SUNSHINE HEIGHTS CRICKET CLUB YEARLY PLANNER

TASK	Frequency	January	February	March	April	May	June	July	August	September	October	November	December
ADMINSTRATION													
Arrange AGM	Annual												
Notification of AGM	Annual												
Renew Team Applications	Annual												
Lodge Ground Applications	Annual												
Advise of Office Bearers/Delegates	Annual												
Notificatio of pre-season practice	Annual												
Arrange team managers	Annual												
Appoint coaches/captians	Annual												
Forward membership renewals	Annual												
Club insurance	Annual												
Player Insurance	Annual												
Social planner/calander	Annual												
Circulate fixtures	Annual												
Circulate playing locations	Annual												
Player recruiting	On-going												
Necessary permits/licences	Annual												
Medical personal	Annual												
Update annual calander	Annual												
Season averages	Annual												
Team Photo's	Annual												
Trophies/adwards	Annual												
Presentation night	Annual												
Annual report	Annual												
Player registration	Weekly												
Player clearence	Weekly												
Equipment Inventory	Weekly												
Agendas/minutes	On-going												
Correspondance	On-going												
Match adwards	Weekly												
Press reports	On-going												
Team selection	Weekly												
Match reports	Weekly												
Umpires reports	Weekly												
Afternoon tea	Weekly												
Newsletter	3/year												