



**FOOTBALL  
VICTORIA**

# **CLUB SUPPORT PROGRAM**

## **2022 Season Commencement Checklist**

This resource has been created to assist your Club to prepare for the 2022 Season Commencement. This includes a list of tasks and suggestions to help your committee delegate these items to be actioned in preparation for a successful Season.

For additional support or queries, please reach out to [clubsupport@footballvictoria.com.au](mailto:clubsupport@footballvictoria.com.au).

Action	Person Responsible (Suggestions below)	Completed
<b>2022 COMMITTEE PLANNING</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Set Committee and Sub-Committee meeting dates</li> <li><input type="checkbox"/> Update Committee Contact details               <ul style="list-style-type: none"> <li>• Club website</li> <li>• Play Football</li> <li>• Sports TG/ GameDay</li> <li>• LGA</li> </ul> </li> <li><input type="checkbox"/> Update your Club website</li> <li><input type="checkbox"/> Recruit for non-Committee positions (i.e. Sponsorship Coordinator, First Aid Coordinator).               <ul style="list-style-type: none"> <li>• For template Position Descriptions <a href="#">click here</a></li> <li>• For guidance to help recruit volunteers <a href="#">click here</a></li> </ul> </li> <li><input type="checkbox"/> Set Club Calendar - events / social</li> <li><input type="checkbox"/> 2022 FV Competitions Calendar: <a href="#">click here</a></li> </ul>	Secretary	
<b>2022 COMMITTEE RECRUITMENT</b>		
<p>Advertise your club's 2022 Fees and Inclusions:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule a registration day (in person or online)</li> <li><input type="checkbox"/> Organise a come and try day to attract new members. FV resource can be found <a href="#">here</a> to help you organise this event.</li> <li><input type="checkbox"/> Contact previous year's players to encourage them to return to football/ your club</li> <li><input type="checkbox"/> Promote <a href="#">Player vacancies</a> via the FV website</li> </ul> <p>FV has created a comprehensive suite of promotional graphics that Clubs can customise and use to promote their programs. <a href="#">Click here to view.</a></p>		

<b>FINANCE</b>		
<p><input type="checkbox"/> Create the Club's 2022 Fee Schedule</p> <ul style="list-style-type: none"> <li>• Refer to FV's 2022 Fee schedule <a href="#">here</a></li> </ul> <p><input type="checkbox"/> Treasurer has access to Club Finance System. Guides can be found <a href="#">here</a></p> <p><input type="checkbox"/> Create the Club's 2022 Budget. For guidance to help you develop a budget, <a href="#">click here</a></p> <p><b>CERTIFICATE OF CURRENCY</b></p> <p>The certificate of currency provides your club with a summary of the level of coverage for the year.</p> <p><input type="checkbox"/> Clubs can download their Certificate of Currency from <a href="#">this link</a></p>		
<b>COVID-19 MANAGEMENT</b>		
<p><input type="checkbox"/> To update/develop your COVIDsafe Plan <a href="#">click here</a></p> <p><input type="checkbox"/> Appoint COVID Check-In Marshals for your venue.</p> <ul style="list-style-type: none"> <li>• Click here for the COVID Check-In Marshal <a href="#">Position description</a></li> <li>• Click here for the COVID Check-In Marshal <a href="#">checklist</a></li> </ul> <p><input type="checkbox"/> Order hand sanitiser and cleaning products for 2022 Season</p> <p>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 <a href="#">here</a></p> <p>Translated COVID-19 resources are available <a href="#">here</a>.</p> <p>Clubs are encouraged to email <a href="mailto:clubsupport@footballvictoria.com.au">clubsupport@footballvictoria.com.au</a> should you require any clarification on the COVID requirements.</p> <p><input type="checkbox"/> For more COVID-19 information from the Victorian Government please visit: <a href="https://www.coronavirus.vic.gov.au/">https://www.coronavirus.vic.gov.au/</a></p>	<p>President</p>	



### OTHER FOOTBALL OPTIONS

#### GO Football

GO Football has an option for everyone - all ages, all abilities and all experience levels.

More information about the GO Football programs your club could be offering can be found here:

[www.gofootball.com.au](http://www.gofootball.com.au)

Is your club offering GO Football in 2022?

