



Here are a few tips to ensure a smooth transition between committees:

- Elect your committee early and incorporate time for a handover.
- Ensure that your AGM is organised and conducted in accordance with your club constitution.
- Please advise Suzanne Bailey ([suzanne.bailey@ucd.ie](mailto:suzanne.bailey@ucd.ie)) of the date of your AGM. New committee members contact details must be sent to the Sports Office ([paula.cashman@ucd.ie](mailto:paula.cashman@ucd.ie)).
- Following a clubs AGM the committee member who manages the Collaborative Inbox should remove access from the outgoing committee and transfer management to the new-delegated manager of the Collaborative Inbox from the newly elected committee. Where this is not completed by the outgoing manager the club must contact Suzanne Bailey who can assist you in providing access to the new committee.
- A formal record of all the club activities should be kept in which all committee members can share documents on results, financial records, sponsorship information, coaching information, development plans, AGM reports, minutes of meetings, grant application uploads, club constitution, inventory etc.
- Access to any shared drive (set up for club use) by outgoing committee members must be discontinued for the outgoing committee, access and permissions to these shared drives should be given to newly elected committee members (new club committee decides who should have access). Before this is done please read the GDPR section below.
- An equipment inventory should be documented, signed and dated and handed over.
- Keys for club equipment should be handed over to the incoming committee. Locker Key Nomination Forms must be completed and handed in to UCD Sports Centre to ensure new committee members can access club lockers.
- Passwords and login details should be passed on to the relevant incoming committee members. It is good GDPR practice that these passwords are then changed by the new committee, e.g. email account, social media accounts etc.
- An annual report by each club officer should be given to each incoming club officer (e.g., outgoing treasurer to incoming treasurer). In particular please ensure that the outgoing Junior & Senior Treasurers complete reconciled accounts and provide them to the incoming Junior & Senior Treasurer with the corresponding bank statements.
- If you require a change of signatories on a bank mandate, please contact Suzanne Bailey in the Sports Office. Note that where the club has online banking the signatories will be changed to reflect the new mandate.
- Highlight important dates and events to the incoming committee e.g., Club Officer Training, submission dates for website and Sports Guide updates, registration date for the Sports Expo.
- Work with the new committee during the initial transition phase and pass on useful tips, knowledge and experience that you have gained.
- Share with the new committee the location on the UCD Sport website of [resources](#) to support the new committee e.g. AUC Club Operations Manual, Grant Forms, Coaching Contract templates, Vetting form, How to Guides etc.

## GDPR – How can your club comply.

- Ensure incoming committee members are aware of their [GDPR obligations](#).
- Update your clubs data audit, decide if you need to store the data, destroy data no longer required, restrict access to the data etc.
- Ensure that all outgoing committee members no longer have access to the personal data of club members.
- Ensure that an incoming committee member is given the responsibility of ensuring the club is GDPR compliant.
- Create a record, using a dedicated folder within your clubs @ucd.ie email account, of all initiatives and attempts to comply with GDPR.