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Competitive Sports Mission Statement

Advancing student engagement through sport.

Purpose

To encourage recreational, instructional, and competitive clubs that inspire a passion for healthy living and dynamic learning experiences.

Sport Clubs General Information

The Sport Club Office is located in the atrium of the Student Recreation Center.
Office Hours: Monday - Friday 10:00 AM - 4:30 PM
Office: (205)-348-8055
Website: [http://urec.sa.ua.edu/sportsclub.cfm](http://urec.sa.ua.edu/sportsclub.cfm)
Email address: uasportclubs@gmail.com

Sport Clubs Administrative Staff

Sam Sugarman – Graduate Assistant
Jenna Nales – Competitive Sports Coordinator
Wyant Boreson – Competitive Sports Coordinator
Brooke Turner – Assistant Director of Intramural and Club Sports

Disclaimer: University Recreation reserves the right to modify this document through the course of the year. The department will attempt to seek assistance from the Sport Club Council on policy revision and maintains that it will be diligent in informing Clubs of any changes that are made to this document.
Membership and Club Officers

- **Membership Eligibility** – All guidelines governing the Sport Club Program are written to protect the rights and safety of each participant and designed to provide fair and equal opportunity for all persons eligible to participate in club activities. All Sport Clubs are subject to the UA Code of Student Conduct. Clubs and their members are required to follow all University, University Recreation, and Sport Club policies, including, but not limited to: policies related to risk management, discrimination, hazing, Title XI, sexual abuse/assault, drugs and alcohol. Sport Clubs found to be in violation of the Code of Student Conduct or University Policy are subject to discipline including but not limited to probation, revocation of privileges, suspension, fines, and/or expulsion from the University of Alabama. No club may restrict its membership on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability or military service.
  - **UA Students** – All currently enrolled University of Alabama students full time and part time are eligible to join a Sport Club. Any part-time student must comply with University Recreation policies to be allowed access into any facility. Co-Op and online only students must purchase a Part-Time/Summer Student membership in order to be eligible to participate.
  - **Intercollegiate Athletes** – Are not eligible to participate in Sport Clubs. Please contact the Coordinator or Assistant Director with any specific questions.
  - **Faculty/Staff** – Active faculty and full-time staff members are eligible for participation in Sport Clubs. A staff member is considered full-time if they are regularly scheduled to work at least 38.75 hours per week.
  - **NOTE:** Faculty/Staff must purchase membership for the Student Recreation Center or pay the guest entrance fee (each time) to participate in Sport Clubs events conducted in the Student Recreation Center (SRC) or Student Activities Center at Presidential Village (SACPV).
  - **Non-UA Affiliates** – Spouses or domestic partners and non-students may practice but may not compete; they must purchase a University Recreation Membership available at the SRC prior to any practice.
  - **UA Sport Clubs Transgender Participation Policy**
    - Participants may join a Sport Club in accordance with their self-identified gender, regardless of any medical treatment. It is expected that this is done in good faith and is consistent with a player’s expressed gender identity. Participants will be able to compete against other clubs in accordance with the policies set forth by the National Governing Body for the respective sport. University Recreation seeks to provide opportunities for all students to participate in its sport programs, if an individual or team is unsure of how participants fit into the framework of any sports, please contact the Assistant Director of Competitive Sports. If conflicts, procedural questions, or protests arise under these guidelines, a committee consisting of both Competitive Sports Coordinators, the Assistant Director of Competitive Sports, and other resources such as the Women’s and Gender Resource Center, Office of Student Conduct, Office of Council, Risk Management, and Sport Club Council will be consulted for advice and resolution.

- **Membership of Sport Club Roster** – A majority of the club members (51%) must be currently enrolled at the University of Alabama.

- **Club Officers** – Only University of Alabama students may hold an office in the club and vote on club matters. Below are recommendations for each officer. Clubs are encouraged to separate duties to ensure no one person is over tasked with leadership roles.
  - **President** – The President has responsibility for the oversight of the club and all officers. The President is the liaison between the club, advisor, Sport Club Staff, Sport Club Council, and other University or Community contacts.
  - **Vice President** – The Vice President duties may vary, however it is the responsibility of the Vice President to represent the club if the President is unable.
  - **Treasurer** – The Treasurer has responsibility for the financial well being of the club. This includes preparing semester budgets and reports, and keeping record of all internal and external transactions for the club.
Secretary – The Secretary has the responsibility of recording and reporting the operations of the club via important forms such as the Member Roster and Activity Reports. They assist in disseminating information, recording minutes at meetings, recording practice and event attendance, etc. This role may also oversee marketing and promotion of the club.

Note: The Sport Club Office officially recognizes the above four offices, and will communicate directly to them via meetings and correspondence.

Safety Officer – The Safety Officer has responsibility for the safety of the club members during competition, practices, travel, and team events (fundraising, community service, etc.) The safety officer must hold a CURRENT CPR and First Aid certification that must be filed in the Sport Club Office.

Fundraising Chair – The Fundraising Chair has responsibility for all club fundraisers. He or she should register all fundraising activities with the Sport Clubs Office and abide by all rules and regulations set by Sport Clubs as well as the University for fundraising activities both on and off campus.

Sport Club Council

- Sport Club Council – The Sport Club Council (SCC) is the student advisory committee whose purpose is to act as a liaison between Sport Club members and the Competitive Sports Administrative Staff. The primary function of the SCC is to advise the Competitive Sports Administrative Staff on the following:
  - Make recommendations regarding revisions to the Sport Club Handbook and new policies and procedures
  - Provide a forum for clubs to discuss general concerns with the council and professional staff
  - Conduct disciplinary hearings/appeals as needed

  NOTE: If a member of the council is on the club team facing disciplinary actions, he/she will not be part of the process.

  - Review and meet with applicants for Excellence Fund, make recommendations to the Coordinator and Assistant Director of how funds should be allocated

- Election Process – Any student on an official Sport Club Member Roster may be nominated to be on the Sport Club Council. A nomination form must be turned in by the designated date. The Sport Club staff and all current Sport Club Council members will vote on the new council for the fall at the end of the spring semester. Current members must be nominated and reelected to remain on the council for a new academic year.

- Meetings – The Sport Club Council will conduct meetings to provide a medium for the exchange of information regarding University regulations and Sport Club policies and procedures. The council will designate when they will meet each semester (minimum of 2 required). Any and all Sport Club members are invited to attend these open meetings. The meetings will provide an opportunity to work toward fostering better communication, programming, and support to one another.

Advisors and Coaches

- Advisors to Clubs – Each club is required to have an advisor that is full time faculty/staff employee at the University of Alabama. A good advisor must help provide direction and help maintain continuity in club programming. It is strongly recommended that the designated faculty/staff advisor be informed often of what is going on with the club they are advising, Advisors are responsible for the guidance, conduct and eligibility status of club members. In addition, the Advisor is responsible but not limited to the following:
  - Be familiar with The Code of Student Conduct as well as University of Alabama, University Recreation and Sport Club Policies and Procedures
  - Serve as a mentor to all club members
  - Developing leaders by encouraging the growth of initiative, responsibility and leadership in the club’s student officers and student-athletes of the club
  - Providing counsel of club funds and encouraging sound financial and business practices
  - Assisting with the annual budget
• Approving of developmental plans and activities
• Serve as a source of information for the club’s sport
• Counsel individual club members
• Assist with the club’s election process

