



SPORT CLUBS HANDBOOK

UPDATED: 8/23/16



Division of
Student Affairs

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Sport Clubs General Information

The Competitive Sports Office is located in the atrium of the Student Recreation Center

Physical Address: 401 5th Avenue East, Tuscaloosa, AL 35401

USPS Mailing Address: Student Recreation Center, Box 870373, Tuscaloosa, Alabama 35487

Competitive Sports Office Hours: Monday - Friday 10:00 AM - 4:30 PM

Competitive Sports Office Phone: (205)-348-8055

Website: <https://urec.sa.ua.edu/sport-clubs/>

Email Address: SportClubs@ua.edu

Competitive Sports Mission Statement

Competitive Sports advances student engagement and leadership through sport.

Purpose

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

The Capstone Creed

As a member of The University of Alabama community, I will pursue knowledge, act with fairness, integrity and respect; promote equity and inclusion; foster individual and civic responsibility; and strive for excellence in all I do.

Competitive Sports Administrative Staff

Brooke Turner
Assistant Director of Competitive Sports
Bturner13@sa.ua.edu

Wyant Boreson
Competitive Sports Coordinator
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Competitive Sports Coordinator
Vacant

Jonathan Canales
Graduate Assistant of Competitive Sports
SportClubs@ua.edu

University Recreation reserves the right to modify this document during the course of the year. The department will seek assistance from the Sport Club Council on policy revision and will inform Clubs of any changes that are made to this document.

Liaisons – Each club will be assigned a liaison from the Competitive Sports Staff to provide a more personalized experience. The club’s liaison will be the primary contact to handle questions, reimbursements, contacting other offices on campus, and any other club business. In an effort to support communication, officers are required to schedule a meeting with their liaison in September, October, February, and April. Officers should be prepared to discuss the business of the club including, but not limited to financials, fundraisers, recruitment, travel, and the health of the club.

