



UCC SPORT CLUBS SUMMARY CHECKLIST SEASON 25.26

Key Actions	Check
GOVERNANCE, PLANNING AND TRAINING	
1. Hold AGM – elect Chairperson/Captain and officers for season ahead; Review Clubs 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 Support Documents	
4. Develop online Club Plan 25.26 and objectives for season 25.26; 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 approval in line with Clubs Branding Policy to the Clubs Executive and then order.	
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 Clubs training and events are listed on the calendar prior to booking travel/accommodation then complete financial transactions on portal -apply for grants. Keep all fixtures and event up to date on an ongoing basis.	
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. https://candsportal.ucc.ie/	
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- instructors for the 25.26 season and ensure they complete UCC Sport Coaches Form 25.26 and Sport Ireland Safeguarding 1 by 31 October.	