#### Womens Football 7's (WF7s)

Women's Football 7's (WF7) is a social, 7-a-side football competition for womens and girls of any skill level.

Does your club offer Womens Football 7s?

For more information on WF7s please click [here](#)

#### Mini Roos - Football Starts Here

Mini Roos is designed for kids of all abilities aged 4-11 years.

Does your club offer Mini Roos?

For more information on Mini Roos click [here](#)

#### Walking Football

Walking Football is a small-sided, low impact, modified version of the game, suitable for all levels of ability and fitness, from people who are returning to sport after a break or those who have never played before.

Are you interested in hosting Walking Football?  
Apply [here](#)

President



- For more information on Walking Football click [here](#)
- Please contact Stephen for more information  
**Stephen.frantzeskakis@footballvictoria.com.au**

### Futsal

Futsal is the only form of 'indoor football' or 'five-a-side' that is officially approved by FIFA and Football Australia. It's one of the fastest growing sports in the world, is played in over 100 countries and boasts millions of players around the world.

Football Victoria (FV) has reopened registrations from players who wish to trial and represent Victoria at the 2022 National Futsal Championships (NFC), due to be held on the Gold Coast in Queensland between 10-14 April 2022.

Click [here](#) for more information and registration form.

- Find out how to affiliate your Futsal centre [here](#)
  - Click [here](#) for a replay of the 2021 Futsal information session
  - For more information on Football Victoria's Futsal program please contact  
**futsal@footballvictoria.com.au**

### All Abilities

Does your club have an All Abilities team?

Our annual All-Abilities League is for people of All Abilities aged 6 and over.

FV can also provide support for clubs wanting to start their own All-Abilities program.

- FV resource for 10 ways to make your club more inclusive found [here](#)
- All Abilities Football Development guide for all clubs can be found [here](#)
- More information and resources can be found on the FV website [here](#)
- If your club would like to start an All-Abilities Program or Team, please contact Selin Arpacı via email  
**selin.arpaci@footballvictoria.com.au**

President



<b>2022 REGISTRATIONS - PLAY FOOTBALL</b>		
<p>Follow the steps below to complete Administrator access into Play Football:</p> <p><input type="checkbox"/> Apply for access into Play Football for season 2022?</p> <p>Complete the required "2022 Play Football User Access Request" JotForm found <a href="#">here</a></p> <p><input type="checkbox"/> If you are a returning User or New User to Play Football?</p> <p>Complete the required "2022 Play Football User Access Request" JotForm found <a href="#">here</a></p> <p><input type="checkbox"/> Have I undertaken Play Football training to gain access into the system?</p> <p><input type="checkbox"/> Update (Office Bearers)</p> <p><input type="checkbox"/> Have all coaches registered on Play Football?</p> <p><input type="checkbox"/> Have all Club volunteers registered on Play Football?</p> <p><input type="checkbox"/> Set up registration products</p> <p><input type="checkbox"/> Has my Club verified that the registration products are correct with the FV registration team? Registrations for a club <u>cannot</u> open without FV registration team approval and verification.</p> <p><input type="checkbox"/> Play Football Administration Checklist <a href="#">here</a></p> <p><input type="checkbox"/> For assistance with Play Football Club Administrators can access Play Football user videos <a href="#">here</a></p>	<p>Club Registrar / Club Administrator</p>	
<b>2022 TEAMS - AUTOSTAT</b>		
<p><input type="checkbox"/> Has the Club applied for access into AutoStat for season 2022?</p> <p><input type="checkbox"/> Am I a returning User or New User to AutoStat?</p> <p><input type="checkbox"/> Have I undertaken AutoStat training to gain access into the system?</p>		



