



GUIDE TO STARTING UP A CLUB



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No Name Club...The Facts!

No Name Club is a National Voluntary Youth Organisation founded in 1978 with local branches throughout the country. No Name Clubs are run by and for adolescents aged 15+ who come together in a safe environment where there is fun, friendship and enjoyment without the pressure of alcohol or drugs.

No Name Club was founded to provide an alternative to the pub culture in Ireland. The clubs demonstrate a lifestyle in which the use of alcohol and drugs is seen as unnecessary to the enjoyment of a happy and fulfilling social life for adolescents.

Over the past thirty years, thousands of young people have valued their involvement in a programme of activities that allows them to enjoy themselves socially with their peers in a safe and friendly environment, free from the dangers and influences of alcohol and other drug substances.

No Name Club is currently funded through the Office of the Minister for Children & Youth Affairs, and the Health Services Executive (HSE).

The function of a No Name Club is to compliment the efforts of parents in the home, teachers at post primary level, and all other organisations who provide services for adolescents. Our leadership and self-development programmes are a central feature of our clubs. No Name Club events are alcohol and drug free. The organisation is non-censorious of alcohol and respects an adult's right to consume alcohol, but by the same token, it has equal respect for the right to abstinence.

No Name Club encourages adolescents to develop to their full potential by taking on responsibilities such as planning and organising a wide range of social events in cooperation with the adult leaders. In doing so, they learn that it is unnecessary to indulge in alcohol or drugs to live a happy and enjoyable social life.

Step 1...Setting up and Adult Committee.

The adult committee comprises of a group of people who share a common belief of committed voluntary effort to run a club. The success or failure of a club will rest with the committee, its ability to act as a team as much as the individuals skills and characteristics.

It is advisable to bear the following in mind when recruiting your adult committee:

- **Seek adults who work well with adolescents**
- **As No Name Club recruits Host/Hostesses, you will need both male and female Adult Leaders**
- **Try to approach people who are willing to volunteer their time to the Club and who are not over involved in other organisation.**
- **Approach your Community Garda or Juvenile Liaison Officer (JLO) in the area and ask if he/she would come on board.**
- **Try to get an Adult who is connected to the post primary schools in the area**
- **The local clergy can occasionally be a good source to contact**
- **If there is a local Youth Work Ireland or VEC office in your area, make contact with the office.**

All recruited Adult volunteers will be briefed on the local Club functions and responsibilities prior to forming a committee.

In order to start a club, you will need seven adult leaders to form a committee under the following club structure:

- 1. Chairperson**
- 2. Secretary**
- 3. Treasurer**
- 4. Training Officer**
- 5. Public Relations Officer**
- 6. Entertainment Officer**
- 7. A representative to partake in Cluster Meetings**

The Committee can then decide how many additional people can join as leaders. Following establishment of a committee all members will then be trained and certified in modules including Child Protection Awareness, Garda vetting and club Management by the No Name Club Ltd.

Step 2...Obtaining funding

There are a number of key expenses that are needed to establish a local club. Affiliation (which includes a Club Insurance Policy) to the No Name Club Ltd. The organisation offers a special rate for new clubs, please check with your local training and development officer for details, alternatively please e-mail the office: info@nonameclub.ie. The present affiliation rate for existing clubs is €300.

Hosts and Hostesses who become members of a local club also need club t-shirts and the Adult Committee will need a similar form of identified clothing bearing a No Name Club Logo.

In order to obtain this funding, please consider the following avenues:

- Local businesses who may be willing to sponsor a Club (Banks, credit Unions etc)
- The VEC in your region particularly the Local Youth Club Grant scheme
- Garda funds, your local JLO or Community Garda may be able to obtain funds from the Courts
- Club Fundraisers (Disco, Sponsored Cycle, Bag pack at Supermarket etc)
- Contact your local councillors / TD's
- Contact the local clergy – Church gate collections.

Step 3...Affiliation and Insurance

The No Name Club Ltd. Has its own central group insurance scheme with Allianz insurances that is available to new Clubs at special rates. New Clubs receive a concession in the first year of establishment. Affiliation and insurance forms can be obtained from the National Office, your local training officer, or alternatively they can be downloaded from the website.

Clubs who have been in existence for a year or more must submit Part 1 of the Affiliation Form for process no later than September 30th annually.

