



# How to create your own Sports Hub-Site



A Step by Step Guide

Jack Preston – National Hub Site Coordinator





**Step 1:**

**LOCATE A FACILITY THAT CAN ACT AS THE CENTRAL VENUE FOR THE HUB-SITE. – THIS CAN BE A COMMUNITY FACILITY OR A SCHOOLS FACILITY.**





- **Step 1 Explained:**
- This facility needs to be made accessible to the surrounding hub schools and community, under the provision and agreement of the facility holder.
- The facility will be used by ALL hub participant teams at least one time a week for training sessions, and a maximum amount of times that can be decided by the hub-sites coordinator.
- The facility will be where the hub's league games will take place and all tournaments and events will also happen here where possible.
- Ideally this facility will be located in an area where there is a competent coach who is capable of coaching and teaching OTHER COACHES/TEACHERS/TEAM LEADERS so that quality coaches are being developed in the area, and the newly taught coaches can coach their own teams, as they learn the new skills. (This is NOT a MUST, but something that can help!)





*Step 2:*

## **IDENTIFY A HUB-SITE COORDINATOR.**

**THIS INDIVIDUAL MUST BE ORGANISED AND PASSIONATE ABOUT THE DEVELOPMENT OF THEIR SPORT WITHIN THE AREA. THEY MUST CARE ABOUT GIVING CHILDREN AND NEW COACHES THE OPPORTUNITY TO GROW AND DEVELOP.**

**THEY MUST WANT TO DEVELOP THEIR SPORT (AS A WHOLE) FOR THEIR COMMUNITY AND THEIR COUNTRY.**





### ***Step 2 Explained:***

- The Hub-Site Coordinator will be responsible for the general oversight of the hub (arranging training times for all involved hub teams, being the central contact point for the hub site).
- In the beginning when the hub is being created and developed the hub-site coordinators role entails more... As the hub develops and more people become involved, the responsibilities become more shared (this will become clear in further steps)



*Step 3:*

**ENGAGING NEARBY AND LOCAL SURROUNDING  
SCHOOLS/COMMUNITY GROUPS/TEAMS.**





### ***Step 3 Explained:***

#### ***Schools:***

- Some schools may request an official invitation letter. If this happens, the provincial coordinator or the hub-site coordinator can provide this letter.
- The letter template can be provided by the national federation and then edited to be more specific to the area and schools in question.
- In many instances, an approach to a school with a strong explanation of the benefits of the hub-site will be enough, as long as this is done through face to face contact.
- **Community Groups and Teams usually will require face to face explanation of the hub-site and its benefits and what it can offer to the young participants and the coaches.**





#### **Step 4:**

**AIM TO HAVE 3+ TEAMS COMMITTED TO JOINING YOUR HUB-SITE.**

#### **Step 4 Explained:**

- Once committed you need to request the following from the schools...
- 1. Participants x30 (15 Boys & 15 Girls – Approximately) This is not a fixed number, just an estimate to allow for a drop out number!
- 2. Teachers/Team Leaders x2 who are willing to learn to become coaches and be in charge of their respective team. (2x Requested in case of illness or loss of one coach/team leader/teacher)
- At least one day per week where the team will come to the central facility to train, children to play and new coaches to learn how to coach the skills being taught.







### **Step 5:**

**MAKE THIS BECOME A HABIT. ENSURE THAT TEAMS ARE COMING FOR THEIR TRAINING SESSIONS AT THE HUB EACH WEEK AT THE TIMES AGREED WITH THE COORDINATOR. – THIS OFTEN TAKES BETWEEN 4 TO 6 WEEKS. (BE PATIENT AND UNDERSTAND/TRUST IN THE PROCESS)**

### **Step 5 Explained:**

- The next month is key. The Hub-Site coordinator must ensure they are communicating well with all involved schools to ensure they are attending their training sessions. If they are missing sessions, find out why and troubleshoot these issues.
- It is possible to use the incentive of a small tournament at the 6 week mark of the hub, to motivate the schools to continue to turn up for their training sessions.