• Coaches/Instruction to Clubs – University Recreation acknowledges that its Sport Club program often benefits from the assistance and direction of coaches and instructors. If the club wishes to have the services of a coach/instructor, they should seek an experienced individual who possesses technical knowledge of the sport and knows how to avoid player injuries and resulting liability. Clubs are encouraged to solicit coaches based on their activity, experience, and leadership skills.
• In the selection of coaches/instructors they may or may not be affiliated with The University of Alabama, but they will be required to abide by all University of Alabama and University Recreation policies. Coaches should also understand that Sport Clubs are student run organizations. Coaches/instructors are encouraged to refrain from decision making of the club management, as club officers should take on these responsibilities. All coaches/instructors must abide by the following rules:
  • New coaches/instructors must complete and submit a coach/instructor agreement form to the Sport Club Office
  • Must follow all Sport Club policies and procedures, as well as University and Departmental procedures relative to Sport Club program
  • Participation as a coach/instructor is completely voluntary
  • Maintain a level of professionalism when dealing with any team issues: try-outs, practice, travel, playing time and player/coach relationships

  **NOTE:** It is recommended that the coach’s duties be specified in the club’s by-laws.

• Coaches/Instruction Compensation – The Sport Club program does not require club coaches. However, if the club requires the services of a coach/instructor and would like to give them compensation they must be paid by the club through non-university funds. Club coaches/instructors are not considered to be employees of The University of Alabama and are not eligible for benefits or salary pay.
• Coaches/Instruction are required to have membership to the Student Recreation Center and/or Aquatic Center in order to be admitted into the facility for any reason.

• Advisor/Coach/Instruction Removal – Competitive Sports reserves the right to evaluate the performance and the involvement of all advisors/coaches/instructors. University Recreation has an obligation to protect all clubs. As a result, the Assistant Director along with the Coordinator reserves the right to dismiss an advisor/coach/instructor who has acted outside the scope of his/her authority, violated University and/or Sport Club policy, violated state or federal laws and/or displayed conduct which is not in the best interest of the club, Sport Club program and/or The University of Alabama.

### Classification System

• Sport Club Tier System – The Competitive Sports Administrative Staff will evaluate and place clubs into four tiers. Each tier level differs by amount of funding allocated, priority scheduling and additional privileges. All tiers will have access to Excellence Funding, no facility rental cost for practices/events per facility policies, equipment storage when available, and the use of sport club office or equipment when available. To be eligible for a tier, a club must meet each requirement for the respective tier. The Administrative Compliance Score covers May 1-April 30 of each year.
  • Premier Tier Requirements
    • Total league competitions – 12 (8 for Individual/Duel sports)
      • Or 8 away competitions (6 for Individual/Duel)
    • Must provide proof of league membership or governing body
    • Have the potential for competing in regional or national tournament
    • Score a 135-150 in the Administrative Compliance Score
    • Allocated 2X the amount of funding Competitive A
Competitive Tier Requirements – Competitive will be divided into two groups: Competitive A and Competitive B groups within the tier.

- **Competitive A Requirements**
  - Total league competitions – 10 (7 for Individual/Duel sports)
    - Or 6 away competitions (4 for Individual/Duel)
  - Must provide proof of league membership or governing body
  - Have the potential for competing in regional or national tournament
  - Score a 120-134 in the Administrative Compliance Score
  - The amount allocated to Competitive A is a transitional rate varying each year.

- **Competitive B Requirements**
  - Total league competitions – 8 (6 for Individual/Duel sports)
    - Or 4 away competitions (3 for Individual/Duel)
  - Have the potential for competing in regional or national tournament
  - Score a 105-119 in the Administrative Compliance Score
  - Allocated .5X the amount allocated to Competitive A

- **Instructional Tier Requirements**
  - Must be a recognized student organization
  - Elect officers and attend required meetings

- **Provisional Tier Requirements**
  - All first year clubs will be placed in this tier a minimum of one year.
    - A nominal amount of funds may be allocated to teams earning points who do not fall into the outlined tiers.

- **Changing Tiers** – Sport Clubs may only move up one tier per academic year; however teams may be moved down more than one tier per year if deemed necessary per the University of Alabama Sport Club’s year end evaluation. In order to advance in the tier system, a club’s year-end evaluation must show they have met all the requirements of the tier they are eligible to advance. Likewise, if a club’s year end evaluation reveals that the specifications of their current tier have not been met or the club failed to maintain active status over the course of the academic year, said club will be placed in the tier deemed appropriate to the level at which the club is currently operating.

- **Competition Requirement** – In order for an event to count as an official competition, at least six members of the club must compete or be listed in the official “book” at said competition. For post season events, only three athletes are required to compete for the event to be considered a competition. Other considerations will be taken into account on a Club by Club basis.

- **Tier Placement Appeals** – Sport Clubs may appeal their tier classification through a written document from the club to the Sport Club Administrative Staff. The appeal must include specific information and evidence supporting the club’s argument of which tier the club believes it should be placed into.

### Club Financial Administration

- **Standard Allocations** – University Recreation funding is appropriated to clubs who fall into the premier and competitive tiers. Eighty percent of the funding appropriated for club funding will be allocated between the two tiers. We will use the formula:

- **Excellence Fund** – Twenty percent of the remaining funding appropriated to Sport Clubs will be used for the Excellence Fund. At the end of the academic year (honor’s week), teams that have competed at a high level (National or Regional Competition) for their sport, regardless of their tier status, may apply for funding from the excellence fund.
  
  **NOTE:** The Excellence Fund applications cover May 1-April 30 event each year.

- **Excellence Fund Application** – All applications for Excellence Funding will be submitted to the Sport Club Council. After all applications and request are heard, the SCC will make the recommendations to the Coordinator and Assistant Director on how the monies should be allocated.
NOTE: If no team reaches a national level competition or if not all Excellence Fund monies are appropriated to clubs, the excellence fund will be designated for use based on the recommendation of the SCC and decision of the Coordinator and Assistant Director.

- **Club Funding** - Although Sport Clubs receive funding from University Recreation, each Sport Club should strive to become financially independent of the University. Sport Club funds must be used for the benefit of the entire group according to University rules and regulations. Funds for Sport Club activities will normally come from the following sources: Competitive Sport allocation, excellence funding, membership dues, fundraising activities and donations from individuals and corporations.
  - **Fundraising Guide** – We encourage all clubs to fundraise, but must do so within the policy set by The University of Alabama. Early consultation with the Coordinator and other UREC staff to ensure the activity planned is appropriate and follows UA policy is recommended. Planning activities in advance can save time, effort, and will ensure compliance with appropriate institutional regulations. All fundraising activities must be reviewed and approved by the Sport Club Office. Anytime items are to be sold at a Sport Club event held at The University of Alabama a facility use permit must be obtained. This is for fundraising purposes as well as outside vendors. Please refer to the Trademark and Logo section to ensure all items follow policy and procedure.

- **Gift Account** - Clubs are able to establish Gift Accounts with the University in order to receive donations from outside individuals and organizations. Any and all Gift Account administration must be done through University Recreation. If a club does not have a Gift Account and would like to set one up they can contact the Coordinator to express interest. Once a club has $250 on hand to be an initial deposit a Gift Account will be set up in the club’s name.

- **Financial Affairs Committee Funding (FAC)** – FAC is comprised of student leaders from the SGA, The Source and the Student Leaders Council. The committee has an annual budget, and allocates funding to various registered Student Organizations in support of their projects and initiatives. Allocation amounts are based on precedents and funding guidelines. All allocation amounts are subject to SGA Senate review and approval. FAC funding requests must be completed by an officer of the student organization. A representative of the organization must attend an FAC meeting to present their Funding Request and to answer any questions that the committee might have. For full details on how to apply for funding please refer to the SGA website http://sga.ua.edu/ for further information.

