How to Establish an Association/Club

Step 1: Set Up a Stakeholder Meeting

1. **Identify Stakeholders:**
    - Compile a list of individuals and representatives from the communities interested in being involved in the new league.
2. **Determine Meeting Details:**
    - Choose a **date** and **time** for the meeting.
    - Select a **location** for the in-person meeting. Consider setting up a **Zoom link** for those who prefer virtual participation.
3. **Draft the Invitation:**
    - Send out invitations to all identified stakeholders, including meeting details and agenda.

Suggested Agenda Items for the Initial Meeting

1. **Develop and Discuss League Executive Roles:**
    - Identify and discuss roles for the League Executive, including:
        - President
        - Vice-President
        - Treasurer
        - Secretary
        - Registrar
        - Division Coordinators (for each age group involved in the league, such as U5, U9, U11, U13, etc.). An association /club **must** consist of 2 or more teams.

- The association/club must be register all their register persons including board members, coaches, managers, and players with Softball Nova Scotia.

2. **Ensure Community Involvement:**
    - Discuss ways to ensure that each community involved in the league has a designated role and responsibility.
3. **Develop/Discuss Constitution and Bylaws:**
    - Register association/club name with RJSC
    - Review and create a Constitution and Bylaws for the league.
    - Contact Softball NS to provide additional guidance with By-Laws .
4. **Establish League Foundations:**
    - Emphasize that while this process may seem straightforward, establishing these foundational elements will take time and will be crucial for the league's operation.

Step 2: Conduct the Meeting

1. **Meeting Format:**
    - While in-person attendance is encouraged, ensure that virtual options are available via platforms like Zoom to accommodate all interested parties.
2. **Encourage Commitment:**
    - The key focus of the meeting should be to secure commitments from communities to participate in the league and to identify reliable individuals who will contribute to its success.

Step 3: Follow-Up

1. **Confirm Participation:**

- After the meeting, follow up with stakeholders to confirm their involvement and to gather feedback on the items discussed.
- Contact Softball NS – softballns@sportnovascotia.ca to provide guidance and assistance in recruiting participants process and other queries.

2. **Establish Next Steps:**
    - Outline the next steps based on the discussions and commitments made during the meeting. This may include setting up additional meetings, drafting documents, or assigning tasks.