AFL PLAY

SEASON TRACKER

MARCH 2026



JANUARY

TASK	TRACKING	ACTIVITY	RESPONSIBILITY	RESOURCES
1		Committee season-planning meeting to set key dates	President / Committee	https://play.afl/clubhelp
2		Review and update club policies and governance documents	Secretary / Governance	https://play.afl/clubhelp/policies
3		Conduct annual risk assessment and update risk register	Governance Officer	https://play.afl/clubhelp/resources/risk-management-insurance
4		Conflict of interest register update	Secretary	https://play.afl/clubhelp/policies
5		Agree sponsorship plan and contact all sponsors	Sponsorship Coordinator / President	https://play.afl/clubhelp
6		Onboard new members, players, coaches and volunteers	Football Ops	https://play.afl/clubhelp/get-involved
7		Set training schedule (with proposed teams)	Football Ops	https://play.afl/clubhelp
8		Order footballs, equipment, uniforms	Property Manager	https://play.afl/clubhelp
9		Prepare recruitment resources (banners, flyers)	Comms	https://play.afl/clubhelp/resources/club-promotion
10		Child Safety implementation (Blue Cards, registers, training)	Child Safety Officer	https://play.afl/clubhelp/policies
11		Queensland Government PlayOn! Round 2 open for parents, carers or guardians to apply for vouchers	Treasurer / Secretary / NAB Program Coordinator	https://www.qld.gov.au/recreation/sports/funding/playon/providers/register
12		Umpire4Fun Host Venue Nominations Open	Club Umpire Coordinator	https://play.afl/queensland/programs-affiliates/umpire4fun
13		Club-wide monthly communications	President	https://play.afl/clubhelp/resources/club-promotion
14		Arrange kit packing, order footballs & equipment	Football Ops	https://play.afl/clubhelp
15		Canteen supplier planning	Canteen Manager	https://play.afl/clubhelp
16		Contact age group coordinators for season planning	Football Ops	https://play.afl/clubhelp

17		Committee season planning meeting	President	https://play.afl/clubhelp/club-management
18		Conduct a comprehensive audit of all first aid equipment	First Aid Officer	

FEBRUARY

TASK	TRACKING	ACTIVITY	RESPONSIBILITY	RESOURCES
1		Onboard new members, players, coaches and volunteers	Football Ops	https://play.afl/clubhelp/get-involved
2		Attend Club Development Expo	Full Committee	https://play.afl/clubhelp
3		Set up PlayHQ systems for season	Registrar / Secretary	https://play.afl/clubhelp/resources/playhq
4		Plan coaches and team managers briefing	Football Ops	https://play.afl/coachaccreditation
5		Confirm coaching staff and accreditation	Coaching Coordinator	https://play.afl/coachaccreditation
6		Order Club umpire uniforms	Club Umpire Coordinator	https://tribalsport.com.au/
7		Audit facilities and equipment	Facilities Manager	https://play.afl/clubhelp/resources/risk-management-insurance
8		Promote registrations across channels	Comms	https://play.afl/clubhelp/resources/club-promotion
9		Community NAB AFL Auskick/Superkick season start	NAB Program Coordinator	Queensland Junior Football Playbook
10		Submit ground availability	Football Ops	https://play.afl/clubhelp/club-management
11		Senior club team nominations	Football Ops	https://play.afl/clubhelp/resources/playhq
12		Submit youth preliminary team nominations	Football Ops	
13		Organise youth practice matches	Football Ops	
14		Publish coaches and team mnagers briefing details	Football Ops	https://play.afl/clubhelp/resources/club-promotion
15		Communicate process for updating PlayHQ to coaches and managers	Registrar	https://play.afl/clubhelp/resources/playhq
16		Publish registrations vs targets	Registrar	https://play.afl/clubhelp/resources/playhq
17		Training tops first order	Merch / Uniforms	https://play.afl/clubhelp
18		Register your coaches for Elevate/ Level 2 to complete their professional development for the year	Coaches	

19		Register your coaches for the Coaching Masterclass to complete their professional development of the year	Coaches	https://play.afl/coaching-masterclass-workshops
20		Sign up your club to host Tackle your feelings workshop for your senior cohort	Coaches/Football Operations	https://play.afl/mental-health-workshops-clubs-tackle-your-feelings

