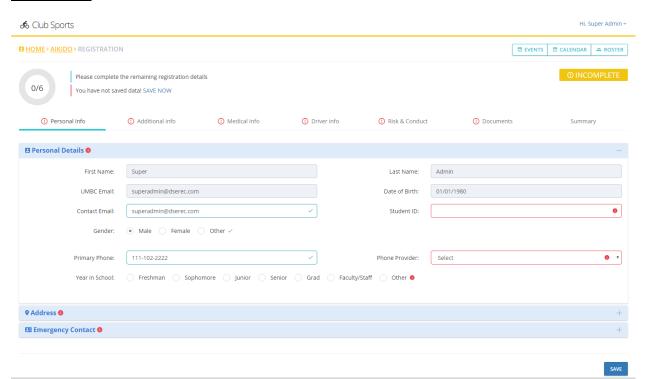# Club Sports Software

CLUB MEMBER GUIDELINES

Club Sports participants must go through a registration process in order to officially join a club. While each program has different requirements, they all follow the same basic format; submission of information on a sequence of pages followed by approval by an administrator of club officer.

The pages below are examples of typical registration requirements. Schools may omit some of the pages below, or include others not shown. Registration pages can be accessed from the rec department website, and require login credentials – typically university credentials.

REGISTRATION

A progress wheel, message bar, and status indicator will provide information about where a member is in the registration process.

Personal Info

All registration processes start on the personal info tab. As with all tabs, filling each tab completely and clicking 'save' will move the user to the next tab in the sequence. Any required field that has not been completed will be outlined in red (seen above). The user will not automatically move to the next page until these fields have been completed.

Additional Info

This page is typically used to determine who the club officers and safety officers are. Non-officers should select 'Member' from the dropdown menu, while officers should find their particular office listed. Safety officers will likely need to provide some additional information or documentation (more on documentation on the 'Documents' tab).

Medical Info

Highly customized to each school. Members will need to fill out each of the tabs on the left-hand navigation before moving on to the next main tab.

Driver Info

🏠 **HOME** > **AIKIDO** > **REGISTRATION**

📅 EVENTS   📅 CALENDAR   👥 ROSTER

1/6

Please complete all the registration details below

You have not saved data! SAVE NOW

🕐 NEW

| ⓘ Personal Info | ⓘ Additional info | ⓘ Medical Info | ⓘ Driver info | ⓘ Risk & Conduct | ✓ Documents | Summary |

Are you interested in becoming an approved driver? ⦿ Yes   ○ No

All drivers must abide to the following policies:

- All drivers must have a license, insurance and personal vehicle registration
- Clubs are not allowed to travel between the hours of midnight and 5:00 am
- Clubs must check in with the club coordinator via text message upon departure and arrival
- If you run a toll, you personally will be charged for the toll fine. In addition, the team will be fined $50 by the CSC

Rental Vehicle Policies

- May only rent car, minivan, SUV, or 12 passenger vans (which ever is cost effective)
- NO 15 passenger vans are allowed
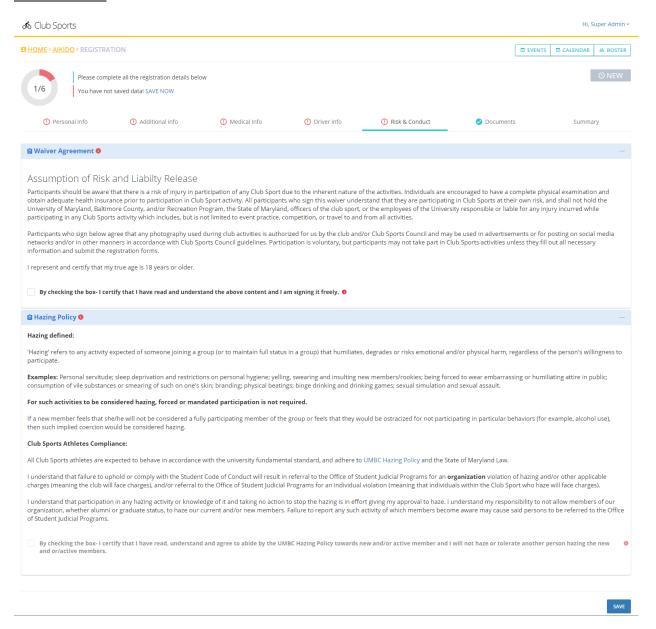- Drivers must pass the drivers test issued by the club coordinator before being allowed to drive
- Copy of the certificate must be on file in the club sport office PRIOR to trip
- Vehicle Request forms must be turned into the club coordinator 2 weeks prior to trip
- Only drivers listed on vehicle request forms may operate the vehicle
- Vehicle rental expenses are the fiscal responsibility of the individual club

NOTE! You **must upload the following requirements** in the Documents tab:

Name	Expiration	Status	Actions
Driver's License	-	MISSING	Documents tab
Photocopy of Auto Insurance	-	MISSING	Documents tab
Copy of Vehicle Registration		MISSING	Documents tab

