



SPORT IN ACTION

CREATING YOUR COMMUNITY SPORT HUB

A step-by-step guide





LET'S GET STARTED

Let's get started

**CHOOSE
A FOCUS
SPORT
FOR YOUR
HUB SITE**

NETBALL



FOOTBALL



BASKETBALL



VOLLEYBALL



Let's get started

WAYS TO SELECT A FOCUS SPORT FOR YOUR HUB SITE

1. COMMUNITY NEED

You could select your sport based on a need that the community has, such as under-representation of girl leaders, or vulnerable girl children. Therefore a female centred sport could be wise, such as Netball?

2. KNOWLEDGE AND COACHING

It could be a good choice to select a sport of which you have many coaches in the area that could assist with the Hub-Site. If you are not a comfortable sports coach but your community has many football coaches, then this may be a wise choice of sports.

3. FACILITY

Maybe your community has a basketball court very central to the community with lots of schools, churches and community children that use the area. This would be an ideal location and a lot of groups are already nearby. So maybe basketball would be a good choice here.

DO IT YOURSELF



DO IT YOURSELF



The focus sport for *(insert the community name here)*..... community Hub-Site

is going to be *(insert name of chosen sport here)*.....

I have chosen this sport because...

.....

.....

.....

.....



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Do it yourself

1. FIND A HUB SITE CO-ORDINATOR

DEVELOPMENT OF TEAM LEADERS:

If you are reading this, you are either a potential 'Hub-Site coordinator', or you are looking for one.

The 'Hub-Site coordinator' is the key driving force behind the Hub-Site. They are instrumental in the set up of a hub, the delivery of the hub activity, and development of the team and participants around them.



IMPORTANT



The 'Hub-Site coordinator' should be an individual that is **passionate** about his/her community, and the people in the community.

Community is key, therefore the driving force must be community driven.

THE HUB-SITE IS: IN THE COMMUNITY... FOR THE COMMUNITY... BY THE COMMUNITY.

Therefore, the 'Hub-Site coordinator' should be an extension of the community.




A passionate leader who cares for the community is a better choice than a good coach. You can teach an individual skills, you can't teach passion for their cause.

Do it yourself

2. ESTABLISH A HUB SITE LOCATION

Depending on your chosen sport. **Choose/Identify a facility** where the schools, teams, church groups and others will come to train with you as a part of the Hub-Site. As long as the facility is **within the community**, it can be anywhere.



Kill two birds with one stone...

If your community doesn't have a completely community based facility, it is ok to ask a school or church to use their facility and ask them to join the hub.

As a last resort, if there are no community facilities but schools have facilities it is possible to circulate as the coordinator, and have the league games (*when they happen*) at different schools or sites each time.

DO IT YOURSELF



The coordinator for my Hub-Site is *(insert name here)*.....

because she/he is.....

The Hub-Site for our community will be located at *(insert club location here)*.....

It is located here because...

.....

.....

.....



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Do it yourself

3. IDENTIFY AND ENGAGE PARTICIPANTS

Identify wider target groups...

1. Schools
2. Orphanages
3. Church Groups
4. Medical/Health Centers
5. Youth Groups
6. Unassisted children engaging in play within the community OR a friendship group with a willing adult leader, maybe a parent?

A typed letter (where possible) to any group you are asking to participate in the hub activities looks professional and credible.

However, a conversation and verbal agreement with the group/group leader in question is enough.

An example of a letter is provided in Appendix A on page 34.

As a **minimum** you should aim to engage three groups in the hub program.

The more participants the better. Always ask the group leaders to bring as many as are interested.

More participants = More impact



**More leaders -
More sustainable/
More community buy in**
(It will also help to form your committee team)

Do it yourself *continued...*

3. IDENTIFY AND ENGAGE PARTICIPANTS

Once you have groups committed to being a part of the hub, ask the leaders of each group/team.

TO:

Choose a weekly day and time for their group/team to come to the Hub-Site to train (can be more than once).

See an example of a training schedule in Appendix B on page 35.

Now groups are attending on a weekly basis. It is time to start...

IMPORTANT



1. Teaching the children how to play the sport, ensuring they are having fun.
2. Educate the children on life skills and relevant issues in the community.
3. UPSKILL & COACH THE LEADERS – This is key, as they will form a team with the Hub-Site coordinator to assist with the hub activities as it grows and develops.
4. Where possible the community leaders/coaches from each team should be involved in the coaching sessions, and should not be left to solely the coordinator.



