

Club action log

Keep each agreed job with its owner, due date and result. Country-neutral fields.

Free template from SportsHQ (www.sportshq.app). Adapt freely; check your own constitution and governing body rules where flagged.

This is a manual record. It does not send reminders or update itself. Use it beside the meeting minutes. Keep one current copy where the right club officers can find it.

Club / log owner: _____

Last reviewed / next review: _____

Date format used in this log: _____

Status words

- Open: agreed, but not started.
- Doing: the owner has started the work.
- Blocked: the owner needs a decision, information or help.
- Done: the work has been checked and the result recorded.
- Closed without doing: the committee agreed to stop. Keep the reason.

Blank action record

Copy this block for each new action. Do not erase an old due date when it changes. Add the new date and why it changed.

Action ID / meeting and item reference: _____

Action: what will be done: _____

Owner / original due date: _____

Status / last update: _____

New due date / reason for change, if any: _____

Result or evidence reference / checked by / date:

Keep private case details out of this shared log. Link to a restricted record only if the people using the log should know that reference.

Filled example: done and blocked

Fictional records only. An agreed action is not always a completed action. Dates use year-month-day: 2026-10-03 means 3 October 2026.

Action / meeting item	Owner / due	Status and next step
A01 / M01-04: check the booking link and draft a notice	Jo / 2026-10-03	Done. Link checked and draft saved as notice-v1. Jo finished on 2026-10-03.
A02 / M01-04: review the booking notice	Lee / 2026-10-04	Done. Lee checked notice-v1 on 2026-10-04. Posting is a separate action.
A03 / M02-02: post the approved notice	Pat / 2026-10-07	Blocked: key needed. Chair to help. New due date 2026-10-10 agreed at M02.

At the next meeting

- Start with open, doing and blocked actions.
- Ask the owner what has changed. Record facts, not just 'in progress'.
- Agree help or a new date where needed. Keep the reason.
- Mark work done only after the result has been checked.
- Keep completed entries so the next committee can see what happened.

Before you share it

- [] Every action has one owner and a clear next step.
- [] Due dates are clear to everyone reading the file.
- [] Private details are in the right restricted record.
- [] Changes have a date and a reason.
- [] The committee knows where the current copy is kept.