



## SUMMER6S CHECKLIST

Here is a list of the key things that will assist you in running your Summer6s programme.

### Pre-Program

- Register your Club with Football Queensland by completing the Summer6s Opt in Form – Application to Host.
- Ensure all of your program and contact information is up to date on [www.footballqueensland.com.au/summer6s-venues/](http://www.footballqueensland.com.au/summer6s-venues/)
- Order any equipment required such as goals, cones and bibs from your supplier.
- Talk to Football Queensland about what promotion will be done for your Club and when.
- Fill in the promotion gaps with your own (eg. E-mail to previous participants, contact local schools etc).
- Keep track of how many participants have registered on MyFootballClub.
- Organise your volunteers for the season (who has said they are willing to assist on-field / off-field)?
- Plan your first fixture night.
- Double check you have enough equipment and have access to it (is it kept in a store room?)
- Do you have a key? Check to make sure the toilets/club rooms will be open.



### **During Program**

- Ensure you are there early for the first fixture night, have everything set up before the players and parents start arriving Ensure all activities are conducted in a safe environment.
- Print off the most recent list of registrations from MyFootballClub each week and bring it to each fixture night.
- Ensure that players have registered and paid all fees promptly. Don't let them play until they have paid.
- Work with your volunteers to ensure that they know exactly what you need them to do during the fixture night. Encourage questions and remember that many people may never have volunteered to help with anything like Summer6s before and may have some concerns and worries.
- You may like to organise a BBQ after your final match.

### **Post Program**

- Send participants a letter, e-mail, text or tweet from the Club detailing what the next step is for them in their football pathway – talk to us at Football Queensland if you need help with this anytime!