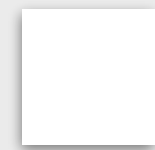


# Step 1 - Scheduling & Planning



Please find listed below the recommended actions that you need to take during this step of implementation:



## Decide on your Program Year

You should decide on the program year based on the climate in which you operate and the facility access at your venue. You may be able to offer your Junior Academy year round or may need exclude winter or summer periods.



## Research the School Term Dates

Your Junior Academy classes should run to align to the School Term Dates with break weeks during school holidays dates. You should research the school term dates for your area to understand the number of weeks each of your Academy blocks can run for.



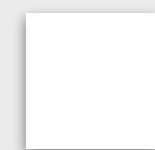
## Decide on the Junior Academy Ages

You should deliver your Junior Academy classes in age based groups and the exact ages you offer and the number of classes within each will depend on the facility access, coach availability and demand at your venue.



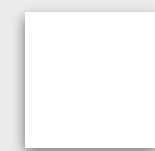
## Decide on the Number of Classes within Each Age Group

Once you have decided on the age based groups you will be offering, you will need to decide on the number of different classes you will offer each block within each age range.



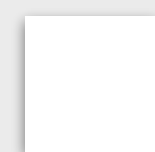
## Price your Junior Academy Blocks

Decide on the price of your Junior Academy blocks across the program year. The price may vary depending on the number of weeks that can be delivered within each block.



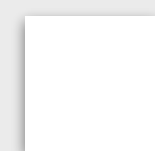
## Price your Registration Fee

We recommend you charge a one off registration fee for your Junior Academy program. This will include each child receiving their Junior Welcome Pack including their MyAcademy Folder to track their progress and White Hat which they can use to collect their Hat Pin Awards.



## Schedule your Junior Academy Classes Across the Program Year

You are now ready to schedule your Junior Academy classes across the program year on the GLF. Connect system. We recommend you schedule each block in advance and manage visibility of each block in the booking system via the registration period settings. Review the Building a Junior Academy Block Support Video - [Click Here](#)



## Schedule your Junior Academy Playing Events

To align to your Junior Academy classes, we recommend you ensure your Junior Playing Events are scheduled each month to support the program. You should complete the Junior Playing Event training alongside setting up this program.