Officer Transition Checklist

This checklist helps officers transfer items and knowledge to new officers for more efficient and complete transition.

_____ **Pass on important information locations**

_____ Club Sports Professional Staff contact information & office location
_____ pass on individual club manual and constitution (if applicable)
_____ Club Sport Supervisor contact name & information
_____ Advice on who to contact for different situations

_____ **Communicate administrative details, passwords, and contacts**

_____ club email and website passwords
_____ vendor contacts/websites/log in info
_____ off campus facility managers
_____ league/governing body procedures & contacts
_____ OrgSync & social media admin access
_____ coach & advisor contacts
_____ opposing teams contacts

_____ **Familiarize new officers with the Club Sports website**

_____ handbook/operating manual
_____ important program dates
_____ practice & event schedules (Virtual EMS)
_____ IMLeagues & waivers (roster management)
_____ forms, Google Doc
_____ online training & resources
_____ club directory

_____ **Remind new officers of mandatory events and club requirements**

_____ activity reports (due every Monday)
_____ Club Sports Leadership series meetings
_____ fall & spring officer meetings/training
_____ maintain roster of 15+ members

_____ **Review travel policies & away event protocol**

_____ who can travel and where Club Sports can travel (inside and outside region travel)
_____ travel report (due 2 Mondays before travel at 11:59pm)
_____ travel meeting Tuesday 2:30pm-3:30pm
_____ trip leader, driver requirements, use of UMD motor pool and personal vehicles
_____ hotel, bus/van requests

_____ **Review facility use and home event management policies**

_____ facility use policies & best practices
_____ home event management forms (due Sunday before event)
_____ equipment available & pick-up

_____ **Explain the Club Sport budget**

_____ budget requests
_____ how club can access funds (purchase request form) & how to see budget online (Google Sheets)
_____ proper use of RecWell and SGA allocation
_____ access and use of Club Sport bank account (See Kurt or Maeve to change signers)

_____ **Brief new officers on club equipment**

_____ storage locations
_____ fall & spring inventory report
_____ keys/combos/access
_____ state vs. personal equipment

_____ **Review safety & risk management procedures**

_____ role of the safety officer
_____ accident reports
_____ emergency procedures
_____ first aid kit(s)
_____ CPR/AED/FA training (each club must have at least 3 safety officers)