UMD SPORT CLUBS

NEW OFFICER TRAINING
INTRODUCTIONS

Kurt Klier
Assistant Director
301-226-5681

Rainer Tandaju
Coordinator
301-226-5715

Sport Clubs Office: Room 0121 in the ERC

All club matters are channeled through the Sport Club professional staff who control the dispersal of funds, scheduling of facility space, safety & risk management, travel coordination, development of leadership opportunities, and act as advisors in all club matters.
TODAY- 3 TRAINING TAKEAWAYS

• Learn University Recreation & Wellness Sport Club policies & procedures

• Learn to navigate Sport Tool 2.0 and the Sport Clubs website

• Possess the tools for an effective officer transition
UNIVERSITY RECREATION & WELLNESS

Mission:
• To enrich the educational experience and encourage personal growth by inspiring the university community to be active and live well.

Pillars
• Quality Programs, Facilities & Services, Wellness, Capacity for Success, Student Development & Personal Growth, and Inclusive Environment

University Recreation & Wellness is RecWell
PROGRAM PHILOSOPHY

• Maryland Sport Clubs is a part of University Recreation & Wellness

• Benefits
  – Develop new friendships and relationships
  – Learn a new sport and participate in physical activity
  – Improve on existing sport skills
  – Be part of a community: develop a social network outside of sports, through participation in club related activities such as fundraisers, community service, and socials
  – Develop leadership skills and grow personally and professionally outside the classroom
  – Build regular physical activity into your busy schedule

• Success of the program depends on the student leaders of the individual clubs.

• Culture of accountability, commitment, community, growth, and fun.
OFFICER RESPONSIBILITIES & EXPECTATIONS

- Safety & Risk Management

- Administration & Management
  - Membership & Roster
  - Fiscal Responsibility
  - Planning
  - Travel & Home Events
  - Facility Needs

- Leadership
  - Goal Setting
  - Communication
  - Community Building
  - Inclusivity
  - Personal & Group Development
  - Delegation
  - Sportsmanship
OFFICER TRANSITIONS

Start fall with seasoned officers

Hold elections in December

Old officers become advisors, new officers take office

Incoming officers learn their jobs through the spring

Finish out spring semester with well trained officers!!
OFFICER ROLES

President
- Provide direction for club
- Delegate responsibilities to other officers
- Maintain communication with RecWell

Treasurer
- Maintain budget
- Complete purchase requests
- Collect dues & make payments
- Annual budget request

Others
- Complete weekly activity reports
- Schedule competitions with other clubs
- Act as liaison between club and governing body
- Travel, fundraising, alumni relations, marketing/recruitment
COACHES – VOLUNTEER POSITION

• If desired, it is the club's responsibility to secure the services of a coach/instructor
• Must be approved by the Assistant Director-Sport Clubs.
• Must complete a Coaches/Instructors Agreement and Application Form and attend a meeting at the beginning of each year.
• Coach responsibilities:
  – Add themselves on sport tool
  – Teach and coach in practice and competition
  – They Do NOT participate in club management (complete your paperwork/administrative requirements)
• The student officers serve as the liaison between the club and RecWell – not the coach/instructor.
SPORT CLUBS ASSEMBLY

• (1) officer from each club Liaisons between RecWell and club members

• Attend monthly meetings (60min)
  – 4 Spring meetings
  – Must be the same officer each month (semester)

• Meetings will include
  – Club updates
  – Program updates
  – Club development
MAKE SURE TO UPDATE THE PRESIDENT, TREASURER AND ROSTER INFORMATION!!
SPORT CLUBS WEBSITE - OVERVIEW

• Club Directory & Sport Tool
• Officer Resources
  – Handbook
  – Important Program Dates
  – Forms
  – Online Training & Resources
• Practice & Event Schedules
  – Virtual EMS
• Visiting Teams
THE HANDBOOK

READ IT Online!

