

Community Self-Help Education Series no 2

Let's start our own Community Sports Club



Resources Manual

Declaration on the Rights of the Child:
"The child shall have full opportunity for play and recreation"

By Arnfinn Solli

A Response Network Zambia Ltd publication

11th revised edition May 2022.



References

Acknowledgements

The original version of this manual was written by Dr. Arnfinn Solli, with editions by RN staff, External Experts/Consultants and Friends of RN. Arnfinn Solli's remarks:

I am indebted to the Provincial Social Welfare Office in Southern Province, District Education Board Office in Kazungula district, Sport and Development Consultants for reading through the first drafts and bringing suggestions on improvements. I am grateful to RN Communications Unit for updating and editing the latest edition. However any mistakes or inaccuracies in the text are entirely my responsibility. I am grateful to the Norwegian Olympic and Paralympic Committee and Confederation of Sports (NIF) for financing the initial production of the manual

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Lay out and design by Frayor Chabauni—0977632124

Printed by Cholaza Digital Printers, Livingstone.— 0966 321684

are encouraging or disappointing the club, – the club is welcome to contact Response Network, Phone 213-320491, Plot 936 Nkumbi drive, Livingstone, Zambia and we will reply to your questions as soon as possible.

Help us improve “Let’s start up our own community sports club”

If the club experience other opportunities that are not mentioned in this pamphlet, or the club has been given wrong advice, please send corrections to the director so that the next edition can include those corrections.

The manuals can be sourced at no cost from Response Network office on Nkumbi Road, Plot 936, near the ZAWA offices and the Railway museum. Tel (260) 213 320 491, Fax: (260) 213 323 634, E-mail: mail@responsenetwork.org or fravor@responsenetwork.org

The club is free to make copies of this manual and share the information with anybody that wishes to know more about education resources. However we appreciate that the club tells where it club found the information.

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Abbreviations

UNIAR	United Nations Inter-Agency Report
ICPES	International Charter of Physical Education and Sport
UN	United Nations
PTA	Parent Teacher Association
ICSCC	Interim Community Sports Club Committee
AGM	Annual General Meeting
DSDO	District Sports Development Officer
CDO	Community Development Officer
DHMT	District Health Management Team
UNICEF	United Nations International Children’s Emergence Fund
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNZA	University of Zambia
DESO	District Education Standard Officer
DSO	District Standard Officer
PSAC	Provincial Sports Advisory Committee
AGM	Annual General Meeting
NAZ	Netball Association of Zambia
FAZ	Football Association of Zambia
ZAAA	Zambia Amateur Athletic Association
ZJA	Zambia Judo Association
ZBA	Zambia Basketball Association
NOWSPAR	National Organisation for Women in Sport Physical Activity and Recreation
SiA	Sport in Action
HIV	Human Immune Deficiency Syndrome
AIDS	Acquired Immune Deficiency Syndrome
NGO	Non Governmental Organization
LYIS	Livingstone Youth in Sport
RN	Response Network
NSCZ	National Sports Council of Zambia
MYSCD	Ministry of Youth, Sports and Child Development
NPCZ	National Paralympics Committee of Zambia
NOCZ	National Olympic Committee of Zambia
OVC	Orphan and vulnerable Child/children
YWCA	Young Women Christian Association
YMCA	Young Men Christian Association

Background

The right to sport

Education is a human right provided for in almost all international human rights treaties. Sport and physical education are also fundamental rights for all. These rights are found in the United Nations Inter-Agency Report (2003) and include Article 1 of the UNESCO International Charter of Physical Education and Sport where it is clear that every human being have the right of access to physical education and sport.

Principle 7 of the UN Convention on the Rights of the Children (1989), states: *“[t]he child shall have full opportunity for play and recreation, which should be directed to the same purposes as education; society and the public authorities shall endeavour to promote the enjoyment of this right”*.¹³

Spaces for play and sport are ‘stolen’

The right to sport is under threat in many Sub-Saharan countries because some local government authorities do not defend the open spaces that are the basis for children to play. Or some district or city councils do not reserve spaces when new residential areas are planned and children are left with the roads as their play grounds. Furthermore are the open spaces; sports- and playgrounds being eaten bit by bit by the private properties next to the grounds because some district council control officers do not defend public property assigned for sport and play. Over population is another thing that is threatening not only play grounds, but even the spaces for parks where children are supposed enjoy themselves.

Time to fight for children’s right to play

Bearing in mind that children do not speak up for their rights and so their needs are forgotten. Many district planners and authorities that should defend public property set aside for children’s play do not do their job and spaces for play in the communities disappears slowly without residents noticing what is happening. Who should stop this process, reverse it and make sure that more areas are made available for children’s play?

Why do we need a community sports club?

The community sports club should be taking initiative to mobilise the community every time open spaces for play are threatened. Organise protests and awareness campaigns to stop grabbing of public property set aside for play and fight for having more land earmarked for play and sport.

First and foremost we need the community sports club to have a strong body to make action and fight for children’s and youth right to play and sport and the right to spaces where children can play safely and keep away from the roads when they play. The community may think that they already have a sports team and a coach and even a committee in the community so the team is ok concerning sport development and do not need to organise a community sports club?

