



**CLUB
SUPPORT
PROGRAM**

**END OF SEASON
CHECKLIST
SEASON 2021**



ACTION	PERSON RESPONSIBLE (Suggestions below)	COMPLETED
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ENGAGING WITH YOUR MEMBERS

- Post social media updates and engage with your members**
- Create and send e-newsletters**
Your social media channels and e-newsletters are a great platform to stay in touch with your members and to share stories from previous seasons.
- Nominate your community heroes for the FV Community Awards**
The 2021 Community awards are a great opportunity for your Club to share your Football stories and nominate your community heroes for all the work they do.
[Click here](#) for details.

Social Media Coordinator

Committee Members

COVID-19 MANAGEMENT

- Keep up to date with the latest conditions.**
Return to Play/Train Conditions, FAQs and additional resources to assist Clubs to be COVIDSafe can be found in the FV COVID-19 Football Portal [here](#).
Clubs are encouraged to [email FV](#), if you require any clarification on the COVID rules for your Club.
For more COVID-19 information from the Victorian Government please [click here](#).

President

SPRING/SUMMER FOOTBALL

- Keep an eye out for Football/Futsal activities for players and Clubs in Spring and Summer at GOFootball.com.au and FVFutsal.com.au**

Committee Members

TEAM EQUIPMENT

- Audit current equipment**
Collection of your team equipment is not permitted at this time and must be delayed until restrictions are eased. Clubs can request Team Managers to provide equipment audits to plan for next year. Equipment audit checklist available [here](#).

Equipment Manager / Team Managers



ACTION	PERSON RESPONSIBLE (Suggestions below)	COMPLETED
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FACILITIES

- Complete end of lease arrangements.

Council Lease: Contact your Council for specific instructions on how to complete cleaning, pack up of equipment and 'handing back the keys' given any relevant lockdowns/restrictions. This is also a great opportunity for Clubs to check on timeframes and dates for next year's grounds/ seasonal allocations, so you will know when you need to touch base in the new year, post the summer season. Note: Be mindful of COVID restrictions. If your area is in lockdown, this is not one of the permitted reasons to leave home.

Private facility: Contact your Landlord for specific instructions on how to complete cleaning and pack up of the equipment. There are specific requirements for end of lease; and arrangements should be made in accordance with any current restrictions.

School premises: Contact your school for specific instructions on how to complete cleaning and pack up of the equipment. There may be specific requirements and restrictions for visitors on site at school premises. If so, handover may have to wait until a later date.

For Clubs with concerns about perishable items in your canteens, we recommend you contact your Council to discuss any arrangements.

Council
Liaison Officer
or Facilities
Manager

FINANCIAL MANAGEMENT

- Develop a Budget for Season 2022.
FV guidelines [available here](#).
- Review your club financials and follow up any revenue to be collected.
FV resources [available here](#).
- Financial Accounts Audit
If accounts need to be audited, Committee to appoint auditor .
- Ensure Financial statements available for AGM and report to be presented to Members.
FV resources [available here](#).
- Ensure 2021 FV player refunds are distributed to players
Unless other arrangements are made at the request of the participant, refunds of FV's component of the playing fee, as per the 2021 Fee Refund Policy, must be distributed by November 30.

Treasurer



ACTION	PERSON RESPONSIBLE (Suggestions below)	COMPLETED
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END OF YEAR PRESENTATION

Determine if honours will be awarded for 2021

If so, will the presentation be:

- Online – prior to the end of 2021.
- In person – at a later date, when restrictions permit.

If planning to award honours for 2021, this may need to be an online presentation or end of year digital yearbook. In-person presentations may need to be delayed until restrictions are eased; and run in accordance with Government restrictions and facility availability.

Some suggestions for Clubs include:

- ✓ Zoom / Microsoft Teams online presentation for age groups.
- ✓ Invite your Sponsors to address the team, providing an opportunity for your stakeholders to be involved and have direct access to your members.
- ✓ Invite Life Members and or special guests to be involved with hosting or speaking to your members.
- ✓ Digital certificates can be awarded during your presentation and emailed to members afterwards. FV has developed a certificate template which can be personalised with your Club's details. [Download a copy or import the Canva template here.](#)
- ✓ The physical presentation/delivery of trophies is only permitted once restrictions ease in line with Government guidelines. Alternatively, trophies and medals can be posted to members. Delivering awards is not permitted in locked down areas.
- ✓ Online Trivia night as a social format – fundraising.
- ✓ Reminder to follow FV's guide to [Online Do's and Dont's.](#)

Secretary/
Social
Committee

SUCCESSION PLANNING

VOLUNTEER RECRUITMENT:

Discuss with your current Committee who is returning for next year and revise all Committee role position descriptions. FV resources available [here](#).

COACHES:

Conduct review of Coaches – online interview or phone call

Advertise, interview, and appoint Coaches for subsequent seasons

Football
Director /
Coaching
Director



ACTION	PERSON RESPONSIBLE (Suggestions below)	COMPLETED
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ANNUAL GENERAL MEETING (AGM) PLANNING

<input type="checkbox"/> Review your Club Constitution for requirements for your Club Annual General Meeting	Committee	
<input type="checkbox"/> Confirm your Annual General Meeting Date	Committee	
<input type="checkbox"/> Identify whether your AGM is required to be completed in the off-season. <i>If so, it is recommended that you organise to do so via an online tool, to ensure compliance with Consumer Affairs Victoria requirements.</i> <i>Have you organised for your AGM to be online? Use the Club Support Series tip sheet. Resources are available here.</i> <i>Note: An AGM must be held within five months after the end of the Club's financial year and an AGM must be held once during each calendar year.</i>	Committee	
<input type="checkbox"/> Draft Meeting Agenda. Click here for an AGM Agenda template.	Secretary	
<input type="checkbox"/> Ensure your Club's database is up to date with current Members.	Secretary	
<input type="checkbox"/> Send out notice of AGM to your Club Members. Click here for a Notice of Meeting template.	Secretary	
<input type="checkbox"/> Advertise the positions available, nomination process and the nomination form. <i>Start recruiting for new members and advertise the committee roles. Use your social media channels, email, and newsletter to members. Click here for position description templates for Club positions.</i>	Secretary	
REPORTS:		
<input type="checkbox"/> Assign Committee Members responsible for drafting the financial reports (and liaising with the appointed Auditor, if applicable).	President	
<input type="checkbox"/> Ensure Financial statements are available for AGM and reports finalised and ready to be presented to Members.	President	
<input type="checkbox"/> Decide which Committee members are required to write reports for your Club's Annual Report, if required by your Club.	President	
POST AGM:		
<input type="checkbox"/> Send a copy of the minutes to all members and ensure a register of all attendees is made available.	Secretary	



ACTION	PERSON RESPONSIBLE (Suggestions below)	COMPLETED
STRATEGIC PLANNING		
<p><input type="checkbox"/> End of season is a fantastic opportunity to start or set focus on your Club Strategic Plan. <i>Resources are available here or email us and we can help support your committee.</i></p> <p><input type="checkbox"/> Female participation <i>Football is a sport for everyone, the off season is a wonderful opportunity for you to promote your Clubs teams and programs. Review your female participation and plan to increase this at your Club. See Football Victoria’s Women and Girls Strategy here. Resources are available here.</i></p> <p><input type="checkbox"/> Consider your Club’s Diversity and Inclusion strategy – LGBTIQ+, Multicultural, Indigenous, Access All Abilities, Women and Girls, other. <i>Football Victoria resources available here.</i></p>		



Please feel free to contact Football Victoria for any support or questions relating to the checklist via clubsupport@footballvictoria.com.au