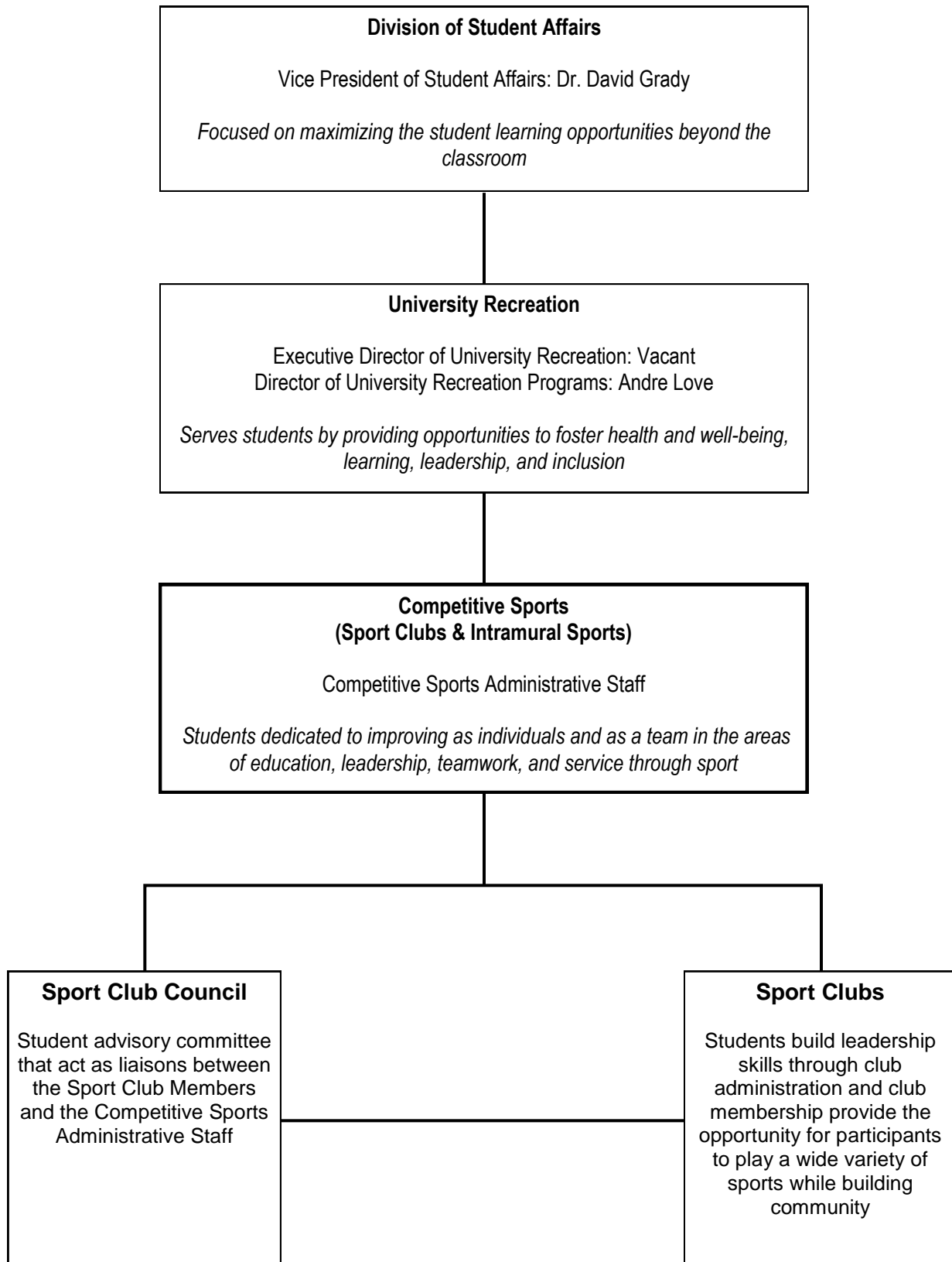
Club Liaisons

| Sport | Liaison |
|--------------------|-----------|
| Badminton | Wyant |
| Baseball | Jonathan |
| Bowling | Wyant |
| Boxing | Jonathan |
| Clay Shooting | Wyant |
| Crew | Stephen |
| Equestrian | Wyant |
| Field Hockey | Stephen |
| Fishing | Wyant |
| Golf | Wyant* |
| Hockey | Wyant |
| Kayak | Stephen |
| Lacrosse (Men) | Wyant* |
| Lacrosse (Women) | Wyant* |
| Rugby (Men) | Wyant |
| Rugby (Women) | Wyant |
| Soccer (Men) | Jonathan* |
| Soccer (Women) | Jonathan* |
| Table Tennis | Wyant |
| Tennis | Jonathan |
| Triathletes | Brooke* |
| Ultimate (Men) | Jonathan |
| Ultimate (Women) | Jonathan |
| Volleyball (Men) | Wyant |
| Volleyball (Women) | Wyant |
| Water Polo | Wyant |
| Water Ski | Brooke* |
| Wrestling | Wyant |

*Liaison will change to the vacant coordinator position when filled

Liaison Contact Information:
 Brooke Turner, bturner13@sa.ua.edu
 Jonathan Canales, SportClubs@ua.edu
 Stephen Middleton, srmiddleton1@sa.ua.edu
 Wyant Boreson, wsboreson@sa.ua.edu

Competitive Sports Organizational Chart



Introduction

- **What are club sports?** Sport Clubs are student-run organizations for those who have a passion for a particular sport or who want to learn a new sport. Our program emphasizes leadership, education, and service through the sports it offers. While all Sport Clubs are competitive, they also stress skill development, team-building, and socialization. Sport Clubs are open to University of Alabama students, faculty, staff, and spouses of any skill level and offer the opportunity to compete with other colleges throughout the state, region and nation. This is not intended to be a path leading clubs to varsity status under the Division of Intercollegiate Athletics at The University of Alabama.
- **Membership** – All guidelines governing Sport Clubs 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. 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. 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.

Eligibility

- **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. Those below full-time student status, Co-Op and online only students must purchase a Part-Time/Summer Student membership in order to be eligible to compete. For competitions off-campus or in regional/national tournament, academic requirements are determined by leagues and/or governing bodies.
 - A majority of the club roster (51%) must be currently enrolled at the University of Alabama.
 - Only current University of Alabama students may hold an office in the club and vote on club matters.
- **Intercollegiate Athletes** – Current Intercollegiate Athletes are not eligible to participate in Sport Clubs. Former Intercollegiate Athletes are eligible to participate in accordance with the club's governing body policies. It is typical for governing bodies to require former athletes be a minimum of one year removed from their collegiate roster in order to be eligible.
- **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.
 - *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 or Robert E. Witt Student Activity Center.*
- **Non-UA Affiliates** – Spouses or domestic partners and non-students may practice, but may not compete with Sport Clubs. Affiliates must purchase a University Recreation Membership available at the Student Recreation Center prior to any indoor practice. In order to be added to the club roster, affiliates must request to join IMLeagues through the online portal. Once the request has been received the club's liaison will review and approve the request after communicating with club leadership. Please allow 2-3 business days to complete this process.
- **General Eligibility** – Please contact the governing body for the sport to confirm exact eligibility requirements. Many sports have specific standards for collegiate competition.
- **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.