A club is different from a sports team in that members of the club can learn communication skills as they meet and interact with other people. Members of the club can even learn other skills besides sports, for example knitting for women or carpentry for men.

himself and his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability widowhood, old age or lack of livelihood in circumstances beyond his control. (25.1)

Everyone has the right to education. (26.1)

Everyone has duties to the community in which alone the free and full development of his personality is possible. (29.1)

For the full text please go to the Internet: <http://www.un.org/Overview/rights.html>

Community Self-help Education Series Empowering Communities through information

“Community Self Help Education series” published by Response Network have available 16 self-help education manuals for use by community leaders, parents and teachers:

1. “Let’s start our own community school”.
2. “Let’s start our own community sports club”.
3. “Let’s start our own community literacy class”.
4. “Let’s start our own community skills training”.
5. “Let’s start our own women’s group”
6. “Organic Vegetable Growing”
7. “Let’s start our own community HIV/AIDS support group”
8. “Let’s start our own community health and nutrition club”
9. “Let’s start our own community ‘Know your rights’ club”
10. “Let’s start our own community alcohol awareness and support group”
11. “Let’s start our own community mental health club”
12. “Let’s start our own community participation (governance) club”
13. “All included” ‘let’s start our own community support group for children with special needs”
14. “Let’s start our own community women’s rights club – stop the violence”
15. “From team to Inclusive Sports Club.”
- 16 “The Gender Equality in Governance Club”

The manuals supplement each other so the club will benefit from combining the resources from two or more manuals to increase the quality of the sports club. For instance if the open spaces are grabbed from the children, use manual (no 12) and mobilize the community to protect children’s right to sport and play, use (no 4) Skills training if the players are unemployed and (no 3) literacy if many are illiterates, and (no 8) nutrition knowledge for the athletes to gain more strength and (no 13) knowing how to include children and youth with special needs might be important support manuals for communities that want to develop community sport for people with disabilities.

Do the club need more coaching?

If the club get stuck somewhere in the process of developing the community sports club, or the club feel that the assistances we have recommended to the club,

sistent with the sports club's objectives or policy.

Article 10: Board meetings.

- The board shall meet at least two times in a year.
- Extraordinary board meeting can be called in case of urgent business.
- The agenda to be discussed must be submitted to the board members two weeks prior to the meeting.

Article 11: Finance.

The sports club shall submit progress quarterly and annually report to the partners who happen to give financial support to the sports club. All the funds shall be applied in carrying out the objectives of the sports club.

Article 12: Dissolution of the sports club:

The sports club can be dissolved when the Maramba sports club decides to do so, reasons either being that no funds are available for the sports club or that funds available have not been spent according to the sports club's policies.

Notice of dissolution should be 6 months.

Article 13: Amendments

This constitution may be amended by a two-thirds (2/3) majority of the delegates present. Motion for the amendment of the constitution shall be submitted in writing at least one month before the meeting before it is to be considered.

Article 14: Disposal of assets

Assets will be donated to a social institution in Livingstone with similar objectives and remaining funds will be returned to the donors or donated to another social institution after consultation with the donor(s).

The Universal Declarations of Human Rights was adopted by the United Nations.

Zambia has adopted the declaration. The following is a selection of some of the articles (shortened) of the human rights:

All human beings are born free and equal in dignity and rights. (1)

Everyone has the right to life, liberty and security as a person. (3)

No one shall be held in slavery or servitude. (4)

No one shall be subjected to torture, or inhumane or degrading treatment or punishment. (5)

No one shall be subject to arbitrary arrest, detention or exile. (9)

Marriage shall be entered into only with the free and full consent of the intending spouses. (16.2)

Everyone has the right to freedom of opinion and expression (19)

Everyone has the right to freedom of peaceful assembly and association. (20.1)

Everyone has the right to equal access to public service in his country (21.2)

Everyone has the right to rest and leisure, including reasonable limitations of working hours and periodic holidays with pay. (24)

Everyone has the right to a standard of living adequate for the health and well being of

Young people can learn leadership as well.

The weaknesses of a team as the community form of sports organisation

The team is only a good start because it has the players and the coach. But the team is a very limited and weak form of community sport organisation. It may fall apart any time if something happens to the coach; the coach finds work elsewhere, get sick, get married, decide to settle somewhere else or get tired or frustrated of coaching.

For the community to enjoy the full benefit of sport and play the single team type of sport organisation is too weak and not enough as the team will not be able to mobilise the whole community in sport for the young, disabled and adults to enjoy sport and play in full and in the long run the weak sports team organisation might lose most open spaces for play and sport to theft and property grabbing.

Maintaining the single team form of sport organising and not developing the team structure into a community sports club will be bad for the communities as lost spaces for sport and play are very, very difficult to get back and delivering of sport to all in the community is not possible for a team structure to achieve.

Therefore community sport needs a stronger or rather a community participation type of sport development organisation that will exist in all weather and serve the community when there is need to stand for rights of the community members such as the children, disabled and the old people. When sports activities depend on a team rather than on an organised club, people involved may just be those interested in that kind of sport, so there is no inclusiveness. Like mentioned above a single team will not fight for rights of the community.

The community sports club

If one sports leader for various reasons leave the elected post in the community sports club, there will be elected another to replace him/her. The community sports club will utilise the various talents of the community members that are elected into a board or the committees. Some will be coaches, others will organise teams for various age groups, disabled, various levels of performance such as competitive sport or teams just for fitness and fun. Others will be in charge of the administration and various committees of the club. Others will arrange public meetings and protests when the play or sports fields are under threat of theft by property grabbers.

Threats

Paedophiles are adults that are sexually attracted to children. They abuse children and youth. They are known to seek access to schools, churches, sports clubs, and other places where children are found without parental supervision. The sports club should therefore put in place methods to keep them away from the club. The club must stop paedophiles from abusing children so parents trust the club so much that they give permission and encourage children and youth to participate when the sports club arrange training and competitions. Parents should be included in the governance of the sport club in committees and as office bearers.

Sexual Abuse

The other threat to particularly girls' safety but also boys is adult leaders that sexually abuse children and youth, mostly the girls. This is well known problem so parents want to keep girls at home rather than allow them to participate in sport

where parents are not present to supervise. Some homosexual men are known to abuse boys just like some men are known to abuse girls in sport. These abuse problems are known in sport but are largely ignored by sports leaders so far. This threat is one major reason for low participation of girls and women in sport. When the sports club is aware of the threat and want to increase girls' participation, they start putting in place safety measures around girls sport. For instance by having girls sport solely run by female leaders and mothers so parents are assured that girls' participation is absolutely safe. The Catholic Church ignored these issues for too long and is now being sued around the world for knowing about the abuses and protecting the perpetrators. Sports leaders should learn from that experience and see sexual abuse as it really is; criminal offences, breach of sports ethics and violation of children's human rights.

