

NAB AFL SUPERKICK PROGRAM CHECK LIST



Centre Details

Centre Name

Coordinator

Pre-Program

- Liaise with local AFL Development Staff member
- Confirm details and update PlayHQ Organisation to take registrations, including all-girl groups
- Register as a Volunteer via PlayHQ
- Attend a Superkick start up meeting/training/education session
- Utilise Superkick Marketing Toolkit to promote your centre
- Complete any social media planning/posts
- Position any signage in high traffic areas
- Engage with local businesses and schools to support program promotion
- Download session plan and watch activity videos
- Identify and contact helpers via a PlayHQ participation report
- Email participants and their families before session one introducing yourself
- Ensure equipment is ordered via the equipment store (through PlayHQ), and is in working condition
- Run a Parent/Guardian helper education session prior to session one
- Run a Come & Try session to encourage first time participants (this can also be week 1)

During-Program

- Ensure all activities and fields of play are set up before participants arrive
- Complete any relevant risk assessments and equipment safety checks
- Provide a welcoming environment for session one and introduce yourself to all families
- Work closely and support Parent/Guardian helpers
- Monitor participant behaviour and act appropriately
- Continue to promote and run an all-girls group
- Continue to communicate with participants throughout program
- Direct any enquiries you can't answer to nab.superkick@afl.com.au
- Act on any AskNicely Feedback provided by an AFL team member

Post-Program

- Turn off/hide online registrations via PlayHQ
- Send final 'Thank you' email to participants
- Review program with any other volunteers/helpers
- Provide relevant program feedback to local AFL Staff member (if applicable)