

# STARTING A FENCING CLUB

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## PURPOSE OF DOCUMENT

Are you looking to start a fencing club?

This resource is intended for anyone thinking of starting a new community fencing club - for adults, juniors or both. It walks you through some of the questions and processes that you need to consider if you are to establish a successful new club. Under each question there is room to write notes on your current progress or initial thoughts you may have. To help, there are additional links to numerous resources that will aid your thought process.

This resource only contains top tips and you may require additional components that will suit your local community and the audience you are targeting. There are 12 areas of discovery to consider when starting a new fencing, please use this a check list when creating your new club;

- Research:** Are there any similar clubs already up and running in your local area?
- Demand:** Have you established if there is the need to set up a new fencing club?
- Vision:** What are your vision and goals? What would club like to achieve?
- People:** Do you have enough volunteers and coaches to help you run the club?
- Expectations:** Do you have a set of rules for your new club?
- Policy:** What documents do you have in place to ensure the health of your members?
- Facilities:** What facilities do you need to undertake your activities?
- Finance:** How is the club going to be funded?
- Awareness:** How are you going to raise awareness of your club
- Insight:** How do you know you the club is want your members want?
- Support:** Where else can you find support
- Impact:** How is your club going to benefit your local community and members?

### 1. RESEARCH

Are there any similar clubs already up and running in your local area?

Before you start to create your fencing club, do you know if there are any clubs already set up in your area? Check the British Fencing [Activity Finder](#) first to find out! If there is, how are you going to make your club stand out from the crowd? Could you approach the existing club, join forces and offer an additional service or offer to the local community? In addition, a simple google or social media search of fencing clubs in your area will uncover any other potential gaps in the market.

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### 2. DEMAND

Have you established if there is the need to set up a new fencing club?

So, there is a gap in the market for your new fencing club. How do you know there are people in your community that want to participate in fencing and in particular at your club? First things first, could you recruit any friends or relatives? You may gather interest by utilising social media marketing or contact local media to promote the sessions. Are there any local partnerships you can create with the community groups i.e. Scouts, providers i.e. Premier Sport or local primary and secondary schools.

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### 3. VISION

What are your vision and goals? What would club like to achieve?

Before starting a club, you will need to be clear on the type of club you would like to create. Do you want to be an open, inclusive club that offers a variety of sessions to varying of ability or are you a performance club looking to cater for more talented members? Be clear about what your members may want from the club as this can alter the clubs vision. The purpose of your club should be clear and transparent within your club's constitution.

**Notes**

### 4. PEOPLE

Do you have enough volunteers and coaches to help you run the club?

Who is going to help you run the club on a day to day basis? You will need to recruit a committee of people who will help manage the club. [Click here](#) to view a list of roles and responsibilities you may want on your club committee. Do you have a least one coach with a minimum a level 2 coaching certificate to lead the session delivery? [Click here](#) to find out about all the coaching requirements set by British Fencing. You will have safeguarding and welfare responsibilities, you will need an appropriately trained Club Welfare Officer – further information [here](#)!

**Notes**

### 5. EXPECTATIONS

Do you have a set of rules for your new club?

You will need to set some rules of your new club which will form your club's constitution. Your constitution is a set of document that outlines the purpose of your club and the rules at which it will operate. A fully editable constitution can be found [here](#), please edit this to suit your club needs. Your clubs legal structure is also important when creating the club. Will you be a unincorporated organisation or be a Community Amateur Sports Club (CASC)? More information on club structure is available [here](#). You are also required to be a club members of British Fencing and your members will also be required to individual members! Information on membership is [here](#).

Notes

### 6. POLICY

Get the basics right from the start! What documents do you have in place to ensure the health, safety and welfare of your members and volunteers?

You will need to consider the health, safety and welfare of your club members and the volunteers that help run your club. You will need to create polices for health and safety, safeguarding, equality and recruitment. You'll need to have completed risk assessments, welcome packs, health questionnaires and emergency contact forms for all members. A number of British Fencings Policies can be found [here](#) for you to edit to suit your club. [Click here](#) to read Sport England's new governance code requirements.

Notes

## 7. FACILITIES

What facilities do you need to undertake your activities?

You will need to find a suitable venue to host your club's sessions. Are there local leisure's centres that can be the base of your club? Could you be based a local village or school hall? Facility hire can be a huge financial burden on the club's finances however needs to suit the needs of the club and your membership. Too small and the club may lose members, too large and the cost will be too high. Long term, you may enter contract negotiations with a facility to guarantee the price and availability for a substantial number of years. Check out the options via your local authority [here](#).

Notes

## 8. FINANCE

How is the club going to be funded? Do you have ideas to raise money and a robust budget and plan to manage your funds?

How will you set your membership fees? Could you apply for any funding to help you establish the club or purchase equipment? Who will be responsibility the finances of the club to ensure you do not hit financial difficulty? [Click here](#) to view different ways to generate income for your club. Remember, your finances need to be affordable for members whilst keeping in mind your outgoings such as facility hire, coaching fees and equipment maintenance. Now would be a good time to set a budget for the next 12 – 18 months to understand what you will spend and how much income you will need to cover those costs. If you get this right from the start, it will support the long-term sustainability for your club. [Click here](#) to view an option of funding to establish your club.

You club will also need a bank account with a minimum of two signatures. Contact your local bank to find out the best account to open.

Notes

### 9. AWARENESS

How are you going to raise awareness of your club to increase your membership?

You've established the need for your club and are now well on the way to creating policies, setting rules and securing the support of volunteers. Now you need to raise the profile of your club (this builds on section 2). You may wish to contact your [County Sport Partnership](#) who will feature your club on their website and raise the profile of your club. Becoming an affiliated club to British Fencing will also give you the option of your club appearing on the [Activity Finder](#)! This will enable you to advertise and take bookings for your new club directly on the BF website as well as share across social media. [Click here to find out more!](#) There are numerous ways to promote you club, think outside the box and remember, is using flyers the most effective way to engage with prospective members in a technological age?

Notes

### 10. INSIGHT

How do you know you the club is want your members want?

When you are creating your club, it's vital that you base your decisions around what your current or potential members want! Having a club that does not meet the needs of its community will only result in the loss of members. When you are first raising the awareness of the club, ask potential members what they want from the club i.e. beginner's sessions that focus on fitness goals or girl and women only sessions. Once you have established your club, continually review member satisfaction through questions and surveys. Once you have that information, act on the results! [Click here](#) for support on members and participants to learn more!

Notes

### 11. SUPPORT

Where else can you find support?

How else will the club seek support? What other options are available to ask for help and advice? Firstly, you can always come to British Fencing for any questions you may have. Alternatively, you can contact your home country or more locally your regional committee. You will have access to [Clubmatters](#), which is a one stop shop for all club resources, online tools and support. Your [County Sport Partnership](#) is also a good place to stop and ask a question. Finally, your [local authority](#) will also have a sports arm that can support you with a number of questions! Do not be afraid to ask for support or guidance!

Notes

### 12. IMPACT

How is your club going to benefit your local community and members?

A final aspect of your club is to think about the positives impact your club will have on the local community. By creating the club, you will be providing your community the opportunity to become more active and part of a team. You will be providing people with access to the sport of fencing which will help grow the sport. Celebrate your success and share the positive impacts your club has the society and the sport! Record and measure the number of people that attend the club on a weekly basis and encourage them to continue their fencing journey.

Notes

**Remember:** This list is top tips for starting a fencing club and you may need to cover additional areas to suit the need and goals of your club.