Sports Club Season Startup Checklist

(To anticipate and ensure a successful season start)

1. Licenses and Registrations

- ■ Open online registrations
- ■ Offer secure payment options (credit card, PayPal, bank transfer)
- ■ Automatically collect mandatory documents (medical certificates, parental authorizations)
- ■ Track license statuses in real-time
- ■ Send automatic reminders for incomplete applications

2. Schedule Organization

- ■ Create the training and match calendar
- ■ Block slots for federation events and internal tournaments
- ■ Publish the schedule on the club website and mobile app
- ■ Sync with Google Calendar, Outlook, Apple Calendar
- ■ Enable modification notifications

3. Communication with Members

- ■ Create discussion groups by team or section
- ■ Send automatic invitations to players
- ■ Share season kickoff announcements on the supporters' space
- ■ Post updates on the club website and social media
- ■ Schedule welcome messages for new members

4. Equipment and Gear Management

- ■ Conduct a full inventory of available equipment
- ■ Assign individual gear to members (jerseys, shorts, bags)
- ■ Plan replacement of worn-out gear
- ■ Scan and tag items with QR codes for tracking
- ■ Manage stock of balls, bibs, and training accessories

5. Administrative and Regulatory Updates

- ■ Sync licenses with the federation via API
- ■ Update statutes and official documents
- ■ Verify GDPR compliance (consents, data retention periods)
- ■ Schedule the season's General Assembly
- ■ Archive minutes and reports from the previous season

6. Season Launch

- ■ Organize a kickoff event (team presentations, open day)
- ■ Set up online ticketing for opening matches
- ■ Highlight sponsors and partners in communications
- ■ Publish photos and videos in the supporters' space
- ■ Schedule special training sessions or camps