

Setting up a Sportsville Hub



1.	Background on the Hutt City Sportsville Project	3
1.1.	Process for establishing the Sportsville Hutt City project	4
2.	The process for establishing a Sportsville Hub	6
2.1.	Step 1: The role of the Steering Group	6
2.2.	Step 2: The initial discussions with clubs	6
2.3.	Step 3: Presentation and workshop for interested clubs	6
2.4.	Step 4: Establishment of a working party	6
2.5.	Step 5: Establish a new legal entity	8

1. Background on the Hutt City Sportsville Project

The Sportsville Hutt City project was initiated in 2009 and was one of the projects that came about as a result of the Hutt City Active Recreation and Sport Strategy 2007-2012. This strategy identified a number of goals that would support and enhance sport and active recreation with Lower Hutt. The goals were as follows:

GOAL 1 - INCREASE PARTICIPATION

Residents are aware of active recreation and sport opportunities, are motivated and able to increase their participation

GOAL 2 – EFFECTIVE PROVIDERS

Strong and sustainable active recreation and sport organisations contributing to community cohesion and identity.

GOAL 3 – EFFECTIVE OPEN SPACE AND FACILITIES

A network of open spaces and facilities across the city that enable and encourage participation in active recreation and sport.

GOAL 4 – EFFECTIVE AND FAIR INVESTMENT

Council and major funding bodies use the Active Recreation and Sport Strategy to inform their decision making on allocations.

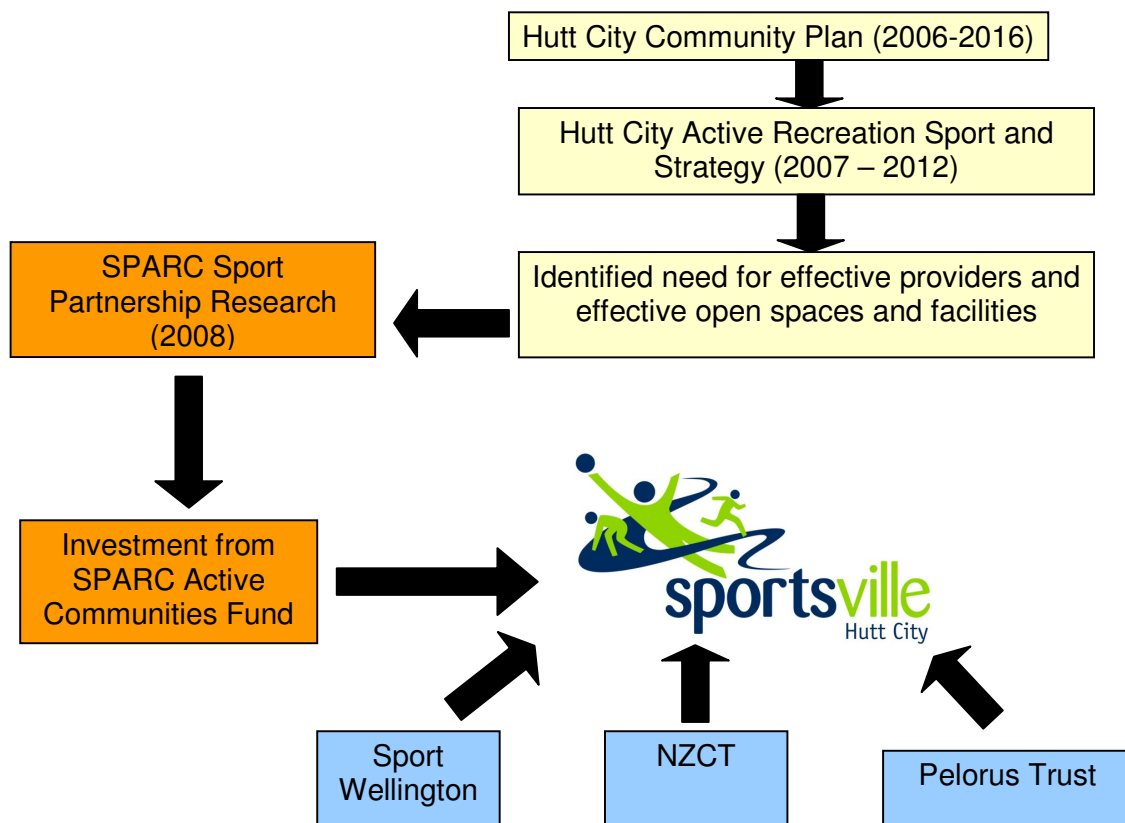
This strategy coincided with a piece of research that was commissioned by SPARC; ‘SPARC Sport Partnership Project: A review of eight high profile sport club partnerships’ (Peter Burley, 2008). This research identified that some sports club partnerships are very successful and there were a number of factors identified that lead to successful partnership:

