**Club Name University Hockey Club Handover Document**

Job Role :

Outgoing Ofice bearer: Incoming Office Bearer:

Highlight of Time in Post: Primary Focus for Time in Post:

Biggest Challenge of time in post:

**Job Description**

Review Job Specification prior to handover and update as applicable.

**Logins**

Instagram:

Facebook:

Twitter:

Core:

Dropbox:

Website:

(Change passwords at first login)

**Contacts**

Sports Union:

University Other:

District:

Umpire:

Scottish Hockey:

SSS:

BUCS:

Sponsors:

Other:

**Post Holder Actions**

**Pre-Summer:**

Handover meeting:

Incoming Committee Meeting:

Meet with SU Staff:

Update contact lists:

Scottish hockey Core, District, SSS

Scottish hockey registration (3rd Stage) invoice due

Review/Renew existing sponsorship

Kit & Equipment review

Discuss Fees

Review Accounts and Outstanding Debtors & Creditors

**Summer Break:**

Club Registration

League Registrations

Player Registration & Transfers

Book Training/match day slots

Organise sports fayre & freshers week activity

Promote Coach & umpire education courses

Set fees

**Start of Term:**

Freshers Fayre

Have a go

Trials & selection

Memership matriculation and registrations

Social media Promotion

BUCS bookings and transport.

**Term Time:**

**Weekly Actions**

**Monthly Actions**

**Other Key Actions**

When/Where etc

**Handover Notes:**

**Key Outstanding & Ongoing Actions:**

**1**

**2**

**3**

**Update Action Plan to reflect status at handover.**

**Signed Signed**

**Outgoing Office Bearer: Incoming Office Bearer:**

**Date: Date:**