**Handover Document [to be completed by the outgoing committee]**

***Please give an overview of the past academic year in relation to your club. This can include what went well; things which you feel need improving and things which did not go so well.***

***From the point of election, the newly elected committee members should shadow the outgoing committee where their position is handed over and they are introduced to the Opportunities Team and the systems in place. The incoming committee officially takes office at the start of the 3rd Term i.e. 24th April 2016***

**Please note that failure to complete the review to a good standard, could result in the outgoing Committee’s HEAR statements not reflecting the positions held.**

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| ***Topics for consideration*** | ***Review (Complete each area in minimum of 150 words)*** |
| ***Membership Retention i.e. active members*** |  |
| ***Performance | Achievements | Successes*** |  |
| ***Participation | Social Activities*** |  |
| ***Communication with Membership*** |  |
| ***Finances*** |  |
| ***Membership Fees*** |  |
| ***Areas of Development*** |  |

***Qualified club members - Consult with members & list those already qualified***

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| --- | --- | --- | --- |
| ***Coaching & Officiating Qualifications*** | | | |
| ***Full Name*** | ***UWE ID*** | ***Qualification Name*** | ***Qualification Date*** |
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| ***First Aiders*** | | | |
| ***Full Name*** | ***UWE ID*** | ***Qualification Name*** | ***Qualification Date*** |
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|  |  |  |  |
| ***Vehicle Qualifications*** | | | |
| ***Full Name*** | ***UWE ID*** | ***Qualification Name*** | ***Qualification Date*** |
|  |  |  |  |
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|  |  |  |  |
| ***Safety Qualifications*** | | | |
| ***Full Name*** | ***UWE ID*** | ***Qualification Name*** | ***Qualification Date*** |
|  |  |  |  |
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**Handover Information Checklist:**

* **Useful Contacts**
* **Officials details**
* **Minutes of previous committee meetings**

***To be completed by The Students’ Union Opportunities Department & Centre for Sport teams***

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| --- | --- |
| ***Topics for consideration*** | ***Review*** |
| ***Membership*** |  |
| ***Membership Fees*** | * ***Fees for 2014 / 2015?*** |
| ***Finance (To include current balance of club account)*** | * ***Current Balance? £ Cr/Dr*** |
| ***Attendance at Sports Committee | Club Committee Meetings*** | * ***November 2014*** * ***January 2015*** * ***March 2015*** |
| ***Attendance at Committee Training*** | * ***President*** * ***Vice President*** * ***Treasurer*** * ***Participation & Equality Officer*** * ***Equipment & Safety Officer*** * ***Media & Publicity Officer (optional)*** * ***Events & Fundraising Officer (optional)*** |
| ***Communication with SU*** |  |
| ***Communication with Membership*** |  |
| ***Participation & Equality*** | * ***Membership Nos 2014 / 2015?*** |
| ***Events & Fundraising*** |  |
| ***Areas of Development*** |  |