



Section 4. Review.

Your Club Development Plan should be a working document that is continually updated and reviewed. **The club's development plan should be a regular agenda item at Club Management Committee meetings**, providing an update on achievements to date and planned action in the future.

Your County Cricket Development Manager upon request will support you to review the last twelve months, and set realistic timescales for the planned development you want to achieve over the next twelve months.

Amendments to your Club Development Plan should be made and widely communicated across the club membership. The person responsible for this should be clearly made aware of their responsibilities and the importance of such communication.

You should carry forward actions not completed from the previous twelve months and identify further actions for the next year. You should continually relate this process to the **objectives** you have set and the club's **mission statement**.

This process of review ensures your club continues to move forward, at the right pace and is achieving objectives that are important to your club. You should repeat the review process every twelve months, continually looking twelve months in advance.

To ensure consistency across the country and between clubs, the game of cricket has pre-determined the time at which club development plans will be reviewed. Club development plans are required to be reviewed before **30th September** annually. Even though this date has been pre-determined, clubs should still identify who will lead the review process and associated communication and actions.

Instructions:

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| Agreed lead officer: | Insert the position and name of the person who will be responsible for reviewing, communicating and managing the actions of the club development plan. |
| Review date: | Before 30th September annually. |
| Agreed communication / actions: | Bullet point the ways in which the club are going to communicate the review process including the actions that need to be completed. |

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| Agreed lead officer: | Paul Miller (Club Development Manager) |
| Review date: | Before 30th September annually |
| Agreed communication / actions: | <ul style="list-style-type: none">▪ Development Manager to update the clubs development plan▪ Development Manager to produce a summary of achievements to date and agreed actions for the next 12 months▪ Development Manager to report to management committee and to make available the summary of achievements and agreed future actions both on the clubs website and in hard copy to any member who requests it. It is also to be ensured that a system is in place whereby those who request a hard copy then continue to receive 1 annually without the need for further requests. |