



# CLUB CHANGER

Club Development Program

## RESOURCE LIST





<b>Women &amp; Girls in Football</b>	<b>3</b>
<b>Safeguarding</b>	<b>5</b>
<b>Strategy, Roles &amp; Responsibilities</b>	<b>6</b>
<b>Workforce</b>	<b>7</b>
<b>Position Descriptions</b>	<b>9</b>
<b>Governance</b>	<b>10</b>
<b>Finance</b>	<b>11</b>
<b>Marketing &amp; Communications</b>	<b>12</b>
<b>Participation</b>	<b>13</b>
<b>Stakeholder Alignment</b>	<b>14</b>
<b>Diversity, Equity &amp; Inclusion</b>	<b>15</b>
<b>Diversified Partnerships</b>	<b>16</b>
<b>Research &amp; Insights</b>	<b>17</b>
<b>Technology &amp; Digital</b>	<b>18</b>
<b>Infrastructure</b>	<b>19</b>
<b>Values &amp; behaviours</b>	<b>20</b>

## Resource List

- Coach Education Manager Contacts
- Coaching Session Hub
- FA Coach Education website
- Game Time Policy Template
- Induction Guide
- Members Welcome Kit
- [Our Game x FIFA Womens World Cup Draw - Schedule Poster](#)
- Our Game x FIFA Womens World Cup Draw - Bracket Poster
- [Our Game One Pager](#)
- Our Game website
- Our Game: Women & Girls Action Plan
- **Our Game: Women & Girls Club Case Studies (Recommended Reading)**
- Our Game: Women & Girls Club Handbook - "Developing/Developed"
- Our Game: Women & Girls Club Handbook - "Excelling"
- Our Game: Women & Girls Club Handbook - "Not in Place"
- Our Game: Women & Girls - Attracting and Retaining Administrators & Volunteers
- Our Game: Women & Girls - Attracting and Retaining Coaches
- Our Game: Women & Girls - Attracting and Retaining Players
- Our Game: Women & Girls - Attracting and Retaining Referees
- Our Game: Women & Girls - Contact List & Support
- Our Game: Women & Girls - Female Football Week

continued on the next page

## Resource List

- Our Game: Women & Girls - Striving for 40/40/20 (Gender Balance)
- Our Game: Women & Girls - Uniforms
- Our Game: Post-FIFA Womens World Cup Program Opportunities
- Our Game: Pre-FIFA Womens World Cup Activations
- Our Game: Women & Girls Player - Pathways and Programs Factsheet
- Promotional Strategy Template
- Position Description: Female Football Champion
- Training Allocation Template
- Training Centre Hub (FIFA)
- WWCC Factsheet per state

## Webinar

- Women & Girls in Football: Sparking change within your club

## Resource List

- Child Safeguarding in Sport Induction (SIA)
- Child Safeguarding Policy (SIA)
- Child Safeguarding Risk Management Framework (SIA)
- Childsafe Practices Booklet (SIA)
- Complaints Handling in Sport (Play By The Rules)
- Complaints Process in 5 Steps (SIA)
- How your sport looks after kids (for kids aged 7-12) (SIA)
- Making an Integrity Complaint or Report (SIA)
- Member Protection Policy (SIA)
- National Office for Child Safety Speak up and Make a Complaint
- Protective Behaviours in Sport Animation (NSW Office of the Childrens Guardian)
- WWCC and Police Checks (Australian Institute of Family Studies)
- Your rights at sport (for kids aged 13-17) (SIA)



## Resource List

- Annual Reports Factsheet
- Critical Incident Management Plan (ASC)
- Develop your succession plan (Business.gov.au)
- Developing your Club's Strategic Plan (Football Victoria)
- Purpose Statement Factsheet (ASC)
- Risk Register Template (ASC)
- Strategic Plan Example: UWAN FC
- Strategic Plan Monitoring and Evaluation Framework (ASC)
- Strategic Plan on a Page (ASC)
- Strategic Planning (ASC)
- Succession Plan Framework (ASC)
- SWOT Analysis Template
- Vision Statement Fact Sheet (ASC)