**Step 6 (WILL MOSTLY HAPPEN AT SAME TIME AS STEP 5):**

**IDENTIFY KEY INDIVIDUALS WHO EMERGE AS PARTICULARLY INTERESTED AND PASSIONATE ABOUT THE PROJECT AND/OR THEIR TEAM**

**THEY DO NOT HAVE TO BE THE BEST COACHES!! YOU CAN TEACH SOMEONE SKILLS – YOU CANNOT TEACH ATTITUDE AND PASSION!! (THIS IS THE FOUNDATION OF THE HUBS – HAVING THE RIGHT PEOPLE, WHO ARE PASSIONATE, IN THE RIGHT POSITIONS!)**

**\*These individuals will form your hub-site committee – *If possible try to have at least one person from each team, so the school/team feels involved.***





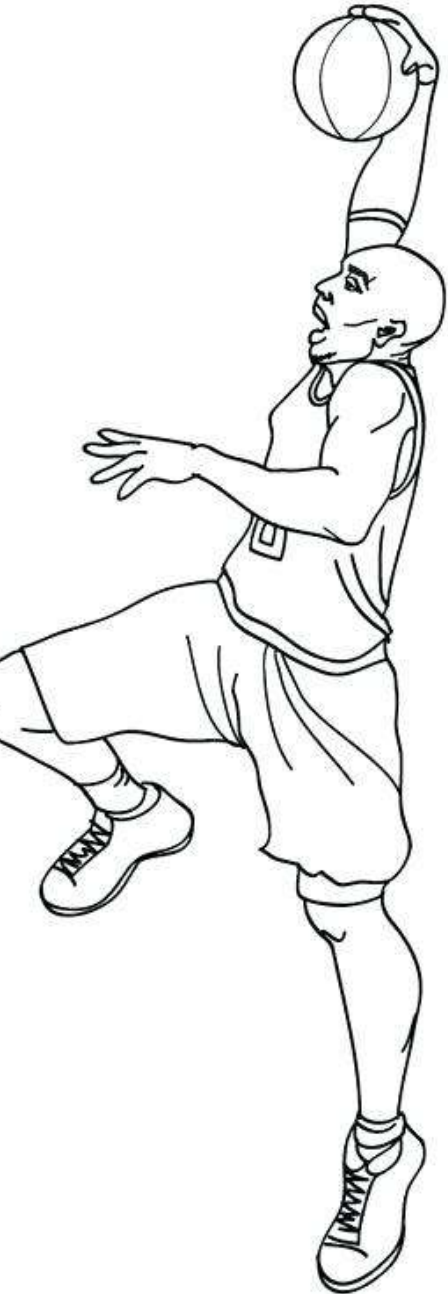
## Step 7:

# FORMING THE COMMITTEE...

## Step 7 Explained:

- With the committed individuals the emerge (mentioned in step 6) you will form a committee. The committee will be in charge of meeting to discuss progressions within the hub-site.
- The committee has been one of the key and most important aspects to the hub-sites success as it divides the responsibility and shares the ownership of a very successful project that the community is proud of.
- ONCE THE COMMITTEE HAS BEEN PUT IN PLACE, IT IS AGAIN WISE TO GIVE THE COMMITTEE A FEW WEEKS TO SETTLE BEFORE STEP 8!





**Step 8:**

## **DEFINING ROLES WITHIN THE COMMITTEE**

**Step 8 Explained:**

The committee should meet and come to a combined decision on an individual or individual(s) who should come to fill the following positions within the committee...

1. Coach Leader/Educator
2. Umpire/Referee Leader/Educator
3. Competitions Manager
4. Volunteer Coordinator
5. Promotions Manager

The roles and responsibilities for each of the above committee members will be described further in the next slide.



# Coach Leader/Educator



- To ensure that all teachers and coaches within the hub are continually learning and developing as coaches.
- To Ensure that the coaches that are a part of the hub are capable of coaching their own team and able to deliver a session, and skills to the children of their team and school.
- To work with the other members of the committee to occasionally hold coaching workshops or clinics to coach others.
- To identify promising young individuals who have shown interest in becoming a good coach, that they will mentor and grow under their wing.
- Will be a part of a community of coach leaders nationally and within the provincial areas that can share best practice and ideas with each other.



