

For more information

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Athletic Union Council

Handover to a New Committee...

Why Organise a Handover?

Even the most vibrant and active club needs to work hard to ensure continuity from year to year. It would be a shame to let everything your club has achieved this year go to waste, so a good handover is important!

The transition between committees can cause loads of problems if not done properly so here are a few tips on what to include in a handover to ensure that your handover is a successful one.

- A formal record of all the club's activities should be kept in which all members could share documents on results, financial records, sponsorship, coaches, publicity articles, posters, details of sponsorship, intervarsity project plans etc. You can do this in a folder or more efficiently using Google docs or Dropbox. (All clubs now have a UCD Google e-mail account, so use it).
- An equipment log and keys to any lockers/storage cages should be handed over. It is important to ensure new committee members are registered with the Sports Centre reception on the "Locker Key Nomination Form" as keys will not be issued to members unless named on the form!
- Issue passwords, log in details etc. to all websites, Facebook, twitter accounts etc. So that new sites don't need to be set up. (**Note** that if a club already has a number of Facebook pages, these can be merged together by contacting Facebook. This will amalgamate all pictures, videos, likes/friends, news and results etc. of all the pages).
- If you require a new password for your ucd.ie club email please contact the UCD Sports Office, as ALL correspondence will be sent to this email!
- New committee contact details to be provided asap to the Sports Office so that all correspondence, forms, event information etc. is sent to the new committee.
- Minutes of all committee meetings and AGMs, which are kept by the Secretary.
- An annual report from each Officer, containing information gained from their year in office that would prove useful to subsequent officials.
- Bank Mandates. If you require a change of signatories, contact Suzanne in the Sports office who will assist you in this process.
- Highlight important competitions for the following year so that closing dates are not missed.
- Contact details for Coaches/Instructors, sponsors & equipment suppliers.
- Previous Grant Applications & Club Documents. Club documents required as part of the grant application process are now all available to see via SIS web for committee members listed as 'Membership managers'. You can request this through the sports office!
- Club Constitution. A copy of all constitutions is available in the Sports Office.

Other considerations:

Here are some other considerations to make your handover a smooth one!

- Elect your committee early to incorporate time for a handover.
- If you cannot elect a new committee for any reason write a summary of what you did and how you did it, with any relevant materials. Give this to the Sports Office who will pass it on to interested students that wish to re-start the club.
- Develop a portfolio on Google docs or Dropbox as this will be a useful tool during handovers.
- Work with the new committee while they are planning their activities for the next year. Help them develop the annual plan for the club.
- You can help save a great deal of time with tips on useful allies, companies, organisations and ways to get things done well and quickly. Pass on what you have learnt.
- Spend time working on the individual roles within the committee and discussing past projects. This should help prevent them from repeating some of the previous mistakes and encountering similar problems.

Remember UCD AUC is here to help! If you need any assistance with the initial handover or any issues throughout the year, please contact us.

Finally please ensure we are always updated on all your club achievements, results, representation & provide us with pictures, videos & news reports.