

Creating a Club to join the NZFRS

To skate in NZFRS Sanctioned competitions skaters must join an NZFRS Affiliated Club.
To join the NZFRS your club must be an Incorporated Society.

Step 1

In order to become an Incorporated Society you will need to

- Choose a name
- Prepare a set of Rules/Constitution
- Hold a meeting of members where you
 - Resolve to Incorporate
 - Approve the Rules/Constitution
 - Elect the first President, Secretary, Treasurer, Auditor & Committee
 - Decide on the Membership Types for the Club and club fees payable
 - Decide on the AGM month
- Have 15 members sign the Incorporated Societies application form
- Submit the application form & rules with the current fee to the Incorporated Societies Office
(Check their website to confirm the current fee & payee and make use of all information & publications)

http://www.societies.govt.nz/cms/incorporated-societies/starting-an-incorporated-society/multipagedocument_all_pages)

Step 2

After your inaugural AGM you will need to

- Open a bank account
- Adopt a common seal (from a commercial stationer)

Step 3

After becoming an Incorporated Society you need to provide the National Office with

- A copy of the Certificate of Registration from the Incorporated Society
- A copy of the Clubs' Constitution
- The applicable Affiliation fee for the year (discussed with the secretary if a part year)
- The club's contact details and information for the website as required

- Check out the currently used Club Colours on the Club Colours document and design a club leotard and/or skinsuit. You may use your regions colours.

NB: Skinsuit designs must be submitted to the Speed Sports Committee for approval prior to being made.

Ongoing Administration Requirements

Once the above 3 steps are done you will need to;

- Hold regular meetings
- Keep a register of members
- File financial statements annually with the Registrar of Incorporated Societies and advise them of any Rule/Constitution alterations & contact changes as they occur.
- Register club members and affiliate the club and with the NZFRS annually
- Ensure coaches, officials and club office holders are registered members with the NZFRS and are up to date on the current rules & resources of their disciplines and abide by the guidelines of the respective sports committees.

ARTISTIC - <http://nzartisticrollersports.co.nz/resources/>

SPEED - <http://www.skatenz.org.nz/speed/speed-rules/>

For discipline specific information after this initial setup the Club Secretary should send communication to the respective Sports Committee Secretaries:

ARTISTIC - artistic.secretary@skatenz.org.nz

SPEED – Speed.secretary@skatenz.org.nz