On the main Officer Resources page, there are 4 tabs, Handbook, Important Program Dates, Forms, and Online Training & Resources

- **Handbook** includes the link to the Sport Club program handbook which lists all the policies and procedures for all sport clubs

- **Important Program Dates** includes a link to a document that lists all the important due dates that club officers must attend
  - This form is updated for each semester
  - These dates include the Mandatory Trainings, Help fund due dates, CPR/First Aid classes, Assembly Meetings, etc.
Forms includes all administrative forms an officer, member, or participant needs

- **Paper Waiver (Under 18)**
  - The Paper Waiver is used for anyone under the age of 18 as it requires a Parent/Guardian's signature
  - This is also the form participants use to sign up during closed enrollment

**Facility & Home Event Forms**

- Home Event Management
- Facility Requests
- Event Waiver

- **The Home Event Management Form** is an online form Clubs submit for their upcoming events with all the required information, such as start times and dates, participants, event title, games etc.
  - This form is where a Club should have their finalized times and dates
  - This is due the Sunday before the weekend of their event

**HOME EVENT MANAGEMENT FORM**

Select Your Club

If your club has multiple competing teams, please indicate which team(s) is/are competing. (I.e. D2, B Squad, Yellow Squad, Developmental Side)

Club Contact Information
Contact person should be the club member attending and organizing the event. Please provide a cell phone number for the contact person on the event day. Pre-event correspondences will be sent to the club email account.

- Contact Person
- Contact Phone #
- Club Email Address

Basic Event Information
Event Title
Estimated # of TOTAL Attendees/Participants
Estimated # VISITING Teams/Clubs Attending/Participating
Estimated # of Games/Matches

Opponents
List all the teams that will be attending!

Maryland Sport Clubs requires that 2 safety officers be present at each on or off campus home event. Please list the names of the safety officers on duty during your event.

As a reminder, accident reports need to be completed for ALL injuries and ALL participants (home and away). Clubs should designate individuals to take on this responsibility who are not playing or participating in the event. Clubs may designate multiple members for this responsibility, so not to limit the participation of any one member for the entirety of the event. Please list the names of members responsible for completing accident reports for your event.

In this event held on or off campus?
- On Campus
- Off Campus
The Facility Requests Form is an online form that Clubs use to request facilities for practices and events during the semester.


### FACILITY REQUEST

Please use the following form to make facility requests through December 2016. Requests after December 2016 are not accepted at this time.

Before submitting a request, please use Virtual EMS to check availability. DO NOT request a Virtual EMS account.

- Virtual EMS is not available for non-RecWell facilities or for the ERC Natatorium, ERC Student Board Room, Cole Erg Room and the SPH Weight & Gymnastics Rooms. Please contact Kurt (kklier@umd.edu) to check availability.

**Disclaimer: When looking for additional facility space:**

- Not everything that looks available is available! For example, some facilities are reserved for open recreation and sometimes other user groups have priority access.
- Practices requested on the weekends may get bumped in several spaces like Ritchie, the Turf, Cole, etc.
- During ICA basketball and football events some facilities are unavailable.
- Clubs MUST reserve additional space through the Sport Clubs professional staff via the Facility Request Form (below).
- DO NOT contact other RecWell staff members for space and DO NOT show up and use a space without a prior reservation.

Select Your Club

---

**CLUB INFORMATION**

Contact Person

Contact Phone #

Club Email Address

---

The Event Waiver Form is a printed form a Club can use when they hold an open event.

- With this form, anyone participating in the event can participate by signing the bottom of the form.
- If the participant is under the age of 18 they must have their Parent/Guardian sign the form also.