☐ By checking the box- I certify that my vehicle is adequate for the drive to be performed, equipped with seatbelts, and is in safe mechanical condition. I have not been issued more than two moving violations nor been responsible for more than one at-fault accident in the last three years. I understand that personal insurance will apply in the event of an accident, including payment of damages to my own vehicle.
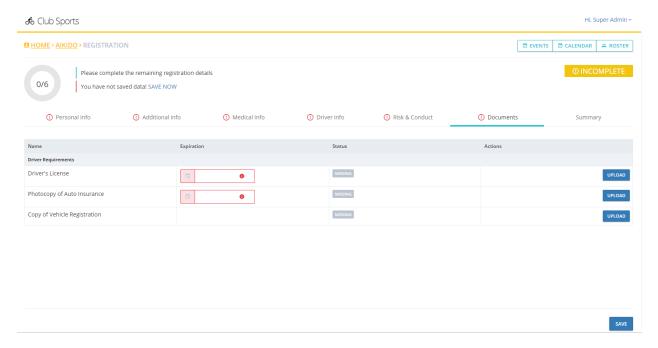
SAVE

Indicate whether you intend to yourself and/or team members to club events. A 'Yes' answer requires you to provide information from your driver's license. A 'No' answer will require to you acknowledge a statement confirming that you will not drive.

Risk & Conduct

🏠 HOME > AIKIDO > REGISTRATION   📅 EVENTS | 📅 CALENDAR | 👥 ROSTER

1/6   Please complete all the registration details below   🕐 NEW
       You have not saved data! SAVE NOW

ⓘ Personal Info   ⓘ Additional info   ⓘ Medical Info   ⓘ Driver info   ⓘ Risk & Conduct   ✓ Documents   Summary

📄 Waiver Agreement ❗   —

Assumption of Risk and Liabilty Release

Participants should be aware that there is a risk of injury in participation of any Club Sport due to the inherent nature of the activities. Individuals are encouraged to have a complete physical examination and obtain adequate health insurance prior to participation in Club Sport activity. All participants who sign this waiver understand that they are participating in Club Sports at their own risk, and shall not hold the University of Maryland, Baltimore County, and/or Recreation Program, the State of Maryland, officers of the club sport, or the employees of the University responsible or liable for any injury incurred while participating in any Club Sports activity which includes, but is not limited to event practice, competition, or travel to and from all activities.

Participants who sign below agree that any photography used during club activities is authorized for us by the club and/or Club Sports Council and may be used in advertisements or for posting on social media networks and/or in other manners in accordance with Club Sports Council guidelines. Participation is voluntary, but participants may not take part in Club Sports activities unless they fill out all necessary information and submit the registration forms.

I represent and certify that my true age is 18 years or older.

☐ **By checking the box- I certify that I have read and understand the above content and I am signing it freely.** ❗

📄 Hazing Policy ❗   —

Hazing defined:

'Hazing' refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.

Examples: Personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

For such activities to be considered hazing, forced or mandated participation is not required.

If a new member feels that she/he will not be considered a fully participating member of the group or feels that they would be ostracized for not participating in particular behaviors (for example, alcohol use), then such implied coercion would be considered hazing.

Club Sports Athletes Compliance:

All Club Sports athletes are expected to behave in accordance with the university fundamental standard, and adhere to UMBC Hazing Policy and the State of Maryland Law.

I understand that failure to uphold or comply with the Student Code of Conduct will result in referral to the Office of Student Judicial Programs for an **organization** violation of hazing and/or other applicable charges (meaning the club will face charges), and/or referral to the Office of Student Judicial Programs for an individual violation (meaning that individuals within the Club Sport who haze will face charges).

I understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effort giving my approval to haze. I understand my responsibility to not allow members of our organization, whether alumni or graduate status, to haze our current and/or new members. Failure to report any such activity of which members become aware may cause said persons to be referred to the Office of Student Judicial Programs.

☐ By checking the box- I certify that I have read, understand and agree to abide by the UMBC Hazing Policy towards new and/or active member and I will not haze or tolerate another person hazing the new   ❗
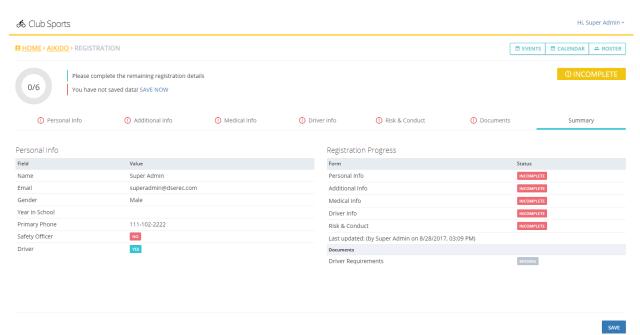   and or/active members.

