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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 applicationsProcess Term 2 | **AU’s Got Talent**Send technical requirements to VenuesSend 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 deadlineOpen 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** |