



# OFF-SEASON CHECKLIST

The Gippsland League has created an offseason checklist to help clubs efficiently finalise the previous season and prepare for the one ahead. This checklist is to ensure clubs stay organised and focused during the off-season. Clubs who do not adhere to League Requirements may result in a fine as per the league By-Laws.

## NOVEMBER

1. Submit Football Best & Fairest (via email)
2. Submit Netball Best & Fairest (via email)
3. Submit Other Individual Club Award (via email)

## DECEMBER

1. Complete League Survey ([click here](#))
2. Submit Annual Report (via email)
3. Submit Audited Financial Statements (via email)
4. Submit All On-Field Uniform Alterations (via email)
5. Ensure branded footballs are ordered through supplier

## JANUARY

1. Submit executive/official roles and contact information ([click here](#))
2. Submit All On-Field Uniform Alterations (via email)
3. Submit All Club Themed Matches ([click here](#))

## FEBRUARY

1. Submit Coaches roles and contact information ([click here](#))
2. Submit Clubs 'Ins & Outs' for A Grade Netball
3. Submit Clubs 'Ins & Outs' for Senior Football

## MARCH

1. Submit Football Team Lists ([click here](#))
2. Submit Netball Team Lists ([click here](#))
3. Ensure all players/volunteers are registered on PlayHQ
4. Ensure all coaches and assistant coaches are accredited through Coach AFL
5. Ensure all coaches are accredited through Netball Victoria
6. Ensure all senior and potential senior players are allocated player points in PlayHQ
7. Assign all registered player to their teams in PlayHQ