<ul style="list-style-type: none"><li><input type="checkbox"/> Update Club Information and Venue Information</li><li><input type="checkbox"/> Submitted all my teams in line with the team entry window? This includes new team entries and accepting or rejecting nominations</li><li><input type="checkbox"/> To request access into the AutoStat system click <a href="#">here</a></li><li><input type="checkbox"/> Club Administrators can access Auto Stat user guides and videos <a href="#">here</a></li></ul>	Club Registrar / Club Administrator	
<b>FACILITIES</b>		
<p>To receive confirmation of permission to access your facility, please follow the steps below based on who your landowner is:</p> <p><b>Council owned facility</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Contact your Council for specific instructions on how to gain access to the facility.</li><li><input type="checkbox"/> Confirm required documentation for the new season (upload COVIDSafe plan, key, list, committee list etc.)</li><li><input type="checkbox"/> Confirm access date &amp; hand back date.</li><li><input type="checkbox"/> Confirm club council liason officer - Provide name and contact number to key Council representative(s).</li></ul> <p><b>Private facility:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Contact the landowner for specific instructions on how to gain access.</li><li><input type="checkbox"/> Confirm required documentation for the new season (upload COVIDSafe plan, key, list, committee list etc.)</li><li><input type="checkbox"/> Confirm access date.</li></ul> <p><b>School premises:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Contact the landowner for specific instructions on how to gain access.</li><li><input type="checkbox"/> Confirm required documentation for the new season (upload COVIDSafe plan, key, list, committee list etc.)</li><li><input type="checkbox"/> Confirm access date.</li></ul> <p><b>Note - NPL Clubs:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> NPL Clubs require letter of support to access facility 40 weeks of the year - Informing their Landowner that they need annual approval of ground access.</li></ul>	Council Liaison Officer or Facilities Manager	



<p><b>Council/ food outlets:</b> if your club has a kitchen, canteen, café or bar facilities make sure to liaise with relevant Council contacts in relation to Health and Safety.</p> <p>Food safety certificates: <input type="checkbox"/> <a href="#">DoFoodSafely</a> is a free, non-accredited, online learning program provided by the Department of Health Victoria.</p> <p>Service of alcohol: <input type="checkbox"/> To apply for or renew a Liquor License visit the Victorian Commission for Gambling and Liquor Regulation <a href="#">here</a>. <input type="checkbox"/> To attend a Responsible Serving of Alcohol course, click <a href="#">here</a></p> <p><b>Line Marking:</b> <input type="checkbox"/> Organise and book in line marking if required</p>	<p>Council Liaison Officer or Facilities Manager</p>	
<p><b>COACHES</b></p>		
<p><input type="checkbox"/> Interview to Appoint Coaches <input type="checkbox"/> Organise a Coaching course at your Club. For booking details, click <a href="#">here</a> <input type="checkbox"/> Promote <a href="#">Coaching vacancies</a> via the FV website. <input type="checkbox"/> If there is a demand within your club for a course (MiniRoos, Skill Training or Game Training) please complete this <a href="#">Jotform link</a></p> <p>Football Victoria is delighted to announce its support of the INSPIRE FC Grassroots Coaching Conference in 2022.</p> <p>The Grassroots Coaching Conference guest list boasts brilliant minds involved in football from Australia and abroad, with a certain FIFA Best Women’s Coach of the year nominee involved!</p> <p>Register for the Inspire FC Grassroots Coaching Conference <a href="#">here</a></p> <p><b>Consider appointing a Club Coach Coordinator (CCC):</b></p> <p>The CCC role supports coaches to develop within the club environment. This is a proactive role to improve the retention and satisfaction of both coaches and players alike. There is NO COST to the Club to be part of this program! <a href="#">Register Your Details</a></p> <p>• For more information on the CCC role <a href="#">click here</a></p>	<p>Technical Director</p>	





REFEREES		
<p>As a referee you will learn in depth all the laws of the game and gain a deeper understanding about why decisions are made and understanding if the game.</p> <p>At the heart of refereeing, it is about managing a sporting event, and everyone involved to ensure a safe and fair game is played. Refereeing can be a challenging but a rewarding experience, through refereeing you learn confidence and the confidence to manage a group of people, problem solve on the spot, conflict resolution and at times a thick skin.</p> <p>Refereeing is a great addition to any resume!</p> <p><input type="checkbox"/> Promote referee opportunities</p> <p>Share these opportunities with your junior players using your email, newsletters, social media, or website. <a href="#">Become a Referee   Football Victoria</a></p> <p><a href="https://www.playfootball.com.au/referee">https://www.playfootball.com.au/referee</a></p> <p><a href="https://www.playfootball.com.au/referee/referee-pathways-2">https://www.playfootball.com.au/referee/referee-pathways-2</a></p> <p><input type="checkbox"/> Book Referees for practice matches for scheduling purposes, we request that the form is <b>completed a minimum of 7 days in advance</b> of the fixture to ensure Match Officials can be appointed. Any future requests for outside of this timeframe risk no officials being appointed.</p> <p>Please complete this form <a href="#">Request a Referee   Football Victoria</a></p>		
TEAM EQUIPMENT		
<p><input type="checkbox"/> Order new equipment - club equipment list</p> <p><input type="checkbox"/> Audit uniforms and stock</p> <p><input type="checkbox"/> Merchandise order</p> <p><input type="checkbox"/> Order Match and training balls</p> <p>Equipment audit checklist available <a href="#">here</a></p>	Equipment Manager / Team Managers	

