Club Sports Software

CLUB MEMBER GUIDELINES

REGISTRATION

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

<u>Personal Info</u>

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.

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 ❶   Report   Summary

	Going	Name	Position
☑		Super Admin	Vice President

SAVE   CANCEL

Travel - Site

Manage Aikido Event   ×

Basic Info ✓   Members ✓   Travel ❶   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 ❶

Flight ❶

Lodging ❶

Arrangement

Site Address: 5 Hackensack T ✓   Zip: 02467 ✓

City: Chestnut Hill ✓   State: MD ✓ ▾

Site Contact Name: Ben ✓   Phone: 555-555-5555 ✓

Departure Date/Time: 8/30/2017 9:30ε ✓   Return Date/Time: 9/1/2017 9:30aι ✓

Notes:

SAVE   CANCEL

Travel - Vehicles

Manage Aikido Event   ×

Basic Info ✓   Members ✓   Travel ⓘ   Report   Summary

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   ×

Basic Info ✓   Members ✓   Travel ⓘ   Report   Summary

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 ⓘ   Report   Summary

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

Site ✓
                    Not Applicable - No   [OFF]
Vehicles ✓   Overnight Stay

Flight ✓   Hotel   [ON]

Lodging ⓘ   Hotel name: [ⓘ]   Rooms: [Se ⓘ ▼]

Arrangement   Phone: [ⓘ]   Nights: [Se ⓘ ▼]

                           Other   [OFF]

                                                        [SAVE]   [CANCEL]

Travel - Arrangements

Manage Aikido Event   ×

Basic Info ✓   Members ✓   Travel ⓘ   Report   Summary

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

Site ✓

Vehicles ✓

Flight ✓

Lodging ⓘ

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.

Three 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.