**Purchasing and Reimbursements**

- **Purchasing** – The University of Alabama and Alabama State law have very strict policies on purchases made by any campus entity. Any club wishing to use allocated/gift funds to procure products and/or services must have the approval of the Coordinator or Assistant Director before any purchase is made. Important information is listed below from the Purchasing Department:
  - **Know the rules before you buy.** As a University of Alabama Sport Club, you have flexibility in purchasing goods and services. However, the University is an instrumentality of the State of Alabama and must remain in compliance with laws affecting the expenditure of state funds. All purchase requests must follow established policies, procedures, and guidelines. A good rule to follow is to always discuss your needs with the Coordinator of Sport Clubs from the very beginning of planning your purchase request.
  - **Do not sign any contracts.** There are only a few designated individuals at The University of Alabama who are approved by the Board of Trustees to sign contracts and legally bind the University. The Purchasing Department will review and edit contracts, consult with University Counsel, if necessary, and obtain the appropriate signatures for your contract requirements.
  - **There are two methods to place orders.** There are currently two methods used to place orders – the on-line requisition/purchase order system and the University Visa Purchasing Card Program. Miscellaneous Disbursement Vouchers are processed through Accounts Payable; see University Spending Policies for appropriate use of an MDV. All questions concerning MDV’s should be directed to Accounts Payable.
o **Purchasing Card Program (P-Card)** – This method of purchasing is for small items. Orders are limited to $4,999.99 per transaction and must follow all UA Policies and Procedures regarding any purchase. Approved items can be but not limited to: tournament fees, equipment, uniforms, etc.

   o **Bidding Process** – Any purchase request for $15,000 or more must be bid through the UA Procurement division. The University of Alabama has many items already on bid so please ask the Sport Club Coordinator before ordering any items if you are using your allocation from UREC. Please submit these requests/quotes and specifications to the Sport Club Coordinator who will work directly with the UREC Assistant Director of Business Operations to process. Bid processed can take up to 2 weeks so waiting until the week before is not an option. Upon receipt of a purchase requisition, if the buyer cannot reasonably anticipate purchasing like or similar items that cumulatively total over $15,000 in a fiscal year period, the following guidelines will be followed:

   - **$5000 - $14,999** If not available on an existing contract or State Contract, one written quotation must be obtained and submitted with an approved purchase requisition and a purchase order will be issued to the specified vendor.

   - **$15,000 or more** formal competitive bidding is required

   - **Charter Busses**: Any charter rental being paid for with University funds must be bid out. Two weeks minimum lead out time is required.

     *Note: Any purchase made using university funding must be shipped to University Recreation so that confirmation of delivery can be established. Sport Clubs will then be notified that a purchase has been delivered.*

   - **Reimbursements** – All reimbursements must be submitted by 5pm the first Wednesday following the purchase in person to the club’s Competitive Sports Administrative Staff liaison. If a club’s liaison is unavailable, turn the forms in to another Competitive Sports Administrative Staff, if there is no one available the forms can be turned in to the Competitive Sports Office. Graduate Assistant, Coordinator, or Assistant Director. All report forms related to travel (Intent to Travel, Activity Report) must be turned in on time in for any reimbursement to be considered. Reimbursements will only be processed for purchases made by club members in order to conduct club business. Purchases made by or for non-members, including coaches, managers, etc. will not be reimbursed.

     *Note: If a club is waiting for items to clear an account or to receive receipts it must be communicated to the Sport Club office. Reimbursements will not be processed if items are turned in late without communication. If communicated, all items must be turned in within 60 days or the reimbursement will be taxed upon processing.*

   - **Receipts** – returning from official travel, original receipts (place of business with correct date clearly indicated, who paid, billing amount itemized and clearly stated) must be presented for all travel expenses that require documentation: lodging, airfare, and gasoline, and any unusual expenses.

     Along with original receipts, the University must have the following documents to show proof of payment:

     - Original Receipt
     - Folio Statement (for hotels) with the names of those who occupied the room
     - Bank or Credit Card statement showing payee and amount
     - Proof of original canceled check (non-carbon copy) when one is written

   - **Gas Receipts** – To qualify for reimbursement on gas receipts you may fill up 24 hours prior to departure. Upon returning to campus any gas purchased for reimbursement must be made the day of returning from the trip. For gas reimbursements only original receipts are needed, no other statements will be required.

     *Note: All reimbursements must be approved by the club’s Treasurer or President before being submitted to the Coordinator of Sport Clubs.*

   - **Invoices** – Any invoices turned into the Sport Club Office for reimbursement after a purchase has been made will not be available for reimbursement through club funds or gift account. All purchases must be made through the Sport Club office following University and State law policy.
After approved purchase is made any invoice that is sent from the vendor must be turned in within 24 hours of receiving purchased product/service. Failure to do so may result in points deducted from the Administrative Compliance Score or loss of future purchases.

University Recreation can process a check out of a club’s Recreation or Gift Account to pay an invoice at a clubs request.

**Facilities**

- **Scheduling/Reservation Procedures**
  - **Practice Schedules** – Proposed practice times must be turned into the Sport Club Office by specific deadline prior to each semester. It is imperative to provide the Sport Club Office with the schedule or your club’s practice as soon as possible.
    - Fall proposed practice schedules are due the Friday following Spring Break.
    - Spring proposed practice schedules are due the Friday before Thanksgiving Break.
    - Summer proposed practice schedules must be submitted by the Friday following Spring Break.
      *Note: Please see Appendix B for specific dates.*
  - **Event Schedules** – Home and away game and event schedules must be submitted within the first two weeks after the first day of classes begin for both semesters. If a club’s league is in charge of scheduling and will not have schedules ready until after the two week deadline the club will be granted their home event requests when space is available. It is encouraged that clubs create their schedule 4 to 6 months in advance. For events added to the first schedule after the two weeks of classes the following policies will be followed:
    - **Home Game/Event Schedule** – Clubs may submit additions to their home schedules, 3 weeks in advance. Any event scheduled after that time may not be approved due to staff and space availability.
      - Reservations will be made in accordance to the request if there is no other event scheduled for the specific space requested or if the addition is a league mandate. If there is a conflict with an event that was previously scheduled and the addition is not a league mandate, the requesting club will be required to make adjustments to their request to accommodate proper Sport Club Supervisor and CSM Trainer Coverage.
      - In the event a home game/event is canceled the Sport Clubs office must be notified immediately. If an event is postponed/rescheduled, the Sport Clubs office must be notified within 48 hours of the schedule change being made.
      - For games/matches played in the Women’s Varsity Soccer Stadium a CSM Trainer must be present for games/matches to be played regardless of the number of trainers on University Recreation Fields. The ambulance gate must also be unlocked and open in order to start a game/match.
      - When scheduling a tournament the maximum number of fields possibly used must be reserved 3 weeks out. The final tournament schedule must be turned in 1 week prior to the tournament.
      - For games and events outside of normal operations such as fundraising tournaments, regional or national tournaments, or matches that do not involve a University of Alabama club that is not part of a tournament, there will be a $30 per hour for each athletic trainer required.
      - For home football Saturday’s clubs may host home games/matches. Start times for club events will be 8:00am for game days with kickoff set prior to 3:00pm. Start times for club events will be 9:00am for game days with kickoff set after 3:01pm
        - *Note: Please make all efforts to schedule all events within the Student Recreation Center operating hours. Any events outside these operating hours may not be approved or may incur a fee. (Example: Home football game, A-Day Game, Honors Week, Spring Break, etc.)*
    - **Away Game/Event Schedule** – Clubs must submit additions to away schedules 1 week in advance. Any club that submits after this deadline or that travels without notice will be subject to
the trip not being reimbursed, Administrative Compliance Score points being subtracted, and/or
disciplinary action. If an event is postponed/rescheduled the Sport Clubs office must be notified
within 48 hours of the schedule change being made.