## Resource List

- 101 Ways to Recognise Your Volunteers (Volunteer Australia)
- Club Referee Guide (Football Queensland)
- Club Structure Chart
- Coach Development Policy (Lindfield FC)
- Committee Evaluation Template (ASC)
- Committee Skills Matrix (ASC)
- FA Casual Coach Paid Workforce Website
- Football Australia Coaching Hub
- Referee Recruitment and Retention Guide (Football Queensland)
- Volunteer Guide (Football Queensland)
- Volunteer Induction Checklist
- Volunteer Exit Survey Questions
- Volunteer Orientation Checklist (ASC)
- Volunteer Performance Assessment (ASC)
- Volunteer Resource Hub (Volunteer Australia)
- Volunteer Self-Evaluation (ASC)
- Workforce Tracking Sheet Template



## Resource List - Position Descriptions

- Canteen Supervisor (Football West)
- Club Coach Coordinator
- Coach (Football Victoria)
- Committee Member (ASC)
- Communications Manager (ASC)
- Council Liaison Coordinator (Football Victoria)
- Equipment Coordinator (Football Victoria)
- First Aid Coordinator (Football Victoria)
- First Aid Officer (Football Victoria)
- Fundraising Coordinator (Football Victoria)
- Grants Coordinator (Football West)
- Grounds & Facilities Coordinator (Football West)
- Head Trainer (Football West)
- Merchandise Coordinator (Football West)
- MiniRoos Coordinator
- MiniRoos Game Leader (Football Victoria)
- MPIO (ASC)
- Player Recruitment Coordinator (Football Victoria)
- President (ASC)
- Registrar (Football West)
- Secretary (ASC)
- Sponsorship Manager (ASC)
- Treasurer (ASC)

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## Resource List - Position Descriptions

- Venue Marshal (ASC)
- Vice-President (ASC)
- Welcome Officer (ASC)
- Safety & Risk Management Coordinator (Football Victoria)
- Social Events Coordinator (Football West)
- Technical Director (Football Victoria)
- Team Managers
- Tournament Director (Football Victoria)
- Volunteer Coordinator (Football West)

## Resource List

- Annual General Meetings Factsheet
- Board Minutes Guidance Sheet
- Boards and Committees (NSW Office of Sport)
- By-laws and Policies Fact Sheet (ASC)
- Child Safe Sport Policy (ASC)
- Code of Conduct Template (ASC)
- Committee Charter (ASC)
- Communication Policy (PBTR)
- Complaints, Disputes and Discipline Policy (SIA)
- Constitution Factsheet (ASC)
- Delegations Policy Template (ASC)
- Football Australia Constitution
- Football Australia Member Protection Framework
- Football Australia Privacy Policy
- Football Australia Responsible Service of Alcohol Policy
- Ten Golden Rules of Safe Food Handling (Good Sports)
- Handover Checklist
- Inclusion Charter (Football Victoria)
- Meeting Minutes and Agenda Template (ASC)
- Recruitment & Selection Policy
- Responsible Service of Gaming Policy (APH)
- Risk Management Policy (Football NSW)
- Social Media Policy Template (ASC)
- Succession Plan Framework Template (ASC)
- Work, Health and Safety Policy (ASC)

## Resource List

- ATO website
- Auditing for Not for Profits Factsheet (Accounting For Good)
- Budget Template
- Business activity statements (ATO)
- Developing a Budget – Video (Football Victoria)
- Developing A Budget Factsheet (Football West)
- Fair Work Ombudsman website
- Finance, Audit and Risk Committee Charter Template (ASC)
- Financial Management Factsheet (ASC)
- Fringe benefits tax - a guide for employers (ATO)
- Position Description: Treasurer (ASC)



