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VCFA Pre-Season Checklist

Guide

INTRODUCTION

This document is a guide to getting your club ready for the season ahead. Good governance and planning are key to a successful season, and developing a clear set of tasks can help to identify the need for extra volunteers or specific committee tasks.

The Operations Team is here to support, and any further questions or support, please reach out via gm@vcfa.org.au and om@vcfa.org.au.

CLUB MANAGEMENT

Every season there are a number of items to consider when setting up or managing your club.

There are grounds and facilities to arrange, council licences, insurance and amenities fees, training equipment and storage needs, ground upkeep and match requirements, uniforms, VCFA fees, matchday tasks, and volunteers to onboard.

This can seem daunting for one person, so it is important to bring together a team of people to form a committee and manage the club together.

SETTING UP YOUR COMMITTEE

There are many tasks that are required to ensure your club operates and your players can play.

Assigning a committee is important to ensure tasks can be shared and club functions can be completed.

Committee planning:

- Create a committee application form and process to onboard members
- Allocate clear tasks to different committee members
- Set committee meeting dates
- Update committee details on your socials and website to inform members who to contact
- Update your Club website with registration and pre-season training information
- Set Club calendar - training nights, social events, etc. including all VCFA Events

MANAGING YOUR FINANCES

There are many fees to consider when planning the season, and it is a requirement from the VCFA for all clubs to have a dedicated Treasurer in place to manage the accounts.

Fees to consider include:

- Association affiliation fees
- Team fees
- Player fees
- Referee fees
- Match ball
- Match Steward vests
- Ground fees
- Ground upkeep (line marking, electricity, etc.)
- Training equipment
- Canteen stock
- Uniforms

To keep on top of these and ensure your club does not run at a loss, you should plan by:

- Creating a Club fee schedule - what bills you will have and when they are due
- Creating a Club budget - this is essential to ensure you set player fees at the right price

PREPARE YOUR FACILITY AND EQUIPMENT

Communicating with council is important all through the year, but especially in planning for the season.

It is important to check that council knows you will use the facility, and you set clear tenancy guidelines around usage times and days of the week.

Follow these steps to ensure you have ground access:

- Contact your council for specific instructions on how to gain access to your facility
- Confirm with and submit to them the required documentation for the new season
- Confirm access date and hand back date
- Confirm your club council liaison officer and provide name and contact number to key council representative(s)
- Organise and book in line-marker (or purchase equipment needed for line-marking)
- Order new equipment (training balls, appropriate goals, corner flags, cones, bibs, etc.)
- Audit uniforms and stock levels to ensure you order on time
- Complete merchandise order early to ensure everything arrives for the new season

RECRUITING PLAYERS

Once you have a budget set, grounds hired, pre-season training dates and locations arranged, training equipment ready, and a player registration fee set, you can begin player recruitment.

Creating a registration form and process is important to capture all the details and fees needed to register players with the VCFA.

Key steps:

- Advertise your Club's fees and inclusions
- Schedule a registration day (in person or online)
- Organise a come and try day to attract new members
- Contact previous year's players to encourage them to return to your club

MAXIMISING YOUR PRE-SEASON

Using the pre-season period is important to ensure everything is in place and ready before the busyness of the season begins.

There are some key tasks to complete before the season begins:

- Complete VCFA Club Affiliation form - before 15 January
- Update Club information, venue information and uniform information to VCFA General Manager (gm@vcfa.org.au)
- Identify coaches, managers and any volunteers and ensure they follow your club policies, guidelines, code of conduct and child safety policy. It is a good idea to create a volunteer form to keep a record of volunteer information and details
- Submit all teams and volunteer information ahead of the VCFA team nominations deadline on 1 March (this includes junior and senior team entries)
- Ensure every player registers with the VCFA via Dribl. The link will be distributed to clubs in February / March

VCFA EVENTS

The VCFA delivers training and administration events at the beginning of every season, for clubs and volunteers to attend. The dates of these will be provided at the end of each year via the VCFA Calendar.

- Coach and referee courses - free and open to all coaches or referees
- Pre-season Cup - open to one senior men and women team from each club
- Team Briefing / Season Launch event(s) - compulsory for clubs to attend
- AGM - compulsory for two members from each Member club to attend
- Child Safety Training - compulsory for two members from each club to attend