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

ADDRESS IMPORTANT PROGRAM INFORMATION
_______ Club Sports 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
  • Club Sports Office - Eppley Recreation Center, Level 0, Room 0121. Open from 10am-5pm Monday-Friday
_______ Pass on individual club manual (if applicable)
_______ Follow UMD Club Sports to stay updated and spread the word about your club:
  • Facebook: https://www.facebook.com/ClubSportsUMD/
  • Twitter: @clubsportsumd: https://twitter.com/ClubSportsUMD
  • Instagram: @clubsportsumd: https://www.instagram.com/clubsportsumd/
_______ Program policies
_______ University policies

COMMUNICATE ADMINISTRATIVE DETAILS, PASSWORDS, AND CONTACTS
_______ Club email and website passwords
_______ TerpLink & social media admin access
  • Register on TerpLink
    o Sign in with your Campus ID → Organizations → Search club name
  ____ 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
_______ Off-campus facility managers (if applicable)
_______ On-campus facility managers for home events
  • If you are hosting a large event, please be sure to contact the respective facility manager and Rainer prior to your event
    o Armory: Jason Hess - jhess2@umd.edu, 301-226-4425
    o Ritchie: Lawrence Moody - lpm@umd.edu, 301-226-4389
    o Outdoor: Myles Kelly - mjkelly@umd.edu, 301-226-4406
    o Pool: Natalie Taylor– njft85@umd.edu, 301-226-5382 & Chris Topping – ctopping@umd.edu, 301-226-4426
_______ Opposing team’s contacts (for game scheduling)
_______ League/governing body procedures & contacts (for game/tournament scheduling)
_______ Officers vs. Captains (and how it applies to your club)

FAMILIARIZE NEW OFFICERS WITH CLUB SPORTS WEBSITE
_______ Club directory subpage
  • Lists of all of the clubs and their contact information
  • Club specific websites
  • Link on joining a club
  • Links to online donation portal
_______ Forms & online resources
  • Includes agreements & waivers, forms/requests for home and away events, resources for officer trainings/transitions, purchasing, fundraising, budgets, safety/risk management, trademarks/licensing, etc.
Handbook

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

Practice & event schedules (Virtual EMS)

- In-semester requests only
- 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

Important program dates & deadlines

FAQs

REVIEW CLUB PROGRAM PROCEDURES

SAFETY & RISK MANAGEMENT

Requirements for Safety Officer

- Currently CPR/First Aid certified (CS approved)
  - If not certified through RecWell, must take Skills Test Out with Risk Management Office
- Passed Safety Officer Quiz with 80%
- Active member on club

Role of the safety officer & emergency procedures

- Safety officer training on club resources site includes all information for protocols and procedures
- Semester safety skills evaluation

Home Events & practices

- Events with more than 2 visiting teams (EMT/AT required)
- At least 2 at practices

Accident reports vs. Incident Reports

First aid kit(s)

- Can replenish by either going to the Club Sports office or during CS Supervisor practice check-ins

CPR/AED/FA training (each club must have at least 3 safety officers)

- Highly encouraged if clubs have 2+ competing teams to have 3 safety officers per team

FACILITY SCHEDULING

Requests for in-semester facility scheduling request process

Winter/Spring Facility Requests & Summer/Fall Facility Requests process

ROSTER MANAGEMENT

IMLeagues (Roster management platform)

- You can view the entire club roster (member and non-member); including a detailed view of your club roster, which includes: members who have or have not completed the concussion quiz, personal information form, signed the informed consent waiver/code of conduct, and taken the swim test (if applicable); registered drivers, safety officers, coaches, and alumni
- Officers are listed as captains & co-captains
- Link to the club budget on the team home page
- All members must have completed all requirements on IMLeagues in order to practice and play (members who have not completed all requirements have a strike through their names)
- Beginning of the Fall semester, ALL members must sign up for the club roster regardless of how many semesters the member has played (rosters reset at the end of every summer)
  - On IMLeagues → find club team → Join
  - By doing this they will be asked to pass a concussion quiz, sign an online waiver (mandatory in order to join any club sport)
o Participants under the age of 18 will need to complete a paper waiver signed by their parent/guardian and submitted to the CS Office

- Open Enrollment
  - First month of every semester
    - Allows members to sign up online, any time, any place
  - During closed enrollment: prospective members must stop by the CS Office to sign up for a club

**BUDGET & FINANCES**

- **How to view budgets (RecWell, SGA, Foundation (if applicable), Checking)**
- **Points System**
  - Incentivize program to prioritize, increase accountability and allocate department funding and facility spaces
  - At the end of each academic year, points are finalized based on activity reports submitted by each club
  - Points System Handout (on club resources) describes how to earn points
- **SGA Budget requests**
  - In spring
  - Must be SGA recognized group
  - President and/or Treasurer must attend workshop
    - Workshop attendee must be the budget submitter
- **Proper use of RecWell and SGA allocation**
  - Each used for specific purpose in a specific way - complete guidelines are in the handbook
    - **SGA**
      - Can be used for approved out of region trips and nationals
      - Cannot be used for lodging or awards & recognition (trophies, plaques, certificates)
      - 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 checking account**
  - Signers change form (with Kurt)
  - CP SECU branch – under the View on Route 1

**REMIND NEW OFFICERS OF MANDATORY EVENTS AND CLUB REQUIREMENTS**

- **Activity reports (due every Monday)**
  - Tracks club engagement (information on practices, meetings, competitions/educational events, social activities, fundraisers, community service, developmental opportunities, fan support, fees, active members, nominations)
- **Fall & Spring officer check-in meetings/training**
  - Check-in Meeting — mid-semester with assigned CS Supervisor, End of semester with Kurt and Rainer to discuss the semester and support
  - Trainings—must attend early semester trainings
- **Club Sports Assembly meetings**
  - Send a member of your club to represent
  - Once a month; 3 per semester
  - Topics discussed vary
Maintain roster of 25+ members

- Club “members” are only persons who:
  - Have signed up on IMLeagues
  - Passed the concussion quiz with 100%
  - Signed the informed consent waiver and code of conduct
  - Completed the personal information form
  - Taken the swim test (if applicable)
- An “active member”—up to your officer’s discretion

BRIEF NEW OFFICERS ON CLUB EQUIPMENT & SWIPE ACCESSES

- Storage locations (on/off campus)
- Keys & combos
- Fall/Spring inventory (sample report on website – best to use current inventory then update)
- State vs. personal equipment
- Swipe Accesses

PROMOTE CLUB SPORTS SUPERVISOR ROLE

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

IMPORTANT LINKS

RecWell Club Sports Website
*Home page for all things Club Sports*
[https://recwell.umd.edu/activities/club-sports](https://recwell.umd.edu/activities/club-sports)

RecWell Officer Resources
*Resources page with handbook, important dates, and important resources*
[https://recwell.umd.edu/activities/club-sports/officer-resources](https://recwell.umd.edu/activities/club-sports/officer-resources)

IMLeagues
*Roster Management Database – can also be accessed via club directory & resources page*
[https://go.umd.edu/imleagues-clubs](https://go.umd.edu/imleagues-clubs)

TerpLink
*University of Maryland Organizations Database*
[https://terplink.umd.edu/](https://terplink.umd.edu/)