



# JUNIOR CLUB CHECK LIST

## PRE SEASON (January – March)

Item	Who	When
<b>Administration</b>		
Submit administrative forms to SANFL Junior Football League as follows: <ul style="list-style-type: none"> <li><input type="checkbox"/> Affiliation Agreement including:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Club Constitution</li> <li><input type="checkbox"/> Incorporation certificate</li> <li><input type="checkbox"/> Audited Financial statement</li> </ul> </li> <li><input type="checkbox"/> Office Bearer Form</li> <li><input type="checkbox"/> Order Form</li> <li><input type="checkbox"/> Initial Youth team nomination form</li> <li><input type="checkbox"/> Final Youth team nomination form</li> <li><input type="checkbox"/> Initial Junior team nomination form</li> <li><input type="checkbox"/> Final Junior team nomination form</li> <li><input type="checkbox"/> Ground allocation form</li> <li><input type="checkbox"/> First Aid form/s (with copy of qualifications)</li> <li><input type="checkbox"/> Transfer form/s (where applicable)</li> <li><input type="checkbox"/> Playing up form/s (where applicable)</li> <li><input type="checkbox"/> Playing down form/s (where applicable)</li> <li><input type="checkbox"/> Club colours</li> <li><input type="checkbox"/> Update club insurance via JLT website</li> </ul>		
<b>Conduct Sign On</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Appoint one key Sign On contact person for all advertising and enquiries</li> <li><input type="checkbox"/> Advertise sign on day               <ul style="list-style-type: none"> <li>▪ Local school newsletters (<i>check alliance schools to ensure the school is in your catchment area</i>)</li> <li>▪ Newspaper (ad and/or editorial with photo)</li> <li>▪ social media (facebook)</li> <li>▪ Shopping centre notice boards</li> <li>▪ School notice boards</li> <li>▪ Community radio announcement</li> <li>▪ Signage at club</li> <li>▪ Flyers for distribution</li> </ul> </li> <li><input type="checkbox"/> Hold a shopping centre sign on (ensure Public Liability certificate is current)</li> <li><input type="checkbox"/> Consider holding sign-on with other local sports clubs (eg Netball)</li> <li><input type="checkbox"/> Contact all potential members to inform of sign on process               <ul style="list-style-type: none"> <li>▪ Last year's players; club based Auskickers; School based Auskickers (<i>within school alliance catchment area</i>)</li> </ul> </li> <li><input type="checkbox"/> Have merchandise available for purchase</li> <li><input type="checkbox"/> Ensure all appropriate forms are available: medical, photo consent,</li> </ul>		

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<p>new player – proof of age)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure online registration process is communicated to members</li> <li><input type="checkbox"/> Conduct a sign on competition to encourage sign-on and fees paid by a certain date</li> <li><input type="checkbox"/> Have a 'Volunteers Skills Register' for parents to complete</li> <li><input type="checkbox"/> Have an introductory documentation available for families               <ul style="list-style-type: none"> <li>▪ Player handbook</li> <li>▪ Introductory newsletter</li> </ul> </li> <li><input type="checkbox"/> Have Auskick program information available</li> <li><input type="checkbox"/> Awareness of League 'poaching' guidelines when recruiting</li> <li><input type="checkbox"/> Ensure club representatives are wearing club shirts</li> </ul>		
<b>Personnel Management</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Appoint coach and manager to each team</li> <li><input type="checkbox"/> Have required coaches attend coaching courses to become accredited</li> <li><input type="checkbox"/> Appoint 1<sup>st</sup> aid officers and have them accredited</li> <li><input type="checkbox"/> Identify potential club umpires and have all umpires register online</li> <li><input type="checkbox"/> Have current umpires attend Junior Umpires courses</li> <li><input type="checkbox"/> Ensure volunteers and relevant staff have a current Working with Children Blue Card</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend League season launch</li> <li><input type="checkbox"/> Conduct club muster/meet and greet night including Kids First Parents session</li> <li><input type="checkbox"/> Conduct a 'come and try' or 'bring a friend' night</li> <li><input type="checkbox"/> Order club uniforms, merchandise, equipment and supplies ensuring adherence to Preferred Supplier guidelines</li> <li><input type="checkbox"/> Review ground lease/booking arrangements</li> </ul>		