In the first weeks of sessions it is important for the Hub-Site coordinator to do the following:

1. Create a schedule, so you know who is training and when.
2. Remind leaders the day before that they have a session to attend as often they forget.
3. Encourage the leaders to help with the delivery of sessions.
4. Encourage the leaders to coach the children in their own time also. This can be really important and greatly enhance the impact on the children with more contact time.

DO IT YOURSELF



I have SENT invitation letters to *(or spoken to formally)* these schools, groups, or individuals about registering a team to participate at our community Hub-Site.

1		Required
2		Required
3		Required
4		Highly Recommended
5		Highly Recommended
6		Highly Recommended
7		Desired
8		Desired
9		
10		



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DO IT YOURSELF

REMEMBER!

You need to have a minimum of three (3) teams to start your hub. Adding more is great if you have the interest from teams.

I have received invitation letters back from these schools, groups, or individuals about registering a team to participate at our community Hub-Site, and they are **committed** to joining with participants and at least **one leader** for the team.

1	Team Name		Leader Name	
2	Team Name		Leader Name	
3	Team Name		Leader Name	
4	Team Name		Leader Name	
5	Team Name		Leader Name	
6	Team Name		Leader Name	
7	Team Name		Leader Name	
8	Team Name		Leader Name	
9	Team Name		Leader Name	
10	Team Name		Leader Name	



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SO FAR

You should have...

1. Identified a Hub-Site coordinator?
2. Established a location/facility for your Hub-Site?
3. groups coming to the hub site for weekly trainings? *(Minimum of 3 ideally)*

HOW YOUR HUB SHOULD LOOK (SO FAR)



- Groups/teams should be attending the hub for training at least once a week, with their leaders/coaches. *(Reminding them at this stage is key)*
- Develop a close working relationship with the leaders of each group.
- Encourage leaders to coach extra sessions in their own time to engage the children further.
- Make yourself a weekly schedule. This will help you plan and stay organised.



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GREAT JOB

Your hub is through the first and most challenging phase!

It is **REALLY IMPORTANT** that this phase becomes a habit. So for the next 3-6 weeks, keep teams coming for their training sessions. Once you have consistent attendance, you can begin the next steps!



Why not...

1. Organize some friendly games between your hub teams to keep the interest high during this stage.
2. Plan a tournament at the 6 week mark to ensure trainings have a purpose and attendance stays high or even grows
3. Arrange a leaders meeting so all of the group leaders get to meet each other?

**LET'S
CONTINUE
TO DEVELOP!
NEXT STEPS
AHEAD...**



NEXT STEPS




Next Steps

4. FORMING THE HUB-SITE COMMITTEE

During the period after the hub has been set up, as the teams are coming for training, it is very important to engage and ensure the leaders of each team/group are actively involved in the sessions and activity.

This is important so the engagement becomes habit. Its more important as it shows you which leaders are best suited for larger committee roles and who you can rely on more.



What is the committee?

The committee is the leadership team at the hub. Each individual may have a specific area and role to oversee as their responsibility. However, as a whole, the committee has a collective responsibility to ensure the successful and efficient running of the hub.

There are different roles needed to fill the committee (*and you are welcome as a team to add other roles you feel might add value*).



It is best to arrange a meeting for all the leaders to attend to present this idea and form the committee. Explain each committee role (attached) and ask who would like to be in this role. It is important to do this so that each individual enjoys and accepts their role willingly.

Next Steps

4. ROLES AND STRUCTURE OF THE HUB-SITE COMMITTEE



The Hub-Site Coordinator - Oversees ALL Hub-Site activity.

The Hub-Site Committee

Leadership Team (in grey).

As a team aids the Hub-Site Coordinator with the running of the hub and the progress of the hub. Including the making of decisions. (Individual Roles)

Those who do not have a leadership role, are still valuable and are integral to the hub-site. Whether this is as a coach, or a general leader with less specific roles.

COACH LEADER



THE COACH LEADER SHOULD...

1. Ensure the continual development of other Hub-Site leaders as coaches.
2. Provide coaching knowledge and support to other leaders and coaches at the Hub-Site.
3. Plan and run occasional coaching workshops for other leaders to attend.
4. Identify promising young individuals who can be mentored into young coaches themselves by the coach leader.

OFFICIATING LEADER



THE OFFICIATING LEADER SHOULD...

1. Ensure the continual development of other Hub-Site leaders as officials of the sport in question.
2. Provide knowledge and support to other leaders and coaches at the Hub-Site around the topic of officiating.
3. Plan and run occasional officiating workshops for other leaders to attend.
4. Identify promising young individuals who can be mentored into young officials themselves by the officiating leader.
5. Organize and deploy leaders as officials for the Hub-Site tournaments and league games (*setting up the league and frequent tournaments begin after the committee is consistent/set*).