Club Leadership

- **Required Club Officers** – Sport Clubs officially recognizes the four offices below and will communicate important information with these officers. These officers are required to attend two meetings per semester or send a proxy if they are unable to attend. Late arrivals will receive half the available Administrative Compliance Score points, while arriving 20 or more minutes after the scheduled meeting start time will receive zero points. 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 Intent to Travel 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.
- **Required Leadership Positions**
 - **Safety Officers** – Two Safety Officers have the responsibility for the safety of the club members during competition, practices, travel, and team events (fundraising, community service, etc.) Each safety officer must hold a current CPR and First Aid certification that must be filed in the Competitive Sports Office.
 - **Fundraising Chair** – The Fundraising Chair has responsibility for all club fundraisers. He or she should register all fundraising activities with the Competitive Sports 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

- The Sport Club Council 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 Council 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
 - Lead projects that benefit the Sport Clubs as a whole
 - Conduct disciplinary appeal hearings
 - *If a Council member of the council is currently or has ever been a member of the club facing disciplinary action, he/she will not be part of the hearing or recommendation process.*
 - Review applications for Excellence Funds or other special funds and make recommendations to the Competitive Sports Administrative Staff of how funds should be allocated.
 - Members of clubs applying for funds will be excused from any portion of meetings reviewing or discussing the allocations of funds to a club in which they are a member or former member.
- **Council Selection Process** – Any student on a Sport Club Roster may apply to be on the Sport Club Council. The Competitive Sports Administrative Staff and all current Sport Club Council Members will review applications and make recommendations on the new council at the end of the spring semester. Council Members must reapply to serve for another academic year.
 - Appointments are for one academic year
 - Council members may be dismissed due to inappropriate behavior by vote of the Council
- **Meetings** – The Sport Club Council will conduct monthly meetings to provide a medium for the exchange of information regarding University regulations and Sport Club policies and procedures.
 - Any Sport Club Council member missing two meetings for unexcused purposes during an academic year may be removed.
 - Sport Club members are invited to attend monthly meetings.
 - The meetings will provide an opportunity to work toward fostering better communication, programming, and support to one another. Meetings discussing allocation of funds or disciplinary issues are closed meetings.
 - Additional meetings may be scheduled to discuss special projects, topics, or to allocate funds.

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. The Advisor responsibilities include, but are not limited to, the following:
 - Serve as a mentor to all club members
 - Develop students by encouraging the growth of initiative, responsibility, and leadership in the club's student officers and club participants
 - Provide guidance for use of club funds and encourage sound financial and business practices
 - Approve 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
 - Be familiar with The Code of Student Conduct as well as University of Alabama, University Recreation, and Sport Club Policies and Procedures
- **Coaches/Instructors to Clubs** – University Recreation acknowledges that Sport Clubs often benefit 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:
 - All coaches/instructors must complete and submit a volunteer coach/instructor agreement form to the Competitive Sports Office before the first practice or event that they coach.
 - Must follow all Sport Club policies and procedures, as well as University and Departmental procedures relative to Sport Clubs
 - Participation as a coach/instructor is completely voluntary
 - Maintain a level of professionalism when dealing with any team issues, including try-outs, practice, travel, playing time and player/coach relationships
 - *It is recommended that the coach's duties be specified in the club's by-laws.*
- **Coaches/Instructors Compensation** – Sport Clubs are not required to have 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/Instructors are required to have a membership or purchase a daily guest pass to the Student Recreation Center and/or Aquatic Center in order to be admitted into the facility.
- **Advisor/Coach/Instructor 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 and participants. As a result, Competitive Sports Administrative Staff reserves the right to dismiss an advisor/coach/instructor who has acted outside the scope of his/her authority, violated University or Sport Club policy, violated state or federal laws, and/or displayed conduct that is not in the best interest of the club, Sport Clubs, or The University of Alabama.