MARCH

TASK	TRACKING	ACTIVITY	RESPONSIBILITY	RESOURCES
1		Onboard new members, players, coaches and volunteers	Football Ops	https://play.afl/clubhelp/get-involved
2		Ensure accredited coaches are appear in PlayHQ	Football Ops / Coaching Coordinator	https://play.afl/coachaccreditation
3		Ensure all coaches, team managers and ground marshalls are accredited	Football Ops	https://play.afl/coachaccreditation
4		Hold coaches and team managers briefing session	Football Ops	https://play.afl/coachaccreditation
5		Plan themed rounds (Indigenous, Pride, Women's, etc.)	Events / Football Ops	https://play.afl/clubhelp/resources/club-promotion
6		Trial games played	Football Ops	https://play.afl/clubhelp
7		Run PlayHQ/systems training	Registrar	https://play.afl/clubhelp/resources/playhq
8		Issue team kits	Football Ops	https://play.afl/clubhelp
9		Hold Season Launch	Events	https://play.afl/clubhelp/resources/club-promotion
10		Umpire4Fun program commences	Club Umpire Coordinator	https://play.afl/queensland/programs-affiliates/umpire4fun
11		Club umpire coordinator online webinars begin	Club Umpire Coordinator	
12		Youth practice matches	Football Ops	

13		Submit final youth team nominations on PlayHQ	Football Ops	Managing teams – PlayHQ
14		Submit junior preliminary team nomination	Football Ops	
15		Hold coaches and team managers briefing	Football Ops	https://play.afl/coachaccreditation
16		Conduct PlayHQ and club systems training	Admin	https://play.afl/clubhelp/resources/playhq
17		Pathways meeting junior/senior clubs	Football Ops	https://play.afl/clubhelp/club-management
19		Issue coach and manager kits	Property Manager	https://play.afl/clubhelp
20		Season launch function	Events	https://play.afl/clubhelp/resources/club-promotion
21		Trial games coordination (grounds & umpires)	Football Ops	https://play.afl/clubhelp
22		Coaching Elevate Classes	Coaches	
23		Register your coaches for the Coaching Masterclass to complete their professional development of the year	Coaches	https://play.afl/coaching-masterclass-workshops
24		First Draft of Draw	Football Ops	https://play.afl/clubhelp/resources/playhq
25		Sign up your club to host Tackle your feelings workshop for your senior cohort	Coaches	https://play.afl/mental-health-workshops-clubs-tackle-your-feelings
26		Ensure all ground marshalls complete compulsory training	Ground Marshall /Volunteers	https://play.afl/clubhelp/learning

APRIL

TASK	TRACKING	ACTIVITY	RESPONSIBILITY	RESOURCES
1		Onboard new members, players, coaches and volunteers	Football Ops	https://play.afl/clubhelp/get-involved
2		Finalise team allocation in PlayHQ	Registrar	https://play.afl/clubhelp/resources/playhq
3		Weekly communication to members	Comms	https://play.afl/clubhelp/resources/club-promotion
4		Confirm match-day volunteers	Match Day Manager	https://play.afl/clubhelp
5		Monitor finances	Treasurer	https://play.afl/clubhelp
6		Player points submission (seniors only)	Football Ops	https://play.afl/clubhelp/policies
7		ANZAC Round	Football Ops	
8		Submit final junior team nominations on PlayHQ	Football Ops	Managing teams – PlayHQ
9		Re-divisionalisation review	Football Ops	https://play.afl/clubhelp
10		Ensure mentors for GM and new managers	Football Ops	https://play.afl/clubhelp/club-management
11		Round 1–3 setup and support	Football Ops	https://play.afl/clubhelp/resources/club-promotion
12		Register your coaches for Elevate/ Level 2 to complete their professional development for the year	Coaches	
13		Register your coaches for the Coaching Masterclass to complete their professional development of the year	Coaches	https://play.afl/coaching-masterclass-workshops

MAY

TASK	TRACKING	ACTIVITY	RESPONSIBILITY	RESOURCES
1		Review volunteer engagement	Volunteer Coordinator	https://play.afl/clubhelp/get-involved
2		Sir Doug Nicholls Round	Football Ops	https://play.afl
3		Community Umpire Week	Club Umpire Coordinator	
4		Review communications and engagement	Comms	https://play.afl/clubhelp/resources/club-promotion
5		Junior development review	Junior Coordinator	https://play.afl/coachaccreditation
6		Include Volunteer of Year info in comms	President	https://play.afl/clubhelp/get-involved
7		Register your coaches for Elevate/ Level 2 to complete their professional development for the year	Coaches	
8		Register your coaches for the Coaching Masterclass to complete their professional development of the year	Coaches	https://play.afl/coaching-masterclass-workshops
9		Sit Down Round & Quiet Sidelines Round	Volunteer Coordinator	