- The creation of an independent entity that does not require clubs to amalgamate, so they maintain club identity and history
- A focus on governance and strong governance with skilled people to lead the new entity
- A clear purpose and reason for all clubs to want to be involved in a partnership
- Territorial Authorities play a key role in the success of sports club partnerships and where Councils are involved and supportive; the partnerships are more likely to thrive.

This research and the Hutt City Council’s Active Recreation and Sport Strategy led to an application to SPARC’s Active Communities Fund, to establish Sportsville hubs in the Hutt City. Additional funding and support was gained from Sport Wellington, NZCT and Pelorus Trust and the project was launched in August 2009.

1.1. Process for establishing the Sportsville Hutt City project

The Sportsville Hutt City project was developed to support the sports clubs that exist within the community, address the issues around the aging infrastructure that exists on most of the City's park and look at the best financial spend on sport and recreation. It was acknowledged prior to the Sportsville project, Council did little to proactively support the needs of clubs, who in turn provide valuable services within our communities. The project took a citywide view and looked at establishing four Sportsville hubs over a 3 year period. Hutt City Council was successful in achieving Active Communities Investment funding from SPARC to support the project, employ a staff member to lead the initiative and fund some of the costs associated with establishing the hubs.



The outcomes of the project are outlined below:

<i>Outcome Measure 1 KPI's</i>	Memorandums of understanding (Terms of Reference) and partnership agreements completed for each Sportsville Hub:
<i>Outcome Measure 2 KPI's</i>	New boards established for each Sportsville Hub <ul style="list-style-type: none">• Financial Health Check (increase over 3 surveys)• Increase in funding grants received (3 surveys)
<i>Outcome Measure 3 KPI's</i>	Constitutions and Strategic Plans completed for each Sportsville Hub
<i>Outcome Measure 4 KPI's</i>	<ul style="list-style-type: none">• Asset Management and Development Plans completed for each Sportsville Hub• Facility usage increase (10 % Increase across all projects in 3 years)
<i>Outcome Measure 5 KPI's</i>	<ul style="list-style-type: none">• Membership numbers increased by (10% increase across all projects in 3 years)• Number of players in representative teams increased• Participation in programmes increased

2. The process for establishing a Sportsville Hub

2.1. Step 1: The role of the Steering Group

The Sportsville Steering Group plays a key role in identifying the potential hubs across Hutt City and considers the following factors:

- Geographical spread across the city
- The number and variety of clubs in any location
- Any demonstrated willingness to work together (clubs)
- Grounds and facilities available for sport

The project brief identified a number of hubs and the following hubs have been established:

- Fraser Park Sportville – Incorporated in August 2009
- Petone Sportville – incorporated in July 2011
- Wainuiomata Sportville – to be incorporated in February 2012

2.2. Step 2: The initial discussions with clubs

Once a potential hub has been identified, a list of potential clubs is drawn up and initial discussions commence. The discussions with clubs are held between the Hutt City Council and two or three nominated representatives from the club (usually the key people on the committee). This provides an opportunity to explain the project, the process involved and invite the clubs to attend a presentation and workshop about the project.

2.3. Step 3: Presentation and workshop for interested clubs

Following the initial discussions, the interested clubs are invited along to a presentation and workshop session. This session has two key aims:

- To provide background about the Sportsville project – history and processes for establishing a hub
- To identify common issues and challenges that are facing the sports clubs

The clubs are asked to complete a readiness survey (see appendix) that forms part of the Baseline Data tool. This is designed to assess how ready clubs are to work with other clubs and look at establishing a Sports partnership in their area.