# Umpire/Referee Leader/Educator

- To ensure that all teachers and coaches within the hub are continually learning and developing as referee's and umpires.
- To Ensure that the members that are a part of the hub are capable of umpiring their own team and able to competently umpire a game.
- To work with the other members of the committee to occasionally hold umpiring workshops or clinics for others to continually develop their ability.
- To identify promising young individuals who have shown interest in becoming a good umpire, that they will mentor and grow under their wing.
- Will be a part of a community of umpire leaders nationally and within the provincial areas that can share best practice and ideas with each other.



# Competition Manager

- This role is one that has been often filled with two people instead of one. However, it can work with only one person as the manager of competitions.
- (Once League Structure has been created, and everything agreed upon, such as; Points system, day for games to be played, length of the league, game rules and league rules etc) – The following is under the role of Competition Manager...
- To ensure that each team is given a complete fixture list prior to the beginning of the league.
- To make sure that a league table is kept and updated each weekend that games are played.
- To ensure that the coordinator knows the winners of the league so that information can reported to the federation through relevant channels.
- To make sure that they work with volunteer coordinator to get the right people involved each weekend for league games (Refs, Set Up, etc)



# Volunteer Coordinator

- Responsible for the organisation and recruitment of relevant volunteers for events concerning the hub.
- If there is a tournament for the hub then what volunteers are needed to run that tournament?
- If there are league games each weekend, what volunteers are needed to be present to ensure the league games go ahead properly?
- If the Coach Leader runs a workshop, will you need children to volunteer for demonstrations etc?





# Promotions Manager

- This individual is responsible for the promotion of hubs events.
- If there are games happening at the weekend then who can we invite? Can we get the community to come and watch the games and take interest in the hub-league and community?
- If there are coaching clinics being run by the coach leader, can we invite others who are interested from the community to get involved as coaches also? As an example...
- This role is all about getting more people to know about the hub, to watch the hub competitions and get involved in the hub as coaches, referees, or volunteers!



# Teams

Team Leader

Referee

Teams

Fixture Sec

Team Coach

Each team may or may not have committee members, but the teams will all work with and communicate with the committee on a regular basis.

Each team must have the above roles filled, they can be filled by one individual who plays all the above roles or they can be filled by numerous people so the responsibility is shared.

The team referee point of contact is the referee leader

The team coach point of contact is the coach leader

The fixture secretary point of contact is the competition manager

The team leader point of contact is the Hub Coordinator



# National Hub Site Coordinator

SIA

Federation

Hub Site Coordinator

Coach Leader

Hub Site Committee

Marketing &  
Promotion Lead

Hub Site Coordinator

Volunteer Coordinator

Competition Manager

Umpire/Referee Leader

Team Leader

Referee

Teams

Fixture Sec

Team Coach



### **Step 9:**

## **AGREE ON THE STRUCTURE OF THE LEAGUE (USUALLY HAPPENS AROUND WEEK 12-15)**

### **Step 9 Explained:**

- Weekly day and time for league games to take place so all schools and teams can plan for this. (Make sure this is agreed by all teams/committee) – Alternatively, Monthly tournaments can work if they are more convenient.
- League scoring system and rules to be agreed upon
- Allow competition manager 2-3 weeks to plan the fixtures schedule before the start of the league
- Arrange a league start date
- Start the league
- At the end of the league undergo the same process.





**Step 10:**

**CONTINUE TO MONITOR AND OVERSEE THE HUBS IN ALL AREAS!**

**COMMITTEE MEETINGS**

**TRAINING SESSIONS BEING ATTENDED**

**CONTINUATION OF LEAGUES ALL YEAR ROUND**

**COACH AND UMPIRE LEADERS DEVELOPING OTHERS**

**PROMOTE THE HUB TO THE WIDER COMMUNITY**

**BE PROUD, BE PASSIONATE AND LOVE THE HUB YOUR  
COMMUNITY HAS BECOME! – CARE ABOUT THE OPPORTUNITY  
YOU ARE PROVIDING SO MANY PEOPLE!**





### **Top Tips:**

- ***Attitude and Character is more important than quality of coach or ability to play the sport.***
- ***The committee should meet frequently (once a month once hub is fully set) to keep everyone involved or engaged.***
- ***Once Hub-Site is up and running, the addition of more teams should be considered on a case by case basis. If a school or community team approaches and says they are interested to join, that is perfect as it is clear they are very interested.***
- ***If there are two hubs that are quite nearby to each other, there is potential to share knowledge between committee's and to have friendly games and tournaments between the hub-sites***





