



## HOW TO START A KLAWERJAS CLUB

### CONTENTS

Starting out as a Klawerjas Club .....	1
1. Club Constitution .....	1
2. Elective Annual General Meeting .....	2
3. Club Executive Committee .....	2
4. Club Playing Venue .....	3
5. Club Bank Account .....	3
6. Club Membership .....	3
7. Club Letterhead .....	4
8. Club Events Calendar .....	4
9. Regional Affiliation.....	4
10. Club League Participation .....	4
11. Club Website or Facebook page .....	4
12. Links with Schools and Libraries.....	5

### Starting out as a Klawerjas Club

Any new Klawerjas Club will need the following structure in order to become a member of the district Klawerjas federation (in this instance the UNION). Here are some guidelines to help you start your new Klawerjas club.

#### 1. Club Constitution

- a. There are copies of Club Constitutions available upon request
- b. A Club Constitution should largely mirror that of the custodian district Klawerjas federation (in this instance that of the UNION they intend affiliating to)
- c. This founding document should be tabled and accepted at a founding elective Annual General Meeting of the Klawerjas club
- d. Future Annual General Meetings, Ordinary General Meetings and Special

General Meetings are guided by the Club Constitution

## **2. Elective Annual General Meeting**

- a. Notice of an Elective General Meeting, and the Agenda of the AGM should be circulated to prospective club members, preferably 30 days in advance of the meeting date
- b. Notice of the founding AGM should contain: Date and Time, Venue
- c. Notice of the Meeting should be read out at the start of the AGM
- d. The Agenda of the AGM should be to conduct the business of founding the Klawerjas Club
- e. An Attendance Register should be circulated amongst members that attend the AGM for signing
- f. Four Executive Members to be elected at the Elective AGM:
  - i. Chairman
  - ii. Deputy Chairman
  - iii. Secretary
  - iv. Treasurer/Trustee
  - v. Captain
- g. Minutes of the Founding Elective AGM should be kept, and circulated to members for ratification and acceptance at the second Club AGM
- h. Copy of the minutes of the founding elective AGM should be forwarded as part of credentials in the event that the Klawerjas Club wishes to affiliate with the custodian district Klawerjas federation (in this case, the UNION they wish to affiliate to)

## **3. Club Executive Committee**

- a. The Klawerjas Club Constitution are upheld by its ordinary members and enforced by the Club Executive Committee
- b. The Club executive Committee consists of the Chairman, Deputy Chairman, Secretary, Captain and any other co-opted members
- c. The Club Executive Committee manages operations, functions and calendar events of the Klawerjas Club.
- d. Elective AGMs are held biannually, in accordance with the Club Constitution
- e. The Club Executive Committee ensures the smooth running of the club, adherence to club regulations and FIDE Klawerjas regulations
- f. All Club meetings and federation meetings have to be attended by delegates serving on the Club Executive Committee
- g. Club Executive Committee details form part of club credentials forwarded to the district Klawerjas federation (in this instance, the UNION)

#### **4. Club Playing Venue**

- a. It is the responsibility of every Klawerjas Club to secure a safe, centrally located Klawerjas club playing venue
- b. The physical address and/or GPS coordinates of the Club Playing Venue should be reflected on the club letterhead and club website
- c. Conditions at the Club Playing Venue should by and large be conducive for Klawerjas
- d. Most of the Club Calendar events should take place at the Club venue
- e. The Klawerjas Club should sustain weekly or at least biweekly events at the Club Playing Venue
- f. Good locations for Club Playing Venues include
  - i. Community Halls
  - ii. Home Venue/Clubhouses
  - iii. Schools
- g. Club notices and the Club Calendar should be regularly updated and displayed at the Club Playing Venue
- h. Club Playing Venue address forms part of club credentials forwarded to the district Klawerjas federation (in this instance, the UNION)
- i. Klawerjas equipment (table/s, Score boards, Chalk, dusters and playing cards) are best stored in a safe place at the Club Playing Venue, where possible.

#### **5. Club Bank Account**

- a. A Club bank account should be opened in the name of the Klawerjas club
- b. Account number and banking details should be available
- c. Quarterly financial reports should be available to club members
- d. Banking details form part of club credentials forwarded to the district Klawerjas federation (in this instance, the UNION)

#### **6. Club Membership**

- a. Membership included youth and adult players
- b. Members usually reside in the vicinity of the Club Playing Venue
- c. Youth players generally attend schools in the vicinity of the Club Playing Venue
- d. Membership entails
  - i. Annual club member registration
  - ii. Payment of annual club membership fee
  - iii. Regular participation in club events and attendance of club meetings
- e. The list of payed up club members should be kept up to date
- f. A comprehensive list of paid up club members containing contact details, DOBs and physical addresses form part of club credentials forwarded to the district Klawerjas federation (in this instance, the UNION)

## **7. Club Letterhead**

- a. The club should draft a Klawerjas Club Letterhead
- b. The letterhead should contain the club name, logo, emblem, physical address and contact details of the Secretary
- c. A covering letter addressed to the UNION providing these credentials and requesting membership to the UNION should be submitted soon after the Klawerjas Club's founding elective AGM

## **8. Club Events Calendar**

- a. A Klawerjas Club Events Calendar includes
  - i. Details of its AGM and GMs
  - ii. Club Klawerjas Championship fixtures
  - iii. Details of Klawerjas Club League rounds
  - iv. Details of district and provincial Klawerjas events
- b. The Club Events Calendar should be circulated to all members
- c. The Club Events Calendar should be posted up at the Club Playing Venue, on the Club Facebook page and /or Club website

## **9. Regional Affiliation**

- a. Once the Klawerjas Club is founded at an Elective AGM, Klawerjas Club credentials should be forwarded via email to the district federation, in this instance the UNION
- b. A Klawerjas Club may seek affiliation to its district federation on condition that
  - i. Club credentials are tabled and accepted at a district federation AGM or GM
  - ii. district federation affiliation fees are paid
  - iii. district federation individual membership (subscription) fees are paid

## **10. Club Competition Participation**

- a. The Klawerjas Club should do its utmost to participate in district events
- b. Club participation entails entering one or more club teams in the league
- c. this will require paying competition participation fees

## **11. Club Website or Facebook page**

- a. It is advisable for a Klawerjas Club to establish a Club Website and possibly a Facebook Page where events, contact details, news and results are posted and regularly updated
- b. Klawerjas Club regulations and code of conduct should be displayed and easily

accessible to club members

## **12. Links with Schools and Libraries**

- a. Klawerjas clubs form the bedrock for the growth of Western Province Klawerjas
- b. Maintaining healthy ties with schools, libraries, community centres and other codes of sport in the vicinity of the Club Playing Venue will ensure sustainable growth of the Klawerjas Club
- c. Regular development, training and outreach clinics generally helps a club maintain healthy membership
- d. The Klawerjas club should try introduce Klawerjas to schools in the area
- e. A healthy Klawerjas Club membership profile embraces gender, cultural diversity, disability, youth and adults alike

For further information and advice on starting a Klawerjas club, please email [klawerjas@wpklawerjas.co.za](mailto:klawerjas@wpklawerjas.co.za).