

West Virginia University Club Sports

Officer Transition Checklist

WVU Campus Recreation Mission

WVU Campus Recreation aims to provide exceptional recreation, wellness, and education opportunities that meet the needs of West Virginia University and the surrounding community.

Officer Transition Checklist

This document is designed to guide WVU club sport officers as they begin the transition process. More information and guidance can be found in the [WVU Club Sports Handbook](#). The Club Sports Program suggests the following officer positions to be held: President, Vice President, and Treasurer. Individual clubs are required to designate positions and divide responsibilities of each officer. Club teams may elect to have additional officer positions as deemed necessary by the club's members or constitution.

Requirements of Club Officers

- **Hold New Officer Elections**
 - Login to [WVUEngage](#)
 - Visit WVUENGAGE Student Resource Guide
 - Select "[Creating an Organization Election](#)"
 - Note: Send all new officer contact information (name, position, email, phone number) to club.sports@mail.wvu.edu no later than May 1st for the following year.
- **Update Information & Re-Register Club on WVUEngage**
 - In the Spring Semester, register for a Re-Registration Workshop hosted by Student Engagement & Leadership
 - Once attended a Re-Registration Workshop, go to your organization's page on WVUEngage and click the blue "re-register" button
 - You will then need to update your organization's files i.e. officers and contact information, constitution, roster, etc. and explore the website as this will be the club's greatest resource.
- **Attend Monthly Officer Meetings**
 - Hosted by Competitive Sports Staff to relay pertinent information as well as tools and resources for clubs' success.
 - Coordinate with officers/members to ensure at least one representative is present at each meeting
- **Submit Tier System Requirements**
 - Each form has a corresponding deadline in accordance with your club's activity, engagement, or request proposal. Please visit the [Club Sports Website](#) for more specific information regarding each.
 - Budget Proposal Form, Presentations, and all Tier System Requirements (see Club Sports Handbook) are due each spring to determine the budget allocation for the following academic year and should be submitted in coordination with the Club Treasurer.

Conversation Starters

- Who is our club liaison? Advisor? Coach?
 - What can they do for us?
 - How can they help us?
 - How often do we talk with our club's advisor or coach?
 - Do we need a new club advisor or coach? If so, reach out to your liaison.
- What do the club finances look like?

- Off-campus bank account
 - Is one set up?
 - Does information need to be transferred? If so, call bank and ask how this needs to be done
 - Know the amount in your off-campus bank account
- How have we tracked money historically?
- Do you have a welcome week activity planned?
 - Do you plan on attending the Club Sports Fair?
 - Do you plan on attending the Student Organization Fair?
- Do you need facility space for tryouts?
 - Do you know how to request facility space?
 - Do you have any meetings planned?
 - Did you know you can reserve rooms in the SRC through your liaison?
- Is the roster up to date?
 - Has everyone on the roster submitted a Consent Form?
 - How to submit Consent Forms:
 1. Go to WVUGO
 2. Click programs, Club Sports, your semester, the sport you are filling out for (ex. Archery)
 3. Once you have selected your sport, Click register and fill out signature and emergency contact
 4. Select “Checkout” to finish the process
- Do you have an equipment checklist (to track possessions)?
 - Where is your equipment stored?
 - Do you need to transfer equipment?
 - Do we have deals and/or vendor contracts with specific companies?
 - Has this logo/design already been approved?
- Have you planned your community service? What community service has your club completed previously?
 - How do you plan to reach 8 hours each semester?
 - What about fundraising?
- Do you know what forms must be completed and by what deadline?
- What changes need to be made to the club constitution?
 - Where is it located?
 - What are the roles/responsibilities for *our* officers besides President/Vice President, and are they written in the Bylaws/Constitution? Do we need additional officer positions?
- Where do you store club receipts, files, and documents? Is there any login information needed to be transferred?
 - What about social media?
 - Google Drives? Emails?
- When do we usually have practices? Do we need to re-evaluate this time?
- Who decides our competition schedule? How far in advance are games planned? Do we have our home and away schedule for next year?
- Do we have contact information for officers from other universities? For games/scrimmages or as a resource in general?
 - Is there a Facebook, Group/GroupMe/Email chain we need to be added to?
- Are there special deadlines for the National Governing Body/ or Collegiate Association we need to be mindful of?
 - Who are the contacts for the National Governing Body/Collegiate Association?
- What worked well this year and what didn't? What changes would you like to see?
- What goals do you have as a team? Group? Individually? (these goals can be shared with Club Sports)
 - What are you trying to accomplish?
 - How many members do you want on the team?
 - Do you have performance goals?
 - Where do you see our club in the Fall? Spring?
 - What does the process look like to achieve these goals?

For questions or more information, please contact: club.sports@mail.wvu.edu.