- Meeting Room Request – Any club wishing to obtain a meeting room within the Student Recreation
Center are encouraged to do so in advance. All requests must be made through the Competitive
Sports Liaison.

- Priority of Scheduling – Reservations are not guaranteed, facilities should be reserved well in
advance to help ensure you receive your reservation. When there is a conflict between Sport Clubs
regarding practice or game times, priority may be given to in-season sports and teams that have met
the reservation deadlines. If conflict continues, priority may be given to clubs in best standing with the
Sport Club program, which will be determined by a combination of tier classification, teams without
disciplinary issues and input from the Graduate Assistant, Coordinator and Assistant Director.

- Changes/Additions/Cancellations – Any time a club has reserved a facility, it must be used. If the
club changes or cancels a practice, game or any reservation, the club representative must contact
the Sport Club Staff at least 48 hours before the reservation is in effect. Failure to use a reserved
area jeopardizes the club’s ability to reserve facilities for future use. Clubs are responsible for set-up
and cleanup of all sites. If a club wants to hold an additional practice outside of their normal
schedule, the request must be made at least 48 hours prior to the start time.

- Practice (No Show) – A club must have a minimum of six participants by five minutes past the
scheduled starting time to claim and retain the reserved space. Two no shows without 48 hours prior
notice given will result in the termination of the reservation for that semester. This will also affect
practice times for the next semester.

  - Home Game/Event (No Show) – The hosting club must have enough participants by their
league’s standards to begin a game within 15 minutes of the scheduled starting time. A forfeit/no
show without 48 hours prior notice will require the club to reimburse any cost occurred to help
run the event. These costs may include student employees, field preparation, Champion Sports
Medicine, etc.

- Field and Facility Usage Policy – Alcohol, drugs/tobacco, and pets are not permitted on the
University Recreation fields. Any damages incurred to the fields, control building, or field equipment
may result in fines.

- Non-Campus Recreation Facilities – University Recreation does not operate all facilities on
campus. With advance planning and organization by the Sport Club team, University Recreation can
facilitate additional facility space and arrange for signatures on contracts and other items. Do not
use any facility on The University of Alabama’s campus or request signatures without the Assistant
Director/Coordinator. All approvals must be submitted to the Sport Club Office.

**Travel**

- Regulations and Procedures – Clubs traveling away from campus for competitions, events,
tournaments, etc., must follow The University of Alabama policy and the guidelines in this handbook.
Failure to follow guidelines or submit all documentation will result in loss of points or travel for each
occurrence. In case of emergency or occurrence of an injury while traveling for a Sport Club activity,
first take the necessary steps for emergency care, and then contact one of the Sport Club
Administrative Staff. It is the responsibility of the individual club to submit all documentation on time;
Sport Club Administrative Staff will not notify clubs when documentation is not turned in on time.

- Travel Roster and Itinerary – Intent to Travel forms for any trip outside Tuscaloosa, AL must be
completed, filed and approved in the Sport Club office by the Wednesday prior to departure. If this
form is not on file or is turned in late, the club may not be eligible to receive University funding for the
trip. Only registered UA students, faculty or staff will be allowed to travel and represent The
University of Alabama. All club members traveling must be on the club’s official roster and in good
standing with the Sport Club department and University of Alabama. The Intent to Travel form will
include:

  - Dates of the trip
- Times of arrival/departures
- Method of transportation
- If driving personal vehicles, a copy of proof of insurance must be brought in to the Sport Club Office. Pictures will not be accepted.
- All club members traveling on the trip
- Hotel/lodging accommodations
- Itinerary for overnight trips
- A map of trip route, including overnight stops
- Emergency contacts

**Charter and University Fleet Rentals** - All reservations must be made through the Coordinator or Assistant Director of Sport Clubs. Reservations will be made based on available funds in a club's Recreation or Gift Account.

- **Charter Rentals** – To use funds from the club's on campus account for charter rentals it is UA policy that this goes to bid through our department. All clubs are required to give 14 days notice when requesting a charter bus to an away event.

- **Fleet Rentals** – All reservations must be made through the Sport Club Office. Only approved club members are allowed to drive fleet vehicles. Before anyone is approved to drive they must fill out an MVR form found at the fleet services website. Reservations should be made as soon as possible to insure availability.

- **Rental Cars** – The University has an agreement with several vendors on outside rentals for vehicles. Please let the Sport Club Office know in 2 weeks so this reservation can be made and ensure availability. When a vehicle is rented at the traveler’s destination, The University of Alabama should appear somewhere on the rental agreement so both the driver and vehicle are covered by the University’s liability insurance. The University’s insurance program includes comprehensive and collision coverage for damage to vehicles rented at destination only. Consequently, the traveler should not purchase insurance from rental car agencies. The University’s coverage has a deductible of $500 on collision. The university will only reimburse the rental of vehicles appropriate to the number of travelers. Midsized cars, mini vans and passenger vans are the only approved rental vehicles. If another type of vehicle is required, approval must be made prior to rental in order to receive reimbursement. 

  *Note: If reservations are made without University Recreation approval, no University funds will be reimbursed for this cost.*

**Personal Vehicle** – Sport Clubs are permitted to use personal vehicles for travel to events. However, a copy of insurance is required for each vehicle and copies of the drivers’ licenses. It is strongly encouraged that clubs do not drive between the hours of 12AM and 6AM and also change drivers every five hours.

- **Gas Receipts** – To qualify for reimbursement on gas receipts you may fill up 24 hours prior to departure. Upon returning to campus any gas purchased for reimbursement must be made the day of returning from the trip. For gas reimbursements only original receipts are needed, no other statements will be required.

**Activity Report** – Must be submitted by the Wednesday after a club's return to campus and must be turned in on time for any reimbursement request to be considered.

**Reimbursement** – To receive reimbursement for travel legitimate receipts must be submitted to the Sport Club Office by the Wednesday following return to campus. A legitimate receipt is from the place of business with the correct date clearly indicated, who paid for the bill and the billing amount itemized and clearly stated. All travel documents must have been completed and submitted on time for a purchase to be eligible for reimbursement.

  *Note: All reimbursements must be approved by the club’s Treasurer or President before being submitted to the Coordinator of Sport Club and all travel forms must have been turned in on time in order for reimbursement to be processed.*
Risk Management

- **Assumption of Risk Form** – This form should also be signed by opponents that come to The University of Alabama when you are hosting an event.
  - Any participants under the age of 19 must also have a Parental Consent Form on file at the Sport Club Office.
- **Member Roster/Waiver Form/Concussion Statement** - Any University of Alabama student wishing to tryout, practice, or play in an event must be on the electronic roster, electronically sign the waiver and acknowledge all items on the concussion statement in IMLeagues in order to participate.
- **Accidents/Emergencies** - It is the goal of the Sport Club program to provide a safe environment for participation. It is important for every member to understand that participation in athletic events poses certain risks to the individuals involved.