Classification System

- **Sport Club Tier System** – The Competitive Sports Administrative Staff will evaluate and place clubs into five tiers. Each tier level differs by the amount of funding allocated and priority scheduling. 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 Competitive Sports Office or equipment when available. A club must meet each requirement for the respective tier. Tiers 1-3 require proof of league membership or membership in a governing body.

- The Administrative Compliance Score (ACS) covers May 1st - April 30th with allocations being available October 1st.
 - **Tier 1**
 - ACS Score in 71-100th percentile of all Sport Clubs
 - Allocated 2X the amount of funding to Tier 2
 - **Tier 2**
 - ACS Score in the 41-70th percentile of all Sport Clubs
 - Allocated ½ the amount of Tier 1
 - **Tier 3**
 - ACS Score in the 11-40th percentile of all Sport Clubs
 - Allocated ½ the amount allocated to Tier 2
 - **Instructional Tier**
 - Must be a recognized student organization
 - Elect officers and attend required meetings
 - ACS Score in the bottom 10th percentile of all Sport Clubs
 - **Provisional Tier**
 - All new clubs will be placed in the provisional tier for one academic year and must be active during both the fall and spring semesters.
- **Other Tier Information**
 - Tiers will be determined by listing all clubs in descending order according to ACS Score with the top 30% being Tier 1, the next 30% will be Tier 2, the next 30% being Tier 3, and the bottom 10% being Instructional Tier.
 - Percentiles will be determined based on the total number of clubs not in the Provisional Tier.
 - Clubs may not be allocated funds in excess of their expenses for the previous academic year.
 - A nominal amount of funds may be allocated to clubs if there are unused funds.
- **ACS Points-** ACS Points are earned by clubs from May 1st- April 30th. Points are earned through various actions of the clubs such as officer attendance at meetings, turning in forms at the appropriate time, fundraising, attending other club home events. Each club will have access to a Google document that will be kept on a running basis so that they are aware of what their ACS Point score throughout the year.
- **Tier Placement Appeals** – Sport Clubs may appeal their tier classification through a written document from the club to their liaison. The appeal must include specific information and evidence supporting the club’s argument of which tier the club believes it should be placed into and must be received within 5 business days of the tier announcement.

Club Financial Administration

- **Tier Allocations** – University Recreation funding is appropriated to clubs who fall into tiers 1, 2, and 3. Eighty percent of the funding appropriated for club funding will be allocated to qualifying clubs.
- **Excellence Fund** – Twenty percent of the remaining funding appropriated to Sport Clubs will be used for the Excellence Fund. During Honors Week, clubs that have competed at a high level (National or Regional Competition) for their sport, regardless of their tier status, may apply for excellence funds.
 - Applications will be sent to clubs electronically prior to Honors Week.
 - Excellence Fund applications covers events occurring May 1-April 30 each year.
- **Excellence Fund Application** – All applications for Excellence Funding will be reviewed by the Sport Club Council. After all applications are received, clubs will have the opportunity to meet with the council to discuss their requests. The Council will then make recommendations to the Competitive Sports Administrative Staff on how the monies should be allocated.
 - *If no team reaches a national or regional 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 Council and decision of the Competitive Sports Administrative Staff.*
 - *Applications can be used for expenses associated with national or regional events that have not previously been reimbursed through special funding.*
- **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 Funds, 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 Competitive Sports 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. A club hosting a tournament or event and charging a participation fee or hosting a fundraiser will be billed for facility rentals, staffing, and athletic training services.
- **Gift Account** – Clubs are able to establish Gift Accounts with the University in order to receive donations from outside individuals and organizations. All Gift Account administration must be done through a club’s liaison. If a club does not have a Gift Account and would like to set one up they can contact their Liaison to express interest. A club must have \$250 for an initial deposit to establish a Gift Account in the club’s name. After the initial deposit is made, clubs can accept donations via check or online.
 - Checks should be made out to “Alabama (Club Name)” and mailed to the club’s liaison:
 - Club Name
 - c/o Liaison Name
 - 401 5th Ave. East
 - Tuscaloosa, AL 35487
 - Online donations can be made by:
 - Visit: <https://onlinegiving.ua.edu/giving/givingForm/begin?division=24&account=68>
 - On the form under “Where would you like your gift directed” please select “Other” from the dropdown list.
 - On the form under “Account” please select “Other” from that dropdown list also.
 - On the form in the space provided type the club name with the word club in the name.
 - On the form under “Gift/Pledge Type” please select your desired gift donation method.
 - Click “Continue” and fill out the requested information on the next page.
 - Ensure sure the information entered is correct and click “Submit Your Gift”.
- **Finical 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.
- **Grant Applications** – Sport Clubs are able to apply for grants from organizations outside of The University of Alabama.
 - Prior to applying for a grant, clubs must submit the grant application to their liaison for review by the University of Alabama.
 - The University of Alabama will review the application process and application, provide change requests, sign documents, and handle business associated with the grant.
 - Clubs are not to sign any grant applications including checking “I agree/understand” type boxes on electronic forms.
- **Club Bank Accounts** – Clubs may have off campus bank accounts, but obtaining a bank account for a club is an endeavor that should be entered into with care and proper knowledge. These accounts may contain funds for items such as dues or charitable contributions that are not placed into a Gift Account. This allows clubs financial freedom to make purchases and reimburse club members when other funds are unavailable. Clubs are able to choose their own banking institution for off-campus accounts. More information is available from The Source at <https://thesource.ua.edu/financial-resources>.
 - Clubs are strongly encouraged to have more than one officer name listed on the account, keep financial records current, maintain files with invoices/receipts, and to keep checks or cards in secure places.
- **Booster Clubs** – Sport Clubs are able to establish booster clubs through The University of Alabama. Contact the team’s liaison for assistance to properly establish a booster club.

