

OFFICER TRANSITION GUIDE

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

ADDRESS IMPORTANT PROGRAM INFORMATION

_____ Sport Clubs Professional Staff Contact Information & Office Location

- Assistant director // Kurt Klier // kklier@umd.edu // 301-226-5681
- Coordinator // Rainer Tandaju // rtandaju@umd.edu // 301-226-5715
- Sports Club Office - Eppley Recreation Center, Level 0, Room 0121. Open from 10am-5pm Monday-Friday

_____ Pass on individual club manual (if applicable)

_____ Follow UMD Sports Clubs to stay updated and spread the word about your club:

- Facebook: www.facebook.com/UMDSportClubs
- Twitter: <https://twitter.com/umdsportclubs?lang=en>
- Instagram: <https://www.instagram.com/umdsportclubs/>

COMMUNICATE ADMINISTRATIVE DETAILS, PASSWORDS, AND CONTACTS

_____ Club email and website passwords

_____ OrgSync & social media admin access

- Register on OrgSync
 - Sign in with your Campus ID → Organizations → Search club name → Send request

_____ Vendor contacts/websites/log in info

- If you have a new apparel coordinator/chair make sure they are given all necessary information
- If they are in the middle of an order discuss working together as a transition trial run

_____ Coach & advisor contacts

_____ Important program dates

_____ Off-campus facility managers

_____ On-campus facility managers for home events

- If you are hosting a large event, please be sure to contact the respective facility manager prior to your event
 - Armory: Jason Hess - jhess2@umd.edu, 301-226-4425
 - Ritchie: Lawrence Moody - lpm@umd.edu, 301-226-4389
 - Outdoor: David Flumbaum - flumbaum@umd.edu, 301-226-4429
 - Pool: Yvonne Taylor - ytaylor@umd.edu, 301-226-5383

_____ Opposing team's contacts

_____ League/governing body procedures & contacts

_____ Officers vs. Captains

FAMILIARIZE NEW OFFICERS WITH SPORT CLUBS WEBSITE

_____ Handbook

- Holds all necessary information about how to do things as an officer
- Use this first if you have a questions, then go to old officers, then SC Supervisors, then Kurt or Rainer

_____ Forms

- Includes waiver that you can print out, facility and home event forms, travel forms, purchasing and budget forms, accident reports, template documents, and other relevant forms

_____ Important administrative/reports due dates

- Activity report
 - Due 11:59 pm Sunday
- Home event form
 - Due 11:59 pm Sunday before each home event

- Must have ice on site at your home event (either ice packs from First Aid Kit or cooler)
- Request equipment needed for your event on the form and the SC Supervisors on duty will bring it to your site
- When completing, assign a person as a point of contact
 - This person cannot leave the event throughout the day (even during tournaments and your club is not playing) and has to stay until the entire home event site is cleaned and back to normal and the SC Supervisors checked in
- Travel reports
 - Due Tuesday 11:59 pm before travel
 - Trip leader travel meeting with Rainer 3:00 -4:00 pm Wednesday before travel
 - In-region travel map
 - Driver forms
 - If you are going to be traveling using personal cars or motorpool vans, each driver must have filled out a driver form
 - It is safer to have more than one registered driver in a car
 - If you need to rent a car—use the Vehicle Request Form
 - If you need to book a hotel – use the Hotel Booking Request Form
 - If you need to book airline flights – use the Airline Flights Request Form
 - If you need to book a charter bus, contact DOTS or Rainer (travel agent)

_____ Online training & resources

- Includes: safety and risk information, in-region travel map, sample invoices, officer transitioning documents, other resources

_____ Practice & event schedules (Virtual EMS)

- You can browse reservations in RecWell facilities
 - DO NOT REQUEST AN ACCOUNT FOR VIRTUAL EMS
- Can check to see if there is open court/field space for practice or event
- To request a facility space for practices, events, and meetings – use the Facility Request Form

_____ Club directory on RecWell website & waivers

- Lists of all of the clubs and their contact information
- Beginning of the Fall semester have all of your members add themselves to the club (rosters reset at the end of every summer)
 - Select your club → UMD login → Join
 - By doing this they will be asked to sign an online waiver—Waivers are mandatory in order to join any sport club
 - Participants under the age of 18 will need to complete a paper waiver signed by their parent/guardian
- Open Enrollment
 - First month of every semester
 - Allows participants to sign up as members online anywhere using the campus network
 - During closed enrollment: prospective members must stop by the SC Office to sign up for a club

