be eligible to become a British Weight Lifting Club you will need to have a Head Coach and Welfare Officer in place as a minimum, and it's advisable to have a Club Secretary. These roles require training and qualifications to demonstrate minimum standards in sport.

Depending on the structure of your club, you may have a club committee responsible for the overall management of the club. If so, the committee must act in the best interests of the club, driving the club forwards with decisions that will achieve the club's aims and vision.

#### **2. Decide which Legal Structure to Use**

It's important that your club is structured, from a legal perspective, in a way that best suits your needs now and in the future. Choosing the right club structure is important, because:

- It determines whether your club is a separate legal entity or not.
- It has an impact on members' liability.
- There are different rules and legal requirements depending on how your club is structured.
- It can have financial implications.
- It can influence how your club is viewed by others (E.g. banks, funding providers, the public).

Clubs can either be structured as *unincorporated* or *incorporated* organisations. Many sports clubs set up and continue to run as an *unincorporated* association, bound together by common rules.

#### **Workforce employment status**

You may need to consider the employment status of your coaches and club support roles.

In employment law a person's employment status helps determine their rights and their employer's responsibilities.

Your employment status for tax purposes is not the same as your employment status for employment rights purposes. HMRC has an online tool to help you find out if you, or a worker on a specific engagement, should be classed as employed or self-employed for tax purposes.

Further guidance: [HMRC Employment Status](#) and [HMRC Check Employment Status for Tax Tool](#)

### 3. Venue

Weightlifting Clubs can be set up by many different types of organisations. We have a wide range of clubs from independent gyms, CrossFit gyms, Universities, community sports clubs, social enterprises, and the armed forces.

#### **Space and accessibility**

Whatever the nature of your organisation, one of the main things you'll need to consider is how the facility you use can accommodate the demands of Olympic lifting.

- Will the space fit your planned number of participants and activities? (E.g. height clearance)
- Is the space available at times that meet your needs?
- Will your booking be affected by school terms, community activities, or other bookings?
- Is the venue accessible by car, bus, or walking? How accessible is your venue for inclusion of all participants?
- Is there parking, toilets, and space for parents to wait?

#### **Hire agreement**

Discuss with the facility owner or manager what the costs are to hire their facilities and establish the rights and responsibilities of both parties (including storage costs or other hidden costs) to hiring their facilities. They may have a contract they require users to sign which you should read carefully.

You will need to know who is responsible for building safety, the provision of first aid and first aid supplies, risk assessments, and other health and safety matters.

### 4. Flooring and Equipment

This is the minimum equipment we recommend a new weightlifting club should have.

Flooring / Platform:

- 22mm to 40mm rubber matting or a weightlifting platform. It's advisable to check what thickness of matting is most appropriate to protect your flooring and equipment. Generally, the thicker the better.

Equipment:

- Technique bar (7ft 5kg Aluminium)
- 15kg Olympic Weightlifting Bar (25mm diameter)
- 20kg Olympic Weightlifting Bar (28mm diameter)
- Rubber weightlifting plates – pairs of 2.5kg, 5kg, 10kg, 15kg, 20kg, 25kg
- Fraction plates 0.5kg-5kg
- Barbell collars (spring/clip)
- Free standing squat rack
- Storage

## 5. Club Constitution and Policies

### **Club Constitution**

Your constitution sets out the fundamental principles of your club. Make sure you have a constitution in place and that it is regularly updated. The constitution, together with your clubs policies and procedures, will help to protect your club members and offices and make your club run more smoothly.

If you are thinking of setting up a club, early in the process it would be good to discuss, agree and draw up a draft constitution. A club constitution is a simple document that outlines the club's functions and the rules under which it will operate.

Having a constitution in place is one of the basics that funding organisations will expect to see if you are applying for a grant.

### **Risk assessments**

If you manage a sports club, sporting event or anything to do with sports then you must undertake a risk assessment in sports. This is a legal requirement and government regulations state an adequate risk assessment will be completed by a competent person and will include:

- Identifying the hazards and the people at risk (E.g. an athlete tripping over a Barbell left out on the floor, damage to flooring from weights being dropped, safeguarding - a young person being left alone)
- Evaluating these risks on a scale of low-high and then remove or reduce risks
- Recording findings and issue training where necessary
- Reviewing and regularly update the sports risk assessment

### **Safeguarding**

Safeguarding must be your top priority. Clubs have a responsibility for the safety and welfare of lifters, coaches, volunteers, officials, and visitors. This responsibility applies to all clubs, regardless of their size or structure. British Weight Lifting provides guidance to support all clubs develop best practices in safeguarding.

### **Code of Conduct**

Everyone involved in the sport of weightlifting has a role in keeping children and young people safe. British Weight Lifting have produced a series of Codes of Conducts to ensure everyone know what the expectations are to keep the sport safe.

### **Privacy policy**

A privacy policy is a statement that discloses how information gathered by the club will be used, disclosed, and managed. It fulfils a legal requirement to protect a customer or client's privacy. The Data Protection Act states that those who record and process personal information must be open about how the information is used and must follow the eight principles of 'good information handling'.

## 6. Generate Income

You'll need to identify the sources of income to support the startup costs and the ongoing financial sustainability of your club.

### **Planning for your start-up costs**

- What does your fee structure need to be to generate the income required for your club to operate successfully?
- What other sources of income could your club may be able to benefit from?

### **Understand your running costs**

Keeping your club running long term will mean running costs must be considered when planning. For example:

- Facility running costs or hire costs (rent, rates, utilities, broadband etc)
- Workforce costs
- Equipment replenishment costs

Financial planning will be an important part of your development plan and also help you to review the progress and security of your club.

- How will you manage your finances? Who can help you?
- Include your financial plan in your initial business plan /club development plan