

Secretary 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). Adapt freely; check your own constitution and governing body rules where flagged.

Access

- ☐ Club email account credentials transferred
- ☐ Document storage access with edit rights
- ☐ Membership system access at secretary level
- ☐ Website or social media admin access held by the secretary

Documents

- ☐ Constitution, current version, and where amendments are recorded
- ☐ Minutes archive for at least the last three years
- ☐ Insurance policy documents and renewal date
- ☐ Affiliation confirmations and the governing body contact

Calendar

- ☐ Every fixed deadline: affiliation, insurance, returns, AGM notice period
- ☐ Committee meeting rhythm and how meetings are called
- ☐ Booking or fixture deadlines the secretary owns

People

- ☐ Governing body and regional association contacts
- ☐ Council or facility landlord contacts
- ☐ Who holds every other credential the club depends on

Sign-off

Outgoing officer, name and date: _____

Incoming officer, name and date: _____