



## CLUBS: SUMMARY CHECKLIST FOR SEASON 23.24

Key Actions	Check
<b>GOVERNANCE – PLANNING - TRAINING</b>	
1. Hold AGM – elect Chairperson/Captain and officers for season ahead	
2. Club Officers to attend training (captains/secretary/treasurer/PRO)	
3. Develop and confirm competition, training and events plans for the season ahead.	
4. Appoint coaches and invite to complete <a href="#">Coaches Registration Form</a>	
5. Submit gear for check and approval and then order	
<b>FINANCES</b>	
6. Complete online budget on the Clubs portal	
7. Complete financial transactions on portal -apply for grants, once activities are listed on the calendar	
<b>RECRUITMENT AND REGISTRATION</b>	
8. Identify and recruit potential members sign up using C&S Portal – Clubs Days and training	
9. Register playing/nonplaying and associate members using Clubforce system	
<b>OPERATIONS – HEALTH &amp; SAFETY</b>	
10. Upload competition programme, training - details of fixtures to Calendar on Clubs portal and ensure calendar is kept up-to-date	
11. Update H&S statements	
12. Complete events plan for H&S as required	
13. Club facilities booked on Sports Key and with Mardyke Arena by DSPA	
14. Review progress – recruit Officers and Committee for next season	

