OFFICER TRANSITION GUIDE
Spring 2020 to Fall 2020

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

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
  - Graham Stallings and Eli Mallahan
  - 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)

 Follow MTSU Sports Clubs to stay updated and spread the word about your club:
- Instagram: @mtsusportclubs

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,
  Individual liability waiver 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 on IM Leagues
• No travel between 12 midnight and 5 am
• Have multiple drivers
• If you want to rent vehicles, deal with Avis if you tell them you are an MTSU Sport Club

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

IM Leagues (Roster Management)
• Make sure new officers are captains on IM Leagues
• As an officer you can view the entire club roster
• All members must be on the roster on IM Leagues 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
• Wednesday, August 26 → tentative date for Fall 2020 Officer Training

Safety Officer trainings
• Each club needs two Safety Officers who are CPR/First Aid/AED certified

Register on MyMT (Done early in following semester)
• 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