The purpose of this manual

The manual is intended to serve as a tool for the youth and the community leaders that intend to improve sports in the community.

The one that take the initiative to start a community sports club does not need to have education or money to make the first steps. Start with what the club has!

An interest in helping the children, the disabled and youth to enjoy sport and play will be enough qualification. To start the club you just need to use your feet and go around to offices that might assist the club.

The manual will guide the club about what office to go to and what service the club can ask for at that particular office. If they for various reasons cannot give the club the service the club came for, ask them to advice the club about other places the club can go and get that support.

Make partnership with other people in the community who know more than the initiator and they can fill in where the club come short. For instance, when the club need to make contacts to organise support to the sports club, ask the families in the community for small donations to pay for stamps or important phone calls or send an e-mail. When the new sports club need to write an application for funds, for instance ask the local teacher or a retired civil servant to write the letter for the club. An initiator may not always be the most qualified in sport but should just have the spirit of uniting and working with other people.

When the club need to start sport and wish to play on the local school sports field, ask the headmaster and talk to the Parent Teacher Association (PTA) chairperson for permission. Make a point by reminding them that the young benefiting from the club activities are also the pupils at the school. The club will help the school to do better in sport and physical education.

Basically, this manual will give the club ideas about some of the opportunities that exist in Zambia to develop sports. The manual will give information about government officers, district and city councils and voluntary organisations that can assist sports initiatives in the community. However, some may at times not be effective due to too little funding and staff training.

Despite their shortcomings, you and the club leaders, as community members interested in sport and play will be helpful to these organisations by asking for their assistance so they can improve through learning about the need for sports development in the community.

Sport for All

the Chairperson to chair that meeting.

Article 7: Annual General meeting

Annual General Meeting or Special General Meeting: AGM is held annually. The agenda is: Annual report, financial report, and budget and activity plan for the next year, proposals to the AGM and elections of office bearers as provided by the constitution. The opening of the AGM is chaired by the chairperson of the Board till the reports and plans for next year are adopted, then the chair is handed over to the chair of the AGM who is elected by the AGM to complete the proceedings of the AGM. The AGM will also elect a secretary to write the minutes of the AGM.

Office bearers shall be elected by show of hands or secret ballot at an Annual General Meeting or Special General Meeting. If one member demands secret ballot, so it must be. Elections are supervised by an individual elected by the AGM membership.

Each member shall have one vote and the chairperson shall cast the deciding vote in case of a tie.

The terms of office bearers shall be 1 or 2 years depending on the club resolutions, elect able at an Annual General Meeting.

Rules and regulations/by-laws

This sets out the procedure of implementing club activities. It is guided by clubs code of conduct or guidelines after adopted by the Membership in the AGM. By-law proposals or any proposals to the AGM are to be proposed in writing one month before the AGM.

By-laws explain procedures of handling and managing resources and finances that belong to the club, how financial records should be kept and presented to the membership at stated meetings by the Executive.

Operational Guidelines are rules that explain the roles of the different committees and office bearers that may be adopted by the AGM.

Article 8: Discipline

Disciplinary action will be instigated towards the member who:

- 1 Fails to submit or carry out decisions of the majority that has been arrived at democratically.
- 2 Consistently fail to honour the obligations and conditions of membership
- 3 Fails to attend three consecutive meetings without a valid reason and without reporting
- 4 Persistently shows lack of interest.
- 5 Engage on private fund raising activities and other negotiations with non-members without the authority of the sports club and embezzles funds.

Article 9: Dissolution of the board

The board can be dissolved by the annual general meeting or the special general meeting if:

The board approves of / or should have been aware of practices which are incon-

Example of a constitution for a sports club

The sample constitution below may be used as a model to be amended according to the need of a sports club.

Constitution for Maramba sports club

Article 1: Name The name of the sports club is Maramba sports club.

Article 2: Postal/Physical Address

The physical address of the sports club is at Maramba community hall.
The Postal address is P.O. Box 60000, Maramba Livingstone.

Article 3: Objective

The sports clubs' objectives are to:

- Provide education about sport in the community
- Keep in contact with the donors to sustain the funding and expand the funding base.
- Provide learning material and courses to the members of the Maramba sports club so they can learn more about sport.

Article 4: The board.

The board shall have a membership of 8 members.

In order to monitor the programmes of the sports club, the sports club shall consist of following board:

- Chairperson Deputy Chairperson
- Treasurer Deputy treasurer
- Secretary Deputy secretary
- 2 board members.

Article 5: Duties of the board

To adapt yearly work plans and budgets
To adopt development plans and policies
To review 1/2 yearly reports of activity
To review activities and formulate policies

Article 6: Term of office

- 1 Three of the board members at the initial board shall have a two years term.
- 2 Maramba Sports club shall retain one third of the board members for continuity every year.
- 3 The minimum of five board members shall form a quorum. In the absence of the Chairperson and the Vice Chairperson the members present shall choose



The club have a great challenge; - there are too many children in the neighbourhood who are not kept busy through sport, play and recreational activities, and therefore might resort to mischief such as stealing, bear drinking and smoking.

Therefore these children are missing out on opportunities to develop important skills, joyful experiences, learning ethics, discipline and leadership that should have prepared them for adulthood in the community.

You may ask: Is it possible to start our own sports club when we have no facilities, no money and no equipment? The club may reply that it is impossible.

Be aware that your reply is based on your personal experience of how you have seen sports when you grew up. You may see a sports club as a building with an ablution block and a social club surrounded by nice grounds where a paid coach gives instruction to the players using nice factory produced equipment such as balls and nets. You may even think sports are only organised in established institutional structures such as schools which are funded by the government.

