SPORT CLUBS
FALL TRAINING

Culture of Accountability, Commitment, Community, Growth, & Fun.
WELCOME BACK!

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SPORT CLUBS OFFICE
ERC LEVEL 0, RM#0121
STUDENT LEADERSHIP TEAM

Program Assistant
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Senior Supervisors
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Julz Harvey

Supervisors
Camille Veselka
Natalie Lambert
Avery Reneau
Nick Heath
Julie Johnson
Val Keefer
Ryan Ernandis
Saad Qureshi
Charles Howell
SPORT CLUBS CULTURE

- Accountability
- Commitment
- Community
- Growth
- Fun
PROGRAM UPDATES
OPEN ENROLLMENT POLICY

- The open enrollment period for each semester is: FALL: September 1 - October 1, 2016 and SPRING: January 30 – March 1, 2017

- Prospective members may join at another time throughout the year, but must do so by coming to the Sport Clubs Office located on Level 0 of the Eppley Recreation Center, Room 0121. After completing all the requirements, the student will be given an Add Slip to be presented to a club officer at practice. New members who join outside the open enrollment period will not be able to travel with the club for 3 weeks.

- New members should not just show-up to a club practice to join the club outside the open enrollment period. They MUST come to the Sport Clubs Office first!
JOINING A CLUB — WALK THROUGH

- On Campus Internet Connection or VPN
- Join Online
  - Click club name on website directory
  - Load previous profile (if returning member or started with online waiver)
  - Complete required information
- Submit a ON-LINE Waiver
  - Auto re-direct after joining club online
    - Must verify email address from email account provided
    - Members under the age of 18 must complete a paper waiver.
    - May start with online waiver form (using computer, smartphone or tablet)
      - Use for off-campus or outdoor locations: No VPN required
      - ter.ps/scwaiver
  - Alumni
    - Proof of alumni membership must be submitted
ACCIDENT REPORTS & EMERGENCY CONTACT REQUIREMENTS

- If you call EMS, for any reason, you MUST contact the professional staff immediately.

- No matter what time or what day…..
HOTEL BOOKINGS

- Using a personal credit card and then having the club reimburse the individual using funds from their club checking account.
  - Be sure to include hotel details in your Travel Report. There are no additional steps.

- Clubs cannot use SGA Funds to pay for lodging. To use RecWell Funds follow these steps and policies:

  - Always complete a Hotel Booking Request Form
    - DO NOT complete the reservation! The reservation will be made by RecWell.
    - We will either book on-line OR we can go through our travel agent
    - Be sure to include hotel details in your Travel Report.
    - We will book your hotel rooms with two people per room. Some hotels will charge an extra fee for additional guests. That fee will be added on check-in and is the responsibility of the club. You are not allowed to use RecWell Funds for extra guest fees. Use a personal credit card and reimburse that person with funds from your Club Checking Account.
STUDENT ORGANIZATION RESOURCE CENTER (SORC)

- The SORC in the STAMP has been newly renovated!
- Resource Center
  - Free printing and copying
  - Must have up-to-date OrgSync profile!!
- Reserve Meeting Spaces
  - Terrapods (Small Meeting Rooms)
    - 4-8 People
    - Available for meetings and 2-week long work spaces
  - Large Meeting Rooms
    - 8-15 People
  - Open Meeting Areas
- Storage Lockers
SPORT CLUBS HANDBOOK AND FORMS UPDATE
SPORT CLUBS ASSEMBLY (SCA)

- (1) officer from each club (SAME each month)
- Liaisons between RecWell and club members
- Attend monthly meetings (60min)
  - 3 Fall meetings, 4 Spring meetings
- Meetings will include
  - Club updates
  - Program updates
  - Club development
Points System

- Summary
  - Developmental Opportunities
  - Dues Charged per Active Member
  - Bonus Points
    - Twitter
    - Maryland Day
    - Stand Up Bystander Intervention

- Changes/Tweeks
  - Fan Support: Picture Evidence
  - Award Nominations
FACILITY USE POLICIES & BEST PRACTICES

- Please be sure to review the Facility Use Policies & Best Practices document

- RecWell Turf
  - 3 gates must be unlocked at all times. The gates don’t need to be open, but they need to be unlocked.
  - Be sure to lock ALL the gates at the end of your practice/event.
SAFETY OFFICERS

- Each club must have at least 3 safety officers
- Each club activity must have at least 2 safety officers on-site
- Annual Refresh Required
- Outside Certification
  - American Red Cross CPR/AED for the Professional Rescuer
  - American Heart Association HealthCare Provider CPR/AED
  - Any Lifeguard or EMT certification
- Send us your certificate
- Safety Officer Online Training & Test (SEPARATE from CPR)
VIOLATIONS/SANCTIONS

- **Violations:**
  - Activity Reports
  - Sport Club Assembly
  - Travel
  - Spot Check
  - Home Events

- **Sanctions:**
  - Fines
  - Cancelled or delayed practices/events/trips
  - Probation
  - Suspension
UNIVERSITY AND RECWELL CONDUCT POLICIES

- Alcohol
  - Prohibited at all Sport Club activity including but not limited to practices, events, travel, fundraisers, community service

- Sport Club Code of Conduct

- University Policy

- Alcohol use amongst club members @ non-sport club activities
  - Look out for your friends
UNIVERSITY AND RECWELL CONDUCT POLICIES

