

AHJSA Season Information Check List (2016)

This check-list should be read in conjunction with the *AHJSA Season Information* document. It is intended as a summary check list of what the club needs to do in order to be ready through the AHJSA season.

When	Action	Done
Pre-Season		
January - February	AHJSA to notify clubs of season calendar and due dates	<input type="checkbox"/>
	Set club registration day in preparation for start of School Term 1	<input type="checkbox"/>
	Finalise appointment of club Registrar and Child Safety Officer	<input type="checkbox"/>
	Child Safety Officer to arrange attendance at training course (if required)	<input type="checkbox"/>
	Child Safety Officer to get police check	<input type="checkbox"/>
	Registrar to get police check	<input type="checkbox"/>
	Child Safety Officer to send Police Check information for Registrar and Child Safety Officer to AHJSA	<input type="checkbox"/>
	Notify AHJSA of club registration date, time, location and registration contact	<input type="checkbox"/>
	Start identifying coaches	<input type="checkbox"/>
	Registrar to get access to MyFootballClub	<input type="checkbox"/>
	Registrar to set up player packages on MyFootballClub	<input type="checkbox"/>
February	12 -14 th	
	Run club registration in common with other clubs (As notified by AHJSA)	<input type="checkbox"/>
	Finalise appointment of the AHJSA Representative and notify AHJSA	<input type="checkbox"/>
	Start review of teams for season	<input type="checkbox"/>
March	Early	
	Registrar to accept player registrations on MyFootballClub (ongoing)	<input type="checkbox"/>
	Complete decision on teams for season	<input type="checkbox"/>
	Finalise appointment of coaches	<input type="checkbox"/>
	Child Safety Officer to arrange for coaches to have police checks	<input type="checkbox"/>
	Arrange for coaches to attend coach training courses	<input type="checkbox"/>
	13 th	
	Submit team nominations and Coach information for teams to AHJSA on team nomination form	<input type="checkbox"/>
	15 th	
	Club AHJSA Representative to attend first CoC	<input type="checkbox"/>
	Registrar to arrange for coaches to be registered on MyFootballClub	<input type="checkbox"/>
	Organise with AHJSA for coaches to get access to Fox Sporting Pulse	<input type="checkbox"/>
	Club to identify team managers	<input type="checkbox"/>
	Child Safety Officer to send Police Check information for Team Managers to AHJSA	<input type="checkbox"/>

	25 th	Player online registrations to be completed	<input type="checkbox"/>
	25 th	Chair to complete and send Child Safety Compliance Statement to AHJSA	<input type="checkbox"/>
	27 th	Treasurer to send team nomination fees to AHJSA	<input type="checkbox"/>
	27 th	Send Player exemptions to AHJSA for approval	<input type="checkbox"/>
	Late	Organise with AHJSA for managers to get access to Fox Sporting Pulse Individual Child Safety completed and FFA registration is required	<input type="checkbox"/>
		AHJSA Fox Sporting Pulse training for managers and coaches	<input type="checkbox"/>
League Season Starts			
April	Early	Club to acquaint with player eligibility rules for Cup	<input type="checkbox"/>
		Club to ensure players registered prior to playing	<input type="checkbox"/>
		Ensure each competitive team has people who can run the lines, and organise training with the AHRB	<input type="checkbox"/>
		Club to send automatic exemption information to AHJSA prior to playing (and ongoing prior to participation of player)	<input type="checkbox"/>
	9 th	Treasurer to send player registration fees to AHJSA	<input type="checkbox"/>
May	17 th	Club AHJSA Representative to attend CoC	<input type="checkbox"/>
June		Have a breather	<input type="checkbox"/>
July	19 th	Club AHJSA Representative to attend CoC	<input type="checkbox"/>
		Notify players and coaches of Representative Team Trials	<input type="checkbox"/>
		Encourage coaches to apply as Representative Team coaches	<input type="checkbox"/>
August	Early	Start identifying people for nomination to the AHJSA Board	<input type="checkbox"/>
		Encourage players to attend Representative Team Trials	<input type="checkbox"/>
	28 th	Representative Team Coach applications due	<input type="checkbox"/>
League Season Ends			
September	12, 19 th	Rep Team Trials	<input type="checkbox"/>
	20 th	Club AHJSA Representative to attend CoC	<input type="checkbox"/>
	26 th	Club teams to attend League Presentation (as necessary)	<input type="checkbox"/>
		Finalise nominations for AHJSA Board	<input type="checkbox"/>
October	Early	Consider issues for Think Tank	<input type="checkbox"/>
	25 th	Attend AHJSA AGM	<input type="checkbox"/>
November	15 th	Club AHJSA Representative to attend CoC Think Tank	<input type="checkbox"/>