COMPETITION MANAGER



THE COMPETITION MANAGER SHOULD...

1. Assist the Hub-Site coordinator in the creation of a league or frequent tournament structure for the teams of the hubs to compete and participate in.
2. Agree on points systems, days for games to be played, length of games, duration of the league, league rules etc.
3. Ensure that each team leader is given a fixture list of the league or tournament ahead of time, and ensure that the Hub-Site coordinator and competition manager keeps a copy.
4. Keep the league table updated week by week, making sure that scores and results are kept.

VOLUNTEER COORDINATOR



THE VOLUNTEER COORDINATOR SHOULD...

1. Recruit and deploy volunteers or leaders where needed for relevant events undertaken by the Hub-Site (*league games, coach workshops, officiating sessions, tournaments, etc.*).
2. Work closely with all other member of the committee and assist for any events that others are leading.
3. Identify young individuals who show a real passion for their sport and their community (*they don't have to be great at the sport*). These young leaders can be mentored into the leaders of the hub in the future.

PROMOTIONS MANAGER



THE PROMOTIONS MANAGER SHOULD...

1. Promote the Hub-Site across the community and extended community.
2. Encourage more groups to join the hub and promote the hub on a wider scale.
3. Invite groups, important individuals and anyone else from the community to come and watch league games or hubs at the event, this may make others want to join.
4. If coaching clinics are being run and other individuals outside of the hub are interested in coaching or joining, can we invite them to the clinic and begin to involve them in the Hub-Site.
5. Where possible introduce the use of Whatsapp and Facebook groups to promote your hub activity. Why not start an Instagram account too and show photos of activities.

LIFE SKILLS LEADER



THE LIFE SKILLS LEADER SHOULD...

1. Ensure the continual development of the other leaders at the Hub-Site in their ability to deliver on life skills issues and topics.
2. Plan and deliver life skills topics to educate on at training sessions and events such as league games or tournaments for the children.
3. Liaise with health centres and other relevant potential partners to create links where they can assist with delivery of health issue education at the Hub-Site at some events and giving them the opportunity to be a part of the Hub-Site.

Next Steps

TOP COMMITTEE TIPS

Where possible create a WhatsApp group or Facebook group for example to create consistent dialogue between all members.

Meet regularly as a committee and leadership team, to discuss events, ways to improve and successes of the hub. A great way for each committee member to report on their recent actions.

Each committee role does not have to be for **ONLY** one person. An example could be having **TWO** competition managers who work together on their roles. Or two life skills leaders (*one male and one female?*) to create a more inclusive life skills package.

Give each of your newly appointed committee members a copy of their roles and responsibilities so they can become comfortable in the role.

THE HUB-SITE LEADERSHIP TEAM IS

Hub-Site Coordinator	
Coach Leader(s)	
Officiating Leader(s)	
Competition Manager(s)	
Volunteer Coordinator(s)	
Promotions Manager(s)	
Life Skills Leader(s)	



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Next Steps

COMMITTEE MEETINGS

ALLOW BETWEEN 2-4 WEEKS OF COMMITTEE MEETINGS (ONE PER WEEK), SO THAT THE ROUTINE BECOMES CONSISTENT, AND WHEN YOU FEEL YOU ARE READY... THE LAST STEP AWAITS!

AS A COMMITTEE, ARE YOU READY TO CREATE AND BEGIN YOUR FIRST HUB LEAGUE?



FINAL STAGES

Final Stages

4. STARTING YOUR HUB-SITE LEAGUE

Competition is a key element to engagement in sports. Children play sports to have fun, and play games.

Competition (*from experience*) limits participation in sports projects.

As a committee, agree on a time and day each week, every other week, or month where league games for your hub will happen.

Make sure that every team and committee member at your Hub-Site agrees to the day of the league games taking place.

Once the day and time for league games is agreed, the competition manager should complete their role to devise the specific details of the games (*see competition manager role description*).

TIP

Having league games on a specific day and bringing ALL of your participants together is a great way to deliver life skills sessions to everyone. The life skills can take place before the commencement of the first games and participants should attend the duration where possible. If a group has very high attendance it is ok for them to have more than one team so that everyone gets to play.

Final Stages

4. DETAILS OF YOUR HUB-SITE LEAGUE

1. League games will take place every (*week/two weeks/month*)
2. On a (*insert day of the week*) at (*insert time of day*)
3. There will be number of teams participating in the league.
4. Coaches for each team must attend the league games without fail, unless they have expressed a reason otherwise.
5. Games will last a duration of minutes.
6. Half-time will last minutes.
7. Scores must be kept and recorded by the competition manager and the results/league table updated on a weekly basis.



