

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
- _____ CPR/AED/FA training (each club must have at least 3 safety officers)
- _____ emergency procedures
- _____ first aid kit(s)