On the other hand, how were the sports activities organised in your grandparents' days in the village? They also taught children and youth at initiation, about hunting and many traditional sport games as well as transferring traditional culture without any paid instructors, - without any sports grounds or buildings. Their emphases were on teaching practical sporting and leadership skills similar to the need in the community today! Their equipment was made in the community from material found locally.

Who were the instructors? Their teachers were the able, knowledgeable men and women or volunteers in the community. Those days when someone served the community by teaching the young, they were highly respected, they were trusted and respected because of the service they gave the community.

Learn from your forefathers! Do like them, use what the club have available in the community, and build an active sporting environment from your own readily available resources!

They believed in utilising the resources found in their communities. Their resource base was local, cheap and sustainable as such will be sustainable for your club as well.

Like your forefathers, you too know that sport and play is community based education and therefore a very important activity in the development of a healthy, enjoyable community.

The First Steps

A community effort

First of all get your community and the parents interested in the idea of making sport available to the young, and later may be to disabled and all ages in the community?

There are many ways of doing this, call a meeting, go door to door and ask the teachers to tell their pupils, ask the priest to make announcement in the churches, put up posters or visit the "free play groups" around the community as they play football or netball in the late afternoons.

A community sports club can never be a "one woman or man show". The club need help to identify people with interest and previous experience from sports. Coaching and administration are equally important. Identify people whom the club can ask to assist.

If the parents understand the intentions, then boys and girls will be released from home duties and will be allowed to come for the training sessions. Make sure that the club from the start is a safe place secure from abuse so that orphans and girls are sure to receive care and be protected by the club's leaders. To be sure of security you need to elect leaders who are mature and who own the vision of uplifting the lives of communi-



ty members through claiming their trampled rights. Sometimes arrange training the hour after school ends just for a few minutes and before children walk home in the afternoon, is a good time to mobilise children in sport, if parents and teachers agree.

Find the coaches and leaders

Look for people in the community who are known to have been active in sports in the past, as athletes or administrators. Leaders should be people with clean record so that they maintain the integrity of the club. These could be school-leavers, big boys and girls from grade 9, 10, 11 or 12 and adults who are currently idle or at least not too busy. Go and visit them one by one and convince them to join the community sport programmes. It is important to let them know that the club need their special skills to make the sport programme better. They will be useful for the community and for them-



as literacy or skills training to those that missed out school when they were young, the club may ask for help at Department of Community Development or from District Education Standard Officer. They have an office in every District. They will advice the club on how the club can adapt sports education materials to literacy training and train the illiterate coaches and players to read and write. When the club need funds for skills or literacy training, apply to the same sources we have recommended in this manual. The club will also find more manuals in the community self help education series that are listed later. Olympic Youth Development Centre in Lusaka has literacy training for sports people and can give advice. See reference details earlier on.

Use the club to its maximum so that a lot of people can be catered for in terms sports involvement and skills training. This will make the club popular and a conduit of help to the entire community.

People who are used to just lazy around will have something to do, as a result diseases will be avoided.

Volunteers from abroad

Some countries support volunteer services that place volunteers to support local communities without any cost for the club. Some of them might ask the club to nominate a host family where the volunteer can stay. The countries that are known to fund sports volunteers are: USA has the Peace Corps, Japan has the Japan Overseas Volunteer Service, Norway has 'Norec, (previously Fredskorpset), the UK has VSO, Finland has Finnish volunteer service and Denmark has MS. These volunteer services are sometimes operating under their embassy and sometimes they are non-governmental and independent of the embassy. Sports volunteers from the Norwegian 'Norec' are now administered and placed by NOWSPAR. See separate entry above. Any way, the various embassies will give the club the addresses the club need to find that country's volunteer service's office in Zambia.

Follow up the initiatives!

Note that whenever applying for support somewhere, - make follow up enquiries by personal visit or by telephone to find out if the letter was received, - or may be the club omitted some important information so the application is not attended to. If the club has no knowledge of writing an application, seek advice from partners the club trust, look for one among those we have mentioned earlier on. We wish the club good luck in the very noble task of providing sports to the children in the community. The club will succeed by going step by step, - and this journey will surely take the club very far.

You will find more info on the webpage for all of the above.

Keno Institute in Lusaka, provides grant writer courses at K3900. Such training will greatly improve your skills in writing successful applications.

Lions Club, Jaycees and local businesses

Find out if there are service clubs, such as Lions club, Round Tables, Jaycees etc. in the area where the club live. The club may apply to them for support to improve the community sports club. Explain what the club want to buy/construct/improve and enclose a detailed cost estimate of the expenses the club's appeal for support. Be realistic and apply for the funds needed only and not large amounts. Make a follow up visit after submitting the application letter, see the club Chairperson to explain the application and invite him/her to come and see the community sports club. The club can apply in the club's name and the club do not need support through a partnership when applying to these sponsors. Businesses like hotels and supermarkets have an interest to support community initiatives and the application from the sports club might be welcome. Provided the club write a proper application letter with a plan and a budget, the chances are good to be funded by the service clubs above or the business houses.

Rotary club

The Rotary clubs have access to international partnerships with clubs around the world and to Rotary Foundation funding. Take the project proposal to the local Rotary club and ask for assistance. They can access a range of matching grant funding from US\$ 5000 to US\$ 300 000 depending on funding need. Rotary might be willing to fund a borehole and the ablution block at the sports ground. Rotary has also one of the largest scholarship programmes in the world for talented students and the club can access information and application forms on www.rotary.org or see the Rotary club in the community for information.

Community Initiative

Land

Before the club start the application process for funds to improve the sports grounds or build the ablution block or the club house, the club must have a leasing agreement or ownership of the land where the building will be constructed. Speak to the owner of the land that may be the Chief or the District/City Council and make them agree to the club project and make sure the club get the formal ownership document such as a title deed. Get enough land so the club can expand in the future, although in the beginning the club just need enough for the first building, one sports field and a play ground.