<input type="checkbox"/> 2022 FV Match Ball Licensees- <a href="https://www.footballvictoria.com.au/news/fv-proud-announce-ball-licensees-2022-season">https://www.footballvictoria.com.au/news/fv-proud-announce-ball-licensees-2022-season</a> <input type="checkbox"/> PILA  <p>Football Victoria (FV) is delighted to announce that our exclusive goal post partnership with PILA has been extended to 2024, further strengthening the long-standing relationship between the two organisations.</p> <p>For Clubs, sporting associations or other facilitators of our beautiful game, PILA has recently launched its Summer Goal Post Sale. This means that until February 28, 2022 there is an opportunity to purchase professional-grade Goal Posts with a 7-year warranty, certificate of safety compliance and fast shipping (*while stocks last). <a href="https://pila.com.au/">https://pila.com.au/</a></p>		
<b>GRANTS</b>		
<p>Keep up to date with Grants available <a href="#">here</a> and reach out to <a href="mailto:clubsupport@footballvictoria.com.au">clubsupport@footballvictoria.com.au</a> if you have any grant queries.</p> <p>Your local Council may also have Grants available keep up to date with their website.</p>	Treasurer	
<b>WOMEN &amp; GIRLS</b>		
<input type="checkbox"/> Participate in Female Football February. FV resources can be found <a href="#">here</a> <input type="checkbox"/> Consider introducing a Female Football Coordinator on your committee <input type="checkbox"/> Plan a <i>Come and Try</i> session at your Club for Girls with the focus to increase participation. Encourage girls to bring a friend for a social and fun-filled session, with a view to register for Season 2022. <input type="checkbox"/> Review club uniforms to be inclusive of Women/Girls (resource available with supplier) <ul style="list-style-type: none"> <li>• See Football Victoria's Women and Girls Strategy <a href="#">here</a></li> </ul>		



### SPONSORSHIP

- Club sponsorship - review your packages for 2022
- Communicate with all Sponsors from 2021 invite them to sponsor again in 2022
- Sponsorship - Follow FV's 7 step process to attract and retain volunteers. Resource found by clicking [here](#)
- Has your club considered a Community in Business membership for 2022? To learn more click [here](#)

### CLUB PROGRAMS & POLICIES

FV and our relationship with the Victorian Responsible Gambling Foundation (VRGF) provides Clubs access to programs and resources to share with members

- VRGF - <https://www.footballvictoria.com.au/love-game-program> Gambling Harm Prevention Policy:** To create a gambling harm prevention policy, make sure your club is signed up to the Love the Game program. It is free, only takes a couple of minutes to join and to be eligible your club just commits to not accepting sports betting sponsorships. Sign up here: [https://lovethegame.vic.gov.au/join-love-game/?utm\\_source=FV&utm\\_medium=referral](https://lovethegame.vic.gov.au/join-love-game/?utm_source=FV&utm_medium=referral)

Once your club has signed up, you will have free access to a build a gambling harm prevention policy that is tailored to your club. The policy will provide your club a list of actions that you and your committee members commit to as part of the Love the Game Sporting Club program. This can be an important signal to your members that your club has strategies in place to look out for the wellbeing of your members and community while also protecting and enhancing your club's reputation.

For any additional Club Support enquiries please reach out to our team via  
[clubsupport@footballvictoria.com.au](mailto:clubsupport@footballvictoria.com.au)