Club Management Checklist
CSU Fullerton Sports Club Inter-Club Council

1. ADMINISTRATIVE MANAGEMENT
   ☐ Is your constitution up to date?
   ☐ Does your executive committee have and follow agreed meeting procedures?
   ☐ Does someone record minutes at meetings and circulate them?
   ☐ Does each officer have an outline of their role and responsibilities?
   ☐ Does each officer execute their role and responsibilities?
   ☐ Do you have special committees?
   ☐ Do you actively recruit new committee members?
   ☐ Does your President meet at least once a month with the Club Sports Staff?
   ☐ Does your SCI-CC representative attend all SCI-CC meetings and updates your club at the following club meeting information discussed?
   ☐ Does your club have a club management folder/ who is responsible for keeping and updating the folder?
   ☐ Does your club have scheduled meeting/practice day(s) and time(s)?
   ☐ Does your club have an email account or website in communicating with members and surrounding community?
   ☐ Does your club have an organizational chart?
   ☐ Does your club have the Tier System outlined?

2. PLANNING
   ☐ Does your club have an action plan of moving up in the Tier System?
   ☐ What are your club goals for the Tier System?
   ☐ Does your club spend time planning for future development and funding opportunities?
   ☐ Does your club have set short term and long term goals, objectives, and actions for the year; including who will do what task/ by when?
Does your club have a planning checklist for travel games?

3. POLICIES & GUIDELINES

- Member Registration
- Event Requests - SORC and Club Sports Online Requests
- Membership Application
- Member Contract
- Membership Dues Agreement
- Meeting Procedures
- Member Health Insurance
- Code of Conduct/Disciplinary Actions
- Financial Processes

4. FINANCES

- Does your club collect membership dues/ if so how are they collected?
- Is there documentation that outlines where monies from membership dues go?
- Does your club use mechanisms to monitor and control spending such as spending limits, travel expenditures…..etc?
- Does your club have at least two signatures for payment transactions?
- Does your club have an ASI account?
- Does your club have purchase orders for all expenditures?
- Does your club treasurer keep an accurate set of accounting books or have a computer accounting system?
- Does your club revise the budget throughout the academic year?
- Does your club present and interpret regular financial reports to the club?
- Does your club have a sponsor, how is it documented and supported?
5. INSURANCE

☐ Does each member have health insurance?
☐ Does your club have an insurance policy?
☐ Are your members informed of club insurance policy?
☐ Do you know the Club Sport Step by Step Injury Documentation Process and have a copy of the documentation and process form?

6. SAFETY

☐ Does your club have a first aid kit?
☐ Does your club have at least two certified first-aid/CPR cardholders?
☐ Does your club have a planning checklist for travel games?
☐ Do you regularly check club sport equipment for safety?

7. MEMBER FOCUS

☐ Does your club undertake recruitment opportunities for new members?
☐ Do you target or cater to members and potential members of diverse ethnic backgrounds, disabilities, class status….etc?
☐ Does each member sit on at least one committee within your club?
☐ Does your club have a database system of all members/past and current?
☐ Does your club have a system in place for giving and receiving feedback?

8. EDUCATION & TRAINING

☐ Do you support/assist new volunteers/committee members by providing role statements, mentoring support, training opportunities?
☐ Do you have a system in place in educating and training new members on your sport?

How does your club educate other officers and members on the following?

☐ Club Sports Program Participation & Requirements
☐ Tier System- Criteria and Benefits
- Conducting Meetings
- Sponsorship and Fundraising
- Travel (request/checklist)
- Club Policies and Procedures
- Sports Club Inter-Club Council
- Marketing and Promotions
- Legal Issues/Risk Management
- Committee Management
- Use of Technology
- Club Sports Office  Coaching