Some donors would want to see your commitment, so do what is possible within your means such as keeping the playing field clean and providing simple toilets (VIPs). These are important requirements where ever people gather for a meeting in order to guard the community from diseases such as diarrhoea. Health personnel can be contacted for more advise in terms of health gatherings while the ministry of education can help in terms of ideas about sports activities. Club leadership should be bold enough and have courage to visit relevant offices for any help because they are there for you.

Literacy

If the community sports club feels like taking on the task of offering education such

selves. They will gain experience and be known positively when assisting the community sports club and consequently new opportunities will open up for them in a sports discipline or elsewhere as they get exposed.

The club will kill two birds with one stone; creating opportunities for school-leavers and adults while providing play and physical activities for all children, disabled and youth in the community. Opportunities are rare for school-leavers and therefore volunteering at the community sports club, may become a break through in their lives.

Now the club has unqualified volunteer coaches, which is a good start. Try to ask ten people to assist the club as volunteers, - eight may ask to be paid and therefore will refuse, that is ok, -forget about them, - work with the two remaining who see benefit for the community and themselves in the long term working with the sports club.

Find the administrators

The club also need people to administer the club and to coach. Look around in the community for people who have been sports leaders or coaches, to serve as coaches and leaders. Also look for civil servants or any other adult with some education and work experience bearing in mind that it is a club and not a mare team. The people the club need are there. Some may refuse, but the club will keep asking until the club find those that can agree. After all it is an honour to be asked to take such an important task for the community.

Find a place to practice

Then the club need a ground to play and practice sports for the children, disabled, the youth and adults within walking distance. Look around and the club will find grounds that belong to sports clubs, schools, the community or even company owned grounds. Contact the owners for permission to use their open spaces; community grounds, school grounds or sports fields. In urban areas you can visit the council and make enquiries, while in rural areas you can ask community leaders such as the village headman or the chief.

What sports disciplines for a start?

In the beginning when the club has no funds to buy equipment, the club can start with the traditional sports. For example the one on the art fact here. Arrange competitions and leagues locally for the various age groups to make publicity and stimulate interest. Ask old people to teach about the various games, the rules and the skills. Otherwise the least expensive sports discipline is probably athletics'; running. This kind of sporting activity only requires the presence of the participants to begin with because they do not need a net or even a play ground because people can even race in roads which are not very busy. Other sports, like netball and football, do not cost much either as the club can use a homemade ball for training in the beginning and even organise wooden made goal posts.

Then hold some fundraising in conjunction with any festival or tournament in the community. For instance bring the members with placards announcing the club and buckets with soap water and wash cars while people are enjoying the function. When coming out the drivers may sympathise with the cause and pay something. Another idea is to ask the reverend or priest in the local church for 5 minutes to present the idea of developing a sports club, and to ask for specific services from

the congregation's members. Who knows, the club might be lucky. Use the income to buy better balls and equipment.

Organising Competitions is another way of fundraising. You can compete with other clubs or teams, where simple awards can be given to the winner. For example according to history of world civilization class notes by Mr Machila (2014) Rusan-gu, *"when the games began in Greece, winners of the Olympic games were given olive lives."*

When the club is established it is important to consider other sports activities such as volleyball, which may need a net and basket ball which may need a flat surface made of concrete. It is important to consider all these different sporting activities bearing in mind that people differ in interests.

Congratulations

The club has taken the first step and started its own community sports club at almost no cost! If the club so wish, it does not need to worry any further as the club is a fully sustainable sports activity based entirely on self help.

However, we are aware that some clubs have ambitions to grow, get more members, get better facilities and improve on coaching and income to the club. For those that want to get better in sport, we have written the last part of the manual below. The community will see the club soon be the pride of the community, spear heading the resolution of problems!

Step by step and the sports club will grow

Some people say when seeing half a glass of water: "The glass is half empty", they look at it from a negative point focusing on what is missing, others say "the glass is half full" and focus on the positive that still there is plenty of water!

We are aware that running a community sports club is no easy task, however, we would like the club to look at the bright side; the glass is half full, - therefore this pamphlet will attempt to guide the club to look for opportunities for assistance the club can use its initiative and apply to for help.

One step at a time

Do not look too far ahead! Take on today's problems and look for assistance and advice from people who know better as problems arise. In this way the club will grow slowly and the community will understand and support the community sports club under the way as it grows at the pace the community can support. Do not feel bad when problems seem to be lining up. Remember, to any problem there are at least two solutions, - just seek advice and look for the solutions when the community sports club has problems!

For example if nobody comes forward and show interest, - may be the club has asked the wrong people! Or rather than involving politicians, look for the genuinely respected soft spoken leaders and people that have a love for sport. Stay away from people that come to the club for economic gain, the club only needs volunteers that are willing to work and contribute voluntarily without any pay because they want to see local sport develop for the sake of the children and community.

Sometimes politicians can be of help, but at times they would bring division to the club due to differences in political affiliations of community members, so if possible avoid them.

The committee

make requests to many of these organisations. If you to spend you have to, a club should be taken as a business with a lot of seriousness and commitment. Make follow ups within the shortest period of time after making an application for funds.

PARTNERSHIPS:

As resources may be limited it is a good idea to look for partners that can assist the club. But before planning to approach someone to partner with the club it is important that the club has a good idea of what their area of expertise or resources are. It is also important that the club know what the club can offer them as part of a partnership. A partnership must be a two way win-win situation. In general a sports club can access people on a regular basis. This might be beneficial for civic organisations dealing with public education, health campaigns or similar activities. Investigate the opportunities in advance to increase the club chances for positive reply and benefits.