### **Top Tips:**

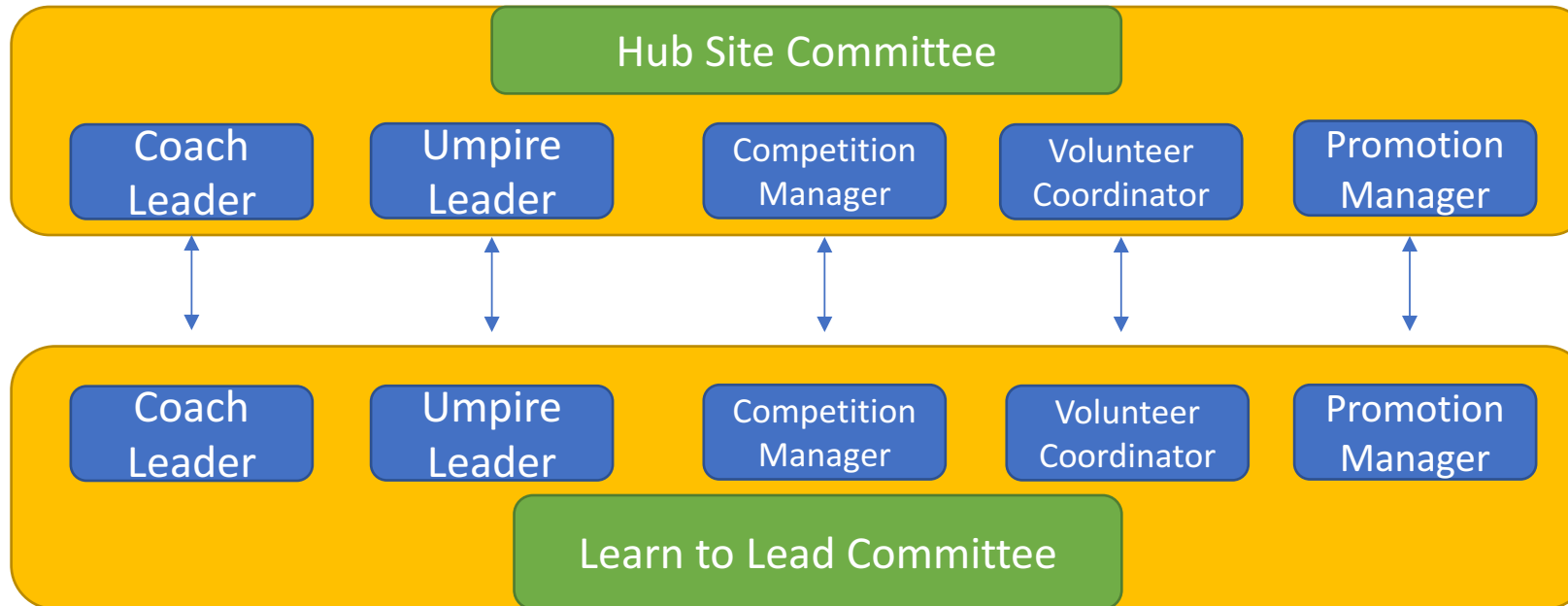
- ***The Hub-Sites are not about who wins, they are focused on development. Everyone involved in the hub is involved as they want to develop their players and coaches and the sport in general.***
- ***Sharing knowledge and working as a team is key! This includes the committee, the coaches and everyone working together where possible.***
- ***Accountability – Everyone involved should hold each other accountable for their actions and responsibilities for the hub (don't let the team/hub down)***



# Learn and Lead

What is Learn and Lead?

- It is an arm to the hub project that empowers young children (especially females) by enabling them to learn from one of the committee members within their leadership role/position.



- The learn to lead committee members will be identified in time (THERE IS NO RUSH) and should be young girls or boys that are very committed to their hub sessions and have good attitude and promise. They do not have to be the best players! – It works better often if they are not!
- The Learn to Lead members should be between the ages of 12 & 16 ideally. With an interest to develop into leaders and would love the opportunity to work and develop in these areas of sport.
- **Of the 5 leadership positions available in learn to lead... A MINIMUM OF 2 MUST BE GIRLS!**





# Learn and Lead

Sport is much bigger than just playing the sport at hand. Sports involves...