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Final Stages

KEEPING YOUR HUB-SITE HEALTHY



1. Continue to involve as much of the community as possible.
2. Meet with your committee often! Communicate with them even more often!
3. Competition is key, your league is what will keep many engaged. Have leagues frequently and watch the participants flock.
4. Always encourage more groups and individuals to join!
5. Keep it fun, have fun with your team, and make it fun for your participants.
6. If someone from your committee leaves, ask them to find someone to replace them out of pride and respect for their community Hub-Site.
7. Keep doing it for the right reasons.

CONGRATULATIONS ON YOUR BRAND NEW COMMUNITY HUB-SITE

Registration

NOW REGISTER YOUR HUB-SITE WITH SPORT IN ACTION:

Congratulations on getting your community sport hub off the ground. You certainly deserve a very big pat on the back for all your hard work!

Support and assistance to ensure your hub site is sustained, and to help you develop it further, is available from Sport in Action and the National Sports Federations.

We are here to help and support you and your community.

So, please help us to help you, by completing the form below.

The hub site you have created belongs to you and your community. We won't be telling you what to do next, but we are ready to listen to where you might need some support and to offer advice and encouragement.

We may be able to help with essential kit and with training and qualifications for your leaders and budding coaches.

We can certainly share best practice with you from across all of the communities who have had the vision to set up a sport hub.

Why wait? Complete the form below now:

Community Name.....

District.....

Province.....

Country.....

Coordinator Name.....

Sport of Hub-Site.....

Number of teams engaged.....

Contact: (telephone number).....

Contact: (email address).....



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For additional help please contact:

hubsites@sport-in-action.com

Appendix A

AN EXAMPLE OF A TYPED LETTER:

Dear Sir/Madam

To whom this letter may concern,

Creation of [INSERT SPORT HERE] community sport hub-site at [INSERT LOCATION HERE] within [INSERT COMMUNITY NAME HERE] catchment.

The sports hub-site we are creating gives young people within the community the opportunity to activity that can be extremely enhancing and beneficial to their ways of life. We are using sport as a vehicle to engage and bring our community closer together, and give the youth of our community a group of positive role models, a chance to be involved in a positive past time, keeping them away from bad vices, and supporting them with skills and education on important matters. On top of that we are looking to engage at least one leader from each team that is committed to us that will act under a role, thus giving transferable skills that can be extremely valuable to them moving forwards.

I [INSERT NAME HERE] the hub-site coordinator am extremely excited to be able to invite [INSERT INVITED TEAM/SCHOOL NAME HERE] to join and become an active team at our community hub-site.

It is in view of the above, that we ask your group to identify participants who wish to play and engage in these activities, along with at least one leader who wishes to learn to coach the sport (or who can already coach) and become a part of this community's sports hub.

This project will help your team to strengthen its sport activities and promote the team/school in a positive light amongst the community, while also raising the community feel across groups and organizations within the community, bringing us together.

The program will be located within [INSERT COMMUNITY NAME] catchment and activities will take place at [INSERT FACILITY LOCATION] or at your school if agreed with coordinator.

For further information please feel free to contact: [INSERT COORDINATORS CONTACT DETAILS]

We really look forward to a positive response from your school/teams, and involving you in an established, fast growing and extremely successful program!

Yours Faithfully

[INSERT COORDINATORS NAME]

By signing below, you are confirming that you are interested in joining the community sport hub-site and will participate with us moving forward.

[INSERT COORDINATORS NAME] - (Hub-Site Coordinator)

Signed to confirm interest and involvement in the community Hub-Site

Appendix B

AN EXAMPLE OF A TRAINING SCHEDULE:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am-10am						League Games	
10am-12noon	Fountain of Joy	Fountain of Joy	Devine Grace	Walk by Faith		League Games	
12noon-2pm							
2pm-4pm	Walk by Faith						
4pm-6pm			St Josephs	Green Park			
6pm-8pm					North Storm		

Netball Hub Site Teams & Leaders/Coaches Names

1. St Josephs Church Group – Michelle Mumba & Musa Rodriguez
2. Green Park Community Group – Davison Banda
3. Fountain of Joy Orphanage – Steven Owens & Julia Jose
4. Devine Grace Primary School – Gloria Timson
5. Walk by Faith Community School – Abigail Oyefuso & John Johnson
6. North Community Storm (Group of Friends with a parent coach) – Brian Senior



SPORT IN ACTION

SPONSORS

The Community Sport Hub-Sites have been created and implemented by Sport in Action in partnership with:





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www.sport-in-action.com | Contact us at: hubsites@sport-in-action.com