Partnerships with civic organisations and others

Many foreign donor agencies and embassies have funds aiming to support awareness efforts in the communities such as HIV/AIDS, health/STI, human rights, democracy and environment care. The donors have realised that the awareness efforts directed towards the children and youth works more efficiently when done through play and enjoyable sports and recreational activities in the community sports clubs. In case the club is interested in getting access to such funding for capacity building in sport and assist in awareness campaigns, the sports club needs to make contacts and establish partnership with Non Governmental organisations (NGO's) in your area. Look for organisations such as "Redd Barna"(Save the Children), Scope OVC, Family Health Trust, Corridor of Hope, Red Cross Society, District Health Office, YWCA, NOWSPAR, Response Network, YMCA, human rights organisations or environmental awareness organisations.

Donors' world wide looking for co-operation with the sports club

The MPS Funding Guide, a comprehensive book which includes detailed information on over 300 donor/funder organizations dedicated to Catholic Missionaries and lay-persons seeking financial support for community and patrol projects, is available for purchase at www.missionprojectservice.org. Current cost of the MPS Funding Guide is \$59 but MPS does offer various discounts during publishing cycles so it is best to check their website or email info@missionprojectservice.org for additional information. The book is also available at the Response Network offices in Livingstone, you can read it there but it can not be taken away.

If a few sports clubs co-operate and share the cost of purchasing the book, all will benefit when making partnership with foreign donors. The book also explains how to present an application for support in a winning manner.

Foundation Centre (FC)

Probably the largest donor database in the world is Foundation Centre; www.foundationcenter.com in the USA. This is a large database the club may access on the Internet; some access is free and others you have to pay to access. The club can access donors for scholarships and funding to community initiatives. If the club can work with people that have project writing skills, this website will give the club access to the big donors in the world that may fund the club community effort.

NSCZ, sports associations and Provincial Sports Offices. There are three funds where community initiatives can apply for support: The Youth Fund (YF), the Sport Fund (SF) and the Child Development Fund (CDF). The office is in the Government building on Independence Avenue almost opposite Hindu Hall. Tel. 0211 253 982 or 253 871 or 231 879 or 232 433

NATIONAL PARALYMPICS COMMITTEE OF ZAMBIA (NPCZ)

NPCZ is an independent national sports body that the government has given the task through the Ministry of Youth and Sports to regulate and promote sports for the disabled and NPCZ is also an advisory body to the government. NPCZ co-operates with the International Paralympic Committee (IPC). NPCZ wants to help develop sports for the disabled in all communities in the country and arrange participation of disabled athletes internationally. Interested clubs can link up with NPCZ member community clubs around Zambia and schools for the disabled where there are members clubs as well. NPCZ and member clubs may assist your sports club with guidance and coaching training. Contact them for advice and support to community sports initiatives for the disabled. P. O. Box 50172, RW, Lusaka. Tel/fax no 0211 257 892. Cel No 0976 744 938 VP or 0976 668 802 GS or 0978 960 412 Treasurer. E-mail: npcoz@zamtel.zm, npcoz@yahoo.co.uk

NATIONAL OLYMPIC COMMITTEE OF ZAMBIA (NOCZ)

This is an independent national sports body that receives funds annually from the International Olympic Committee, if they make a project proposal and apply, to develop sports for women and for the disadvantaged communities, they may have funds available to support community sports initiatives. Propose through a ZOSC member in your area. They work with the Olympic Youth Development Centre in Lusaka. P. O. Box 36119, Lusaka. Tel. 0211 235 360.

Volleyball Association of Zambia (VAZ). This Association can help in training of coaches for volleyball and any other type of advise concerning the same sport, besides it is not as common as football in rural areas. **Address** P.O. Box 50917, 17 Enock Kavu Road ,Lusaka, Zambia. **Tel**+260 1 253 464. **Fax** +260 1 253 464 **E-mail:** charleshaambote@yahoo.com; muyinda@zamtel.zm.

For you to get support as a club you have to



Conduct elections among parents, guardians, leaders, coaches and the young sports girls and boys to elect an Interim Community Sports Club Committee (ICSCC). Remember that the more people involved in a committee the more challenging it will be to gather them. It might be an idea to start small and grow when this becomes natural. Then give the new community sports club a name. There is a sample constitution at the end of the manual that may be useful if amended to suit the need of the community. Propose to the first Annual General Meeting (AGM) for adoption a small membership fee that is also important for the show of commitment and belongingness.

For instance propose K 23 (US\$ 1) per member per term. If so needed, add on money to the membership fee through the first fundraising event in the community.

Annual General Meeting (AGM)

The committee's first task will be to organise sports activities and do the preparations for the first AGM where all members are invited. This AGM will be for the formation of the constitutional or founding AGM. This is where a Constitution and membership fee will be adopted as well as work plan and budget for the following year and election of all office bearers will be the last item on the agenda in that meeting.

After registering the community sports club

When the club has been registered, you may then ask for assistance from relevant authorities such as the District/City Sports Officer or District/City Community Development Officer or Provincial Sports Officer or District Sports Advisory Council. The correct office or council to look for depends on how sports in your district is organised as this may vary. However, the club must not give up and just keep asking now and again, as the club will not get anything unless the club keep pushing!

Make the request to the District Sports Development Officer (DSDO).

Request the DSDO to have the **club registered** with the District Sports Advisory Council. If this body is not active in your area, ask the DSDO to have it established. Request the DSDO for free copies of **coaching pamphlets** in the sports disciplines the club would like to include in the club's training programme. The DSDO should assist the club to access the materials from National Sports Council of Zambia (NSCZ) or from the national, provincial or district sports association of the sports discipline of your interest.

Request the DSDO to be invited to **short courses** for the volunteer coaches and leaders that are arranged from time to time by the District Sports Advisory



Council, the Provincial Sport Advisory Committee, the District Health Management Team (DHMT), UNICEF or the voluntary Non Governmental sports Organisations listed later in the manual. You can even contribute money as a community to send your coaches for training any where they offer training.

The Ministry of Youth and Sports have an office in all the provinces. The Sports officer gives **technical advice** and co-ordinate sports activities. Sometimes they give equipment and material support. The District Council may assist the sports clubs with grounds or **facilities**. Request DSDO to connect the club to, Department of Physical Education for coaching, teaching materials and advice on **traditional games**, if the club want to practice traditional sports/ games.

