

# Chair handover checklist

Work through every line with the incoming and outgoing officer together. Tick, date, and keep a copy with the club records.

Free template from SportsHQ ([www.sportshq.app](http://www.sportshq.app)). Adapt freely; check your own constitution and governing body rules where flagged.

## The people map

- ☐ Every committee role, who holds it, and how long they intend to stay
- ☐ Volunteers outside the committee the club quietly depends on
- ☐ Any live disputes or sensitive situations, with history
- ☐ Succession candidates and what they need to step up

## Commitments

- ☐ Promises made to members, funders, council or governing body
- ☐ Live projects with their owners and states
- ☐ Grant conditions the club is currently bound by

## Relationships

- ☐ Governing body, council and landlord contacts with context
- ☐ Neighbouring clubs and shared-facility arrangements
- ☐ Sponsors and what was agreed with each

## Rhythm

- ☐ Meeting cycle and how the agenda gets built
- ☐ The club's annual calendar as the chair sees it
- ☐ Where the constitution constrains what the chair can decide alone

## Sign-off

Outgoing officer, name and date: \_\_\_\_\_

Incoming officer, name and date: \_\_\_\_\_