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PREPARATION FOR THE SEASON AHEAD



Risk Management and Governance

- Paperwork time – review your club insurance policies and premiums.
- Get all National Police Checks and Working with Children tasks done.
- Endorse and Adopt Australian Cricket’s Policy for Safeguarding Children and Young People Framework.



Culture and Planning

- Complete your **Club Health Check**. Is your club season ready?

POST AGM



Club Information Handover

- Share the knowledge! Talk to new committee members about their roles.
- New Treasurer? Make sure they are trained on the club’s financial system.



Post AGM Process

- New Secretary? Depending on your State or Territory, you may need to notify your local consumer affairs or fair-training body of a new secretary.



Follow up

- Prepare and share the minutes of the AGM with your members.
- Within a month, lodge your club’s **Annual Financial Statement requirements**.
- Lodge any rule or constitution changes according to your relevant Consumer Affairs or Fair-Trading body in your State or Territory.

SETTING YOUR VISION FOR THE YEAR



Strategic Plan/Goal Priorities

- Review your club’s strategic plan and objectives. What’s your vision for the season ahead? Commit to 2 or 3 specific goals that will get you there.

COMMUNICATION



Website Content

- Ensure the latest versions of following documents can be accessed from your club’s website.

- Club Rules and Constitution
- Child Safe Policy
- Policies and Procedures
- Strategic Plan featuring your goals and objectives
- Social Media Policy
- Code of Conduct
- Complaints Procedure

- A clear communications plan is important. The use of social media can be a powerful tool to speak directly to our community.
- Spend some time planning out when and what you’ll communicate for the year.
- Click **HERE** for more information and a social media template.