

UCC CLUBS

SUMMARY CHECKLIST 26/27



Key Actions	Check
GOVERNANCE, PLANNING AND TRAINING	
1. Hold AGM to elect Chairperson/Captain and Officers for season ahead; Clubs Delegation Framework . List all Officers on the Committee section of the Clubs Portal by 30 th September.	
2. Club Officers to attend training (Captain/Health & Safety/Treasurer/Secretary/PRO/Respect).	
3. Be familiar and comply with UCC Clubs Policies and Management Support Documents .	
4. Complete online Club Plan 26/27 by 30 th September. Confirm Club details including objectives, competitions, training and events plans.	
5. Keep on top of Club administration, marketing and communications. Upload Club events, fixtures and activities to the Calendar.	
6. Submit gear for approval on the Clubs Portal in line with the Clubs Gear Branding Guidelines .	
7. Confirm details of all coaches/instructors for the 26/27 season and ensure they complete the UCC Sport Coaches Form 26.27 and Sport Ireland Safeguarding 1 Course by 30 th October.	
8. Send details of plans to host IVs or major events/matches to c.odonovan@ucc.ie .	
9. Book Club facilities through the DSPA.	
FINANCES	
10. Be familiar and comply with UCC Clubs Financial Policies .	
11. Complete and submit Club Budget on the Clubs Portal by 30 th September.	
12. Submit CAPCAP budget and update Club Inventory on the Clubs Portal by 30 th September.	
13. Ensure Clubs events are uploaded to the Calendar before booking any travel/accommodation. Following approval, complete financial transactions on Clubs Portal.	
14. Use Clubs Portal to apply for funding and sell Club products.	
HEALTH & SAFETY	
15. Complete Annual Safety Statement and Risk Assessment by 30 th September.	
16. Submit Specific Risk Assessments for events where necessary.	
MEMBERSHIP, RECRUITMENT AND REGISTRATION	
17. Recruit and sign members up using the Clubs Portal . Members can sign up on the C&S Portal .	
18. Apply for any Alumni to be involved in the Club as a playing member through the Associate Members Form .	