Champion Sports Medicine

- The Sport Club Office works with Champion Sports Medicine to provide athletic training coverage at practices and home events. Champion Sports Medicine responsibilities are the following: prevention, recognition, evaluation, treatment, rehabilitation, reconditioning, health care administration, professional development, and responsibility. Champion Sports Medicine will provide one certified athletic trainer at no cost to any University of Alabama Sport Club.
- **Athletic Training Coverage** – Champion Sports Medicine will be present for all home practices and events for Sport Clubs based and risk level of teams competing. Trainer(s) will arrive 30 minutes prior to the scheduled start time for practices. For home events/games the trainer(s) will arrive 1 hour prior to scheduled start time.
- **Changes to Schedule** – For all cancelations of events/games/practices notification must be given 48 hours in advance. Any other changes to start times of approved events/games/practices must be given 24 hours in advance. Changes to the schedule may or may not be approved based on availability of Champion Sports Medicine employees.
- **Additional Athletic Trainer Coverage** – Champion Sports Medicine will provide one certified athletic trainer. When there is a request that exceeds one certified athletic trainer a payment will be required by the Sport Club hosting the event. Appropriate coverage will be determined by Champion Sports Medicine, Coordinator, and Assistant Director of Sport Clubs.
- **Inclement Weather and Field Conditions** – Champion Sports Medicine with the Sport Club Staff will make every effort to play and finish events. However, in the event of inclement weather the athletic trainer on site with input from the Coordinator and Assistant Director will make the decision to play, postpone, or cancel. The trainer will have access to the temperature outside, when the temperature reaches below freezing, 31 degrees, practices will be modified. Clubs will practice for 30 minutes and come inside for 15 minutes. Clubs must leave the field and go inside the Student Recreation Center lobby. Please do not disturb other patrons or students accessing the facility. Be mindful of coming into the facility not to track in grass, etc. Those wearing cleats must remove them prior to entering the facility.
**Concussion Guidelines**

- **Baseline Testing**
  - The University of Alabama Sport Club participants in designated “high risk sports” (as identified by the NCAA Sports Management Handbook, 2013-2014) that present a higher risk for head trauma or injury are required to participate in baseline concussion testing using the Symptom Evaluation portion of the SCAT2 (Sport Concussion Assessment Tool) prior to any official practice or competition associated with his or her club membership. This test can be helpful to medical professionals for interpreting post-injury test scores. Participants in any sport not included in the NCAA high risk sports category that desire to conduct a baseline test are encouraged to participate as well. Additionally, it is strongly recommended that participants with a history of concussion complete a SCAT2 baseline test. Athletic Trainers from Champion Sports Medicine or other qualified medical professionals with the support of University Recreation staff will administer the baseline test. Club presidents will be contacted with the date and time of testing for the following clubs: Ice Hockey, Lacrosse, Rugby, and Soccer.
  - All participants will be asked to sign the UA Sport Club Concussion Statement annually accepting responsibility to report injuries and illness to the Sport Club Administrative Staff and medical professionals, including signs and symptoms of concussion.
  - Baseline test will be shared with the University of Alabama Student Heath Center in the event that a participant seeks treatment for a concussion or other head trauma.

- **Education**
  - Club presidents, vice presidents, treasurers, secretaries, coaches, and advisors are required to annually complete the NFHS Concussion in Sports Course within the first two weeks of the fall semester or the first two weeks of assuming their position. This course is offered free of charge at [https://nfhslearn.com/courses/38000](https://nfhslearn.com/courses/38000). After completing the course each participant should email a copy of their completion certificate to uasportclubs@gmail.com. All club participants are required to sign the UA Sport Club Concussion Statement annually and are strongly encouraged to watch the NCCA’s “Concussions: Don't Hide It, Report It, Take Time to Recover” video at [http://s3.amazonaws.com/ncaa/web_video/health_and_safety/concussion/concussion.html](http://s3.amazonaws.com/ncaa/web_video/health_and_safety/concussion/concussion.html).

<table>
<thead>
<tr>
<th>Signs Observed by Coaching Staff</th>
<th>Symptoms Reported by Athlete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appears dazed or stunned</td>
<td>Headache or “pressure” in head</td>
</tr>
<tr>
<td>Is confused about assignment or position</td>
<td>Nausea or vomiting</td>
</tr>
<tr>
<td>Forgets an instruction</td>
<td>Balance problems or dizziness</td>
</tr>
<tr>
<td>Is unsure of game, score, or opponent</td>
<td>Double or blurry vision</td>
</tr>
<tr>
<td>Moves clumsily</td>
<td>Sensitivity to light</td>
</tr>
<tr>
<td>Answers questions slowly</td>
<td>Sensitivity to noise</td>
</tr>
<tr>
<td>Loses consciousness (even briefly)</td>
<td>Feeling sluggish, hazy, foggy, or groggy</td>
</tr>
<tr>
<td>Shows mood, behavior, or personality changes</td>
<td>Concentration or memory problems</td>
</tr>
<tr>
<td>Can’t recall events prior to hit or fall</td>
<td>Confusion</td>
</tr>
<tr>
<td>Can’t recall events after hit or fall</td>
<td>Just not “feeling right” or is “feeling down”</td>
</tr>
</tbody>
</table>
• **Removal from Play**
  - Any participant, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day. The participant should complete a SCAT2 Test 24-72 hours after the injury performed by a qualified medical professional. The participant must be symptom-free for at least 24 hours in order to begin a return to play progression and clearance to play must follow the Return to Play section of this Policy.

• **Reporting**
  - The club president or their designee shall communicate the nature of the injury to the Sport Club Coordinator by phone or email immediately after the practice or competition in which a student has been removed from play due to a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.
  - Participants who sustain a head injury outside of club events should notify the Sport Club Coordinator within 24 hours of the event to ensure the participant’s safe participation in club activities.

• **Return to Play**
  - Medical Clearance from a physician must be documented using the UA Sport Club Return to Play Clearance Form available at urec.ua.edu. This form must be provided to the Club Sport Coordinator prior to resuming club activities. The participant and club president will be notified via email when the form has been processed by the Sport Club Office; the participant should not participate until this time. Forms may take up to one business day to process.

• **Participant Disqualification**
  - **Game/Practice** – Participants will be disqualified from participation for the remainder of the day if they exhibit signs or symptoms of a concussion or lose consciousness regardless of how mild the presentation may be.
  - **Season** – Participants that have severe or multiple concussions in the same season may be disqualified from participating in the remainder of the season due to the increased risk of recurrence. The best course of action for the participant and their health and well-being will be determined by discussions including the participant, Sport Club Administrators, athletic trainers and/or physicians.
  - **Career** – Participants who sustain multiple concussions with recurrent or post-concussion signs and symptoms that last for lengthy periods of time may be disqualified for the remainder of their careers. The best course of action for the participant and their health and well-being will be determined by discussions including the participant, Sport Club Administrators, athletic trainers and/or physicians.
**Return to Play Progression** - Should be completed under the supervision of a medical professional (http://www.cdc.gov/concussion/headsup/return_to_play.html)

**Baseline (Step 0):** As the baseline step of the Return to Play Progression, the athlete needs to have completed physical and cognitive rest and not be experiencing concussion symptoms for a minimum of 24 hours. *Keep in mind, the younger the athlete, the more conservative the treatment.*

**Step 1: Light Aerobic Exercise**
The Goal: only to increase an athlete’s heart rate.
The Time: 5 to 10 minutes.
The Activities: exercise bike, walking, or light jogging.
Absolutely no weight lifting, jumping or hard running.

**Step 2: Moderate Exercise**
The Goal: limited body and head movement.
The Time: Reduced from typical routine
The Activities: moderate jogging, brief running, moderate-intensity stationary biking, and moderate-intensity weightlifting

**Step 3: Non-contact Exercise**
The Goal: more intense but non-contact
The Time: Close to Typical Routine
The Activities: running, high-intensity stationary biking, the player’s regular weightlifting routine, and non-contact sport-specific drills. This stage may add some cognitive component to practice in addition to the aerobic and movement components introduced in Steps 1 and 2.

