

MANLY EAGLES BASEBALL CLUB

Social Media Administrator Handover Checklist

Secure transfer of Club accounts, content and operational knowledge • 2026 review

Purpose

Complete this checklist whenever a Social Media Administrator, Communications Coordinator, Website Administrator or other person with privileged access to an MEBC digital platform changes or leaves their role. It supports continuity, protects personal information and ensures Club-owned assets remain under authorised Club control.

Outgoing administrator

Name:

Role

—

Incoming administrator

Name:

Committee representative

Name / role:

Handover date

___ / ___ / ____

Access removal due

___ / ___ / ____ at ____

Security rule

Do not write passwords, recovery codes or authentication secrets in this checklist. Transfer credentials only through the Club-approved password manager or another secure method authorised by the Board.

1. Account inventory and ownership

Item	Done	Notes / owner
Facebook Page / Meta Business Portfolio	☐	
Instagram account	☐	
YouTube channel	☐	
Website content management system	☐	
Domain registrar and DNS	☐	
Club email / shared mailbox	☐	
Email marketing platform	☐	
Online store or payment-linked service	☐	
Cloud storage / shared drive	☐	
Design, scheduling or analytics tools	☐	
Livestream platform	☐	
Other Club digital account or service	☐	

Other platform(s): _____

Digital Asset Register updated by: _____

Register update date: _____

2. Ownership and administrator controls

Item	Done	Notes / owner
Each account is registered to a Club-controlled email address	☐	
At least two current authorised Club administrators are recorded	☐	
Business ownership / page ownership is confirmed as MEBC-controlled	☐	
Billing profile and subscriptions are identified and transferred	☐	
Connected apps, integrations and API access have been reviewed	☐	
Former staff, volunteers, agencies and third parties are identified	☐	

Item	Done	Notes / owner
Platform support cases, restrictions or verification issues are documented	☐	

3. Recovery and multi-factor authentication

Item	Done	Notes / owner
Recovery email addresses are Club-controlled and current	☐	
Recovery mobile numbers are Club-controlled or formally assigned	☐	
Multi-factor authentication is enabled wherever available	☐	
MFA method and device custodian are recorded securely	☐	
Backup recovery codes are refreshed and stored securely	☐	
Personal recovery details of the outgoing administrator are removed	☐	
Emergency access / account recovery process has been tested or confirmed	☐	

Preferred controls

Use individual administrator accounts, strong unique passwords and multi-factor authentication. Avoid shared personal logins. Where a shared credential cannot yet be avoided, document the exception and change it at handover.

4. Credential transfer and access review

Item	Done	Notes / owner
Credentials transferred through the approved secure method	☐	
Password manager records are current and assigned to the correct people	☐	
Shared or exposed passwords changed	☐	
Incoming administrator has successfully signed in	☐	
Role permissions follow least-access principles	☐	
Third-party and agency access has an owner, purpose and review date	☐	
Sessions on former or personal devices have been signed out	☐	
Security alerts and login history reviewed for unusual activity	☐	

Approved transfer method used: _____

Person completing access review: _____

Review date: _____

5. Content, records and intellectual property

Item	Done	Notes / owner
Photo library and original image files transferred	☐	
Video and livestream files transferred	☐	
Sponsor logos and current brand files transferred	☐	
Graphic templates and editable source files transferred	☐	
Marketing collateral and campaign files transferred	☐	
Historical posts, archives and analytics reports transferred	☐	
Content calendar, drafts and scheduled posts transferred	☐	
Image permissions, consent records and licences transferred	☐	

Item	Done	Notes / owner
Copyright, music, font or stock-asset restrictions documented	☐	
Member enquiries, complaints and moderation records transferred securely	☐	

Authorised Club storage location:

Archive owner: _____

Retention / deletion issues requiring action:

6. Operational handover

Current posting schedule and approval workflow:

Upcoming announcements and deadlines:

Scheduled posts and campaigns:

Sponsor deliverables and approval requirements:

Upcoming games, events and registration campaigns:

Regular reports, analytics and performance measures:

Known audience sensitivities or moderation issues:

Unfinished work, dependencies and priority actions:

7. Key contacts

Board / approver	Name / contact: secretary@manlyeaglesbaseball.com.au _____ _____
Privacy contact	Name / contact: _____
Member Protection / child safety	Name / contact: _____
Team and coach contacts	Location of current list: _____
Sponsors	Location of current list: _____
Photographers / media	Location of current list: _____
Website / IT support	Name / contact: _____
Platform / agency support	Name / contact: _____

8. Knowledge-transfer discussion

Content that performs well and why:

Content that should be avoided or improved:

Effective posting frequency and timing:

Successful engagement and moderation practices:

Recurring technical or operational issues:

Undocumented sponsor expectations or relationships:

Important community relationships to maintain:

Knowledge not recorded elsewhere:

9. Committee verification questions

Item	Done	Notes / owner
Are there Club accounts, pages, groups, services or subscriptions not listed above?	☐	
Were any personal email addresses or phone numbers used for recovery?	☐	
Do personal devices or accounts hold Club content or personal information?	☐	
Does any third party retain access, content or credentials?	☐	
Are there unpublished drafts, scheduled posts or sponsor commitments?	☐	
Are there unresolved copyright, image-consent or licensing concerns?	☐	
Are there platform warnings, restrictions or security alerts?	☐	
Are there unresolved complaints, safeguarding or privacy matters?	☐	
Has any suspected unauthorised access or data breach been reported promptly?	☐	
Is any critical knowledge held only by the outgoing administrator?	☐	

10. Final removal and security check

Action	Done	Notes / owner
Outgoing administrator removed from all platform roles	☐	
Personal email addresses and mobile numbers removed from recovery settings	☐	
Passwords changed where needed	☐	
MFA ownership and backup methods updated	☐	
Personal and former devices signed out / sessions revoked	☐	
Third-party access removed or re-authorised	☐	
Club content transferred and unauthorised personal copies deleted	☐	
Scheduled posts and automation permissions reviewed	☐	
Digital Asset Register updated	☐	
Committee representative completed a final access test	☐	

Suspected breach or missing access

If credentials, personal information or account control may be compromised, notify the President and Privacy contact immediately. Preserve relevant records and follow MEBC's incident process; do not conceal, investigate publicly or delete evidence.

Completed by: _____

Completion date and time: _____

Outstanding action(s), owner and due date:

11. Declaration and acceptance

I confirm that, to the best of my knowledge, all Club-owned digital accounts, access methods, recovery arrangements, content, records and relevant operational information have been disclosed and transferred through authorised methods. I have not retained unauthorised access or uncontrolled copies of Club information following completion of this handover.

Outgoing administrator

Name: _____ Signature: _____
Date: _____

Incoming administrator

Name: _____ Signature: _____
Date: _____

Committee representative

Name: _____ Signature: _____

Date: _____**Recordkeeping**

Store the completed checklist in the restricted Club governance location. Do not attach or embed passwords, recovery codes, identity documents or unnecessary personal information.

Approval and amendment history

Version	Review date	Effective date	Summary
1.0	13/08/26	13/08/26	Updated and reformatted administrator handover checklist.

Related documents: MEBC Social Media Policy; Information Privacy Policy; Volunteer Policy; Member Protection Policy; Digital Asset Register; incident and data-breach procedures.