

SUMMER FOOTBALL CHECKLIST

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

Pre-Program

- Register your Club with Football Queensland by completing the Summer Football Opt in on our website [Form - Application to Host](#).
- Ensure all of your program and contact information is up to date on our venues page [www.footballqueensland.com.au/Summer Football-venues/](http://www.footballqueensland.com.au/Summer-Football-venues/)
- Talk to Football Queensland about what promotion will be done for your Club and when.
- Fill in the promotion gaps with your own promotional material (eg. E-mail to previous participants, contact local schools etc).
- Keep track of how many participants have registered on MyFootballClub or SportsTG.
- 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 and ensure all activities are conducted in a safe environment.
- Print off the most recent list of registrations each week and bring it to each fixture night.
- Ensure that players have registered and paid all fees promptly. Don't let them take the field 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 Summer Football before and may have some concerns and worries.
- You may like to organise a BBQ after your final match.
- Use the [Play by the Rules](#) website for Child Protection Online Courses and ensure that you comply with the Queensland Government [Blue Card](#) requirements for all volunteers.

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!