**Step 4: Practice**
The Goal: Reintegrate in full contact practice.

**Step 5: Play**
The Goal: Return to competition

*It is important to monitor symptoms and cognitive function carefully during each increase of exertion. Athletes should only progress to the next level of exertion if they are not experiencing symptoms at the current level. If symptoms return at any step, an athlete should stop these activities as this may be a sign the athlete is pushing too hard. Only after additional rest, when the athlete is once again not experiencing symptoms for a minimum of 24 hours, should he or she start again at the previous step during which symptoms were experienced.*

*The Return to Play Progression process is best conducted through a team approach and by a health professional who knows the athlete’s physical abilities and endurance. By gauging the athlete’s performance on each individual step, a health care professional will be able to determine how far to progress the athlete on a given day. In some cases, the athlete may be able to work through one step in a single day, while in other cases it may take several days to work through an individual step. It may take several weeks to months to work through the entire 5-step progression.*
• Concussion Information for Participants
  o What is a concussion?
    • A concussion is a type of traumatic brain injury (TBI) caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth. (http://www.cdc.gov/concussion/)
  o Concussion facts: (CDC Heads Up Concussion Fact Sheet)
    • A concussion is a brain injury that affects how your brain works.
    • A concussion is caused by a bump, blow, or jolt to the head or body.
    • A concussion can happen even if you haven’t been knocked out.
    • If you think you have a concussion, you should not return to play on the day of the injury and not until a health care professional says you are OK to return to play.
  o What should I do if I think I have a concussion? (Modified from CDC Heads Up Concussion Fact Sheet)
    • DON’T HIDE IT. REPORT IT. Ignoring your symptoms and trying to “tough it out” often makes symptoms worse. Tell your coach, club officer, and athletic trainer if you think you or one of your teammates may have a concussion. Don’t let anyone pressure you into continuing to practice or play with a concussion.
    • GET CHECKED OUT. Only a health care professional can tell if you have a concussion and when it’s OK to return to play. Sports have injury timeouts and player substitutions so that you can get checked out and the team can perform at its best. The sooner you get checked out, the sooner you may be able to safely return to play.
    • TAKE CARE OF YOUR BRAIN. A concussion can affect your ability to do schoolwork and other activities. Most athletes with a concussion get better and return to sports, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.
  o What are the symptoms of a concussion? (CDC Heads Up Concussion Fact Sheet)
    Concussion symptoms differ with each person and with each injury, and they may not be noticeable for hours or days. Common symptoms include:
    • Headache
    • Confusion
    • Difficulty remembering or paying attention
    • Balance problems or dizziness
    • Feeling sluggish, hazy, foggy, or groggy
    • Feeling irritable, more emotional, or “down”
    • Nausea or vomiting
    • Bothered by light or noise
    • Double or blurry vision
    • Slowed reaction time
    • Sleep problems
    • Loss of consciousness

    During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.
  o What can I do to feel better? (From CDC What to expect after a concussion)
    Getting plenty of rest and sleep helps the brain to heal. Do not try to do too much too fast. As you start to feel better, you can slowly and gradually return to your usual routine. Here are some other tips to help you get better:
    • Avoid activities that are physically demanding (e.g., sports, heavy housecleaning, exercising) or require a lot of thinking or concentration (e.g., working on the computer, playing video games). Ignoring your symptoms and “toughing it out” often makes symptoms worse.
• Ask your health care professional when you can safely drive a car, ride a bike, or operate heavy equipment.
• Do not drink alcohol.

  o **What if I don't feel better after a week?** *(From CDC What to expect after a concussion)*
    If you do not feel back to normal within one week, see a health care professional who has experience treating brain injuries.

  o **When should I return to the hospital emergency department?** *(From CDC What to expect after a concussion)*
    Sometimes serious problems develop after a head injury. Return immediately to the emergency department if you experience any of the following symptoms:
    • Repeated vomiting
    • Headache that gets worse and does not go away
    • Loss of consciousness or unable to stay awake during times you would normally be awake
    • Getting more confused, restless, or agitated
    • Convulsions or seizures
    • Difficulty walking or difficulty with balance
    • Weakness or numbness
    • Difficulty with your vision

  *Most of all, if you have any symptom that concerns you, your family members, or friends, don’t delay, see a doctor right away*

  o **How can I prevent a concussion?** *(NCAA Concussion Fact Sheet for Student-Athletes)*
    Basic steps you can take to protect yourself from concussion:
    • Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
    • Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head all cause concussions.
    • Follow your athletics department’s rules for safety and the rules of the sport.
    • Practice good sportsmanship at all times.
    • Practice and perfect the skills of the sport.

**Standards of Conduct**

  o **Alcohol/Drug/Controlled Substance Policy**- Consumption of alcohol or partaking of drugs or any other controlled substances while representing The University of Alabama as a Sport Club is not allowed. Events would include practices, home and away games and this applies to any member, coach, volunteer, or advisor. At no time shall any club participants use University Recreation funding or University money to purchase or transport alcohol, drugs, or tobacco. Club members are prohibited from the consumption of alcohol 6 hours prior to participating in any club activity and shall not participate under the influence of any substance. If the game is an away event, members are prohibited from the consumption of alcohol 24 hours prior to the departure and return of the trip.
    *Note: If operating a University vehicle, club members are prohibited from consumption of alcohol at least 48 hours prior to departure.*

  o **Hazing Policy**- The University of Alabama is committed to maintaining a supportive, educational environment that seeks to enhance the well-being of all members of its community. This commitment reflects the institution’s adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. Consistent with that commitment, the University has implemented the following policy on hazing.
PROHIBITION ON HAZING

For purposes of this Policy, the University adopts and incorporates herein the detailed definitions of hazing set forth in the University’s Code of Student Conduct and Alabama Code § 16-1-23. Simply defined, hazing includes any act that threatens or inflicts physical, emotional, or psychological pressure or injury on an individual or that purposely deems, degrades, or disgraces an individual.

The University does not condone hazing, regardless of its form. Indeed, hazing is prohibited by the University’s Code of Student Conduct and considered a crime in the State of Alabama under Alabama Code § 16-1-23. No individual shall directly engage in hazing or indirectly encourage, aid, or assist any other person in hazing. All students and other University representatives, including employees, should immediately report known or suspected hazing violations as directed herein.

REPORTING HAZING

To report hazing, please provide specific information about the hazing incident to any of the following:

- The University’s Hazing & Harassment Hotline (205) -348-HALT (4258.)
- The University’s Office of the Dean of Students (205-348-3326)
- The University’s Office of Student Conduct (205-348-8234 • student.conduct@sa.ua.edu)
- The University of Alabama Police Department (UAPD) (205-348-5454)

If the situation is an emergency and you or someone else needs immediate assistance, please contact UAPD (205-348-5454).

PROHIBITION ON RETALIATION

It is a violation of the Code of Student Conduct for a student to retaliate against another student or individual who has made a good faith report of hazing. Similarly, any University employee who retaliates against an individual who has made a good faith report of hazing will be subject to disciplinary sanctions, up to and including termination.

Anti-Discrimination Policy – The University of Alabama does not discriminate on the basis of race, religion, color, gender, sexual orientation, age, socioeconomic status, handicap, or national origin. Student organizations are expected to observe and practice guidelines that have been set forth in this policy. Clubs who are involved in any aspect of discrimination are subject to institutional disciplinary action.

Discipline - Each club within The University of Alabama Sport Clubs program is student run and under the administration and guidance of the Competitive Sports Administrative Staff. Every club member, coach/instructor and advisor is responsible for the knowledge of and adherence to the policies set forth by this manual and The University of Alabama Student Handbook.

Acts of misconduct shall subject the coach/instructor, advisor, participant and/or entire club to disciplinary action. Allegations of misconduct against any Sport Club coach/instructor, advisor and participant and/or entire club should be addressed to the Competitive Sports Administrative Staff. As appropriate, referrals may be made and sanctions may be imposed by one or more of these offices: Office of Student Conduct, the Office of Human Resources, and/or the Sport Club Professional Staff. Although individuals may be referred to the Office of Student Conduct, all cases may return to the Competitive Sports Administrative Staff for further sanctions.