At the end of the session, clubs are asked to discuss the project with their committees and if they are interested in exploring the concept further, to nominate two representatives for a working party

2.4. Step 4: Establishment of a working party

The working party is in existence for 9-12 months to complete the roles that are listed above. It is critical the clubs and/or organisations that are involved in this process understand why their club is involved, as well as the risks and opportunities for their involvement. The Sportsville

model ensures that the club's retain their history and identity and do not need to amalgamate with other clubs.

The three key roles of the working party are as follows:

- The establishment of a new entity (incorporated society) which the sport clubs and any other nominated organisations will be the members
- The establishment of the board that will lead the newly affiliated entity
- Start working on a Sportsville plan for improving sport delivery

The creation of collective goals for the new entity is critical and ensures that all clubs have input into what Sportsville is trying to achieve in their area. This process can be completed in a number of ways and should form the 'objects' of the new society. These objects form the basis of the constitution, which will also detail the society's rules and how the entity is governed and operates. An example list of objects is detailed below:

OBJECTS

The objects of the society are to provide sport and recreation for all of the Wainuiomata community by:

- Promoting, supporting and developing member clubs to achieve their goals, objectives and aspirations as well as protecting their interests
- Removing barriers to participation in sport and recreation
- Increasing the visibility and variety of modes of participation to enable different groups to play sports in different ways within Wainuiomata
- Programme delivery to targeted groups through developing community relationships and networks
- Create and develop opportunities that allow, encourage and promote sport and recreation opportunities for everyone
- Working with Wainuiomata Sportsville clubs to become more capable to support the development of high performing athletes through:
 - Implementing talent identification programmes in partnership with Regional and National Sports organisations
 - Attracting, Developing and retaining quality coaches
 - supporting sports development via provision of quality facilities
- Delivering sport and recreation opportunities that are sustainable, based on business best practice and prudent financial management principles
- Promoting excellence in governance practices and processes that encourage good leadership, and appropriate decision-making at all levels.
- Working with all member clubs and stakeholder organisations to create high quality well utilised sport facilities and infrastructure.
- Seeking to share knowledge and resources and collaborate on sport management and sport programme delivery

2.5. Step 5: Establish a new legal entity

Once a constitution has been agreed by all working party members, the constitution is then reviewed by club committees and any feedback brought back to the working party for consideration. Early in the process, the working party agrees a final deadline for signing up to be part of the Sportsville hub and it is important that all clubs agree to this date. Clubs are required to put their commitment in writing and nominate someone who will sign the legal documentation on behalf of the club. The process for establishing a Sportsville hub is briefly outlined below:

Actions / Steps	Details	Timeframe
Initial conversations with clubs	One on one coffee meetings with key club personnel and invite to a club workshop	1 st – Month
Discussion groups	Round table discussions with 2-3 clubs at a time (represented by 2 members) explaining in more detail the sportsville concept.	2 ^{nd-3rd} Month
Club workshop	Invite 2 or 3 people from each interested club to a club workshop – presentation and discussions	4 th month
Working party established	1 or 2 people from each club to establish a working party to develop the hub	5 th month
Election of officers	Nominate and elect a working party chairperson and secretary (from club delegates)	6 th month
Terms of Reference	ToR for working party established and signed off	6 th month
Determine priorities for development of a hub	Working party discussions, reports and research as required	ongoing
Consult with your Clubs	Gain support to join from club committees/members	6 th - 9 th month
Finalise the Constitution	Changes made and final draft circulated for club consultation	8 th – 9 th month
Club motions	Complete club motion forms to gain authorisation from club committees to sign incorporation form and constitution. <i>Final mix of clubs determined at this point.</i>	10 th month
Complete Incorporation form and sign off constitution	Download form, seek 15 signatures from those authorised by their clubs and sign off final constitution.	10 th month
<i>Finalise Payment & submit</i>	<i>Documentation submitted and payments made - HCC</i>	<i>11th month</i>

You apply to incorporate a society under the Incorporated Societies Act 1908 by sending the following documents to the Registrar of Incorporated Societies:

- An application form (signed by 15 members, with signatures witnessed by someone who has not signed the application form as a member)
- A copy of the society's rules certified by an officer or solicitor of the society. The rules set out how the society is run. (Constitution)
- The filing fee - NZ\$102.22