### UNIVERSITY OF MARYLAND

SPORT CLUBS RELEASE AND INFORMED CONSENT FORM

Event

I desire to participate in the __________________________ (club name) event on __________________________ (dates) at the University of Maryland, College Park. In consideration of being permitted to participate in such sport club activities, I, for myself, my heirs, personal representative(s) and assigns hereby represent and agree as follows:

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ AND FULLY UNDERSTAND THIS RELEASE AND INFORMED CONSENT FORM AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

Print Name

Birth Date

Signature of Participant

Date

Signature of Parent/Guardian if Participant is under 18 years old

Date
**Travel Forms**

- The **Travel Forms** include all forms Clubs may need when traveling for events
  - Driver Form
  - Vehicle Request
  - Hotel Booking Request
  - Airline Flights Request
  - Nationals & Out of Region Request
  - Class Notification Request

- The **Driver Form** is a form a Club member can fill out if they want to be able to drive Club members to away games/events
  - The **Driver Form** must include a copy of the member’s license
  - **IMPORTANT**: Please **INITIAL** on the required lines, do not use checks (see red arrows below)
  - Drivers are made official once the Sport Club office has process the form and license

**Accidents**

All accidents are to be reported to local Police immediately. In addition, all accidents must be reported within 24 hours to the Assistant Director—Sport Clubs or designee. For accidents involving vehicles that are leased or rented from Motor Transportation Services, the accident must also be reported to Motor Transportation Services at 301.405.5482. All accidents must be reported even if another vehicle is not involved or there are no apparent injuries or damage. An accident report must be obtained from the Police having jurisdiction where the accident occurred. Drivers of University Vehicles are personally responsible for vehicles operated by them. Should damage result from misuse or gross negligence, the driver may be required to make restitution to the University.

**DRIVING POLICY AGREEMENT**

*Initial as Appropriate*

- I will IMMEDIATELY notify RecWell, through the Assistant Director—Sport Clubs, if there is a change in the status of my driver’s license (i.e. revoked, suspended, points added).

- I have a valid license with less than six (6) points.

- I understand that serving as a Sport Club driver is a large responsibility; if I am not comfortable with it, I understand that I should consider making alternative travel arrangements.

By signing below, I confirm that I have read, understand and agree to abide by all requirements and guidelines of the University Recreation & Wellness Sport Clubs Driving Policy as listed within this document. In addition, I warrant that the information I have provided is true and accurate and falsification of any information may result in suspension or revocation of my membership in the RecWell Sport Clubs program.

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Sport Club</th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Driver’s License Number</th>
<th>State of Issue</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**License Expiration Date**

**ATTACH A COPY OF YOUR DRIVERS LICENSE TO THIS FORM AND RETURN IT TO THE SPORT CLUB OFFICE OR THE MEMBER SERVICES DESK IN THE EPPELEY RECREATION CENTER.**

**RecWell USE ONLY**

Sent: ____________________________ By: ____________________________

Entered: □ Sport Club Database

Reviewed 07/2015
The Vehicle Request Form is an online form used by Clubs to request vehicles for travel to away games both in region and out of region:

- All in region request must be submitted, at the latest, by 4pm on the Monday before travel.
- Vehicle request forms are not required if the Club is using personal vehicles.
- Each motor pool van is $182.01 for the weekend. Vehicles must be returned with a full tank of gas, any vehicle that is not will be charged for fuel.
- Any cancellations must be made at least 24 hours prior to pick up time.
- Any cancellations made within 24 hours of pick up time is charged $25.00.

University Recreation & Wellness
Sport Clubs
VEHICLE REQUEST

In region vehicle requests may be submitted at any time, however they must be submitted by 4pm on the Monday before the travel dates. Out of region requests should be submitted as soon as airline tickets are booked.

Select Your Club

Club Email Address

TYPE OF REQUEST

- Campus Pickup
- Airport Pickup

Campus pick up requests are generally used for in region travel and picked up at Motor Transportation Services by the Severn Building.
  - Vans only (7 passenger)
Airport pick up requests are generally used for out-of-region travel and picked up at the destination airport.
  - Vans (7 passenger)
  - Sedans (4 passenger)
  - Standard SUV (5 passenger)
The Hotel Booking Request form is an online form used by Clubs in order to book a hotel using the Recwell Credit Card, the final amount of the hotel will be taken out of the Club’s budget.