In addition to any assessed penalty, the Assistant Director with the Coordinator may take any remedial action believed to be proper to deter any future misconduct. Students concerned about inappropriate club activity by another member, coach, advisor, or team should contact the Sport Club Office for assistance. The Sport Club Office will work with clubs to mediate or take action against any issues or concerns.

Infractions - include but are not limited to:

- Minor - Failure to turn in forms by deadlines, failure to get approval on flyers/promotional materials, participation by ineligible players, practicing/playing/meeting on facilities
without prior reservation or permission, failure to turn in practice or game schedules by deadlines, improper use of website, etc.

- **Intermediate** - Failure to get approval on fundraising events or approval on donor/sponsor solicitations, failure to have a delegate attend any Sport Club Meeting, forgery on any Sport Club forms, allowing an unapproved driver to operate a rental vehicle, repeat violations from minor infractions, etc.

- **Major** - Improper use of team funds, hazing, fighting, unsportsmanlike conduct toward other club members, officials, site management, professional staff or opponents, disruptive behavior while on away trips, compromising the safety of club members while traveling, transporting and/or consuming alcohol or illegal substances while on official club trips, any failure to abide by standards of conduct relating to drug use, sexual harassment, or any other school or legal issue, repeat violations from minor and intermediate infractions, etc.

- **Procedures for Infractions (Minor, Intermediate and Major)** – If violations occur, club officers should contact the Sport Club Office immediately to discuss the infraction. Once the Sport Club Office is made aware of any infraction the club will receive an email to the officers to establish a meeting to discuss the infraction, investigate the occurrence and outlining any decisions/sanctions made regarding the infraction and steps for resolution.

- **Sanctions** – Possible sanctions may include but are not limited to the following:
  - Loss of club funding, club standing or status, facility space, and other benefits, a hold on spending any funds, removal of club officers, coaches, and/or members, probation status, possible points taken away from the Administrative Compliance Score.

- **Appeals**- All appeals must be submitted in writing to the Assistant Director within 5 business days of the decision. If the Assistant Director institutes the initial sanction one of the Competitive Sports Coordinators will address the appeal. The written appeal should include:
  - The purpose of the appeal
  - The desired outcome
  - Supporting evidence or documents
  - Upon meeting with and receiving the decision from the Assistant Director, clubs may appeal to the Sport Club Council (SCC) within 5 business days with a written appeal. The SCC will convene a meeting within 5 business days of receiving the final appeal letter to meet with the club and render the final decision in the sanctions and appeals process. If a member of the SCC is a member of the club involved they will not be allowed to participate in the appeals process. 
    
    Note: During the appeals process any sanction may be upheld, reduced, or increased by the Assistant Director or SCC.

**Forming New Sport Clubs**

- University Recreation is always pleased to add more student activities to its repertoire. All Sport Clubs must first be a registered student organization. These requirements are set up by the Office of Student Involvement, and include, but are not limited to a list of club officers and a faculty advisor. Those interested in forming a new sport club must adhere to the following guidelines:
  - Your interest group must be composed of at least 10 people comprised of UA students, faculty or full-time staff. Students must be 51% of the group.
  - No duplication of active sport clubs (one club per sport). Men and Women may have separate clubs.
  - Sports must have a national governing body.
  - Meet with the Coordinator of Competitive Sports to go over new club guidelines.
  - All clubs must provide the Coordinator with current contact information for officers.
  - Submit a written constitution to the Office of Student Involvement & University Recreation.
  - Present documented evidence of prospective members, officers, and coaches.
  - Document potential competitors, either through a governing league or clubs at nearby universities.
Marketing and Media

- **Marketing Package** – University Recreation Marketing offers all clubs a marketing package that includes: photo shoot, team poster/schedule, flyer, postcard, uniform, and logo design if needed. The cost is $45.00; please make all checks payable to the University of Alabama. University Recreation is not responsible for payment of printing services by University Print Services or any other printing firm that you choose to use.
  - It is your responsibility to set up necessary arrangements for all elements of the marketing package. Please expect a minimum of three weeks to complete artwork for any promotional materials. Logos and uniform designs may take longer to be completed.

- All promotional materials (including entry forms) require the approval of the Sport Club Staff prior to printing and duplication. Sport Club social events are not sponsored by University Recreation and must not be advertised as part of the official activities. All approved promotional materials must include the University Recreation logo.
  - A bulletin board not located in a University Recreation building is under the jurisdiction of that college, school, department, or administrative office. Please request permission when posting flyers on appropriate places outside the recreation center.
  - Please follow all university policy when posting signs on university property.
    - Signs may not be posted on trees, lampposts, sidewalks, walls, or other masonry.
    - Please remove each signs/flyers no later than seven days after the completion of said event.
  - Championship Banners – These can be submitted to the University Recreation Marketing Department at each clubs expense, to be hung in the recreation center. The dimensions must be 55x36.

- Trademark and Logos – Please see Trademark and Logos section.

- **University Recreation Website** – Each Sport Club has a webpage linked to the University Recreation website and is expected to maintain and provide current information. Listed below is the minimum information, all this must be done by the first week of each semester:
  - Must provide representative’s contact name and email for prospective members
  - Must give an overview of the club and its activities
  - Must provide the current practice schedule with location and times
  - Must provide the current game schedule with location and times (if applicable)
  - Link for additional website that the club may use as its primary informational website

- **Other Website** – Please maintain all websites with current information. If there are pictures on the website, they must be relative to the sport or activity of the club. Post pictures of parties, social occasions, or photos that would reflect positively on the club, University Recreation, and The University of Alabama in a negative manner. If you are not sure, ASK!

- **Social Media** – All members of the club represent their Sport Club, University Recreation and The University of Alabama at all times. The use of social media such as Twitter and Facebook is a great way to promote your club and leadership, recruit potential members, highlight achievements and publicize upcoming competitions and fundraisers. However, please remember your Sport Club’s social media accounts are public domains and should not be used to demoralize, harass, or disparage any individual or opponent. Social media accounts are subject to the discipline process. Keep information posted limited to club activity only. If you are not sure, ASK!

Trademark and Logo

- The Collegiate Licensing Company regulates the use of University Trademarks and Logos. Please use the office of Athletics Marketing and Trademark Licensing approved vendor list [http://purchasing.ua.edu/standing.asp](http://purchasing.ua.edu/standing.asp) for any purchases that incorporates The University of Alabama’s logos or identifying names/marks. This insures protection of the integrity and identity of the University. By ensuring that products bearing the University’s marks are of high quality and good taste, we further promote The University of Alabama’s reputation as one of the nation’s finest universities. Proper use of the university’s name also stimulates public awareness and support. Trademark and Logo policies apply to all club purchases regardless of the funds used.
• **Uniforms and Team Apparel** – A club may use the university script A and Sport Clubs Patch as part of its uniforms. Terms of the licensing agreement stipulates approval of all artwork and designs, as well as the quality of the product prior to its distribution. See Appendix B for logos and patches.

• **Logos:**
  - Script A and Sport Club Patch without sponsor logos.
  - Capstone A and Sport Club Patch with sponsor logos.
  - Alabama with sport name, or Sport Clubs Patch, in Acens or Impact font is allowed.

• **Colors:**
  - Crimson
  - White
  - Silver (light and Dark)
  - Black

• **General Apparel and Merchandise:**
  - Script A and Sport Club Patch without sponsor logos.
  - Capstone A and Sport Club Patch with sponsor logos.
  - Fashion colors may be allowed, if desired, on a case by case basis.
  - Artistic designs on T-shirts must be appropriate and representative of the University’s standards.
  - New purchases must contain the new Sport Club Patch. Any items currently owned by a club with old logos may be worn until no longer viable.
  - A University licensee must be used for all orders.
    *Note: If no licensee is found, a One-Time Agreement will be available.*

• **Jerseys and Uniforms:**
  - Script A and Sport Club Patch without sponsor logos.
  - Capstone A and Sport Club Patch with sponsor logos.
  - University licensee, where applicable, must be used.
    *Note: If no licensee is found, a One-Time Agreement will be available.*
  - New purchases must contain the new Sport Club Patch. Any items currently owned by a club with old logos may be worn until no longer viable.
  - Jerseys or apparel given to a like sport from a UA Varsity team may be worn as originally designed.