_____ SportTool (Roster Management)

- As an officer you can view the entire club roster (member and non-member), complete travel and activity reports, drivers, safety officers, and coaches
- FOR OFFICERS tab, you can view:
 - Signers
 - Tax ID/EIN number
 - Budgets

- Links to important forms
- All members must be on the public roster on SportTool in order to practice and play (the public roster is what is shown without logging in)
 - Check this before open enrollment ends otherwise prospective members have to go into the SC Office to register for your club

REMIND NEW OFFICERS OF MANDATORY EVENTS AND CLUB REQUIREMENTS

_____ Activity reports (due every Sunday)

_____ Fall & Spring officer check-in meetings/training

- Check-in Meeting— mid-semester with assigned SC Supervisor, End of semester with Kurt and Rainer to discuss how the semester went and have a discussion on concerns/help you need
- Trainings—must attend early semester trainings

_____ Sport Clubs Assembly meetings

- Send a member of your club to represent
- Once a month; 3 per semester
- Topics discussed vary

_____ Maintain roster of 15+ members

- Club “members” are only persons who are listed on the SC public roster
 - Signed the informed consent form/code of conduct
 - Signed up on SportTool
- An “active member”—up to your officer’s discretion

EXPLAIN THE SC BUDGET & FINANCIAL PROCESSES

_____ Points System

- Incentivize program to prioritize, increase accountability and allocate department funding resources equitably
- At the end of each academic year, points are finalized based on activity reports submitted by each club
- Points System Handout describes how to earn points

_____ Budget requests

_____ How the club can access funds (purchase request form) & how to see budget online

_____ Proper use of RecWell and SGA allocation

- Each can only be used for specific purposes and in a specific way - complete guidelines are in SC Officers handbook
 - SGA
 - SGA Funds can be used for approved out of region trips and nationals
 - SGA funds cannot be used for lodging or awards & recognition (trophies, plaques, certificates)
 - SGA cannot be used on salaries, wages, or compensation of coaches, managers, instructors
 - RecWell
 - Travel, lodging, equipment and its maintenance, uniforms which remain club property, registration and entry fees, officiating/league fees, and game/practice related expenses, awards & recognition

_____ Access and use of sport club bank account/signers change (See Kurt or Rainer to change signers or go to the CP SECU branch – under the View on Route 1)

BRIEF NEW OFFICERS ON CLUB EQUIPMENT

- _____ Storage locations
- _____ Keys/combos/access
- _____ Fall & Spring inventory report (sample report in Officer Resources)
- _____ State vs. personal equipment

REVIEW SAFETY & RISK MANAGEMENT PROCEDURES

- _____ Requirements for Safety Officer
 - Currently CPR/First Aid certified (SC approved)
 - Passed Safety Officer Quiz with 80%
 - Active member on club
- _____ Role of the safety officer & emergency procedures
 - Safety officer training powerpoint includes all information for protocols and procedures
 - Semester safety skills evaluation
- _____ Accident reports vs. Incident Reports
- _____ First aid kit(s)
 - Can replenish by either going to the Sport Clubs office or during SC Supervisor practice check-ins
- _____ CPR/AED/FA training (each club must have at least 3 safety officers)
 - Highly encouraged if clubs have an “A” team and “B” team to have 3 safety officers per team

PROMOTE SPORT CLUBS SUPERVISOR ROLE

- _____ Every club is assigned a SC Supervisor
 - Valuable resource for any questions about memberships, scheduling, forms, etc.
- _____ Practice Visits
- _____ Home Event Visits
- _____ Travel Checks

IMPORTANT LINKS

RecWell Sport Club Website

Home page for all things Sport Clubs

<http://recwell.umd.edu/Sport-Clubs>

RecWell Officer Resources

Resources page with handbook, important dates, and important resources

<http://recwell.umd.edu/Sport-Clubs/Officer-Resources>

SportTool

Roster Management Database – can also be accessed via club directory

<http://umSPORTtool.umd.edu/#/clubs>

OrgSync

University of Maryland Organizations Database

<https://orgsync.com/login/university-of-maryland>