



CAMPUS & COMMUNITY RECREATION

CLUB SPORTS PROGRAMS **START-UP CHECKLIST**

- Review Annual Renewal Completion Report
 - Located in your club drive under ~ Application / Renewal folder
 - Complete any unfinished items
- Set-Up a Meeting with Club Sports Staff
 - Discuss Annual Renewal Completion Report with staff
- Discuss checklist and its objectives with staff
- Verify Executive team
 - Club details sheet should be updated with all information on executive
- Verify Executive Training Completion
- Verify First-Aid Certification
 - Certifications must be uploaded to each club's ~ Risk Management folder
- Verify Finances
 - Signing authorities
 - CREF allocations (if applicable)
 - Confirm understanding of financial approval protocols and CREF spending protocols
 - Review budget
 - Club-specific membership fees are set and listed in the club details sheet
- Verify Club Promotional Plan
 - Clubs Fair registration
 - CCR promo activities
 - "Trial sessions" (if any)
- Verify club affiliations and sponsorships (if any)
- Review club tentative schedule plan
 - Programming during weekly bookings
 - Special events
- Verify website information access and protocols
 - uab.ca/clubsports
 - uab.ca/clubsports club specific tabs
 - BearsDen
 - Executive List for Website
- Verify email access and protocols
 - Password, CCID confirmed with Club Sports Staff ~ also listed on Club Details
- Verify google drive and google space access and protocols



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- Verify coaches / choreographers
- Verify social media access and protocols
 - Password, login confirmed with Club Sports Staff on ~ Club Details
- Verify facility bookings access and protocols
 - Fees and payment
 - Cancellation and change requests
- Verify Club storage access, inventory, and protocols
- Verify Club Registration Protocols
- Verify FAQ Session
 - FAQ Overview
 - Registration information
- Discuss of club goals for the year and how CSP staff can support (in meeting)
- Discussion of future Staff/executive meeting frequency and timelines (in meeting)