

**Glenfield Tennis Club – Management Committee
Yearly Schedule**

START OF COMMITTEE YEAR	
<p>July</p> <ul style="list-style-type: none"> - AGM (early July) - Midweek AGM - Senior / Junior Prizegiving - First committee meeting - Update committee lists, keys, database access - Update bank signatories & authorisations - Update and print enrolment forms, membership entitlements and welcome brochures - Sub-committee meetings & action plans - TNH AGM 	<p>August</p> <ul style="list-style-type: none"> - Senior & Junior Opening Days - Senior & Midweek interclub trials - Update court allocations - Locks / keys changed if necessary - Order balls - Organise Birkenhead – Friendship Challenge - Organise Beachhaven – Kaipatiki Cup
<p>Sept</p> <ul style="list-style-type: none"> - Print and distribute handbooks - Submit interclub team lists - Senior interclub commences - Working bee 	<p>Oct</p> <ul style="list-style-type: none"> - Senior Handicap Champs - Midweek interclub commences
<p>Nov</p> <ul style="list-style-type: none"> - Senior Handicap Champs - Midweek Handicap Champs 	<p>Dec</p> <ul style="list-style-type: none"> - Xmas breakups
MID-SEASON BREAK	
<p>Jan</p> <ul style="list-style-type: none"> - Midweek Club Days restart 	<p>Feb</p> <ul style="list-style-type: none"> - Advertise half-yearly fees - Senior Club Champs
<p>Mar</p> <ul style="list-style-type: none"> - Senior Club Champs 	<p>Apr</p> <ul style="list-style-type: none"> - Senior & Midweek Club Champs - Annual return of members (post 31/3) - End of financial year (30/4)
<p>May</p> <ul style="list-style-type: none"> - Senior Club Champs finals - Junior Club Champs - Winter League start - Request return of trophies 	<p>June</p> <ul style="list-style-type: none"> - Set subs for next season - Advertise AGM & ask for nominations (committee, special awards, life membership) and constitution changes / notices of motion - Organise engraving & honours board update - Midweek Prizegiving