



UCC SPORT CLUBS SUMMARY CHECKLIST SEASON 24.25

Key Actions	Check
GOVERNANCE, PLANNING AND TRAINING	
1. Hold AGM – elect Chairperson/Captain and officers for season ahead; Review Cubs Governance Framework .	
2. Ensure all Officers are listed on your Clubs Section of the Clubs Portal by 30th September .	
3. Club Officers to attend training (captains/secretary/treasurer/PRO) and be familiar with UCC Sport Clubs Policies and details in Clubs Handbook . Dates: <ul style="list-style-type: none"> • Captains/Chairpersons, 5-6 September 2024 • Finance, 6, 11,16 September 2024 • Health and Safety, 17, 18, 19 September • PRO 	
4. Develop clubs plan and objectives for season 24.25; confirm competition, training and events plans by 30th September .	
5. Send details of plans to host IVs or major events/matches to c.odonovan@ucc.ie	
6. Submit gear order for approval in line with Clubs Branding Policy to the Clubs Executive and on receipt of confirmation of approval, ordering may proceed.	
FINANCES	
7. Complete clubs budget and submit on the Clubs portal by 30th September . Ensure you are familiar with Clubs Financial Policies on UCC Sport Clubs Policies .	
8. Complete CAP-CAP budget and clubs' inventory of existing equipment on the Clubs portal by 30th September .	
9. Ensure all Club trainings and events are listed on the calendar prior to booking travel/accommodation. Complete (if applicable) financial transactions on portal and apply for grants. Keep all fixtures and events up to date.	
HEALTH & SAFETY	
10. Review Club Health and Safety Statement and upload to your Clubs Portal by 30th September .	
MEMBERSHIP, RECRUITMENT AND REGISTRATION	
11. Identify and recruit and sign-up members using the UCC Clubs Registration Process.	
12. Confirm and send details of any proposed Non UCC Playing Members (Associate Members) for registration, approval and insurance purposes to c.odonovan@ucc.ie before they complete the registration process.	
COACHES	
13. Confirm details of all coaches/volunteers for the 24.25 season to b.young@ucc.ie ; UCC Sport Coaches Information and ensure they complete the Coaches Registration Form 24.25 and Sport Ireland Safeguarding 1 by 25th October .	