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
________ Tiffanie and Jeff’s information & office location
________ pass on individual club manual (if applicable)
________ www.facebook.com/UMDSportClubs

_______ 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 sport clubs website
________ handbook
________ important program dates
________ practice & event schedules (Virtual EMS)
________ Sport Tool & waivers (roster management)
________ online training & resources
________ club directory

_______ Remind new officers of mandatory events and club requirements
________ activity reports (due every Sunday)
________ Sport Clubs Assembly meetings
________ maintain roster of 15+ members
________ fall & spring officer meetings/training

_______ Review travel policies & away event protocol
________ who can travel and where sport clubs can travel (inside and outside region travel)
________ travel report (due Tuesday at 11:59pm)
________ trip leader, driver requirements, use of UMD motor pool and personal vehicles

_______ 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 sport club budget
________ points system
________ budget requests
________ how the club can access funds (purchase request form) & how to see budget online
________ proper use of RecWell and SGA allocation
________ access and use of sport club bank account (See Tiffanie or Jeff 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
________ emergency procedures
________ accident reports
________ first aid kit(s)
________ CPR/AED/FA training (each club must have at least 3 safety officers)

*Please contact Tiffanie (tiffanie@umd.edu) or Jeff (jkeenan5@umd.edu) if you have any questions or concerns*