- Using this form, Recwell will book the hotel rooms for the club, please pay attention to the red text below.
- All information the Club must submit is shown below:

  Use Hotels.com or Expedia.com to find the hotel that you would like to book. **Only include hotels & room rates that offer free cancellations.** Once you found the hotel you would like to book, complete this form. DO NOT complete the reservation! The reservation will be made by RecWell in the coming days.

  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.

<table>
<thead>
<tr>
<th>Select Your Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Contact Information - Trip Leader</td>
</tr>
<tr>
<td>The trip leader MUST be on the trip</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requested Hotel (1st Choice)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Website (Hotels.com OR Expedia.com)</td>
</tr>
<tr>
<td>Total Stay Cost (with taxes &amp; fees)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requested Hotel (2nd Choice)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Website (Hotels.com OR Expedia.com)</td>
</tr>
<tr>
<td>Total Stay Cost (with taxes &amp; fees)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trip Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Event</td>
</tr>
<tr>
<td>Location of Event (City, State)</td>
</tr>
<tr>
<td># of People on Trip</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trip Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check In Date (mm/dd/yyyy)</td>
</tr>
<tr>
<td>Check Out Date (mm/dd/yyyy)</td>
</tr>
<tr>
<td># of Nights</td>
</tr>
</tbody>
</table>

# of Rooms

The maximum people per room is 4. However, exceptions can be made for a situation like you have 17 people traveling, so one room will have 5 people.
The Airline Flights Request Form is an online form used by Clubs to request airline tickets to be purchased using the Recwell Credit Card. Recwell will book the tickets for all the Club members traveling as long as their Nationals/Out of Region Request is accepted.

- The Club must fly out of 1 of 3 airports, Baltimore (BWI), Dulles (IAD), or Reagan/National (DCA).
- Clubs can list Ideal Flights if they have preferences for their flights however it is not required.
- Please keep in mind airline flights are constantly changing.

**FLIGHTS REQUEST**

Your Out of Region/Nationals Request must be APPROVED before submitting this form.

Select Your Club

Your Information

- Name
- Position
- Club Email Address

# of Tickets Needed

Acceptable Departure Airports (check all that are acceptable)

- Baltimore: BWI
- Reagan/National: DCA
- Dulles: IAD

Additional Flight Information

- Destination Airport
- Departure Date
- Departure Time (anytime after)
- Return Date
- Return Time (anytime after)

Ideal Flights (Optional)

Members Traveling

List names as they appear on each member’s government issued identification. In most cases, no changes are allowed after this list has been submitted to our travel agent. Before submitting each name and birth date, double and triple check it. You may use the back button to review or change information before submitting the last name. Typos can result in members not being able to check-in or get past security.
The Nationals & Out of Region Request form is the form a Club must fill out when going out of region, it must be filled out at least 30 days prior to travel

- This form does not take the place of a Travel Report, a Travel Report must also be filled out prior to travel
- No reservations for Hotels, Airlines, or vehicles should be made prior to submitting this form

```
Unless otherwise approved, this form MUST be submitted 30 days before an out-of-region event.
Be sure to do appropriate research before completing this form. Estimates and incomplete information will not be accepted.

This form does not take the place of a normal Travel Report. Travel Reports MUST still be completed the week of the trip.

Select Your Club

Club Email Address

Person Completing Request

Name
Phone #
Email Address

Type of Request

Competition Details

Title/Name
Dates of Competition
Event Organizer
Location (City, State)
Registration Deadline
# of Guaranteed Games (if applicable)

Why does your club want to compete in this event?

What is the structure/format of the competition?

Preferred Method of Transportation (select all that apply)

- Air - Destination Airport
- Drive Personal Vehicles
- UMD Motor Pool Vehicles
- UMD Charter Bus
- Bus ( Boltbus, Mega Bus, Etc)
- Train

Travel Information

Departure Date
Return Date
```
Continuation of the **National & Out of Region Request** Form

