



START A NEW CLUB GUIDE

CHECKLIST

- Pick a name for your club
- Determine your club structure:
 - Nonprofit
 - Coach Owned
 - Institution Owned
- Secure required USA Field Hockey Coach or Umpire Memberships
 - 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 USA Field Hockey Coach or Umpire Memberships
- Sign-up for a Club Management Database (SportsEngine is included in your club benefits)
- Recruit athletes for your club
- Ensure that all participating athletes are USA Field Hockey Members.
- Request a Certificate of Insurance for your practice facilities

SELECTING A NAME FOR YOUR CLUB

[Click here](#) and search through all clubs to ensure that you do not select a name of another club within the USA Field Hockey Find a Club directory.

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, coach (privately) owned club or institution owned club. Click on hyperlinks below for additional information.

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 YMCAs.

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 five 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 and complete required SafeSport certification course
 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 and an email confirmation
4. **Please Note:** your membership will not become current until your background screening has cleared and SafeSport requirement is completed. This process takes approximately five (5) business days and you will receive an email once the background screening has cleared.
- 5.

For Previous Members of USA Field Hockey:

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

SECURING A USA FIELD HOCKEY MEMBERSHIP CONT.

3. There will be five 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 and complete required SafeSport certification course
 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 and an email confirmation
4. **Please Note:** your membership will not become current until your background screening has cleared and SafeSport requirement is completed. This process takes approximately five (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.
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, confirm and check out.
4. **Reminder:** please do not choose a name for your club that another club has already selected. You can check all of the others by viewing the USA Field Hockey Find a Club directory 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 club and forming a budget:

Budgeted Items	Cost
Cost of USA Field Hockey Coach/Umpire Membership	\$95.00
Cost of USA Field Hockey Club Membership	\$295.00
Equipment Costs*	
Facility Costs	
Transportation Costs	
Payment of Coaches	
Legal Fees	
Accountant Fees	
Miscellaneous Costs	

TOTAL _____

*Equipment to consider: goal cages, field 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

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 by [clicking here](#) and sending it to membership@usafielddhockey.com.

ESTABLISH SAFESPORT POLICIES

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

As the national governing body for the sport of field hockey, USA Field Hockey requires 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 by [clicking here](#).

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 USA Field Hockey Membership
2. Pass an annual mandatory background screening (it takes about five (5) days for background checks to go through) and required SafeSport certification course

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, USA Field Hockey highly recommends signing up for a club management system. As a member of USA Field Hockey, you receive a membership to SportsEngine. SportsEngine allows you to manage team communication, create a website and update rosters and 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.

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 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 USA Field Hockey Members. All athletes must be current members for your insurance to be effective. Depending on whether your club is recreational or travel influences what type of membership offering might best benefit your program. Please contact USA Field Hockey's Membership Department at membership@usafieldhockey.com to discuss what option may be best for you.

CERTIFICATES OF INSURANCE FOR PRACTICE FACILITIES

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

1. Reach out to the Membership Department at membership@usafieldhockey.com with the subject line “Setting Up Club Insurance Profile” and they will set up your account on the insurance portal.
2. Visit the [EPIC Entertainment & Sports Portal](#) to submit a request.