



# STARTING A NEW CLUB

## CHECKLIST

- Pick a name for your club.
- Determine your club structure:
  - Nonprofit
  - Coach Owned
  - Institution Owned
- Secure required USA Field Hockey Coach or Umpire Membership.
  - Complete Mandatory Background Screening (5 business days)
- Register as a USA Field Hockey Member Club.
- Hire an attorney and accountant to guide you in the set-up of your legal and financial operations.
  - Set up a nonprofit or for-profit business
  - Secure a Federal Tax ID number
  - Create bylaws, articles of incorporation, etc.
- Establish fees and budget.
- Find a practice facility.
- Establish an Emergency Action Plan (EAP) for each facility that you plan to use.
- Establish SafeSport policies.
- Hire, train, and be sure that all staff meet the requirements for coach or umpire memberships in USA Field Hockey.
- Sign up for a Club Management Database (SI Play is included in your club benefits).
- Recruit athletes for your club.
- Ensure that all participating athletes are members of USA Field Hockey.
- Request a Certificate of Insurance for your practice facilities.

## SELECTING A NAME FOR YOUR CLUB

Please [click here](#) and search through all clubs to ensure that you do not select a name of another club within our system.

## DETERMINING THE STRUCTURE OF YOUR CLUB

There are a few ways in which you can set up how your club will function as an entity. The three most common types being a nonprofit club, a coach (privately) owned club, or institution owned club. Click on hyperlinks for additional info.

### [Nonprofit Club:](#)

A nonprofit club is an organization for which those who control or support it do not earn a profit.

### [Coach \(Privately\) Owned Club:](#)

A coach or privately-owned club can be structured in a few ways. Types of privately owned clubs can include sole proprietorships, partnership arrangements, and limited liability corporations (LLC).

### **Institution Owned Club:**

In this case, the team is a program offered by the owner or operator of a facility. This could include park and recreation departments, and YMCA's.

## SECURING A USA FIELD HOCKEY MEMBERSHIP

### ***For New Members of USA Field Hockey:***

1. [Click here](#) to Register as a USA Field Hockey Coach or Umpire Member
2. There will be 5 steps that you will need to go through
  - 1) Select membership type
  - 2) Fill in your personal member information
  - 3) Submit your mandatory background screening
  - 4) Sign the USA Field Hockey member waiver
  - 5) Confirm your information and check out
3. Once you have completed the membership registration you will receive an on-screen confirmation and an email confirmation.
4. **Please Note:** your membership will not become current until your background screening has cleared. This process takes approximately 5 business days and you will receive an email once the background screening has cleared.

### ***For Previous Members of USA Field Hockey:***

1. [Click here](#) to log on to your USA Field Hockey account. If you don't know your username and password please email [membership@usafielddhockey.com](mailto:membership@usafielddhockey.com).
2. Once logged on to your account click on "Renew Membership" and select a Coach or Umpire Membership

3. There will be 5 steps that you will need to go through
  - 1) Select membership type
  - 2) Fill in your personal member information
  - 3) Submit your mandatory background screening
  - 4) Sign the USA Field Hockey member waiver
  - 5) Confirm your information and check out
4. Once you have completed the membership registration you will receive an on-screen confirmation and an email confirmation.
5. **Please Note:** your membership will not become current until your background screening has cleared. This process takes approx. 5 business days and you will receive an email once the background screening has cleared.

## REGISTERING YOUR USA FIELD HOCKEY CLUB

1. Once you have a Current Coach or Umpire Membership please log back on to your USA Field Hockey account. If you have forgotten your username and password please email [membership@usafielddhockey.com](mailto:membership@usafielddhockey.com).
2. On the left-hand side of the screen under Member Area you will need to click on the "Register a New Club" tab.
3. Enter all club information, acknowledge the waiver, and confirm and check out.
  - a. Reminder: please do not choose a name for your club that another club has selected. You can check all of the other USA Field Hockey Club names by [clicking here](#).

## BUSINESS ITEMS TO CONSIDER

1. Hire an attorney and accountant to guide you in the set-up of your legal and financial operations for items such as:
  - a. Set up a nonprofit or for-profit business
  - b. Secure a [Federal Tax ID Number](#)
  - c. Create Bylaws, articles of incorporation, etc.
2. Compose a business plan which may include an executive summary, mission statement, company history, marketing plan, and financial statements among other items.

## ESTABLISH A BUDGET AND FEES

Below is a list of items that you will need to take into consideration when starting up your club and forming a budget:

Budgeted Item	Cost
<b>Cost of USA Field Hockey Coach/Umpire Membership</b>	\$88.00
<b>Cost of USA Field Hockey Club Membership</b>	\$298.00
<b>Equipment Costs*</b>	
<b>Facility Costs</b>	
<b>Transportation Costs</b>	
<b>Payments for Coaches</b>	
<b>Legal Fees</b>	
<b>Accountant Fees</b>	
<b>Miscellaneous Costs</b>	

**Total**

\*Equipment to consider: goal cages, hockey balls, corner masks, extra sticks, cones, pinnies, stick guide, etc.

