

## OFFICER TRANSITION GUIDE

*This checklist helps officers transfer club items and knowledge to new officers for a more efficient & complete transition. It is created with a Spring to Fall transition in mind but can be used for any situation.*

### ADDRESS IMPORTANT PROGRAM INFORMATION

- \_\_\_\_\_ Officer expectations from Sport Club staff
  - Check your email regularly and openly communicate everything going on with club
  - Continue to learn and ask questions to follow all policies and guidelines
  - Represent the department and university well
- \_\_\_\_\_ Sport Clubs Professional Staff Contact Information & Office Location
  - Competitive Sports Coordinator
    - Dan Payne
    - 614-898-5341
    - [Daniel.payne@mtsu.edu](mailto:Daniel.payne@mtsu.edu)
  - Graduate Assistants for Competitive Sports
    - 615-898-5068
    - [Mt.sportclubs@gmail.com](mailto:Mt.sportclubs@gmail.com)
  - Sports Club Office – MTSU Campus Rec // 615-898-2104 // [mtsu.edu/camprec](http://mtsu.edu/camprec)
- \_\_\_\_\_ Pass on individual club manual (if applicable)

### COMMUNICATE ADMINISTRATIVE DETAILS, PASSWORDS, AND CONTACTS

- \_\_\_\_\_ Club email and website passwords
- \_\_\_\_\_ Social media admin access
- \_\_\_\_\_ 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
  - From Sport Club office, national governing body/league, and/or current officers
- \_\_\_\_\_ Off-campus facility managers. Did you work with anyone at an off-site facility?
- \_\_\_\_\_ On-campus facility managers for home events
  - If you are hosting a home event, please be sure to contact the Competitive Sports staff at least a week ahead of time.
- \_\_\_\_\_ Opposing team's contacts
- \_\_\_\_\_ League/governing body procedures, contacts, and website
- \_\_\_\_\_ All Officers and Captains contact info

### FAMILIARIZE NEW OFFICERS WITH MTSU CAMPUS REC WEBSITE

- \_\_\_\_\_ Handbook (in Forms section)
  - Holds all necessary information about how to do things as an officer
  - Use this first if you have questions, then contact Sport Club staff
- \_\_\_\_\_ Forms → <https://www.mtsu.edu/camprec/clubs/forms.php>
  - Accident Incident Report, Budget Sheet, Community Service form, Fundraising form, Receipt Reimbursement, Reservations of Campus Rec facility, Travel itinerary and Travel roster, and visiting team waiver
- \_\_\_\_\_ Travel
  - Travel Itinerary and Roster due 1 week ahead of time. Drop off in Campus Rec office
    - Completely fill out and make sure everyone has their waiver completed
  - No travel between 12 midnight and 5 am
  - Have multiple drivers

- If you want to rent vehicles, discount with Avis if you tell them you are an MTSU Sport Club

\_\_\_\_\_ Practice & event schedules → due with budgets at the beginning of each semester

\_\_\_\_\_ Rec Portal (Roster Management)

- Make sure new officers are captains on Rec Portal team page
- As an officer you can view the entire club roster
- All members must be on the roster on the Rec Portal in order to practice and play (waivers must be completed)
- Show how to invite players to the team

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

\_\_\_\_\_ Fall & Spring officer trainings

- All officers (excluding Safety Officers) must attend each semester trainings

\_\_\_\_\_ Safety Officer trainings

- Each club needs two Safety Officers who are CPR/First Aid/AED certified

\_\_\_\_\_ Register on MyMT (Done early in following semester)

- <https://mtsu.campuslabs.com/engage/>
- Sign in with your Campus ID → Organizations → Search club name → Send request

### EXPLAIN THE BUDGET & FINANCIAL PROCESSES

\_\_\_\_\_ Budget requests

- Used to decide how much money to allocate to your club
- Use recent budget template (online)
- Done semesterly and due at the beginning of each semester
- Be extremely specific and list everything

\_\_\_\_\_ How the club can access funds

- Once item is purchased, submit receipts with reimbursement form
- Money will then be deposited from MTSU into club bank account

\_\_\_\_\_ Access and use of sport club bank account/signers change (Go to the branch to change signers)

### BRIEF NEW OFFICERS ON CLUB EQUIPMENT

\_\_\_\_\_ Storage locations

\_\_\_\_\_ Keys/combos/access

\_\_\_\_\_ University vs. personal equipment

### REVIEW SAFETY & RISK MANAGEMENT PROCEDURES

\_\_\_\_\_ Requirements for Safety Officer

- Currently CPR/First Aid certified
- Active member on club

\_\_\_\_\_ Role of the safety officer & emergency procedures

- Safety officer training power point includes all information for protocols and procedures

\_\_\_\_\_ Accident reports vs. Incident Reports

\_\_\_\_\_ Club First aid kit(s) location and usage

\_\_\_\_\_ CPR/AED/FA training (each club must have at least 2 safety officers)

- Highly encouraged if clubs have an "A" team and "B" team to have 3 safety officers per team