AFL PLAY

COMMITTEE ONBOARDING & HANDOVER

2026



COMMITTEE ONBOARDING & HANDOVER

A strong handover is more than an administrative task, it is an important port of maintaining continuity, supporting volunteers and setting the club up for ongoing sustainable success. Effective handovers reduce the risk of lost knowledge, missing documents, forgotten processes and uncertainty around responsibilities. They should capture key documents, contacts, passwords, systems, responsibilities, current priorities, important decisions and practical advice to help incoming volunteers confidently step into their role.

The most sustainable club view handovers as part of an ongoing succession planning process rather than something completed at the conclusion of a volunteer's term. Investing time in documenting knowledge and supporting incoming committee members helps preserve club history, strengthen governance and create smoother transition between volunteers.

Equally important, is a structured induction process for new committee members. Providing clear role expectations, governance information, key club priorities and access to the right resources helps new volunteers become effective sooner and supports the positive committee culture from the outset.

COMMUNITY AFL CLUB RESOURCE

A practical transition workbook for preserving club knowledge, clarifying roles and supporting incoming volunteers.

This document should be completed during the committee transition and saved in the club governance folder for future reference.

PURPOSE

This template is designed to help community football clubs manage smooth committee transitions. It captures key documents, decisions, contacts, systems, role responsibilities, current issues and practical advice so incoming volunteers can step into their role with confidence.

CLUB / ROLE INFORMATION	DETAILS
Club name	
Prepared by	
Contact number / email	
Role title / portfolio	
Outgoing volunteer	
Incoming volunteer	
Date completed	

HOW TO USE THIS TEMPLATE

BEST PRACTICE

Complete this document during the committee transition, ideally with the outgoing and incoming volunteer working through it together. Save the final version in the club governance folder so it can be accessed by future committees.

☐ Use it during AGM cycles or role changes

☐ Start with the quick snapshot and urgent actions

☐ Record where documents are saved, not just that they exist

☐ Update digital access and remove former administrators

☐ Agree ongoing support or mentoring for the incoming volunteer

☐ Review this template at least annually

1. COMMITTEE SUPPORT & SUCCESSION

What support is available to the incoming volunteer?

_____

_____

_____

Name	Role / Organisation	How they can help

Ongoing mentoring arrangements

_____

_____

Suggested induction or training to support the transition

_____

_____

2. CURRENT CLUB POSITION SNAPSHOT

WHY THIS MATTERS

This snapshot gives the incoming committee member a clear picture of where things stand right now, including priorities, risks, decisions and follow-up items.

Current priorities

_____

_____

Major upcoming deadlines

_____

_____

Key risks or issues requiring attention

_____

_____

Important matters currently in progress

_____

_____

Recent decisions the new committee member should know about

_____

_____

Matters that still need follow up

_____

_____

Important dates

_____

_____

3. ROLE DETAILS

Role prompt	Notes
Purpose of the role	
Usual time commitment	
Main responsibilities	
Key decisions this role is responsible for	
Reports to	
Reportees	
What must be done monthly	
What must be done quarterly	
What must be done annually	
Key handover advice	

4. COMMITTEE TRANSITION SNAPSHOT

Top 5 immediate priorities	Owner	Due date

Current project / task	Status	Next action

Risk or issue	Impact	Action required

5. KEY DOCUMENTS REGISTER

TIP FOR CLUBS
Record the exact storage location or access pathway. The aim is to prevent important club knowledge being lost when volunteers change roles.

Document / record	Where it is saved / how to access	Owner / responsible person
Constitution		
Policies and procedures, including Codes of Conduct		
Legal contracts and major agreements		
Insurance certificates and policy details		
Lease, license or tenure documents		
Specific license requirements, such as liquor or food handling		
Strategic plan or Club Health Check Action Plan		
Calendar of events		
Budgets and financial reports		
Meeting minutes		
Safety and statutory inspection details		
Maintenance records or schedule		
Property and inventory register		
Member database		
Templates, agendas, reports, letters and forms		

6. DIGITAL ACCESS AND SYSTEMS REGISTER

Type	System / platform	Login owner / administrator	Action required
Email			
Website			
Facebook			
Instagram			
Other social media			
Cloud / file storage			
Accounting software			
Membership platform			
Payment gateway			
Competition software /PlayHQ			
CRM / mail out			
Design platform			

☐ Passwords confirmed and updated where required

☐ Former administrators removed where appropriate

☐ Two-factor authentication contacts updated

☐ Shared drive access reviewed

☐ Records saved in club-approved location

☐ System owners clearly documented

7. KEY CONTACTS AND RELATIONSHIPS

Contact type	Organisation	Contact details	Notes for incoming committee
Governing body / AFL contact			
Council			
Facility manager			
Sponsor			

