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
- Graduate Assistants for Competitive Sports
  - 615-898-5068
  - Mt.sportclubs@gmail.com
- Sports Club Office – MTSU Campus Rec // 615-898-2104 // 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