JUNE

TASK	TRACKING	ACTIVITY	RESPONSIBILITY	RESOURCES
1		Mid-season review (participation, finances, volunteers)	Committee	https://play.afl/clubhelp
2		Volunteer Round	All	
3		Mid-season facility & safety audit	Facilities Manager	https://play.afl/clubhelp/resources/risk-management-insurance
4		Mid-season community event	Events	https://play.afl/clubhelp/resources/club-promotion
5		Queensland Government PlayOn! Voucher: vouchers must be presented to an activity provider	Treasurer / Secretary / NAB Program Coordinator	https://www.qld.gov.au/recreation/sports/funding/playon/providers/register
6		Queensland Government PlayOn! Voucher: vouchers must be redeemed by an activity provider	Treasurer / Secretary / NAB Program Coordinator	https://www.qld.gov.au/recreation/sports/funding/playon/providers/register
7		Mid-season club umpire reimbursement	Treasurer/Club Umpire Coordinator	
8		Mid-season committee check-in to review key activities, progress, and priorities	President	https://play.afl/clubhelp/resources/club-promotion
9		Coaches & team managers mid-season briefing	Football Ops	https://play.afl/coachaccreditation
10		Start event promotion for major events	Events	https://play.afl/clubhelp/resources/club-promotion
11		Finals hosting nominations	President / Ground Manager	https://play.afl/clubhelp
12		Mid-season meetings with AFL staff	President	https://play.afl/clubhelp
13		Register your coaches for Elevate/ Level 2 to complete their professional development for the year	Coaches	
14		Register your coaches for the Coaching Masterclass to complete their professional development of the year	Coaches	https://play.afl/coaching-masterclass-workshops

JULY

TASK	TRACKING	ACTIVITY	RESPONSIBILITY	RESOURCES
1		Plan next season needs (coaches, volunteers, funding)	Committee	https://play.afl/clubhelp
2		Pride Rounds	Footy Ops	
3		Match-day operations & weekly comms	Football Ops / Comms	https://play.afl/clubhelp
4		Mid-year financial audit	Treasurer	https://play.afl/clubhelp
5		Final Preparation for Finals	Football Ops	
6		Send wrap-up from mid-season briefing	Football Ops	https://play.afl/clubhelp/resources/club-promotion
7		Sign up your club to host Tackle your feelings workshop for your senior cohort	Coaches	https://play.afl/mental-health-workshops-clubs-tackle-your-feelings
8		Register your coaches in “Coach your way” Course	Coaches	https://play.afl/coach/women-coaching/coach-your-way-programs

AUGUST

TASK	TRACKING	ACTIVITY	RESPONSIBILITY	RESOURCES
1		Compile award & milestone data	Registrar	https://play.afl/clubhelp
2		Plan presentation Day	Events	https://play.afl/clubhelp/resources/club-promotion
3		Initiate succession planning for committee roles	President	https://play.afl/clubhelp
4		Plan off-season maintenance	Facilities Manager	https://play.afl/clubhelp/resources/risk-management-insurance
5		Finals and Grand Final coordination	Football Ops	https://play.afl/clubhelp
6		RSVP Grogan & Zielke Award night (seniors only) & Community Award nominations	President	https://play.afl/clubhelp
7		Collect end-of-season award winners	Registrar	https://play.afl/clubhelp
8		Submit feedback on end of season	President	https://play.afl/clubhelp
9		Milestone match reporting	Football Ops	https://play.afl/clubhelp
10		Register your coaches in “Coach your way” Course	Coaches	https://play.afl/coach/women-coaching/coach-your-way-programs

SEPTEMBER

TASK	TRACKING	ACTIVITY	RESPONSIBILITY	RESOURCES
1		Collect & audit uniforms and equipment from season	Football Operations/Secretary	https://play.afl/clubhelp
2		Prepare field for summer sports handover	Facilities Manager	https://play.afl/clubhelp
3		Prepare and send official AGM notification	Secretary	https://play.afl/clubhelp
4		Submit annual financials to auditor	Treasurer	https://play.afl/clubhelp
5		End-of-season survey	Secretary / Comms	https://play.afl/clubhelp/resources/club-promotion
6		Return of kits/jerseys	Property	https://play.afl/clubhelp
7		Prepare AGM notice	Secretary	https://play.afl/clubhelp/club-management