Supplier or contractor			
Coach / staff / official			
Insurer or broker			
Bank contact			
Accountant			

8. AFL CLUB COMPLIANCE DASHBOARD

Requirement	Due date / frequency	Current status	Notes
AGM minutes			
Audited financials			
Annual NFP Self Review			
Annual financial report lodgment with State Body			
Lux lighting report			
Guernsey artwork			
Club logo			
Constitution, if updated			
Child safe / WWCC / Blue Card requirements			
Insurance renewal			
Facility or tenure agreements			
Other club-specific requirement			

9. FINANCIAL HANDOVER

Financial item	Details / location / action required
Current budget	
Latest financial reports	

Bank account and signatory process	
Outstanding invoices or payments	
Grant acquittals and funding agreements	
Regular payments and direct debits	
Financial risks or upcoming commitments	

10. OPERATIONS, FACILTIES & ASSETS

Item	Status	Action required
Maintenance schedule		
Asset and equipment register		
Facility issues or works in progress		
Safety, inspection and compliance records		
Inventory, keys, passes and access devices		
Event calendar and operational schedule		
Other operational matters		

11. MEMBERS, PEOPLE & RELATIONSHIPS

Record / relationship	Where to access	Notes
Current member list or database		
Volunteer list		
Staff or contractor details		
Key stakeholder contacts		
Important relationship notes		
Ongoing support or mentoring arrangements		
Volunteer recruitment or succession opportunities		

12. LESSONS LEARNT & PRACTICAL ADVICE

What worked well this year?

_____

_____

What needs improvement?

_____

_____

Things the incoming committee should do early

_____

_____

Things to avoid repeating

_____

_____

If I had my time again, I would...

_____

_____

One piece of advice for the next person

_____

_____

13. IMMEDIATE FIRST 30-DAY ACTIONS

☐ Confirm office bearers and update role allocations

☐ Confirm who holds current passwords and update them

☐ Meet key staff, coaches, volunteers & contractors

☐ Review current finances, commitments and outstanding invoices

☐ Transfer bank signatories and platform administrators

☐ Review the constitution, policies and strategic priorities

☐ Check compliance, insurance and renewal dates

☐ Confirm upcoming events, deadlines and seasonal requirements

☐ Book an induction session for the new committee

☐ Review Club Health Check results and action plan

☐ Confirm AFL Queensland contact points

☐ Complete and save this handover document

14. HANDOVER COMPLETION CHECKLIST

Use this final checklist to confirm the key handover information has been completed, saved in the correct location and explained to the incoming volunteer or committee member.

Governance and legal
☐ Constitution and bylaws
☐ Key policies and procedures
☐ Position descriptions
☐ Current strategic plan or action plan
☐ Previous meeting minutes
☐ Legal agreements, contracts or MOUs
☐ Lease, licence or tenure documents
☐ Licences and permits, where relevant
☐ Insurance certificates and renewals
Financial
☐ Budget and latest financial reports
☐ Access to accounting software
☐ Bank account details
☐ Signatory transfer process completed
☐ Outstanding invoices or payments
☐ Grant acquittals, funding agreements and reporting requirements
☐ Regular payment obligations and direct debits noted
Operations and assets
☐ Maintenance schedule
☐ Asset and equipment register
☐ Facility issues and works in progress noted
☐ Safety, inspection and compliance records handed over
☐ Inventory, keys, passes and access devices
☐ Event calendar and operational schedule

Members, people and relationships

- ☐ Current member list or database
- ☐ Volunteer list
- ☐ Staff or contractor details
- ☐ Key stakeholder contacts provided
- ☐ Notes on important relationships
- ☐ Ongoing support or mentoring arrangements identified

Digital systems

- ☐ Platform/system accounts transferred
- ☐ Passwords updated
- ☐ Access removed for former volunteers, committee members and staff

Practical knowledge

- ☐ Overview of regular role tasks provided
- ☐ Monthly, seasonal and annual tasks listed
- ☐ Key deadlines and critical dates listed
- ☐ Summary of current issues and priorities provided
- ☐ Summary of what worked well and what should change included
- ☐ Advice for the incoming committee documented
- ☐ Handover meeting completed

15. HANDOVER SIGN-OFF

FINAL STEP

Once complete, save this document in the club governance folder and provide access to the relevant committee members.

Role	Name	Signature	Date
Outgoing committee member			
Incoming committee member			
President / executive confirmation			



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