- All amounts must be exact as possible and not estimates
- A travel itinerary must also be completed and uploaded with this form

### Estimated Number of Travelers

<table>
<thead>
<tr>
<th>Club Members</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaches</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>0</td>
</tr>
</tbody>
</table>

### Lodging Details

<table>
<thead>
<tr>
<th>Name of Hotel</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of Rooms</td>
<td></td>
</tr>
<tr>
<td># of Nights</td>
<td></td>
</tr>
<tr>
<td># of People per Room</td>
<td></td>
</tr>
<tr>
<td><strong>Rate/Room/Night</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Estimated Expense Summery

<table>
<thead>
<tr>
<th>Event Registration</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
<td>0</td>
</tr>
<tr>
<td>Airline Tickets</td>
<td>0</td>
</tr>
<tr>
<td>Train Tickets</td>
<td>0</td>
</tr>
<tr>
<td>Bus Tickets</td>
<td>0</td>
</tr>
<tr>
<td>UMD Motor Pool Vehicles</td>
<td>0</td>
</tr>
<tr>
<td>Airport Rental Vehicles</td>
<td>0</td>
</tr>
<tr>
<td>Driving: Gas Reimbursements</td>
<td>0</td>
</tr>
<tr>
<td>Other:</td>
<td>0</td>
</tr>
<tr>
<td>Other:</td>
<td>0</td>
</tr>
<tr>
<td>Other:</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>0</td>
</tr>
</tbody>
</table>

Please describe your fundraising efforts over the past year. Have you been raising or saving money for this event? If not, why?

What is the current balance of your club checking account?

If applicable, what is the balance of your club Venmo, PayPal, etc. accounts?

How much additional income do you expect to generate between now and the event? What is the income source?

How do you plan to pay for the trip? Make sure the totals below match your expenses above. In most cases, we will expect traveling members to pay for some of the trip out-of-pocket. Utilizing dues money to pay for out-of-region travel is frowned upon.

<table>
<thead>
<tr>
<th>Individual/Member Contributions</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Checking Account</td>
<td>0</td>
</tr>
<tr>
<td>SGA Funds</td>
<td>0</td>
</tr>
<tr>
<td>Rec/Week Funds (may only be used for qualifying Nationals)</td>
<td>0</td>
</tr>
<tr>
<td>Foundation Account</td>
<td>0</td>
</tr>
<tr>
<td>Other:</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>0</td>
</tr>
</tbody>
</table>

Will members be missing classes to attend the competition? If so, how many days of classes will be missed?

File Upload: Please upload a detailed trip itinerary.

Additional Comments

---

As a reminder, do not make any bookings until your trip is approved. Approval may take up to one week.
Travel Forms

- Driver Form
- Vehicle Request
- Hotel Booking Request
- Airline Flights Request
- Nationals & Out of Region Request
- Class Notification Request

- The **Class Notification Request** Form is an online form used by Clubs to request a letter that Club members can use to inform instructors that they are participating in a sanctioned activity and may be absent from class
  - The letter does **not** excuse members from academic obligations
  - The Assistant Director of Sport Clubs will issue the letter using Department Letterhead

RecWell will use this information to generate a notification letter. The letter informs instructors of the clubs involvement in a sanctioned activity, however it **DOES NOT** excuse member from any academic obligations.

Notification requests must be submitted 7 days in advance of the trip. Letters will be placed in the club's mailbox behind the Member Services Desk in the ERC.
The Purchase Request Form is an online form Clubs can fill out when making purchases using their Recwell, SGA or foundation funds. This form can be used for buying Equipment/Equipment Repair, League Fees/Dues, paying Officials/Judges/Referees, Tournament/Game/Match/Event fees, or any other purchases.

Clubs wishing to use RecWell, SGA or foundation funds must complete this form. All forms will be reviewed prior to purchase approval. Once the request has been approved, orders take up to one week to be placed.

You DO NOT need to complete this form for lodging or vehicle reservations. Include that information on your Travel Report.

