

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 hare. Annual Renewal Meetings should take place no later than **April 30th** of each year.

Club Name		Annual Renewal Meeting		Updated By
	Date		1	
•	Time		Ì	
Continuing through Spring/Summer	Attendees			
Y/N				

	Task	Task Description	Complete	Partially Complete	Incomplete	Notes
1	Club Sports Handbook	→ Club knows where to access, and how to navigate, the Club Sports Handbook.				
2	Club Classification	 → Club declares and meets the required criteria for their Club Classification. → Club Classification changes may be requested, but approval will be at the discretion of the Club Sports Program Coordinator. 				
3	AGM	 → Club has held their Annual General Meeting. → AGM Meeting Minutes have been stored in the club's Google Drive ~ Application/Renewal folder. 				
4	Executive	→ Club has democratically elected their new Student Executive Team. → All mandatory Executive Positions (or equivalents) are filled: President, Vice President, Risk Management, Treasurer, Communications. → All non-mandatory Executive Positions are filled. → Executives have reviewed their associated position descriptions in Section 2.3 of the Club Sports Handbook.				
5	Facility Bookings	— Club has requested Spring/Summer facility space, if necessary. — Club has requested Fall/Wher facility space. — Executives understand the followine facility space. — Executives understand the followine following with regards to facilities: 1. Facility person with allways be abord in the "Facilities" folder of the Shared Google Drive. 1. Facility person with allways be abord in the "Facilities" followed in the "Facilities" to confirm times, dates and focations. 2. Facility booking contracts do not show accurate princip as all Club's Sports receive "most facility spaces at a 95% discount" ("exceptions apply). Accurate facility costs can be found in the Cub's Sports Handbook under Section 8.8 1. Facility booking contracts do not show accurate princip as all Club's Sports receive "most facility spaces at a 95% discount" ("exceptions apply). Accurate facility costs can be found in the Cub's Sports Handbook under Section 8.8 1. Facility booking contracts do not show accurate princip as all Club's Sports Handbook with the "Cub's Sports Handbook includes the executions".				
6	Certifications	— If club is operating in Spring/Summer, there is at least 1 Executive with current SFA & CPR-C training. This Executive's certification has been uploaded to the "Risk Management" folder of the Shared Google Drive. — Executives and destand the following with regards to certifications: — Hexagement of the Comment of the Shared Conference of th				
7	Constitution	— Club has updated its Constitution. 1. Make a copy of the current Constitution and add updates; the previous Constitution must not be erased or written over. 2. This objective is not considered complete until the Program Coordinator has approved the revised Constitution. 3. Google Doc Format required.				
8	Risk Management Plan	— Club has updated its Risk Management Plan. I Make a copy of the current Risk Management Plan and add updates; the previous Risk Management Plan must not be erased or written over. 2. This objective is not considered complete until the Program Coordinator has approved the revised Risk Management Plan. 3. Google Doc Format required.				
9	TD Bank Signing Authority	Signing authority for the club's TD Bank Account has been transferred to 2 returning/incoming Executives (traditionally the President & Treasurer). Cheques and other banking materials have been handed over to the new Executive or stored in the club's locker until next year.				
10	Equipment and Supplies	Club has returned all equipment and supplies to the Club Sports Storage Room (VVC 1-653). 1. Club him correctly labeled and stords aslely. 2. All old equipment has been recycled of thrown away. Club has in ventoricide and documented all equipment and supplies.				
11	Financial Tracking	— All financial transactions for the fiscal year (Apr 1 - Mar 31) aretwill be completed before March 31 of this year. 1. Money oved to the Cuts Sort Program for Faility Fees or other purchases have been paid. Payments must be made in-person via cheque (made payable to the "University of Alberta") or through appropriately allocated CREF funds 2. All reimbursements have been documented properly and distributed. 3. The Program Coordinator has been informed of any financial transactions that have/will occur after the March 31 deadline and the reasoning behind the decision. — All monthly bank statements (up to, and including, March) have been uploaded to the "Finances" folder of the Shared Google Drive. — This year's budget is complete in its entirety, accounts for all revenue and expenses listed on the bank statements, and is ready for reconciliation by the Program Coordinator.				
12	Budget Plan	Next year's budget is prepared for the incoming Executive Team. The "Projected" column of the new budget includes the summary data of this year's budget. The upcoming fiscal year (Apr. 10 Mar 31) should be forcasted with incoming revenue and outgoing expenses. The Budget Plan confirms the club's TD Bank Account balance as of Apr 1, 2024. The summary is embership fees.				
13	Schedule Plan	Club has create a tentative schedule for the club (fiscal) year (Apr 1 to Mar 31). 1. Schedules should be a general overview including: regular activity, tournaments/special events, AGM dates, etc. Use a Google Doc or Google Sheet on the club's Google prive under Schedules folder.				
14	Club Details	Club Details sheet has been updated. Information reguler dirudues: Executive Details, Contractor Details, Club Communications, Club Finances, Club Certifications, etc. 2. Update all logn details, handles, passwords, etc. including: Google Drive credentials, Vubberta Email credentials, Social Media credentials, etc. Reach out to Club Sports Coordinator to provide CCR Club Sports website updates for the club.				
15	Executive <u>Training</u>	— Incoming Executive Team is aware of the required online training. 1. New and returning Executives required to complete the online training orgam (takes approximately 30 minutes, includes a quiz with a pass percentage minimum). 2. All club Executives must complete a training moduld, even if they don't hold a "mandatory" Executive position. 3. Clubs inactive over the Spring/Summer must complete this training between the 1st August and the clubs first activity. Clubs running in the Spring/Summer must complete this training between the 1st August and the clubs first activity in the Spring/Summer farm.				
16	Orientation	→ Incoming Executives must receive a reasonable orientation from outgoing Executives. Clubs must set aside time bo orientate all new Executive Members. If, for whatever reason, the outgoing Executives refuse to provide a proper orientation, they must provide the incoming Executives with the Club Sports Coordinator's contact information for support. 				
17	Coach & Choreographer	— Contractor Agreements from the closing year are complete with all documentation stored securely in the club's Shared Drive. — Clubs nunning through the Spring/Summer term must renew all Contractor Agreements. 1. All contractors (e.g., cosches, choreographers, etc.) must review and complete the linked checklist requirements. 2. This must be completed and approved by club sports prior to a contractor's first activity with the Sing Advisor Completed or approved by club sports prior to a contractor's first activity with the Sing Advisor Completed or Agreement of the Sing Advisor Completed or Agreement of the Sing Advisor Completed or Agreement or Agre				
18	Annual Report	→ Annual Report is complete and uploaded to club's ~ Application/Renewal folder.				
19	Evaluation Form	→ Club has notified its members to complete Evaluation 1. This is an anonymous evaluation of the Club Sports Program and its participating clubs. Executives, contractors and general members are permitted to complete the form.				
20	Sanctioning Agreement	2. If any pertinant feedback for the club comes through, the incoming Executives will be notified at next year's Start Up Meeting. — Club will receive their Sanctioning Agreement after all the above tasks are completed. 1. The club may not host any club activities until they are sanctioned. This includes clubs running throughout the Spring-Summer term.				

Please note the above criteria is specific only to the Annual Renewal Checklist and does not institute 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.