Make the request to the District Education Standard Officer (DESO)

Request the (DESO) District Education Standard Officer to help the club acquire free **coaches' manuals** from the Curriculum Development Centre of the Ministry of Education in Lusaka in **Physical Education** for the community sports club. Request the DESO for application forms to send the grade 12 volunteer coaches for **Physical Education** teachers' training at a college after coaching at the community sports club for some years if they have completed grade 12 exams. Request the DESO to have the community sports club **attached** to an established government school or community school for professional support and for co-operation on physical education and sport. Be community supportive and offer the club coaches for teaching sports in the **community schools** and orphanages in your area.

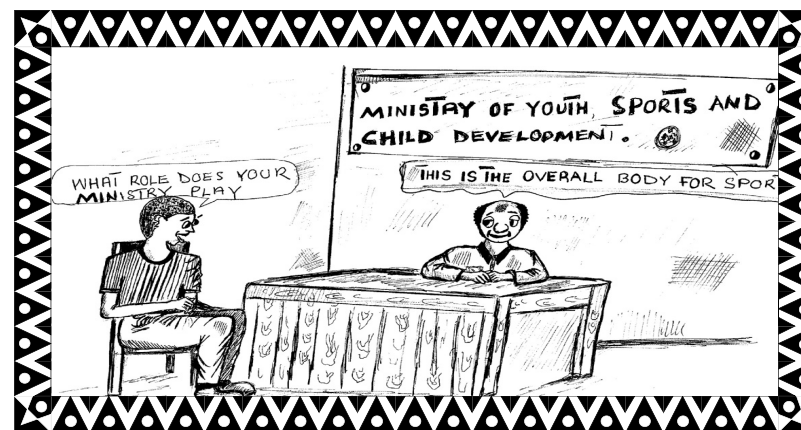


Support from other sources

The national sport associations are the mother bodies of the sport disciplines. It is after some time a good idea to register the club teams under their umbrella. The associations may be able to include the club in league plays and tournaments and

OLYMPIC YOUTH DEVELOPMENT CENTRE (OYDC)

OYDC have programmes that create opportunities for everybody to be involved in sport and physical activity, assist high performance athletes, coaches and sports administrators, promote sport development country wide, encourage young people in and out of school to progress up to the level of excellence in sport, promoting leadership programmes, health initiatives and life skills just to mention a few. OYDC organise sports competitions, sports camps and clinics in co-operation with interested sports organisations. They conduct OYDC activities throughout the country and the region. Contact them and find out if there are activities your club can benefit from. Olympic Youth Sports Development Centre is found on plot 33847 along Great North road, next to Independence Stadium, P.O.Box 38990 Lusaka, Tel 0211 846 300/3. E-mail: oydc@oydc.org.zm Website: www.oydc.org.zm



NATIONAL SPORTS COUNCIL OF ZAMBIA (NSCZ)

This is a combination of voluntary and state body for sports development in the country. The Government nominates half of the members of the Council and the Chairman, and the sports associations elect the other half of its members. The funds they receive from Government for sports development are distributed through the Sports Associations and the Provincial Sports Offices. That is the sports fund from the government. When the club need assistance from NSCZ, ask the District Sports Officer or the Provincial Sports Officer to connect the club to NSCZ. NSCZ will assist the club to source training materials from a number of sports associations and club subjects as well. If the materials the club need are not available in Zambia, they will be able to order from sister organisations abroad. The Office is at the National Sports Development Complex (NASDEC), P. O. Box 33474 Lusaka. Tel. 0211 250 321, fax no. 0211 250 321. E-mail: nscz@zamtel.zm

MINISTRY OF YOUTH AND SPORTS (MYS)

Department of sport is the overall body for sports development in the country. The funds they receive from Government for sports development are distributed through

Zambian sports organisation. EduSport seeks to use sport, recreation and other forms of physical activities for achieving empowerment, education, health and other development goals in under served communities in Zambia. Central in EduSport way to work is the training and supporting of young people to reach out through sport to their age mates. EduSport use sports to organize youth to deliver programmes. EduSport is an empowering organization that works with various partners including grassroots partners, other NGOs, religious groups, schools, sport Associations and Government institutions. The aim is to help our partners to build their capacities to develop and deliver their own sports development and development through sports programs.

The office is at Lusaka City Council's Community Development Head Quarters Building in Burma Road, Opposite Kabwata Parliament Office, Box 51334, Lusaka. Tel: 0211 250 662 Fax: 0211 221 919, Email: info@edusport.org.zm or edusportfoundation@hotmail.com

LIVINGSTONE YOUTH IN SPORT (LYIS)

LYIS offer guidance and training and create opportunity for playing sports in the communities based on self help. LYIS helps communities with guidance in sustainable sport development. LYIS is a good example of a type of community based sustainable sports initiatives that are localised in one part of the country. LYIS is engaged with training of peer coaches in sports leadership and HIV/AIDS awareness and the development of community sports clubs. P.O. Box D54 Livingstone, Cel No 0979 479 909. E-mail: lyouthinsport@yahoo.com or mudaa-la21@yahoo.com

RESPONSE NETWORK (RN)

This is another example of local initiative in sport development that operates in three districts of Southern Province namely Kalomo, Kazungula and Zimba and is working in rural areas only to promote self help through encouragement and information. Response Network is not only a sports organisation but works actively with rural sport development through the assistance of international sports volunteers in cooperation with the Norwegian Olympic Committee and Paralympic Committee and Federation of Sports (NIF) and locally recruited sports volunteers providing capacity building to local youth and sports leaders. RN also works with National Olympics Committee and NIF on "Judo for Peace." Furthermore RN sport is combined with skills training, literacy and other needs young people have in their communities. E-mail: mail@responsenetwork.org or frayor@responsenetwork.org Website: www.responsenetwork.org. Tel 0213 320 491 Fax 0213 323 634

COMMONWEALTH YOUTH PROGRAMME AFRICA CENTRE (CYPAC)

Commonwealth Youth Programme Africa Centre offer good training programmes. They work closely with the Ministry of Sport and Youth. Contact them to find out about courses that may benefit your sports club and about possibilities of scholarship funding available for your club to send a participant. Commonwealth Youth Programme Africa Centre is at the University of Zambia, Great East Road Campus, Great East Road, PO Box 30190, Lusaka. Tel: + 260 211 252 733, 252 153, 294 102/4/6, 294 105, Fax: + 260 211 253 698 / +260 211 292 714. E-mail: ad-min@cypafrica.org.zm

also support the club with needed competence and training assistance. It is on the other hand very common that these associations are under funded and not active, so the club should find out first how active they are and not become dependent of support from them, but look at them as a possible extra support to club initiated activities.