• **Championship Rings:**
  - Team must pay for rings themselves.
    - Design must clearly specify the actual title.
    - Design must follow style sheet for club teams.
    - Design must be submitted for review and approval.

• **Design orientation, Secondary Logos, and Social Media:**
  - No overlapping of logos and word marks.
    - No use of Crimson Tide.
    - No use of Bama.
    - No circular logos.
    - No hound’s-tooth patterns.
  - Designs will need to be submitted to cprice@ia.ua.edu for review and approval.
  - University Recreation, University Relations, or Trademark Licensing can help with design process.
    *Note: Trademark and Licensing Services retain the right of approval of all uses of the university’s marks.*
**IMLeagues**

- Competitive Sports uses IMLeagues online system to track rosters, assumptions of risk, and concussion statements for each individual club member as well as schedules, intent to travel forms and activity reports for all clubs. Individuals can access IMLeagues through any online or mobile device. Participants are required to sign in at every practice they attend. For clubs practicing on-campus UREC fields, participants will check in with the Competitive Sports Staff with the UA Action Card. For all other club’s it is the responsibility of a designated individual to keep track of checking in participants for every practice and turn in all practice rosters by 4:30pm the last Wednesday of each month.

**Forms**

- **Accident Report** – An Accident Report is to be filled out anytime there is an accident involving a University of Alabama Sport Club participant. When a trainer is present clubs are not responsible for filling out and Accident Report.
- **Activity Report** – An Activity Report is to be filled out online and turned in by the Wednesday following every home or away contest involving a Sport Club.
- **Assumption of Risk Form** – The Assumption of Risk Form is to be filled out by individuals not on a respective club member roster. This includes, but is not limited to, those trying out for a club team and teams not from The University of Alabama. The Assumption of Risk Form must be completed prior to participation.
- **Concussion Return to Play** - The Concussion Return to Play form must be filled out by a Medical Physician allowing a participant who has sustained a concussion to begin return to play procedures. This form must be turned into Competitive Sports prior to returning to play or utilizing any University Recreation Facilities.
- **Concussion Statement** - The Concussion Statement is a series of statements each member acknowledges online through IMLeagues when being added to a roster that outline reporting concussions, where to get proper care for a suspected or diagnosed concussion, taking time to heal, return to play procedures following a concussion, and releases Competitive Sports to share certain medical information during the recovery process.
- **FERPA Form** – Anytime a presiding league requires team members to submit forms containing individual academic standing signed off on by the University Registrar the individual must sign a FERPA Form. This allows the Registrar to provide the requested information. FERPA forms must be taken to and pick up from the Registrar by University Recreation. At no point can a student take or pick up these forms, unless previously arranged by University Recreation and the Registrar. FERPA Forms and any other documents are to be turned in no later than four days prior to the due date required by governing organizations.
- **Incident Report** – An Incident Report is to be filled out anytime there is an incident at a Sport Club practice or event that includes, but is not limited to, sportsmanship, obscene behavior, compliance, illegal identification, excessive physical contact or alcohol.
- **Intent to Travel Form** – Intent to Travel form is to be filled out online and turned in the Wednesday prior to travel.
- **Member Roster** – The Member Roster form is to be filled out online through IMLeagues by those who are actual members of a respective club. The Member Roster should be updated as often as needed so that all current member information is on file.
- **Officer/Coach Form** – An Officer/Coach form is to be filled out online and turned in anytime there is a change in officer or coach designation. This Officer/Coach form should be updated as often as needed to keep all information up to date.
- **Parental Consent Form** – The Parental Consent Form is to be filled out by the parent/guardian of an individual under the age of 19 who wishes to participate with a Sport Club. The Parental Consent Form must be filled out prior to the individual trying out, practicing or participating with a respective club.
• **Reimbursement Form** – A Reimbursement Form is to be filled out and turned in anytime a Sport Club member uses personal funds to conduct club business and wishes to have those funds reimbursed. For travel reimbursements to be approved the Intent to Travel form and Activity Report must have been turned in on time and the reimbursement form is turned in by 5pm the Wednesday after travel. Reimbursement Forms are to be turned in to the Sport Club Graduate Assistant, Coordinator or Assistant Director in person in order to receive approval.

**Other Sport Club Guidelines**

• **Parking Passes** – The Sport Club Office will provide parking passes for events held at the Student Recreation Center and/or Aquatic Center during days and times when parking permits are enforced. Please provide how many passes are needed, date, tournament/game information. Advance notice of at least three business days is required.

• **Excuse Letters** – The Sport Club Office understands that Sport Club athletes often must miss classes to attend tournaments and games. While Sport Club Staff cannot officially excuse any athlete from a class or exam, the office will write excuse letters to provide to instructors. These letters will ask permission to be excused because of a school event. Please provide student names, date, tournament/game information, and number of letters requesting when requesting excuse letters. Advance notice of at least three business days is required. We will not write letters post event, please plan accordingly.

• **Mailbox**- Clubs are expected to frequently check their mailboxes located in the Sport Club Office for any important letters or notifications pertaining to the club.

• **Storage Space** – All Sport Club equipment purchased by funds allocated or FAC funds should be stored in University facilities whenever possible. The Sport Club Staff will assist in finding an appropriate location if space is available. When space is issued to representatives of the club, it is the responsibility of the club to assure that the storage rooms are not misused, LOCK ALL DOORS. The Sport Club Staff will monitor the storage space, but is not responsible for a particular clubs’ items. Items purchased with university funds are to be inventoried on a yearly basis and the inventory list turned in to University Recreation.

• **Other University Offices**- Any communication with another office or department on campus is to be done through the Competitive Sports Office. Competitive Sports and University Recreation have cultivated relationships on campus with other offices and departments and can often expedite communication and requests when given adequate time.
Appendix A-Logos

Script A

Capstone A

Sport Club Patch
Appendix B-Important Dates

- September 3rd, 2015- Fall Home and Away Event Schedules Due
- November 20th, 2015- Spring Practice Requests Due
- January 27th, 2016- Spring Home and Away Event Schedules Due
- March 11th, 2016- Summer and Fall Practice Requests Due

Appendix C- Liaisons

<table>
<thead>
<tr>
<th>Sport</th>
<th>Assigned Liaison</th>
</tr>
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<tbody>
<tr>
<td>Badminton</td>
<td>Wyant</td>
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<tr>
<td>Baseball</td>
<td>Sam</td>
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<tr>
<td>Bowling</td>
<td>Wyant</td>
</tr>
<tr>
<td>Boxing</td>
<td>Sam</td>
</tr>
<tr>
<td>Clay Shooting</td>
<td>Wyant</td>
</tr>
<tr>
<td>Crew</td>
<td>Brooke</td>
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<tr>
<td>Cross fit</td>
<td>Jenna</td>
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<tr>
<td>Cycling</td>
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<td>Disc Golf</td>
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<tr>
<td>Field Hockey</td>
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<td>Hockey</td>
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<td>Kayak</td>
<td>Sam</td>
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<tr>
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<tr>
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<tr>
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<td>Water Polo</td>
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<td>Water Ski</td>
<td>Jenna</td>
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<tr>
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<td>Brooke</td>
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<tr>
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<tr>
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<tr>
<td>Wrestling</td>
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