

Choose a club system

SportsHQ | Country-neutral committee worksheet | Version 1 | 2026-09-10

Club: _____ Owner: _____ Review date: _____

1. Name the job

What needs to work? Use a real task, such as a family renewal or a duty swap.

Task: _____

Who does it?: _____

What goes wrong now?: _____

What would a good result look like?: _____

2. Compare the same task

Check	Spreadsheet	Ready-made app	Bespoke build
Can it do the whole task?			
Who still copies data?			
Who can see private records?			
Setup and total yearly cost			
Who helps when it fails?			
Can we export and leave?			
What proof have we seen?			

3. Test before buying

- Use fictional records. Do not upload a real member list for a first demo.
- Ask a second volunteer to complete the task without coaching.
- Test an unpaid fee, a refund, a duty swap and a full booking where they apply.
- Export a small test file. Open it and check which fields are missing.
- Record limits, support, price and exit terms in writing.

4. Record the choice

Choice and reason: _____

What we are not buying: _____

Checks still needed: _____

Who owns the next step: _____

There is no automatic score. One failed must-have task can rule out an option.

Sources and scope

This is an original decision worksheet, not a software ranking or legal checklist.

Microsoft co-authoring: <https://support.microsoft.com/en-us/excel/get-started/collaborate-on-excel-worksheets-at-the-same-time-with-co-authoring>

Google Sheets sharing: <https://support.google.com/docs/answer/9331169?hl=en>

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