<Insert Club Name>

Member Welcome Kit

Template

<Insert Author Name>

<Insert Date>

Opening Welcome

The opening welcome note could be from the club President and should give a positive first impression to the new member and an overview of what information they will find in this document.

Should include some recent achievements that will make the member feel content they have chosen to join the club.

A table of contents could be included either before or after this message.

Club Contacts

Present a table noting key contacts at the club and relevant contact details for each of them:

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Name | Contact Number | E-Mail |
| President | Joe Smith | 0400 000 000 | joe@thefc.com.au |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Key Dates & Social Functions

Key dates could include:

|  |  |  |
| --- | --- | --- |
| Event | Date | Contact |
| Junior Registration | 26 February | Registrar – 0400 000 000 |
| Opening Round | 4 April | Team Coach |
| Trivia Night |  |  |
| Presentation Night |  |  |
| Junior Presentation |  |  |

Membership Fees / Packages

This section should include all membership options for new members be sure Include any discount offers etc.

Merchandise

This section should include all merchandise available for your members to purchase. Include any specials that you might have on offer.

|  |  |  |
| --- | --- | --- |
| Item | Image | Price |
| Spray Jacket |  | $$$ |
| Polo Shirt |  | $$$ |
| Tracksuit |  | $$$ |
|  |  |  |
|  |  |  |

Codes of Conduct

Your club’s Member Welcome Kit should also address the standards of behaviour expected from your members.

This could include codes for:

1. Players
2. Coaches
3. Spectators
4. Administrators

FFA’s Spectator Code of Conduct is a good guide for setting behavioural standards: <http://www.footballaustralia.com.au/site/_content/document/00000075-source.pdf>

Club Sponsors

This page should be used to acknowledge your club sponsors and promote any deals that might be available to your members.