

# Club Annual Report

The club annual report should be composed by the Secretary and President and presented to the club Executive and members at the Annual General Meeting. Upon approval at this meeting the annual report should then be submitted to the UCD Sports Office with the grant application form.

The annual report should include a number of items, such as:

- Report by the Officers of the Club (President, Captain, Secretary, Senior Treasurer).
- Activities of the club during the past year i.e. events entered, membership (non-playing/ playing) training camps attended, trophies won, successes of individuals/honours gained.
- Officers elected/ Sub-committees.
- Financial statements/ attached accounts.
- Sponsors.