

Action Plan: Female Football February

How to host a Women and Girls Day Out

If you can't see it, you can't be it! Meeting other women and girls from the club showcases we celebrate and appreciate their journey. Joining a club at any age could be a daunting experience.

A simple structure of a few activities could be great fun for women and girls of any ages.

What a great way to recruit new volunteers! Look out for those enthusiastic parents.

ACTION	PERSON RESPONSIBLE (Suggestions below)	DATE TO BE COMPLETED BY	COMPLETED
<input type="checkbox"/> Set a date and check availability of your Pitch and club rooms. If your home ground is being used by a summer tenant, liaise with them and your LGA for access. If access is not allowed, get creative and see if you can host this at your local primary school pitch or ask your LGA for any local parkland available for your club to use.	COUNCIL LIAISON		
Is your event COVID Safe? <ul style="list-style-type: none"> <input type="checkbox"/> Update your COVID Safe plan – resource here <input type="checkbox"/> Ensure you have COVID Safe signage at the event. FV resources here <input type="checkbox"/> QR code available <input type="checkbox"/> COVID Check In Marshal assigned to event. Position description here <input type="checkbox"/> COVID Check In Marshal checklist here <input type="checkbox"/> Hand sanitiser available on the day 	SAFETY AND RISK MANAGEMENT OFFICER		



<ul style="list-style-type: none"> <input type="checkbox"/> Organise for First Aid Station to be set up for the event <input type="checkbox"/> Defibrillator <input type="checkbox"/> Stretcher <input type="checkbox"/> First Aid supplies <p>Insurance for new players</p> <p>Collect information from new players attending the day</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full name <input type="checkbox"/> Date of Birth <input type="checkbox"/> Contact email <input type="checkbox"/> Contact phone number <input type="checkbox"/> Session attending 	<p>FIRST AID OFFICER</p>		
<p>EVENT PLAN</p>			
<p>As a committee decide how your session will run and what will be included:</p>			
<ul style="list-style-type: none"> <input type="checkbox"/> Session times for different age groups <input type="checkbox"/> Invite female players from your club to attend in full uniform to help promote the club. <input type="checkbox"/> Invite committee members and coaches to be available to speak on the day about your club. For example, meet our Female Football Manager, GO Girls Coaches, Senior female players 	<p>SECRETARY</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> Consider a promotional offer for signing up today - bring a friend discount <input type="checkbox"/> Have several computers /internet set up to assist people to register on the day <input type="checkbox"/> Create a registration pack for on the day – welcome letter from the President, Club handbook, how to volunteer and sponsors information. 	<p>REGISTRAR</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> Ask coaches to volunteer to host a "girls only" session on the pitch 	<p>FOOTBALL COORDINATOR</p>		



<ul style="list-style-type: none"> <input type="checkbox"/> Organise pitch set up on the day and equipment <input type="checkbox"/> Club could encourage a (Mothers/ Mums and Daughters match or skills session) and cross promote your programs. 			
<ul style="list-style-type: none"> <input type="checkbox"/> Reach out to local butchers to support your event to reduce the costs to the Club. 	<p>FUNDRAISING COORDINATOR</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> Hold a merchandise stand with your club items for sale and registration/uniform sales available 	<p>MERCHANDISE CO ORDINATOR</p>		
<p>RECRUITMENT STRATEGY – PROGRAMS</p>			
<p>Provide opportunities on the day for people to experience a variety of your female programs available at your club.</p> <ul style="list-style-type: none"> <input type="checkbox"/> MiniRoos <input type="checkbox"/> GO Soccer Mums <input type="checkbox"/> Futsal <input type="checkbox"/> All Abilities <input type="checkbox"/> GO Girls program <input type="checkbox"/> Friendly matches and training sessions 			
<p>ADVERTISE</p>			
<ul style="list-style-type: none"> <input type="checkbox"/> Create a flyer to advertise the day <input type="checkbox"/> Encourage girls to bring a friend <input type="checkbox"/> Email this to all your existing members to encourage them to bring a friend down to your club <input type="checkbox"/> Email to your local schools <input type="checkbox"/> Post on your social media pages and website <p>Flyers can be created with FV resources here</p>	<p>COMMUNICATIONS AND SOCIAL MEDIA COORDINATOR</p>		



PROMOTE			
<p>Some clubs get quite creative with these events here are some ideas:</p> <ul style="list-style-type: none"><input type="checkbox"/> free club show bag with bumper sticker, merchandise flyer and how to buy, drink bottle or another promotional item<input type="checkbox"/> balloons in your club colours<input type="checkbox"/> items or advertising material from your clubs' own sponsors they would like to donate for distribution.	<p>SECRETARY / FUNDRAISING COORDINATOR</p>		
SPECIAL GUESTS			
<ul style="list-style-type: none"><input type="checkbox"/> Invite your local members of council to attend the day so you can show them your club and facilities.<input type="checkbox"/> If you are aligned to a Senior club, you could invite players to come and meet younger members.	<p>PRESIDENT</p>		
SUPPORT			
<p>Email clubsupport@footballvictoria.com.au to let us know about your event or if you have any queries requiring our assistance</p>	<p>SECRETARY</p>		



**CLUB
SUPPORT
PROGRAM**