



## Club Committee – How to Handover

January 2019

This document will provide guidance on the process of handing over club committee roles from the outgoing (2019/20) to incoming (2020/21) club committee. The level of this handover is a critical indicator as to how your club will perform over the year(s) ahead.

### Key Documents

Documentation is a vital part of any handover process. These provide a paper trail of key information that can provide insight in the absence of the outgoing committee / individual.

Handover documents will vary from club-to-club and from position-to-position but it would be worth considering the following documentation, in addition to club-specifics.

Document / Information	Details
Job description(s)	This should underpin your handover, as it should include details of all tasks and responsibilities. Ensure it is up-to-date.
Log-in details	Ensure all log-in details are handed over – this may be to your club website, social media, governing body portal, etc. Take time to google your club, have you handed over access to everything?
EUSU checklist information	Hand over details of the key EUSU deadlines, as per the checklist.
SGB / NGB info and contacts	<b>Detail the relationship you have with your sport's governing body.</b>
Club budget	A club budget must be submitted in June to the Sports Union – ensure both incoming and outgoing Treasurers have input.
Bank a/c signatories	A critical pre-Summer task. Ensure bank account signatories are switched to the new committee – speak to Meg (Meg.Kemp@ed.ac.uk) if you need support with this process.
Outstanding debt	Debt rolls over from year-to-year, <b>even if a committee doesn't</b> – detail all outstanding debts that the club owe / are owed.
EUSU communication info	Pass on new committee details to the Sports Union, so they will receive key information regarding training, key dates, etc.
Live kit orders	Pass on details so there is an awareness of expected delivery dates, kit ordered and communication with PlayerLayer.
Social media / website	<b>Have a plan in place to support with keeping the club's website and social media up-to-date across the Summer.</b>



## In Person Handover

Before undertaking an in-person handover, it is important to decide (as a club committee) the exact date in which the incoming-committee takeover the running of the club. Officially, this should take place at the end of July however often happens sometime between the club's AGM and the summer break. **The more time given after the club's AGM, the more time for shadowing to take place and a more thorough handover.**

When looking at an in-person handover, it would be worth considering the following areas.

Area	Details
Committee meeting	Hold at least one committee meeting with both the incoming and outgoing committees present. This allows the incoming committee to better understand the key functions of a committee under the guidance of the outgoing committee.
Key introductions	Introduce your incoming committee to all key individuals. This could involve a tours of facilities, key club locations and the Sports Union Office. Face-to-face introductions are much more personal than e-mails or texts.
Individual shadowing	Provide opportunities for your incoming committee to shadow you within your role – what seems simple to you at the moment, may not be as simple to somebody new in the role.
Drivers and transport	Setup a meeting with Alex (alex.crespo@ed.ac.uk), at the Sports Union, <b>to look at the club's transport requirements for the year ahead and the number of drivers required.</b>

## Top Tips

- Pop into the Sports Union office (1<sup>st</sup> floor, 48 Pleasance) and introduce your new committee members to the staff team.
- The All Blacks' phrase is 'leave the jersey in a better place,' so make sure it's the same for your club – you have looked after it for a while, and improved it, so make sure your excellent work gets handed over in a thorough, but fitting, manner.
- You will have plenty of learnings from your time on the committee, so why not compile an 'even better if' document, detailing anything you might've done differently.
- Remain open-minded throughout, and always try to see the bigger picture. The excellent work you are doing to handover the club really will make a difference.