Select Your Club

Club Contact Information

Club Contact Name

Club Contact Phone #

Club Email Address

Reason For Request

How would you like to pay?
Before selecting an option, make sure you have funds available by checking your budget!

- RecWell Funds
- RecWell Pays - Club to Reimburse
- SGA Funds
- Foundation Account

Purchase Type

- Equipment/Equipment Repair
- League Fees/Dues
- Officials/Judges/Referees
- Tournament/Game/Match/Event/Race Fees
- Other

Can we pay with a credit card?

- Yes
- No
The **Sport Club Help Funds Application** is an online form that a Club may submit that allows the club to request additional funds for last minute purchases or to cover any additional expenses not covered in the normal budget process allocation process.

- **Only Clubs in good standing may apply and be granted for Help Funds once per semester**
- The Help Funds do not apply to: Out of Region/National travel expenses, food and gas reimbursement, and personal items

Once per semester recognized sport clubs in good standing are allowed to apply for Sport Club Help Funds. 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.

**2016-2017 Application Deadlines**
- September 25, 2016

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

**Select Your Club**

**Contact Information**

- Contact Person
- Contact Phone #

**What is the category of your request?**

**In great detail, please explain what you need financial assistance for and why it is necessary/important.**

**What is the total ACTUAL COST of the expense?**

**Of the total actual cost, what is the amount that you are REQUESTING?** Please note that Sport Club Help Funds are limited. We mostly likely will not be able to fund the entire amount.

**How many of your club members will benefit from this expense?**

**What is the payment method?**
- Check
- Credit Card (Preferred)

**When is payment required?**
Safety & Risk Management Forms

- **Accident Report**
- The **Accident Report** form is the form Clubs need to fill out immediately when there is an accident during practices or events/games/tournaments.
  - Clubs traveling have **Accident Reports** in their travel binders that they may fill out when traveling.
  - Clubs also have **Accident Reports** in their First Aid bags which they can fill out at home events or practices, if a Club does not have any **Accident Reports** in their First Aid bag they should inform the Sport Club Supervisor or stop by the Sport Club Office any pick up additional forms.

---

**USD University Recreation & Wellness**

**ACCIDENT REPORT**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Accident</td>
<td>Date of the accident</td>
</tr>
<tr>
<td>Time</td>
<td>Time of the accident</td>
</tr>
<tr>
<td>Activity/Sport</td>
<td>Activity or sport where the accident occurred</td>
</tr>
<tr>
<td>Location</td>
<td>Location where the accident occurred</td>
</tr>
<tr>
<td>Name</td>
<td>Name of the injured person</td>
</tr>
<tr>
<td>Address</td>
<td>Address of the injured person</td>
</tr>
<tr>
<td>Phone</td>
<td>Contact phone number</td>
</tr>
</tbody>
</table>

**SIGNATURE OF INJURED PARTICIPANT**

I certify that the information reported on this form is accurate and true.

**SIGNATURE OF MEDICAL PROFESSIONAL**

Date: __________

**SIGNATURE OF CLINICIAN**

Date: __________

**SIGNATURE OF ACCIDENT REPORTER**

Date: __________

**SIGNATURE OF ADJUNCT OR TRAVELING COACH**

Date: __________

**SIGNATURE OF ADJUNCT COACH**

Date: __________

**SIGNATURE OF CLINICIAN**

Date: __________

**SIGNATURE OF TRAVELING COACH**

Date: __________

**SIGNATURE OF CLINICIAN**

Date: __________

**SIGNATURE OF CLINICIAN**

Date: __________

**SIGNATURE OF CLINICIAN**

Date: __________

**SIGNATURE OF CLINICIAN**

Date: __________
The Activity Report is an online form that Clubs need to fill out weekly during the semester, it needs to be submitted by Sunday at midnight of each week.

Clubs MUST complete this activity report weekly by Sunday at Midnight. Your responses should be for the past 7 days (Monday-Sunday). If you have a pressing concern or urgent matter please contact Kurt or Rainer by email or phone.

