



CAMPUS & COMMUNITY RECREATION

CLUB SPORTS PROGRAMS

ANNUAL RENEWAL CHECKLIST

Deadline for completion is March 31st of each year. Please reach out to your Club Sports Staff to arrange the Annual Renewal Checklist Meeting before this date. This meeting will take approximately 1 hour, should include as many outgoing and incoming Executive as possible and will utilize this checklist to support the meeting's agenda. Templates specific to the Annual Renewal Checklist below can be found here. Annual Renewal Meetings should take place no later than April 30th of each year.

Form with fields for Club Name, Annual Renewal Meeting (Date, Time, Attendees), Updated By, and Continuing through Spring/Summer (Y/N).

Table with 5 columns: Task, Task Description, Complete, Partially Complete, Incomplete, Notes. Contains 20 rows of tasks such as Club Sports Handbook, Club Classification, AGM, Executive, Facility Bookings, Certifications, Constitution, Risk Management Plan, TD Bank Signing Authority, Equipment and Supplies, Financial Tracking, Budget Plan, Schedule Plan, Club Details, Executive Training, Orientation, Coach & Choreographer, Annual Report, Evaluation Form, and Sanctioning Agreement.

Please note the above criteria is specific only to the Annual Renewal Checklist and does not constitute a full Club Renewal. Additional considerations may include the club abiding/meeting the criterium set forth in the Club Sports Handbook (e.g. club membership, code of conduct status, approval processes, behaviours towards staff members, etc.). Renewal Approval will take place after completion of Annual Renewal Meeting has concluded and the Sanctioning Agreement has been completed.