

# Committee Handover Guide 2025

## New 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 of the date of your AGM. New committee member's details must be sent to Paula Cashman via the Committee Details [2025-26 Google Form](#).
  - Work with the new committee during the initial transition phase and pass on useful tips.
  - Inform the new committee of the contact details to the Sports Development team Suzanne (suzanne.bailey@ucd.ie), Paula (paula.cashman@ucd.ie) and Sinead (sinead.cryan@ucd.ie)
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## Inform Incoming Committee of Key Dates

- Friday April 25th is the deadline for [registering](#) for Sports Expo 2025.
  - April 25<sup>th</sup> is the deadline for [submitting](#) changes to your clubs information on the UCD Sport website and the UCD Sports Guide for 2024/25.
  - The Sports Expo will run from the 15<sup>th</sup> – 18<sup>th</sup> September 2025.
  - Inform the incoming committee of key dates to look out for such as, club officer training, grant application deadlines, training and development dates and deadlines etc. These dates will be emailed to clubs (using the clubname@ucd.ie email) before the start of the 2025-26 academic year; this information is also available on the [UCD Sport website](#).
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## Access

- Following a clubs AGM the committee member who manages the Collaborative Inbox (clubname@ucd.ie email) must 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. Further information in this regard can be found [here](#).
- 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.
- Passwords and login details for social media accounts etc. 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.

- 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.

## Records and Information

- 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, safety manuals, grant application uploads, club constitution, inventory etc.
- An equipment inventory should be documented, signed and dated and handed over.
- An annual report by each club officer should be given to each incoming club officer (e.g., outgoing treasurer to incoming treasurer).

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## Resources

- 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, Event Guide and Template etc.
- Direct new committee members to the [training and development section](#) on the UCD Sport website. Here they will find valuable online training opportunities such as; Club Officer Training, Safety Session, Google Groups Collaborative Inbox, UCD Dignity and Respect – a Guide for Sports Club Officers, PRO Training, Junior Treasurer Training, GDPR Training, course dates for Safeguarding and Emergency First Aid and links to an online Concussion Course. The updated versions of these documents will be available at the start of the 2025-26 academic year.

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## Communication from the AUC

- Inform the incoming committee that the AUC communicates with clubs regarding club matters via the weekly UCD Sport Bulletin and to the clubs official clubname@ucd.ie email address.
- For GDPR reasons the AUC does not respond to personal email accounts if there is a GDPR concern.

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## Finances

- 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.

- Incoming Junior and Senior Treasurers must receive club accounts and corresponding bank statements, ensuring reconciliation before assuming their roles.
- Experienced club members should share any grant application hints or tips with the Junior and Senior Treasurers, who typically complete the applications.

## **Events**

- All UCD sport clubs are asked to speak to the sport office staff before they confirm they can host any event or competition in the next academic year 2025/26. This is to ensure that we have the capacity to host the event. Please do not agree to host any event before contacting the sport office.
  - Incoming committee must be informed of any competitions/events that the club have committed to host/organise in 2025-26.
  - Booking for UCD Sport Facilities should be made as soon as possible. Hire agreements for non-UCD facilities should not be signed until they have been approved by Suzanne Bailey.
  - All events hosted/organised by a UCD club will require an event plan, email Paula Cashman for details.
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## **Communicate Role Requirements**

- Conduct a training needs analysis for coaches, leaders, children's officers, and relevant committee roles. Identify skill, knowledge, and qualification gaps. Assess if next year's personnel meet training requirements. Document required training and development and a plan to ensure these are undertaken.
  - If coaches/leaders are continuing in their roles with the club for the upcoming academic year you should email Paula Cashman to request an update on the status of their vetting and Safeguarding.
  - Where required, start the vetting process for your coaches/leaders/children's officers as soon as possible.
  - All coaches/leaders will be required to complete online coaching packs for the 2025-26 academic year. As part of this process they will be required to upload either a contract or a volunteer coaching agreement and a valid Safeguarding 1 certificate.
  - All committee members will be required to submit an online Code of Conduct For Sports Club Committee Members. Children's Officers will also be required to hold a valid Safeguarding 1 qualification.
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## **General Data Protection Regulation**

- Ensure incoming committee members are aware of their GDPR obligations.

- Update your club's 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 of all initiatives and attempts to comply with GDPR.

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