Be sure to submit accurate information. There is a zero tolerance policy for fraudulent, incorrect or misrepresented data.

Select Your Club

Your information

Name: 
Position: 
Club Email Address: 

Do you have any PRACTICES to report?
- Yes
- No

Do you have any MEETINGS to report?
- Yes
- No

Do you have any COMPETITIONS/EDUCATIONAL EVENTS to report? Make sure to include information from on campus, off campus and away events.
- Yes
- No

Do you have any SOCIAL ACTIVITIES to report? Only social activities without alcohol should be reported.
- Yes
- No

Do you have any FUNDRAISERS to report? Profits from events/sales, concessions, etc.
- Yes
- No

Do you have any COMMUNITY SERVICE events to report?
- Yes
- No

Do you have any DEVELOPMENTAL OPPORTUNITIES to report?
- Yes
- No

Do you have a FAN SUPPORT event to report?
- Yes
- No

How many FEE PAYING MEMBERS does your club currently have?

How many ACTIVE MEMBERS does your club have? This number should be a running average for the year so far.

Is your club/team nationally ranked? If so, what is your ranking? Please also provide a link to the ranking website.
Continuation of the Activity Report Form

RECOGNITION PROGRAMS:

Sport Club Of the Month Nomination Criteria
A successful nomination will mention/explain some of the criteria below:
- Adheres to program policies and procedures
- Cooperation with the Sport Clubs staff
- Making promotion efforts via social media
- Active participants in Sport Clubs events
- Making progress towards competitive goals
- Making progress towards club management goals
- Participates in community service events

Sport Club Members of the Month Nomination Criteria
Please consider nominating club members as opposed to club officers. A successful nomination will mention/explain some of the criteria below:
- Excellent representative of their club, of the Sports Club Program and of the University
- Contributes to the club on and off the field/court/matt
- Has a positive attitude
- Leads by example
- Builds community within the club
- Encourages sportsmanship
- Concerned about the personal development of others
- Motivated to improve their own skills
- What has the member done in the last month to deserve recognition?

SPORT CLUB RECOGNITION
Would you like to nominate your club for Sport Club of the Month?

- Yes
- No

SPORT CLUB MEMBER RECOGNITION
Would you like to nominate a club member for Sport Club Member of the Month?

- Yes
- No

Do you have any OTHER NEWS OR INFORMATION to report?


SCHEDULE CHANGES
Please indicate if you have any schedule changes such as additions or cancellations to home events, travel and off campus practices to report. Describe each change.

All facility changes/requests must still be requested/communicated with the Sport Clubs Office through the proper channels such as the Facility Request Form.


When you submit this form, you will be directed to the Maryland Sport Clubs Facebook Page. A confirmation of your received Activity Report will be sent to your club email account.
The Coach/Instructor Agreement is a form all Club’s Coaches must fill out in order to Coach the club, the Club president, prospective Coach, and Assistant Director of Sport Clubs must sign the form before the Coach can start coaching.

- The Coaches agreement is also available in the Sport Club office
- Coaches must sing up on Sport tool like every member
- After the agreement is signed and approved, the Coach will be recognized on Sport Tool as a Coach
The **GoPro Agreement** is a form the Clubs can fill out to checkout the Sport Club’s GoPro, Clubs will receive the GoPro for 1 week max and then must return it

- The agreement must be filled out and given to a Sport Club Supervisor or Director in order to receive the GoPro
- If the GoPro or any of its accessories are damaged or broken, the Club in possession of the GoPro will be charged the replacement cost listed on the agreement
Guide to Access the Sport Clubs Website Off Campus

The Guide to Access the Sport Clubs Website Off Campus is the guide for Club members and officers to access umsporttool.umd.edu

This guide shows how to download and use the VPN to access the website.

Guide to access the Sport Club Site off campus
To access the new SportClub.umd.edu site off the campus network, you’ll need to establish a vpn connection.