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 a Coordinator or Assistant Director before any purchase is made.
- **Purchasing Rules** – As a Sport Club at the University of Alabama, the team has some flexibility in purchasing goods and services. However, the University is an entity of the State of Alabama and must remain in compliance with laws affecting state funds. All purchase requests must follow established policies, procedures, and guidelines. Please include the team liaison in discussions on purchases from the very beginning.
 - Club liaisons will make purchases for the club when utilizing university or gift account funds.
 - The University of Alabama will not be able to reimburse or purchase items that have not followed proper procedures.
 - 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.
- **Purchasing Card Program (P-Card)** – This method of purchasing is for small items. Orders are limited to \$14,999.99 per transaction and must follow all UA Policies and Procedures regarding any purchase. Approved items can be: tournament fees, equipment, uniforms, etc.
 - All p-card purchases must be made by the Competitive Sports Administrative Staff and require an invoice.
 - Purchases may not be split to fall below the \$14,999.99 figure.
 - Before a purchase can be made a quote is to be provided to the club liaison for covering the purchase and shipping.
 - Purchases made with a university p-card are tax exempt.
- **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 team liaison before ordering any items if University Accounts are being utilized.
 - Please submit these requests/quotes and specifications to the team liaison who will work directly with the UREC Assistant Director of Business Operations to process.
 - Bid processed can take up to 2 weeks.
 - 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:
 - **\$0 - \$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 Buses:** All charter rentals must be bid out in order to properly vet the qualifications of companies.
 - A minimum of two weeks lead time is required.
 - Clubs are responsible for the costs of hotel rooms for drivers for overnight trips. (Not covered in the bid)
- **Reimbursements** – All reimbursement documentation must be submitted by 4:30pm the first Friday following the purchase in person to the Competitive Sports Office. The reimbursement form can be found at <https://urec.sa.ua.edu/sport-clubs/sport-clubs-handbook-and-forms/>.
 - A club may receive an extension on a reimbursement by contacting their liaison and requesting additional time. Requests are subject to approval.
 - *If a club is waiting for items to clear an account or to receive receipts it must be communicated to the Club Liaison. 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 subjected to state and federal taxes upon processing.*
 - 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.
 - All reimbursements must be approved by the club's Treasurer or President by their signature on the reimbursement form before being submitted to the Coordinator of Sport Clubs.
 - *Officers cannot approve their own reimbursement; it must be approved by another officer.*