Based on the clubs fixed costs you can determine how much you should charge each athlete to be a member of your organization.

## FINDING A FACILITY

When finding a space for your club to practice here are a few things to consider:

1. What are the fees for utilizing the facility?
  - a. Does the facility charge hourly?
  - b. Does the price fluctuate depending on the day of week and time?
2. Is the playing surface field turf, water based turf, or grass?
3. Are the lines on the playing surface field hockey specific?
4. Is it an indoor or outdoor facility?
5. What equipment are you required to provide?
6. If you provide the goal cages does the facility provide storage?
7. Does the facility provide athletic trainers?

## EMERGENCY ACTION PLAN

For each facility that your team will practice at it is important to create an Emergency Action Plan (EAP) to help prepare individuals for an emergency/ and or life-threatening condition. Consult with your venue on what their typical EAP plan is. Also, here are a few items to take into consideration when creating your plan:

### **Emergency Action Plan Personnel:**

First responders typically tend to be coaches, athletes, and parents. Therefore, it is important to consider certification in CPR, AED, and first aid to be required for all coaches.

### **Basic Roles of Personnel:**

1. Immediate care of the athlete: the most qualified individual on the scene should provide or direct the care being administered.
2. EMS activation: as soon as the situation is deemed as an emergency or a life-threatening event someone who is calm should be chosen for this duty. They should also be familiar with the location of the injured person and facility.
3. Directing EMS to the scene: one person should be responsible for meeting the emergency medical personnel. It is good to create a set place that is not locked off from easy access.

### **Emergency Communication:**

Access to a working telephone should be available during any team workout and a back-up communication plan should be in effect if there is failure in the primary communication system. It is also important to supply the address, location, contact information, etc. in the EAP. It is also important to have on file emergency contacts of all athletes, so an emergency contact can be notified if any issues arise.

### **Emergency Equipment:**

It is important to check with facility provider to see if an AED or first aid kit will be found on site in case of emergency.

### **Post Emergency:**

An incident report should be created and sent along to USA Field Hockey after any incident occurs. You can access the form here (STILL NEED TO LINK) and send it to [membership@usafielddhockey.com](mailto:membership@usafielddhockey.com)

## ESTABLISH SAFESPORT POLICIES

Safe Sport seeks to create a healthy, supportive environment for all participants. Through education, resources, and training, the Safe Sport Program is designed to help members of the sport community recognize, respond, and to reduce misconduct in sport.

As the national governing body for field hockey we require Safesport Policies to be created for each club. Areas to be covered include locker room policies, travel policies, and screening

requirements. Please consult the [USA Field Hockey Safe Sport Handbook](#) for examples and guidelines.

## STAFFING YOUR CLUB

A strong club program is heavily influenced by the quality of coaches that are associated with it. It is important to recruit coaches who will fit in with the culture that you are creating for your program. Once you have coaches associated with the program you must ensure that they are coaches recognized by USA Field Hockey.

To be a USA Field Hockey coach, you must fulfill two requirements:

1. Have an active membership with USA Field Hockey
2. Pass an annual background screening (it takes about 5 days for background checks to go through)

The same exact process needs to be done for any umpires affiliated with your club.

## SIGN UP FOR CLUB MANAGEMENT DATABASE

To keep your club organized and running efficiently we highly recommended signing up for a club management system. As a member of USA Field Hockey, you receive a membership to SI Play. SI Play allows you to manage team communication, create a website, and create a schedule among other things. You can access your free account by looking at the club administrator resources tab on your USA Field Hockey account.

## PROMOTE YOUR CLUB

Now that your club is all set up it is time to recruit athletes to be a part of your team. There are quite a few things that you must consider to recruit members.

The first step is to establish a solid understanding of what you are hoping to provide to members. After you know who you are as a club you must identify what makes your club unique. Examples of items that might make your club unique may be a lower price, the type of surface your club practices on, or coaches on your staff. Once you know what you are promoting you must identify your target market and who your competition is.

The last step is to develop materials to get the word out about your club. Your marketing materials should be based off the answers to the questions posed above. USA Field Hockey has composed basic marketing materials to assist with your recruitment process. The materials can be found on the club administrator resources page on your USA Field Hockey account.

## ATHLETE MEMBERSHIP WITH USA FIELD HOCKEY

Once you successfully recruit members to your organization you must ensure that they are members of USA Field Hockey. All athletes must be current members for your insurance to be effective. Depending on whether your club is recreational, or a travel club influences what type of membership offering might best benefit your program. Please contact USA Field Hockey's

Membership Services team at [membership@usafielddhockey.com](mailto:membership@usafielddhockey.com) to discuss what option may be best for you.

## CERTIFICATES OF INSURANCE FOR YOUR PRACTICE FACILITIES

To request a certificate of insurance for the first time please follow these steps:

1. Reach out to the Membership Services Team at [membership@usaiflehockey.com](mailto:membership@usaiflehockey.com) with the subject line "Setting Up Club Insurance Profile" and they will set up your account on the insurance portal.
2. Visit [Integro Groups Insurance Portal](#) to submit a request. You can follow along with the Certificate Request Link document on