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| Month | Task 1 | | | Task 2 | | | | Task 3 | | Task 4 | | | Task 5 | | | | | Task 6 | | | Task 7 | | | Task 8 | | |
| Sep | **Budgets**  Processing of Term 1 allocation | | | **Club Documents**  Risk assessment, Constitution, Development Plan, and Code of Practice. | | | | **A.O.T.W** | | **AU Exec**  Training and first meeting. | | | **Coach Registration**  (Payment of Officials and Referees – create a register) | | | | | **Committee Training [compulsory]** | | | **Equipment**  Insurance, inventories, maintenance procedures, purchasing, storage | | | | **AU Fair** | |
| Oct | **Medics Varsity**  Planning | | | **Clubs First Aid Courses** | | | | **Club Membership Fees**  All memberships to be paid by October 31st. | | **AU Forum** | | | **BUCS Begins** | | | | |  | | | | | | | | |
| Nov | **Club Development Meetings – Term 1** | | | **Team Photos** | | | | **Medics Varsity** | | **SU AGM** | | | **RAG Week** | | | | | **AMM** | | | |  | | | | |
| Dec | **Club Satisfaction Survey – Term 1** | | | **Budgets – Request Period (Term 2)** | | | | **Allocation of tiers for Term 1** | |  | | | | | | | | | | | | | | | | |
| Jan | **Tiering System**  New tracker set up (Term 2) | | | **Budgets**  Close budget applications  Process Term 2 | | | | **AU’s Got Talent**  Send technical requirements to Venues  Send information to Marketing | | **Refreshers**  Planning | | | **Additional Committee Training**  Planning | | | | |  | | | | | | | | |
| Feb | **Committee Training [non-compulsory]** | | | **AU’s Got Talent** | | | | **Question Time (Elections)** | | **AU Forum** | | | **Refreshers Activity** | |  | | | | | | | | | | | |
| Mar | **Club Development Meetings – Term 1** | | | **Club Members Satisfaction Survey** | | | |  | | | | | | | | | | | | | | | | | | |
| Apr | **Club Satisfaction Survey – Term 2** | | | **AU Ball**  Order certificates & trophies, guest speaker, nominations submissions, nominations shortlisting, table and food planning, ticket deadline.  Send ball technical requirements to venues (including presentations, final numbers, catering requirements) | | | | **Committee Handover**  Make sure everyone is aware of handover & AGM deadline  Open Handover Form To Get Out Early | | **Varsity** | | | **Tour** | | | |  | | | | | | | | | |
| May | **AU AGM** | | | **AU Exec**  Nominations and Elections | | | | **Club’s AGM** | | **AU Ball** | | | **Facilities**  Costing and Funding Review | | | | | **Committee Handover**  Welcome Talk For New Committees | | | **AU Satisfaction Survey** | | | | |  |
| Jun | **Club Handover Documents Finalised** | | | **Incoming Committee Contacts To Be Uploaded** | | | | **Consolidating Clubs Accounts** | | | | |  | | | | | | | | | | | | | |
| Ong. | **Add. Budgets** | | **G.I.A.G** | **Social Media** | | **Newsletter** | | **Open Days** | **Facility Bookings** | | **1st Aid Kits** | | | **Heath Visits** | | **Website Check** | | | | **Exec Meetings** | | | **BUCS Individuals** | | | |
| **Club Visits** | **Club Specific Training** | | | **Tier Tasks** | | **Equipment Purchasing + Maintenance** | | | | | **Millennium Volunteers** | | | **Club Visits** | | | | **Membership Checks** | | | | **Website Resources** | | | |