“Hazing is strictly prohibited at the University of Maryland and is considered a fundamental violation of human dignity”

- Against the law in Maryland
- Do not fear reporting
  - more severe consequences for hiding it
- Formal investigation with Office of Student Conduct
UNIVERSITY AND RECWELL CONDUCT POLICIES

- Sexual Misconduct (includes, but not limited to assault, harassment, physical and emotional)

- Report any sexual misconduct, form of harassment and/or discrimination to the UMD Office of Civil Rights & Sexual Misconduct
  - **Phone:** 301-405-1142
  - **Email:** titleixcoordinator@umd.edu
  - **Online:** www.umd.edu/Sexual_Misconduct

- Formal investigation
MID TRAINING CHECK IN-QUESTIONS, COMMENTS, CONCERNS?
REMINDERS & RESOURCES
# Sport Clubs Website

- **Home (About)**
- Club Directory
- FAQs
- Officer Resources
  - Handbook
  - Important Program Dates
- Forms
- Online Training & Resources
- Practice & Event Schedules
- Virtual EMS
- Visiting Teams
Virtual EMS enables users to browse reservations in RecWell facilities. By using the filter feature:
- Clubs can see what’s available to make additional reservations
- Fans can see when their team is playing next at home
- Perspective club members can look up practice schedules

DO NOT request an account! You can browse reservations without an account.
- Home Event Management
- Purchase Request
- Facility Request
- Vehicle Request
- Hotel Booking Request
- Flight Request
- Driver Form
- Class Notification Requests
- Nationals/Out of Region Request
- Sport Club Help Funds Application
- Coach/Instructor Agreement
- Schedule & Inventory Templates
- Accident & Incident Reports
ONLINE RESOURCES

- Safety Officer Resources (Refresh Materials)
- Safety Officer Online Training
- In Region Travel Map
- Sample Invoice/W9
- New Officer Transition Checklist
- Officer Expectations
- Marketing & Promotions Guide
- Fundraising Guide
- Facility Use Policies & Best Practices
- Point System Handout
Welcome
University Recreation & Wellness (RecWell) would like to welcome you to College Park, Maryland! We have designed this visiting team guide to provide you with useful information about our facilities and the area. We hope it proves useful in planning your trip to College Park and the University of Maryland.

Welcome
RecWell Contacts
Club Contacts
Important Policies
Interactive Map & Area Amenities
Driving Directions
Facilities
Accidents, Injuries & Emergencies
Local Hospitals & Medical Centers
Local Attractions
Important Links
GO PRO CHECKOUT

- HERO 3+ Black Edition
- Perfect for capturing game film or creating marketing videos
- Chest Harness & Head Strap Mount
- Adhesive mounts can be purchased from many retail stores.
- 7 day checkout period
SPORT CLUB HELP FUNDS

- Once per semester
- Clubs may apply for funds to cover expenses not approved through the normal budget process allocation process, or for expenses related to last minute opportunities or needs.

- Fall Application Deadline
  - Sunday, September 25, 2016

- Clubs may NOT apply for:
  - Out of Region & Nationals Travel Expenses
  - Food, Gas Reimbursement & Personal Items
TIMELINES

Home Events

- For large events, meet with the facility manager 3-4 weeks in advance
- Facility cancelation deadline 2 weeks before event
- Event Management Forms due the Sunday before the event
- Home event email received from the Sport Club Office on the Friday before the event

Travel

- Weekend Before
  - Check Rosters & Authorized Drivers
- Monday @ 4pm
  - Driver Forms Due
  - Vehicle Requests Due
- Tuesday @ 11:59pm
  - Travel Reports Due
- Wednesday, 3-4pm
  - Travel Meetings

ACTIVITY REPORTS: Due every Sunday (regardless of activity!)
UMD Sport Clubs on Social Media

Facebook

"like" us on

Twitter

Follow us on
OFFICER CHECK-IN MEETINGS
SEPT 19-30 & NOV 7-18

- Each club will meet with Kurt & Rainer for 30 minutes.
- Have an Officer Meeting before you meet with us to discuss your goals for the year and to complete the Goals Worksheet. Consider:
  - Competitive Goals
  - Organizational/Management Goals
  - Fundraising
  - Community Service
UPCOMING IMPORTANT DATES

Thursday, Sept-1
First Day of Fall Practices

Tuesday, September 7th
Kollegetown & Concussion Education (Option 1 of 2) 5pm-6:30pm SPH 1312
Coaches Meeting (Option 1 of 2) 7:30pm-8:30pm: Sport Clubs Office

Wednesday, September 8th
Kollegetown & Concussion Education (Option 2 of 2) 5pm-6:30pm SPH 1312
Coaches Meeting (Option 2 of 2) 7:30pm-8:30pm: Sport Clubs Office

Sunday, September 4th
First Fall Activity Report Due

Wednesday, September 14th
First Look Fair 10am-3pm: McKeldin Mall

Thursday, September 15th
First Look Fair 9am-2pm: McKeldin Mall

Sunday, September 25th
Sport Clubs Help Funds Application Deadline

September 19th - 30th
Officer Check-In Meetings
FIRST AID KITS & LAUNDRY BAGS
QUESTIONS, COMMENTS, CONCERNS?