1. Coaching – The Coach Leader and Learn and Lead Coach Leader are responsible for the upskilling and improvement of all the coaches that are involved in the hub-site.
2. Umpiring/Refereeing – The Umpire Leader and Learn and Lead Umpire Leader are responsible for the competency and upskilling of members at the hub-site in regards to their officiating ability.
3. Organizing and Delivering Competitions – The Competition Manager and Learn and Lead Competition Manager are responsible for the organization of the league structure and fixtures at the hubs and the delivery of any tournaments, ensuring planning is well done and monitoring and scores and league tables are kept in an organized fashion.
4. Volunteer Coordinators – The Volunteer Coordinator and Learn and Lead Volunteer Coordinator are responsible for the recruitment of volunteers from the community and the hub for events where they are needed. (If there is a league game at the weekend, there is a need for set up volunteers, an umpire(s), etc)
5. Continual Growth and Development/Promotion – The Promotions Manager and Learn and Lead Promotions Manager are responsible for the interest and promotion of the hub to the surrounding community. If there are league games get the school students to support their peers, get the community interested to watch and eventually they may even become involved in helping the hub grow and function also.



# Learn and Lead

Learn and Lead promotes...

- Education of skills needed for sports job opportunities
- Mentorship
- Sustainability – It is growing the nations sport community by creating a young community of needed roles within sport
- Empowerment
- Opportunity for ALL in sport, not only the most athletic or best players have an important role! Even those with less ability but have a talent for the Learn and Lead roles have a HUGE role to play within sports
- Community Ownership
- Growth and Development – Of young people, the sport, the community and the nations sporting outlook



# Cross Hub Activity & Ideas



- With the committee roles in place it is possible to bring people from different communities, playing the same role in their own hubs together for specific training and development opportunities.
- It is possible to provide generic leadership training across all hubs for those involved in the hub sites.
- Cross hub games are also possible with the coordination between the hub site coordinators.
- It is extremely valuable to communicate with other hubs, both near and afar to share best practice and generate the feel of being a part of something much bigger (where this is the case).



# Key Factors

## The Power of a Team

Your hub will be stronger, the more facilitators you have (the bigger your committee group is)

Getting people involved is your responsibility (Hub Coordinator)... Keeping people involved is done by sharing responsibility.

Make those involved feel they have a key role to play. Give them a responsibility if they are keen for one

## Sharing Knowledge

Do not hesitate to share your role with others. Develop and teach others to take your role. As one day if you choose to move on, somebody can take over where you left off.

You are the creator of your hubs, sustainability is key. Lets be proud to pass the torch to others when the time is right. Develop those around you, no matter what role you have.

## Community Pride

This is what makes the hubs so successful. It is generated through patience and having the right people involved for the right reasons.

“You can teach skills, you cant teach passion, attitude and a good heart”

Find these people!



# Be aware of...

## Your own development...

Anyone working within a role at the hub site, is developing and gaining experience in using vital skills. Skills that can be applied to jobs, and further life development. Be aware of the skills and experience you are gaining through your role and involvement in the hub!

(Communication, Teamwork, Planning, Time Management, Innovation, etc...)

## Popularity of your hub...

Over time this may grow, don't be afraid to let others join. Remember there is power in a team, grow yours, and give new members a chance to help.

## Who can help you...

Your national federation are a great point of call for sport specific knowledge.  
Other Hub Sites are a great source of sharing best practice and strengthening cross hub partnerships.



# Community is KEY...

- The Hub Sites are found... In the **COMMUNITY**, provided for the **COMMUNITY**, and facilitated by people from their own **COMMUNITY**.
- Sharing of knowledge and cross hub activity creates a sub **COMMUNITY** of specific roles. (Coach Educators)
- Finding the right people to be involved is the most important thing. Its about caring, attitude and being involved for the right reasons. A group of people that share this attitude creates a **COMMUNITY** feel to the hub which is what attracts and engages people.
- Sustainability is also key, however sustainability is achieved through the **COMMUNITY** pride and involvement. The pride the people show in their hub has been astounding, seeing how positive it is.
- **The Hub is located in the heart of the community, and over time the heart of the community will be located at the hub...**



THANKYOU  
&  
CONGRATULATIONS  
ON  
YOUR NEW HUB-SITE