Safety & Risk Management

Home Events & Travel

Conduct & University Policies

Refer to the handbook throughout the semester!
SPORT TOOL & ROSTER MANAGEMENT

- Tutorial
  - Roster
  - Budget
  - Activity & Travel Reports

Off Campus Access
RELEASE AND INFORMED CONSENT FORM & CODE OF CONDUCT

- ON-LINE: Informed Consent & Release of Liability
- If under 18 or during CLOSED enrollment, use paper copy
- Make sure everyone in your club knows the code of conduct
  - No Hazing, Harassment, Drugs & Alcohol
  - Representative of the University
- After March 1st MUST sign up at the Sport Clubs Office, 0121 ERC
ONLINE FORMS

• Home Event Management
• Purchase Request
• Facility Request
• Vehicle 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
ADDITIONAL RESOURCES

• Visiting Team Guide
• Facility Use Policies & Best Practices
• Fundraising Guide
• Marketing & Promotions Guide
• Go Pro Checkout
SPORT CLUB SUPERVISORS

• Agents of the Sport Club Program
• Provide Support, Enforce Policy & Enhance the Program
  – Practice Spot Checks
    • Safety Officers present
    • First Aid Kit present
    • Radio present (if applicable)
    • Roster check
  – Home Events
    • EMT/AT present (if applicable)
    • Safety Officers & First Aid Kit present
    • Unless otherwise specified, they will deliver your equipment
  – Travel Audits
    • Travel Report accuracy
  – Enhance Sport Club Program
    • Sport Club Assembly
    • Social Media, Communication & Marketing
    • Community Development & Resources
Injuries will occur

- Waivers & Code of Conduct
- Driver Forms
- Safety Officers
- First Aid Kits
- Accident Reports
- Medical Exams and Insurance
- Emergency Procedures
- Universal Precautions & Bio Hazard Waste
- Concussion Management
- Spot Checks & Risk Audits
- Activity & Travel Reports
DRIVER FORMS

• REQUIRED to drive
• Must turn in by the Monday before the trip at 4pm
• Attach a copy of the drivers license (can be electronic)
• Initial, don’t check!
• Form available online
SAFETY OFFICERS

First Aid, CPR & AED Certification

Online Training & Test

redcross.org/getcertificate
SAFETY OFFICERS

- Each club must have at least 3 safety officers
- Each club activity must have at least 2 safety officers on-site

Certifications
  - RecWell will pay for the certifications/year
    - 75 no show fee
  - Blended learning
  - Start of each semester
  - Renewed YEARLY, unless you test out. And then, every 2 years.
  - Refresh

- Listed on the roster in Sport Tool
FIRST AID KITS

• MUST be at every practice & event

• During the year, if a club uses supplies from their kit and the kit needs to be restocked they will bring the kit to the Sport Clubs Office to get restocked. It is the clubs responsibility to keep a stocked first aid kit.

• If the kit is lost, damaged, or not returned, the club will be charged $150 for the kit. The kit will be considered lost if it is not returned following the proper timeline outlined Sport Clubs Staff.

• Must return to the SC Office by May 19, 2017
ACCIDENT REPORTS

Why are accident reports important?
• To keep students/participants safe
• To protect the university from lawsuits
• To protect the department from health code violations

Should be...
• Legible
• Accurate
• Complete

ALL INJURIES MUST BE REPORTED
WE FOLLOW UP ON ALL ACCIDENT REPORTS
MEDICAL EXAMS AND INSURANCE

• All members MUST carry health insurance

• Insurance of any kind is NOT provided to clubs or individual members

• Recommended that all members have annual physical examination
EMERGENCY PROCEDURES: INJURIES

1. The club member(s) certified in CPR/AED and first aid shall respond.

2. Determine the seriousness of the injury.

3. If life threatening, call 911 or send someone for help.

4. Assign other club members or bystanders (when available) to specific tasks (i.e. calling campus police, etc.).

5. Administer first aid to the level of your training.
SERIOUS INJURIES

• All serious injuries that require transportation (to the University Health Center, doctor's office, hospital, etc.) should include a 911 call for ambulance assistance.

• Have someone meet the emergency vehicle.

• When in doubt, always believe the injury is more serious than originally thought. Call for help and do not move the injured participant, even if it means delaying an activity in progress. Remain with the injured participant until help arrives.
HOME EVENT MEDICAL EMERGENCY

• At any RecWell facility (on campus) or off-campus practice/event where UMD is the ‘home club’, if an accident occurs that requires a participant to be transported to a hospital either by ambulance or in a personal vehicle, the club MUST call the Kurt or Rainer, even after hours.

• This applies to visiting team member injuries as well as Maryland Sport Club members and spectators.
TRAVELING MEDICAL EMERGENCY

• While traveling, if an accident occurs requiring a UMD participant to be transported to the hospital either by ambulance or in a personal vehicle, the club MUST call the Assistant Director-Sport Clubs or the Coordinator- Sport Clubs as soon as possible.