SAVE

Carefully read and accept each of the accordion-style sections. Typical section heading include waivers, hazing, code of conduct, etc. Some schools require the opening of a linked document in a section before the checkbox can be selected.

Documents

Required documents are listed here, along with the instructions on how that must be handled. Some documents will be uploaded, and some will indicate that they must be physically turned into the club sports office (not shown). For uploaded documents, an expiration date may be required. Acceptable file formats for upload are PDF, PNG, JPG among others. Word documents are not accepted.

Summary

This page provides an overview of all information submitted. Each page, and document section are listed under the 'Registration Progress' header. Registration is only complete when the status indicator (shown as 'incomplete' above) says 'Pending'. (In rare cases some schools may show 'Missing Requirements'. This is only the case when an admin or athletic trainer must provide some acknowledgement.)

CLUB OFFICERS

Club officers have two additional authorities within the software; Active/Inactive status and the Event Center. In some cases, club officers may also be granting member approval

Active/Inactive Status

When a member is approved, they automatically become active. Club officer have the ability to make an active member 'inactive' (and vice versa). Inactive members are eligible to be selected on the event form.

From the roster page, click on the 'View' button for a member; the Summary page will be visible and officers can review the status of each page and document requirement. Radio buttons for 'Active' and 'Inactive' are present, and once selected, clicking 'Save' will update to the appropriate status; 'Approved-Active' or 'Approved-Inactive'.

For programs that allow club officers to approve members, further radio buttons for 'Approved', 'Disapproved', 'Incomplete/Pending', and 'Archived' will be present.

EVENT CENTER

Creating an Event

Events - Members

Manage Aikido Event

Basic Info ✓   Members ✓   Travel ⓘ   Report   Summary

	Going	Name	Position
☐			
☑		Super Admin	Vice President

SAVE   CANCEL

Travel - Site

Manage Aikido Event

Basic Info ✓   Members ✓   Travel ⓘ   Report   Summary

ERROR! Travel form must include **Vehicle** and/or **Flight** section

NOTE! This form must be completed at least **3 days** prior to event

Site ✓				
Vehicles ⓘ	Site Address:	5 Hackensack T ✓	Zip:	02467 ✓
Flight ⓘ	City:	Chestnut Hill ✓	State:	MD ✓ ▼
Lodging ⓘ	Site Contact Name:	Ben ✓	Phone:	555-555-5555 ✓
Arrangement	Departure Date/Time:	8/30/2017 9:30a ✓	Return Date/Time:	9/1/2017 9:30a ✓
	Notes:			

SAVE   CANCEL

Travel - Vehicles

Manage Aikido Event ✕

NOTE! This form must be completed at least **3 days** prior to event

Site ✓	Type of Vehicles:	Private Vehicles ▾	Number of Vehicles: 1 ▾ 🗑
Vehicles ✓	Type of Vehicles:	Rental Minivan ▾	Number of Vehicles: 1 ▾ 🗑
Flight ✓			**+ ADD VEHICLE**
Lodging ⓘ			
Arrangement			

SAVE　**CANCEL**

Travel - Flight

Manage Aikido Event ✕

NOTE! This form must be completed at least **3 days** prior to event

Site ✓	Departure Airline: [____]	Flight #: [____]
Vehicles ✓	Arrival Airline: [____]	Flight #: [____]
Flight ✓		
Lodging ⓘ		
Arrangement		

SAVE　**CANCEL**

Travel - Lodging

Manage Aikido Event   ✕

Basic Info ✓   Members ✓   Travel ❶   Report   Summary

NOTE! This form must be completed at least **3 days** prior to event

Site ✓
Vehicles ✓
Flight ✓

Lodging ❶

Arrangement

Not Applicable - No Overnight Stay	OFF	
Hotel	ON	
Hotel name:	[ ] ❶	Rooms: Se ❶ ▾
Phone:	[ ] ❶	Nights: Se ❶ ▾
Other	OFF	

SAVE   CANCEL

Travel - Arrangements

Manage Aikido Event   ✕

Basic Info ✓   Members ✓   Travel ❶   Report   Summary

NOTE! This form must be completed at least **3 days** prior to event

Site ✓
Vehicles ✓
Flight ✓
Lodging ❶
Arrangement

Name	Vehicle	Driver	Room #
Super Admin	Private Vehicles 1 ▾		▾

SAVE   CANCEL

It is the responsibility of club officers to submit all home and away contest into the Event Center. From the club roster page, click on the 'Event Center' link, and then 'Add New Event'. Provide the details of your event and click 'Submit'. An email will be sent to a club administrator, who will approve the event.

Five days prior to an event, a travel form is required. Click on the 'Submit' link in the Lineup/Travel column for the event. Provide the event details, the travel roster (only approved, activated players will appear), method of travel, lodging arrangements if applicable, and click 'Submit'.

The next page will require that all members be assigned to a vehicle and room number, if applicable.

Upon the completion of an event, a report is required to be submitted. Click 'Submit' under the Report column, and provide the details of the event, including an optional event summary.