## Resource List

- Club Marketing Guide (Football Queensland)
- Communications Plan Fact Sheet (ASC)
- Facebook - Free On-Line Training (Facebook)
- How to Use Twitter (Twitter)
- Newsletters Factsheet
- Social Media Guide
- Writing for the Web Fact Sheet (ASC)



## Resource List

- 101 Ways to Recognise Your Volunteers (Volunteer Australia)
- Becoming a Child-Friendly Sports Club (CCYP)
- Coaching Session Hub (Football Australia)
- End of Season Player Assessment Template
- How to work best with parents (NSW Office of Sport)
- Game Time Policy Template
- Grading and Team Selection Policy (Lindfield FC)
- Grading Policy (Gymea United FC)
- Induction Guide
- Inclusion in Sport (ASC)
- Members Welcome Kit
- Nurturing a child's sporting development (ASC)
- Participant Survey questions
- Participation planning (ASC)
- Position Description: Player Recruitment Coordinator (Football Victoria)
- Position Description: Retention Officer
- Position Description: Team Manager
- Recruitment Guide (Football Queensland)
- Retention Guide (Football Queensland)
- Talent ID Database Template
- Team Manager Induction checklist
- Training Centre Hub (FIFA)
- Training Allocation Template

## Resource List

- Governing Body Policies
- Strategic Plans Factsheet
- State Constitutions Factsheet



## Resource List

- Alcohol and Sport (CCYP WA)
- Anti-Bullying and Harassment Policy (Football Australia)
- Anti-Discrimination Policy (Football Australia)
- Demographic Survey Questions
- Engaging with Traditional Owners (AIATSIS)
- Gender diversity (DLGSCI)
- Good Practice on Diversity and Anti-Discrimination (FIFA)
- Acknowledgement of Country and Welcome to Country (Reconciliation Aus)
- Guide to addressing spectator racism in sports (Aus Human Right Commission)
- Bystander action on preventing race-based discrimination VIDEO (VicHealth)
- Her Sport Her Way (NSW Gov)
- Inclusion Charter (Football Victoria)
- Inclusion and diversity in action (PBTR)
- Inclusive Language and Events Guide (Amnesty International Aus)
- Inclusive Sport (ASC)
- Induction Guide
- LGBTIQ+ Inclusive language Guide (Vic Gov)
- Multicultural Female Uniform Guidelines (DLGSCI)
- Partnerships (PBTR)
- Planning for your club (Dept of Local Govt, Sport and Cultural Industries)
- Resources and Activities (Show Racism the Red Card)
- Social Media (PBTR)
- Spectator Racism – Supporting Resources (Aus Human Rights Commission)
- Strategies to reduce cost as a barrier to inclusion and participation
- Uniforms for Women and Girls

## Resource List

- Club Canteen Factsheet
- Facilities Guides (Football Victoria)
- Facilities Hub (Football Queensland)
- Facility Guides (Football NSW/Northern NSW Football)
- Football Facility Guidelines (Football West)
- Fundraising Guide (Football Victoria)
- Grants and Funding Factsheet
- Income Generating Programs Guide
- Sponsorship Factsheet (Football Victoria)
- Sponsorship Guide (Football Queensland)





## Resource List

- Clearinghouse for Sport website
- Data-driven decision-making factsheet
- Departing members survey
- Participant Survey questions



## Resource List

- Cyber Security Step-by-Step Guides (AusGov)
- Digital & Media Guide (Football Queensland)
- Small Business Cyber Security Guide (AusGov)
- Tips for Good Privacy Practice (AusGov)
- Website Element Checklist



## Resource List

- Auditor Guides (SFA via Football NSW)
- Building Development (FNSW)
- Designing for Inclusivity (HCMA)
- Facility Inspection Checklist (ASC)
- Facility Planning Guide (AusGov)



## Resource List

- Club Values Factsheet
- Value Statement Factsheet





# CLUB CHANGER

Club Development Program



Australian Government  
Australian Sports Commission

Football Australia's Club Changer Program is proudly supported by the Australian Government, through the Australian Sports Commission.