• Cell phone numbers are listed in the travel binder

• Rainer or Kurt will either call the member’s emergency contact if the trip leader has not made contact with the member’s emergency contact.
OTHER EMERGENCIES

• Fire
• Bomb Threat
• Power Failure
• Thunder & Lightning
• Tornado

• Document on an INCIDENT REPORT
BIOHAZARD WASTE DISPOSAL

• Always use a biohazard bag to dispose of objects which may be soiled in biohazardous waste such as used gloves, gauze/bandages, etc.

• Biohazard bags should be disposed of in the RecWell biohazardous waste container at the Equipment Issue Desk in the Eppley Recreation Center or the Intramural Office in the Reckord Armory. In addition, a supervisor at Ritchie Coliseum should be able to dispose of biohazard bags for you.

• If you are at another facility, ask the facility staff where to properly dispose of your biohazard bag.
What is a concussion?
A concussion is a brain injury that:
- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven’t been knocked out.
- Can be serious even if you’ve just been “dinged” or “had your bell rung.”

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?
You can’t see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.
Concussion symptoms include:
- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time.
- Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.
CONCUSSION EDUCATION

What should I do if I think I have a concussion?

• Don’t hide it. Tell your friends, roommates, and/or teammates. If you have any of the above symptoms you should not participate in physical activity until you have been evaluated by a medical professional.

• Get checked out. Contact your primary care physician, go to the nearest hospital, or contact the University Health Center if you experience any of the symptoms listed above. You can reach the Health Center at 301-314-8184.

• Take time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life. It may be necessary to talk with your professors or employer about the time you will need to recover.

  Take only those drugs that your health care professional has approved.

  Do not drink alcoholic beverages until your health care professional says you are well enough. Alcohol and other drugs can slow your recovery and put you at further risk of injury.

University Health Center  
Bldg 140 Campus Drive  
Appointment line: 301-314-8184

It's better to miss one game than the whole season.

Emergency Numbers to Know
UMD Police: 301-405-3333
Or 911
SAFETY & RISK MANAGEMENT CHECKS

• Spot Checks
  – Random & unannounced
  – Safety Officers present
  – First Aid Kit present
  – Radio present (if applicable)
  – # of attendees
  – All attendees on club roster

• Risk Audits
  – Scheduled
  – Safety Officer Skill Check
CLUB MAILBOX

• Regular Mail
  – All clubs have a mailbox in the Sport Clubs Office. These need to be checked at least once a week.

• Checks, packages and other important documents can be picked up from the Sport Club professional staff.

• Items that can be shipped to the ERC - Purchases made with State Funding (RecWell or SGA funds)

Club Name
0121 Eppley Recreation Center
University of Maryland
College Park, MD 20742-5311
LAUNDRY SERVICE

To assist in the organization and efficiency of the club laundry process, the following policies and procedures have been established.

• All clubs are eligible for laundry service – so long as the following policies and procedures are adhered to.

• All clubs must drop off their laundry in the approved mesh bag by Tuesday at 5pm.

• RecWell Staff will not open the bag - club laundry will not be picked through or sorted. It will be washed as 1 bag per load, and dried in the same manner.

• Laundry will be ready for pickup at 8am on Friday. There is no guarantee that laundry will be completed before 8am on Friday.
SCHEDULES

• Using the approved template, clubs need to submit a schedule at the beginning of each semester which includes:
  – On & Off Campus Home Events
  – Competitive Travel
  – Other Travel (Fundraisers, Service, Etc.)
  – Off Campus Practice

• Each week clubs will be asked in their activity report if they have any schedule changes such as additions or cancellations to report.
EQUIPMENT INVENTORY

- Clubs must maintain a detailed inventory of all club equipment, no matter how it is purchased or acquired. The inventory must be submitted each December and May. The inventory must be submitted using the designated report template. The template includes:
  - Inventory Item
  - Description
  - # of Items
  - Year Purchased
  - Storage Area
  - Summer Storage Area
  - Cost Per item
  - Total Cost
  - Purchased From Account
  - Condition

- Clubs must label each of their equipment items with a permanent marker or other means indicating the name of their club and the year the equipment was purchased. For example, Men’s Basketball could write ‘M Basketball-17’ on a basketball which was purchased in 2017.
EQUIPMENT

• Storage
  – Items purchased for individual use or with personal funds are not allowed to be kept in storage areas, cabinets, closets or boxes provided by RecWell.
  – Due to limited space, Sport Clubs professional staff reserve the right to limit the amount of storage space allocated to each club.