Step 4...Functions of the Host / Hostess

The Host / Hostesses play a vital role in the local Club. The Club recruits a group of adolescents (ideally 15-18 years) from the area, who then act as Host/Hostesses. Their core function is to act as responsible leaders to their peers by taking on organisational tasks that contribute to the running of the Club. It is the responsibility of the junior leaders to ensure that a friendly, enjoyable atmosphere is upheld in the Club. Host and Hostesses are recruited from the local community, and often recruitment can be organised through the post-primary schools in the area. It is advisable to contact the schools at an early stage in the clubs development in order to gain cooperation. If you require help in putting together a presentation for the schools, please feel free to contact your local training officer for support.

- Each Club will need an application form for each Host/Hostess. A standard form is available on the Website www.nonameclub.ie ; however you can tailor this for your own Club.
- Establish contact with the post-primary schools in the area and arrange a suitable time to address the staff and students about the No Name Club.
- Arrange for club interviews (optional) and have application forms drafted and distributed within the schools. Your local training officer is available to help with interviews alongside an Adult committee member.
- Following selection of the Host/Hostesses it is recommended that your club organises an “ice-breaker” activity for adults and young people to get to know each other.
- No Name Club Host/Hostesses then undergo a number of training modules that can be provided by your local training officer, or lead by yourselves as adult leaders. These modules cover setting the rules of the club, expectations, activity ideas, and setting the boundaries for behaviour etc in the club.
- The No Name Club calendar year begins in September, thus it is imperative that all existing clubs have new Host/Hostesses in place by the end of October. Part 2 of the affiliation form must be submitted by October 30th in order to ensure your Clubs insurance policy is kept up to date.

Step 5...Club Venue

Communities vary nationwide in their size and amenities. If it is possible, an attractive venue for your events can be highly effective when starting a club. For meetings it is important that a good, clean, warm and safe venue is provided. Below are some necessary considerations when obtaining a venue:

- An attractive and easily accessible venue is important for discos or band nights (funds raised at these events will sustain the Club).
- When hiring Security Personnel, ensure that they have the relevant security licence and Child Protection training complete. It is important that they are familiar with the Clubs rules and ethos.
- ***Attendance of all adult committee members on the night of a function is vital***
- Health and safety issues – ensure that the property is in line with official fire regulations and meets all other safety requirements.

Step 6...Launching a New Club

Once the local Club is firmly established and has held a number of events, it is then recommended to hold an official launch. This is an ideal occasion to publicise the work of the local No Name Club in each community.

It is recommended that you invite the following:

- Post Primary School Principals / Teachers.
- Local Councillors / Public representatives
- Local Gardai and Clergy
- Local Club supporters/sponsors
- Local VEC officers / other youth work organisations
- Local personalities from sports or entertainment spheres
- A national representative from No Name Club Ltd.
- Local Newspaper, tv and radio journalists.

Step 7...Certification of Host/Hostesses

Following a year of Club activities, the Host / Hostesses in your club will be eligible to obtain a First Year Certificate. Each young person who has fully participated in the Club from September to May will be presented with an official Certificate of Programme Completion from the No Name Club Ltd.

Following completion of a second year, an Advanced Certificate is presented, and subsequently, on completion of a third year, Host/Hostesses receive a Diploma Certificate.

This presentation ceremony provides an ideal opportunity for publicising your local Club, and it is recommended that you invite the previous mentioned list to this event also.

Step 8...National no Name Club Events

The No Name Club organises a number of national events annually. The calendar of events is posted on the Website www.nonameclub.ie All clubs are encouraged to support these events, although it is not compulsory to attend.

National Youth Awards:

- Each Club selects a Host and Hostess to represent them at a regional and National level. Club representatives can be selected by interview or by vote.
- At regional level, all clubs compete with only eight Host/Hostesses reaching the national finals.
- The calendar of events will inform clubs of the selection dates for Regional and National Finals.
- The National Youth award finals are held annually in late March / April at a venue that rotates in the interest of fairness to all clubs. All finalists will be interviewed privately by an adjudicating panel and will be required to complete a stage interview which will take place at the banquet.
- Usually the event is hosted by a radio or TV personality.

National Super Talent Competition

- The Super Talent Competition is divided into various entry categories, for example: Male / Female Solo Singer; Hip-Hop dance group; Musical Cameo etc. There are over ten categories in total and further information and rules can be downloaded from the website www.nonameclub.ie or obtained from the National Office.
- Super Talent is organised at Regional and National level, the finals taking place annually in early Spring.

Club of the Year

- This award is adjudicated nationally on submission of Club nominations for the Award.
- The award recognises the input of local clubs who are extremely active in their communities and contributing enormously to the society in which they exist. In this regard, Clubs are encouraged to get involved in as many community projects as possible.

National Youth & Volunteer Conferences

- These conferences are held twice a year as an opportunity for training, information and discussion for volunteers and young people & the Club committees



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