Windows 8/ Windows 7 / Windows Vista:
1) Download https://terpware.umd.edu/Windows/Package/2039
2) The WinRAR self-extracting archive window will open, click Browse to choose the location where the file will be extracted and then click the Extract button.
   NOTE: The default destination folder is the Downloads folder.
3) Run the extracted file “anyconnect-win-3.1.01065-69”
4) Complete the Cisco AnyConnect Secure Mobility Client Setup Wizard
5) Double click the Cisco AnyConnect Secure Mobility Client icon on the computer desktop to reopen the VPN client.
6) Fill out the window as such

7) Click Connect. Choose UMApps as the Group
8) Enter your UMD username and password

OSX:
1) Download https://terpware.umd.edu/Mac/Package/2040
2) Double-click on the downloaded file to mount the image, if it’s not already mounted.
3) Click Continue and continue through the installation
4) At the installation type stage make sure Web Security and Posture are UNCHECKED

5) Finish the installation

6) Go to the Cisco folder in your Applications folder. Double-click the icon labeled Cisco AnyConnect Secure Mobility Client.

7) Enter vpn.umd.edu in the Connect to: field and click the Connect button.

8) Select UMApps as the group and enter your UMD username and password

Android
1) Download “AnyConnect ICS” from the Google Play store
2) Launch the app
3) Tap Connection
4) Tap Add New VPN Connection
5) Enter the following:
   Description: UMD
   Server Address: vpn.umd.edu
6) Tap Done
7) Tap the On/Off button to activate the connection
8) Select UMApps for Group
9) Enter UMD username and password

iOS
1) Download the “Cisco AnyConnect” app from the App Store
2) Launch the app
3) Tap Add VPN Connection on the left side
4) Enter Description: UMD
   Server Address: vpn.umd.edu
   Network Roaming: Default
   Certificate: Disabled
5) Tap the On/Off button to activate the Anyconnect VPN connection.
6) Select UMApps for Group
7) Enter UMD username and password
The **Schedule** is a document that the Clubs can download and use to set up their **Schedule** for the semester in order to help them plan their season.

- This is due the first week of each semester.

The **Inventory Report** is a document that the Clubs can download and use to take account of their Club's inventory to help with budgeting.

**Online Training & Resources** is where Club members can find information for any training such as **Safety & Risk**, **Travel**, **Purchasing**, **Officer Transition**, and **Other Resources**.

- **Safety Officer Resources**
- **Online Safety Officer Training**
- **Concussion Handout**
- **Preventing the Spread of Bloodborne Pathogens**

- **The Safety Officer Resources** is where safety officers can find all the information and links to the Red Cross website that will tell them the information they need to know about CPR and First Aid.

- **The Online Safety Officer Training** is where prospective and current safety officers can go to learn and refresh their knowledge of a safety officer, it also lists the requirements a Club member must have to be a safety officer.
  - This is where the safety officer quiz is located.

- **The Concussion Handout** is a reference guide for Club safety officers and Club members to recognize the symptoms of a concussion and how to address it.

- **The Preventing the Spread of Bloodborne Pathogens** is a handout provided by the Red Cross that details the spread of Bloodborne Pathogens and ways of protecting yourself when dealing with cases where Bloodborne pathogens can spread.

**TRAVEL**

- **In Region Travel Map**

- **The In Region Travel Map** allows a Club to see if the location they are traveling to is considered “In Region”, this can help Clubs decide if they need to fill out additional travel forms such as the out of region request.

**PURCHASING**

- **W9**
- **Sample Invoice**

- **The W9** is the form Clubs must fill out to send to any paying institution that is requesting their federal tax ID.

- **The Sample Invoice** is available to Clubs as a guide to create any invoices for other club teams, members, etc.

**OFFICER TRANSITION**

- **New Officer Transition Checklist**
- **Officer Expectations**

- **The New Officer Transition Checklist** is available to Clubs to help new Club officers understand what documents and information they should know and get from the previous Club officers, it is designed to help make the officer transition as smooth as possible.

