

Volunteer coordinator 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.

The system

- ☐ Rota tool or spreadsheet access with full rights
- ☐ The complete duty map: every recurring duty, slot count and qualification
- ☐ How swaps work, as actually practised

The people

- ☐ Volunteer list with skills, qualifications and preferences
- ☐ Who is overloaded and who has quietly stepped back
- ☐ New members who said yes to helping and have not yet been asked

The record

- ☐ Who did what this season, for the fairness picture
- ☐ No-show history and how it has been handled
- ☐ Duties that regularly go unfilled, with the honest reason

The calendar

- ☐ When next season's rota needs building
- ☐ Events needing extra volunteer surges, with dates
- ☐ Recognition moments: end of season, AGM thanks, awards

Sign-off

Outgoing officer, name and date: _____

Incoming officer, name and date: _____