OCTOBER

TASK	TRACKING	ACTIVITY	RESPONSIBILITY	RESOURCES
1		NAB AFL Auskick & NAB AFL Superkick Program Coordinator Recruitment	Volunteer Coordinator / Secretary	
2		Hold coaches & team managers end-of-season debrief	Secretary	https://play.afl/coachaccreditation
3		Prepare committee roles, nominations and communication	Treasurer	https://play.afl/clubhelp
4		Budget planning commences	Comms	https://play.afl/clubhelp
5		Update communication channels for new season	President / Secretary	https://play.afl/clubhelp/resources/club-promotion
6		Hold AGM (or in accordance with constitution)	President / Secretary / Registrar	https://play.afl/clubhelp
7		Open registrations & set up PlayHQ for new season	President / Secretary / Registrar	https://play.afl/clubhelp/resources/playhq
8		NAB AFL Auskick & NAB AFL Superkick PlayHQ Season Set Up	NAB Program Coordinator	
9		NAB AFL Auskick & NAB AFL Superkick Store Credit Expires	NAB Program Coordinator	
10		Hold year-end coaches & managers briefing	Secretary	https://play.afl/coachaccreditation
11		Prepare committee role nominations	Secretary	https://play.afl/clubhelp/club-management
12		Annual report preparation	Secretary	https://play.afl/clubhelp/club-management
13		Submit annual records	Treasurer	https://play.afl/clubhelp/club-management
14		Budget planning begins	Treasurer	https://play.afl/clubhelp/club-management
15		Advanced coaching course (Level 3)	Coaches	
16		Coaches vacancies for following year	President/Football Operations	

NOVEMBER

TASK	TRACKING	ACTIVITY	RESPONSIBILITY	RESOURCES
1		NAB AFL Auskick/NAB AFL Superkick Season Registration Open	NAB Program Coordinator	
2		Onboard new committee and conduct handover	President	https://play.afl/clubhelp
3		Update PlayHQ and AFLQ with new committee details	Secretary / Registrar	https://play.afl/clubhelp/resources/playhq
4		Umpire registrations open	Club Umpires	https://registration-afl.officialshq.com/
5		Monitor registrations & resolve PlayHQ issues	Registrar	https://play.afl/clubhelp/resources/playhq
6		Order uniforms for next season	Merchandise	https://play.afl/clubhelp
7		Draft club calendar for next year	Secretary	https://play.afl/clubhelp
8		Handover & onboarding of new volunteers	President	https://play.afl/clubhelp/get-involved
9		Set up registrations using PlayHQ	Secretary	https://play.afl/clubhelp/resources/playhq
10		Club calendar setup	Secretary	https://play.afl/clubhelp/club-management
11		Attend planning meeting with AFL	President	https://play.afl/clubhelp

DECEMBER

TASK	TRACKING	ACTIVITY	RESPONSIBILITY	RESOURCES
1		Review AFLQ competition updates	President	https://play.afl/clubhelp
2		Confirm facility bookings with council	Facilities Manager	https://play.afl/clubhelp
3		Update banking signatories	Treasurer	https://play.afl/clubhelp
4		Set up Caretaker mode whilst over Christmas break	All	
5		Send year-end communications	Comms	https://play.afl/clubhelp/resources/club-promotion
6		Plan early rego / come & try day	Football Ops	https://play.afl/clubhelp/resources/club-promotion

ONGOING

TASK	TRACKING	ACTIVITY	RESPONSIBILITY	RESOURCES
1		Maintain compliance: child safety, inclusion, concussion	Governance Officer	https://play.afl/clubhelp/policies
2		Committee effectiveness review	President	https://play.afl/clubhelp
3		Annual financial controls audit	Treasurer	https://play.afl/clubhelp
4		Strategic plan monitoring	Committee	https://play.afl/clubhelp
5		Volunteer recognition & retention	Volunteer Coordinator	https://play.afl/clubhelp/get-involved
6		Regular communication to members	Comms	https://play.afl/clubhelp/resources/club-promotion
7		Maintain accurate financial records	Treasurer	https://play.afl/clubhelp
8		Coach Your Way (Womens)	Coaches/Football Operations	
9		Conduct a comprehensive audit of all first aid equipment and reorder first aid supplies immediately after a match where the kit was used	First Aid Officer	
10		First Aid kit: Ensure AED batteries and pads are not expired, and that the kit is stocked, with no damaged or expired items	First Aid Officer	