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## IN SEASON (April – September)

Item	Who	When
<b>Complete and submit required administration forms</b>		
Submit administrative forms to SANFL Junior Football League <ul style="list-style-type: none"> <li><input type="checkbox"/> De-registrations</li> <li><input type="checkbox"/> Game certificates</li> </ul> Submit ID cards for endorsement: <ul style="list-style-type: none"> <li><input type="checkbox"/> Coach, Assistant Coach (accreditation required)</li> <li><input type="checkbox"/> 1<sup>st</sup> Aid (qualifications required)</li> <li><input type="checkbox"/> Club umpires (accreditation required)</li> <li><input type="checkbox"/> Manager</li> </ul>		
<b>Personnel Management</b>		
Up-skill volunteers by having them participate in: <ul style="list-style-type: none"> <li><input type="checkbox"/> Coaches courses</li> <li><input type="checkbox"/> Umpire courses</li> <li><input type="checkbox"/> Other training</li> <li><input type="checkbox"/> Sport and Recreation Queensland workshops and information sessions</li> <li><input type="checkbox"/> Adhere to minimum volunteer role requirements as per League Rules</li> </ul>		
<b>Fundraising and Social events</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct fundraising and social activities</li> <li><input type="checkbox"/> Conduct event evaluations</li> <li><input type="checkbox"/> Attend League Gala Awards night</li> </ul>		
<b>Player Development</b>		
Keep players informed of trial days and development programs <ul style="list-style-type: none"> <li><input type="checkbox"/> School trials</li> <li><input type="checkbox"/> Regional trials</li> <li><input type="checkbox"/> Regional holiday camps</li> <li><input type="checkbox"/> Club-hosted carnival days</li> </ul>		
<b>Communication</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Distribute regular club newsletter/review emails</li> <li><input type="checkbox"/> Post regular updates to club website</li> <li><input type="checkbox"/> Stay abreast of fixture updates and League news</li> </ul>		
<b>Game Day procedures</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Match day checklist completed</li> <li><input type="checkbox"/> Stretcher provided</li> <li><input type="checkbox"/> Match Day Official and 1<sup>st</sup> Aid Officer</li> <li><input type="checkbox"/> Ground set up complete (eg post pads, unlock changerooms etc)</li> </ul>		

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Conduct end of season event/s		
<input type="checkbox"/> Conduct a players presentation day/break-up		
<input type="checkbox"/> Conduct a volunteer recognition event		

## OFF SEASON (October – December)

Item	Who	When
<b>Conduct AGM (some clubs may hold this at a different time)</b>		
<input type="checkbox"/> Attendance register <input type="checkbox"/> Reports (may be President, Treasurer, Committee or other) <input type="checkbox"/> Present Financial reports or Audit <input type="checkbox"/> State level of insurance cover available <input type="checkbox"/> Appoint or endorse Auditor <input type="checkbox"/> Conduct election - appoint new committee members <input type="checkbox"/> Induct new committee members (provide position description, code of conduct – may be done at first committee meeting also). Handover from previous to new committee		
<b>Planning</b>		
<input type="checkbox"/> Review strategic plan <input type="checkbox"/> Review facilities plan (including a lighting audit) <input type="checkbox"/> Create one year action plan for the following year <input type="checkbox"/> Create a budget for the following year <input type="checkbox"/> Renew Incorporation status <input type="checkbox"/> Review food service status <input type="checkbox"/> Review gaming machine status		
<b>Administration</b>		
<input type="checkbox"/> Apply for McDonalds Grant		

## ON GOING (year round)

Item	Who	When
<input type="checkbox"/> Sanction form for non-fixture activities <input type="checkbox"/> Grievance procedure followed <input type="checkbox"/> Support SANFL programs <input type="checkbox"/> Check club email and League website regularly <input type="checkbox"/> Seek funding opportunities <input type="checkbox"/> Seek sponsorship opportunities <input type="checkbox"/> Liaise with Club Coordinators to build capacity <input type="checkbox"/> Work with SANFL Juniors to deliver programs		