



SUNSHINE HEIGHTS CRICKET CLUB

To Do List

ACTION	DUE	PERSON RESPONSIBLE
Interview for captain roles	End of June	Captains Committee
Install a list of duties for captains to complete	End of June	Captains Committee
Select Junior Coaches	End of August	Nick, Chris, Shaun, Nigel
To get all coaches & captains accreditation	End of Dec	Nick
Produce Captains pack	Mid Sept	Coaching sub committee
Recruiting strategy of both senior and junior players	ASAP Ongoing	Chris
Produce a policy and procedures manual	End of Sept	Ben, committee
Constitution: By-laws need updating/revision	Ongoing	N. Hatz, Chris & George
To produce a procedure that will ensure the efficient running of the bar	End of Sept	Adam, Darren, Chris
Produce a procedure that enables us to gain new sponsors and retain existing sponsors	Ongoing	Nigel
To produce a procedure that will ensure all media releases are approved	Ongoing	Nick
To produce a budget	Sept.	Chris
To have a audit conducted	30 th of June	Chris
To produce a Induction pack	July	Nick, Committee
Updating the membership scheme	Sept	Chris
Newsletter to be produce 3 times a year	Ongoing	Chris
Updating the database and database training		Nick, Ben
Update the website	ASAP	Mark, Nigel, Ben
Stationary needs to be updated eg. Letter head	Post AGM	Nick, George
To update merchandise for the 50 th year	July for Sept.	Nick, Chris
Production of an events Calendar	August	Social Committee
Identify new volunteers including team managers scorers, teas	Sept	Nick, Nigel
Volunteer training	Ongoing	Committee
Retaining members via acknowledgements	Ongoing	Committee