



**NORTHCOTE JUNIOR  
FOOTBALL CLUB**

# Annual Business Plan

## Document Purpose.

This document is designed as the annual plan. It is an action based plan that draws on the long term direction of the Corporate Plan 2015-2019 and defines the activities for the 2015 season. It identifies tasks, timing and responsibility.

In determining what activities make the final annual business plan the committee will base its decision making process on the base premise that the club will only commit to activity that:

- must be done in order to meet compliance requirements (eg legislation, league rules, safety etc);
- mitigates an existing or emerging risk; or
- takes advantage of an opportunity

## Approval

The Annual Business Plan is subject to approval of the season incoming NJFC Committee. It is intended that the draft be endorsed by the outgoing committee as a part of the final activities of the season. The draft plan should be considered as the first item of business for the incoming committee. Final approval of the Annual Business Plan is required by the second meeting of the committee for the new season.

## Structure

The Annual Business Plan will provide:

- Recurring annual tasks
- Initiatives
- Budget
- Capital Planning

## Recurring Annual Tasks

Annual recurring tasks will be allocated to office bearers. Tasks will be defines for output, timing and responsibility, including measures of success.

1. Selection of role owners for non-elected office bearers (ME)
2. Induction of new committee members (general Committee responsibility)
3. Review of property and equipment (uniforms, balls, stuff) (Property Manager)
4. Review of contracts and agreements (insurance, grounds, canteen etc) (Treasurer)
5. Sponsorships/Marketing/Promotion/fund raising (Treasurer, delegate to other)
6. Prepare and monitor annual budget (Treasurer)
7. Induction/ training of new coaches for all teams (Coaching Co-ordinator)
8. Registration of players (Registrar)
9. Registration of teams (Footy operations Manager)
10. Review Administration Manual (secretary)
11. Induction/ training of team managers for all teams (FoM)
12. First aid training and induction for trainers for all teams First Aid Co-ordinator)
13. Considering out of age group requests (FoM/Coaching Co-ordinator/PWO)
14. League Compliance requirements (Register coaches and trainers with NFL) (secretary)
15. Survey of annual performance (Peter Little/Sec)
16. Development of next plan (ME)
17. Presentation/ Awards Day (Awards/Photo Manager)

18. Selection of coaches (and planning for future seasons) (Coaching Co-ordinator/FoM Committee)
19. AGM and election of office bearers (under this model this is the last action in the Annual Plan) (Pres/Sec)

### Initiatives (need to prioritise, and allocate owners)

Each of these tasks need to be allocated at the start of the season, with output definition, responsibility, timing and measures of success/completion.

1. Website review (Done)
2. Review of football department positions
  - Coaching Co-ordinator (Done)
  - Football Operations Manager (Done)
  - Indigenous welfare/policy/officer.....PWO
  - Player Welfare officer (Done)
3. Update of Coaching Manual (Done)
  - Including role descriptions for coaches (Coaching Co-ordinator)
  - Coaching Succession Plan Coaching Co-ordinator)
4. Review of Constitution, Special general meeting prior to 2015 season] (ME)
  - Including office bearers and governance structure, members, bringing it in line with legislation enacted in 2012/13, Conduct Committee to address behaviour concerns
5. Surveys (consistent, repeating, building an info database.....including profiles on parents and skills footy/admin/catering/web development/legal/social or community service). Analyse results of 2014 survey (Peter/Sec)
6. Quality Systems (Bronze accreditation.....look to advance to Silver....then gold) (ME)
7. Permanent outsourcing of Canteen (Joe)
8. Club information (membership stats, profiles, exits and entries) (Sec)
9. Development of Junior Girls Football Program (Colin)
10. Development of a Policy Register, with review dates for each policy [Policy Officer (to be identified) > ongoing with Rotation & Selection Policy (incl review of criteria for playing out of age group), Non-payment of Fees Policy to be in place before 2015] (Pres/Sec)
  - Communications Policy
  - Vilification policy
  - Grievance policy
  - Discipline/internal fines suspensions etc
  - Review of NFL policies (to see what we are missing/need/can steal!

[List all other policies]
11. Instigate development of a Landscape Master Plan [Colin to lead > ongoing]
12. Past players/Life memberships (Sec)
13. Club History/ Memorabilia (Sec)

## Budget

To be developed by the Treasurer. Monthly meeting updates to compare progress against original budget.

- Membership budget (Budget for 1 or 2 extra teams per year?)
- Sponsorship budget
- Canteen Budget
- Merchandise budget: merchandise expenses, merchandise sales
- Other fundraising budget (Grants)

## Capital & Initiative Budget

Provisioning for:

- Equipment
- Coaching courses
- Anything
- Facility improvements
- Lights
- Landscape master plan
- Other initiatives, eg. Girls junior football program