- **The Officer Expectations** is a list designed to help current and prospective Club officers know what is expected of them in their role.
The Marketing & Promotions Guide is given to Clubs as a guide for the expectations and best practices for promoting a club.

- This includes information for Club Websites, Social Media, Online Representation, and Marketing & Promotions Resources on Campus.

The Fundraising Guide is a detailed explanation of ways in which a Club can raise money and how to apply for certain fundraising opportunities. The fundraising opportunities listed include:

- Donations
- Sponsors
- Fundraising within the League
- Portion of the Proceed Nights
- Campus Department Fundraisers
- Apparel Sales, Concessions
- Car Wash
- Alumni
- Tournament / Event Fundraisers
- Bake Sales
- Crowd funding
- Grants

The Facility Use Policies & Best Practices details all the general policies and procedures Clubs must follow when using any facilities. Specific Facility use policies and best practices are listed for:

- Artificial Turf Fields
- Grass Fields, such as the Engineering Fields, Frat Row Fields, and Chapel Fields
- Ritchie, The Armory and Cole
- School of Public Health (SPH)
- Eppley Recreation Center (ERC)
- MNCPPC Heurich Turf Fields
- ICA Indoor Turf Facility

The Point System Handout details the point system breakdown and descriptions. The points system is used to determine recwell funding allocation, points are earned through the weekly activity reports submitted.

- Below is the points breakdown for clubs:

<table>
<thead>
<tr>
<th>Points</th>
<th># of Active Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15-29 Members</td>
</tr>
<tr>
<td>2</td>
<td>30-44 Members</td>
</tr>
<tr>
<td>3</td>
<td>45-59 Members</td>
</tr>
<tr>
<td>4</td>
<td>60-74 Members</td>
</tr>
<tr>
<td>5</td>
<td>75+ Members</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Points</th>
<th>Competition Event Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1-4 Days</td>
</tr>
<tr>
<td>4</td>
<td>5-9 Days</td>
</tr>
<tr>
<td>6</td>
<td>10-14 Days</td>
</tr>
<tr>
<td>8</td>
<td>15-19 Days</td>
</tr>
<tr>
<td>10</td>
<td>20+ Days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Points</th>
<th>Development Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1-2 Events</td>
</tr>
<tr>
<td>4</td>
<td>3-4 Events</td>
</tr>
<tr>
<td>6</td>
<td>4-6 Events</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Points</th>
<th>Bonus Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Multiple Competing Teams</td>
</tr>
<tr>
<td>3</td>
<td>Maryland Day Activity</td>
</tr>
<tr>
<td>3</td>
<td>Participation at Nationals</td>
</tr>
<tr>
<td>2</td>
<td>Hosted Alumni Event</td>
</tr>
<tr>
<td>2</td>
<td>Step Up Bystander Intervention</td>
</tr>
<tr>
<td>2</td>
<td>Up-to-Date Website</td>
</tr>
<tr>
<td>2 EA</td>
<td>Up-to-Date Twitter/Instagram</td>
</tr>
<tr>
<td>1</td>
<td>Update Club Constitution</td>
</tr>
<tr>
<td>1 EA</td>
<td>STAMP Fest / First Look Fair</td>
</tr>
<tr>
<td>1</td>
<td>Submit 10 Quality Photos</td>
</tr>
<tr>
<td>1</td>
<td>Award Nomination</td>
</tr>
<tr>
<td>1</td>
<td>Participation at Regions</td>
</tr>
<tr>
<td>1</td>
<td>Table at First Look Fair</td>
</tr>
</tbody>
</table>

*this list is not meant to be inclusive*
On the Sport Tool Officer page you can see your Club’s **Checking Account Information**, including the **Signers** and **EIN/FEI #** as well as links to:

- **Club Budgets**
- **Travel Reports**
- **Activity Reports**
- **Driver Form**, which allows officers to print and fill out Driver forms for their Clubs which they can then turn in
- **Release and Informed Consent Form**, is a link to the waiver participants can fill out to join the Club