UQ SPORT

UQ SPORTING CLUBS HANDOVER GUIDE

02/08/2024

Acknowledgement of Country

The University of Queensland (UQ) acknowledges the Traditional Owners and their custodianship of the lands on which we meet.

We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country.

We recognise their valuable contributions to Australian and global society.

Image: Digital reproduction of *A guidance through time* by Casey Coldwell and Kyra Manchtelow

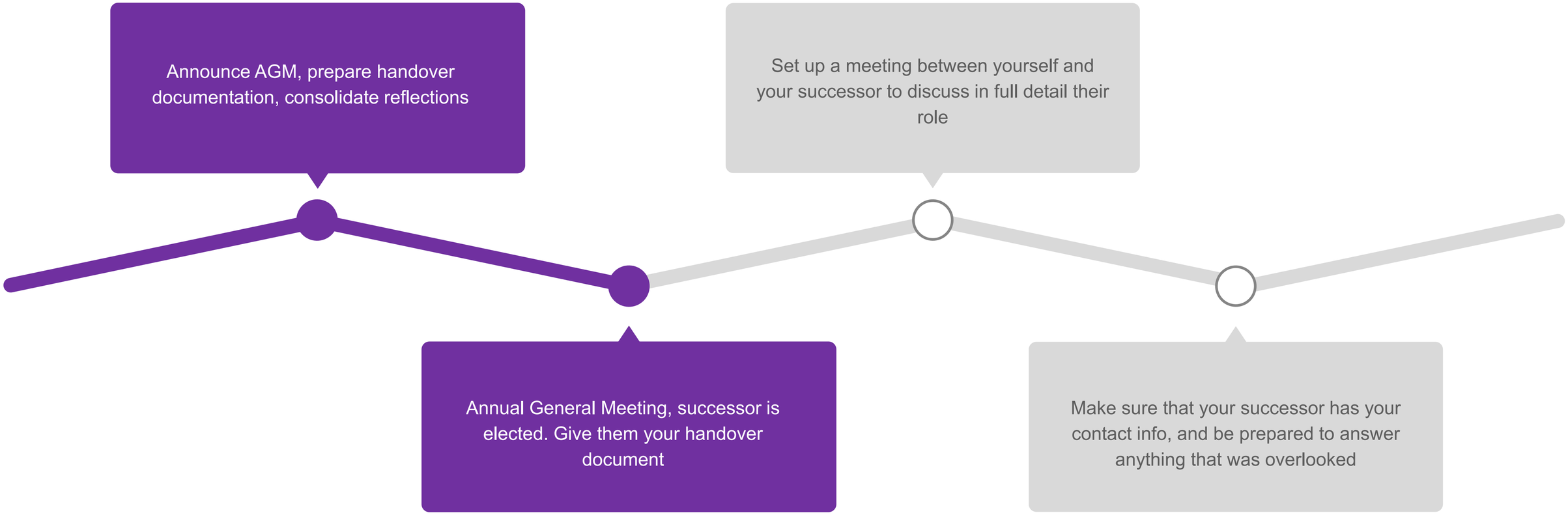
UQ SPORT

How to present a handover

A good handover is delivered through multiple mediums:

1. A document that contains all of the information that your successor requires, such as a role description, login details, helpful contacts
2. Through a face-to-face meeting directly with your successor where they can ask questions to clarify information and highlight things you may have overlooked
3. Continuing support / open contact for them to be able to ask questions that may arise only through completing the role

Example timeline for handovers



What information should you hand over?

- Role description - don’t assume they read anything you presented at AGM, make sure they know what their roles and responsibilities are
- Access - ensure that they are given access to all of the systems that they’ll need, such as: bank account, email accounts, Xero, social media accounts, storerooms, etc
- Contacts - who will they need to talk to, for what, and how can they reach them?
- Learnings - what strategies have worked well for you and your predecessors, what has been unsuccessful? How much should you budget for different event types? Are there any ‘would be nice’ events and/or initiatives that you did not have the chance to implement or run this year?

Role specific: President

- Ensure that they are provided with all of the key dates / time frames throughout the year for the club (big events, annual returns, AGM, any obligations to UQ Sport/other organisations, like financial reports, insurance renewals, field hire, any service agreements, club success stories, liquor license renewals or catering agreements)
- Ensure they are given a rundown of all of the executive team's roles and responsibilities to be able to effectively manage the team
- Provide a sense of the Club's history as well (when was it founded? are there any notable changes that have occurred? who are some good contacts from the past?)

Role specific: Secretary

- Make sure they know that they'll need to be very familiar with your club's constitution
- Provide information on keeping track of memberships
- Ensure that they are given information about executive and general meetings (frequency, notices, minuting, etc)

Role specific: Treasurer

- Present information on the current bookkeeping system
- Ensure that they know the requirements for EOFY (for C&S annual returns, any obligations if incorporated, non-profit status, etc)
- Present information regarding how to budget, and ideally give some context based on events that have already run (or where to find this)
- Provide information on producing invoices