• ERC Sport Clubs Equipment Cage
  Unless otherwise authorized, the ERC Sport Clubs Equipment Cage is designated for temporary storage only.
UNDER ARMOUR ORDERS

40-50% Off Under Armour Select Apparel & Equipment

• KollegeTown
  – Team personal orders & online apparel sales (fundraisers)
  – Contact Abby Mazzie for catalog, pricing and policies
    • abbym@kollegetown.com
    • 267-844-2850
  – Create a menu
  – Collect $$ in advance

• Sport Clubs Office
  – Team uniform orders, no personal items or fundraisers
  – May use RecWell/SGA funding
ALCOHOL

• Travel: Alcohol Prohibited 24/7
  – From the time you leave campus to the time you arrive back at the university.

• Club Events: Alcohol Prohibited
  – Home events, fan support, practices, community service, fundraisers, etc.

• Socials & Responsible Drinking
  – Be courteous to club members under 21.
  – Follow the law! (over 21, driving intoxicated, noise, sale)
  – Know your limits! Look out for fellow club members.
  – You represent the University of Maryland, the Sport Club Program and your team 24/7.
  – Serious consequences for not using proper judgment.
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
  – Page 18-19

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

• Hazing
  – “Hazing is strictly prohibited at the University of Maryland and is considered a fundamental violation of human dignity”
  – Page 19-20

• Against the law in Maryland
  – 44 out of 50 states have anti-hazing law

• Reflect on your activities and expectations
  – Hazingprevention.umd.edu (university policy, report, alternatives)

• Do not fear reporting
  – more severe consequences for hiding it

• Formal investigation with Office of Student Conduct
UNIVERSITY AND REC WELL CONDUCT POLICIES

- Sexual Misconduct (includes, but not limited to assault, harassment, physical and emotional)
  - Page 21

- Report any sexual misconduct, form of harassment and/or discrimination to the UMD Office of Civil Rights & Sexual Misconduct (also known as the Title IX Office).
  - Phone: 301-405-1142 (follow the prompts)
  - Email: titleixcoordinator@umd.edu
  - Online: www.umd.edu/Sexual_Misconduct

- Formal investigation
INCLUSIVITY

• Membership and participation within a club must be free from discrimination based on race, religion, gender, ethnic group, national origin, political affiliation, ability, sexual orientation, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution.

• No cutting! A Sport Club may not restrict the number of members allowed to join its ranks. However, it is recognized that only a certain number can realistically participate in competition. It is the responsibility of each Sport Club to work out a fair and equitable method by which to accommodate all of its members' needs for instruction, practice, coaching, and competition.

• Club leadership MUST work to make sure all members feel welcome and supported!
  – Inclusive language
RECOGNITION

• **Annual Awards**
  – Spirit of Sport Clubs
  – Fundraising Award
  – Sport Club of the Year
  – Coach of the Year
  – Competitive Achievement Award
  – Terrapin Community Award
COMMUNICATION

• Email
  – Check your club email account daily
  – Main form of communication
  – Weekly update emails

• In Person
  – Stop by the Sport Clubs Office, Room 0121 in the ERC

• Social Media
  – Facebook
  – Twitter

• Phone
  – Office: day to day
  – Cell: Emergencies

• Student Government Association
  – Org Sync
UPCOMING IMPORTANT DATES...

- Monday, January 30th  
  First Day of Spring Practices

- Thursday, February 2nd  
  StampFest—10am-3pm, Stamp Grand Ballroom

- Sunday, February 5th  
  First Activity Report Due

- Sunday, February 15th  
  Summer Facility Requests Due

- Sunday, February 19th  
  Sport Club Help Fund Applications Due

- Wednesday, March 1st  
  Grass Fields Users Meeting 4-5pm
  Open Enrollment Period Ends

- Thursday, March 2nd  
  Sport Clubs Assembly Meeting 6-7pm

Mid Semester Check-In Meeting with your Sport Clubs Supervisor
March 2 - March 15
NOW WHAT?

Work Together

Ask Questions!

Refer to Resources