

JUNIOR CLUB CHECK LIST

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

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IN SEASON (April – September)

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

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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
Conduct AGM (some clubs may hold this at a different time)		
<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		
Planning		
<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		
Administration		
<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		

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CONTACTS

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SUPPORTING DOCUMENTS AND LINKS

Constitution checklist

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