Provincial Sports Advisory Committee (PSAC) which is established by the government is currently coordinating sports activities at provincial level, and arrangements are underway to begin employing people in the committee under at the district level. This committee will be called "District Sports Advisory Committee DSAC".

This committee will be easier to access than the PSAC because it is closer to the people, so in when forming a club you need to take advantage of this committee.

Netball Association of Zambia (NAZ)

When engaged in netball, this is the mother body. When the netball team need to be challenged to compete outside the community or need to learn better coaching skills, they have the network and the instructors to train the coaches, umpires, referees and administrators. Register with the District Association or the Provincial Association, whichever are currently active in the area. The



club may also contact the national body to ask for advice. P.O.Box 71869, Ndola, T. 0212 655 325

FOOTBALL ASSOCIATION OF ZAMBIA (FAZ)

When the community sports club is engaged in football, this is the mother body. This is the most powerful sport association in Zambia that has funding and qualified people to support sport in the communities. When the football team need to be chal-



lenged to compete outside the community or need to learn better coaching skills, FAZ has the network and the instructors to train the coaches, umpires, referees and administrators. Register with the District Association or the Provincial Association of FAZ to be invited to the courses they arrange in provinces and districts. The club may also contact the national body to ask for support and advice. P. O. Box 34751, Lusaka. The office is in the Football House on Alick Nkhata Road, Long Acres. Tel. 0211 250 940. Fax. 0211 250 946. E-mail: faz@zamnet.zm

ZAMBIA AMATEUR ATHLETIC ASSOCIATION (ZAAA)

When engaged in athletics', this is the mother body. When the team needs to be challenged to compete outside the community or need to learn better coaching skills, they have the network and the instructors to train the coaches, umpires, referees and administrators. The association might have support funds if the club apply. Register with the District Association or the Provincial Association, whichever are currently active in your area. The club may also contact the national body to ask for advice. E-mail: zaaa@zamnet.zm P.O.Box 30521, Lusaka, Tel. no 0211 226 792/226 777

ZAMBIA JUDO ASSOCIATION (ZJA)

When engaged in judo, this is the mother body. When the judo team need to be challenged to compete outside the community or need to learn better coaching skills, they have the network and the instructors to train the coaches, umpires, referees and administrators. Register with the District Association or the Provincial Association, whichever are currently active in the area. The club may also contact the national body to ask for advice. Address: Central Sports Club, P.O.Box 32251, Lusaka. Cell.

0977 366 741, Tel 0211 278 645, E-mail: shapawaku@yahoo.com or milken21@yahoo.com

ZAMBIA BASKETBALL ASSOCIATION (ZBA)

When engaged in basketball, this is the mother body. When the basketball team need to be challenged to compete outside your community or need to learn better coaching skills, they have the network and the instructors to train the coaches, umpires, referees and administrators. Register with the District Association or the Provincial Association, whichever are currently active in your area. The club may also contact the national body to ask for advice. P.O.Box 35450, Lusaka, Tel. 0211 254 455, Fax 0211 254 005

OTHER SPORTS ASSOCIATIONS

Be aware that there are in all 27 Sports Associations in Zambia registered with NSCZ. Ask (NSCZ) National Sports Council of Zambia for their addresses. In addition the traditional national sports associations there are many community directed sports and development organisations that the club might find operating in the communities and that may help with advice and training. Try to find them in your locality.

THE NATIONAL ORGANISATION FOR WOMEN IN SPORT PHYSICAL ACTIVITY AND RECREATION (NOWSPAR)

NOWSPAR believes that all people should have equal access to information, education and healthy lifestyle choices. NOWSPAR target women and girls to increase participation in sport, physical activity and recreation in schools and community. They offer guidance and training courses to enhance girls' and women right to sport. NOWSPAR is engaged in the international exchange of sports volunteers and training and placement of volunteers in local communities. When the sports club need a sports volunteer to assist the club, apply to NOWSPAR. The club can contact NOWSPAR on Tel. 0211 254 545 or +260 955 450 267 or fax 0211 282 184. E-mail: nowsparwomen@nowspar.com

Read more about NOWSPAR on their website: <http://www.nowspar.com>

SPORT IN ACTION (SiA)

Sport in Action is a non-governmental organisation that offers guidance and training courses. The Sport in Action mission is to use sport and recreation as a tool to improve the quality of children's lives by providing a program that will bring about motivation, self-development, child protection and self-reliance through social and economic empowerment. SIA target OVC's children with disabilities, girls and women, street children and adults and children living with HIV/AIDS through nine different programmes. Among the activities they have concerned about training peer coaches in sports leadership and HIV/AIDS awareness and development of traditional sports and games. Cell 0977 637 771 or 0977 821797. Tel. 0211 229 836, The Office address is Sport in Action House, Burma road, Kabwata, P. O. box 50144, Lusaka. E-mail: framushi6@yahoo.com, or sia@zamtel.zm , Website: www.sportinaction@org.zm

EDUCATION THROUGH SPORT FOUNDATION

Education through Sport Foundation (EduSport) is a non-profit and indigenous