- **Receipts** – After returning from official travel, original receipts 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 (place of business with correct date clearly indicated, who paid, billing amount itemized and clearly stated)
 - 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 an individual 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.
- **Invoices** – Any invoices turned into the Competitive Sports 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 Competitive Sports Office following University and State law policy.
 - After an 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 club's request.
- **Contracts, Grants, and Agreements** – There are only a few designated individuals at The University of Alabama who are approved by the Board of Trustees to sign contracts, grants, and agreements that legally bind the University.
 - The club liaison will work with the appropriate offices on campus to review contracts, request edits, and obtain the appropriate signatures for the contract requirements.
 - Contracts include, but are not limited to: game contracts with teams and officials, contracts with coaches, grant applications, sponsorship agreements, and vendor agreements.
 - Any item requiring a signature or agreement statement must be presented to the club's liaison for review and approval. Please allow two weeks for this process.
- **Purchasing Apparel** – According to University policy, only approved vendors may produce items with University of Alabama logos.
 - Club may contact these vendors directly to begin working on designs, orders, item quality, and other requests.
 - For a list of approved vendor contracts visit: <http://purchasing.ua.edu/standing.asp>.
 - All apparel is to contain the Sport Club Patch.
 - Once all items are agreed upon the club is to submit a quote sheet with all designs and order requests to their liaison.
 - Liaisons must then submit the order request through the university's licensing and approval portal.
 - The timeline for entering information into the portal and receiving approval takes 3-5 days.
 - Once the purchase is approved, a university purchase card will be used to make the purchase.
 - The items will be shipped to the Student Recreation Center and the club will be notified upon arrival.

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>) 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 with the 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.

- **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. All designs are to be in compliance by the beginning of the 2017-2018 academic year.
 - Orders cannot be made to match old designs
 - A University licensee must be used for all orders.
 - *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.
 - *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 Sports.
 - 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 the club's liaison.
 - University Recreation, University Relations, or Trademark Licensing can help with design process.
 - *Trademark and Licensing Services retain the right of approval of all uses of the university's marks.*

- Script A



- Capstone A



- Sport Club Patch



Facility Reservations

- **Practice Schedules** – Requested practice times must be turned into the Competitive Sports Office by specific deadline prior to each semester (*see Appendix A for specific dates*). It is imperative to request club's practices 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.
 - 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 Shows** – 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 may result in the suspension of practice, termination of the reservation for that semester, less desirable practice times for the following semester, and possible loss of ACS Points.
 - Considerations may be made for cancellations with less than 48 hours' notice if due to weather or extenuating circumstances
 - No shows will appear in IMLeagues as Forfeits for tracking purposes.
- **Tryout Dates** – Proposed tryout reservations not held during normal club practice times must be requested a minimum of 3 weeks in advance. Reservations will be made based on field availability, staff availability, athletic training availability, and other requests received.
- **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 has an event that falls within the first three weeks of the semester, a

request to host the event must be made no less than three weeks before the event. 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 requests for additions to their home schedules, at least 3 weeks in advance of the event. Any request 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 staffing and Athletic Trainer Coverage.
 - In the event a home game/event is canceled, the liaison must be notified immediately. If an event is postponed/rescheduled, the club's liaison must be notified immediately.
 - When scheduling a tournament, request for the maximum number of fields needed must be made 3 weeks in advance.
 - The final tournament schedule must be turned in a minimum one week prior to the tournament.
 - Games and events outside of normal operations will incur a \$30 per hour charge for each required athletic trainer.
 - Examples include: fundraising tournaments, regional tournaments, national tournaments, or matches not involving a University of Alabama club outside of a tournament.
 - Facility rental fees may apply
 - On 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
 - *Clubs should try to schedule all events within the Student Recreation Center operating hours (available at <https://urec.sa.ua.edu/you-need-to-know/>) 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.)*
- **Home Game/Event No Shows** – 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, athletic trainers, etc.
- **Away Game/Event Schedule** – Clubs must submit additions to away schedules a minimum of one 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 club's liaison must be notified within immediately of the schedule change being made.
- **Weather Cancelations** – Clubs participating outside must request tentative rain dates at the original time of scheduling to accommodate events that may be canceled due to weather.
 - Rain dates will be subject to the availability of facilities, staffing, athletic training coverage, and other club events.
 - Multi-Activity Room (MAR) reservations cannot be made the day of an event or practice.
- **Meeting Room Request** – Any club wishing to obtain a meeting room within the Student Recreation Center are to do so a minimum of one day in advance via email to the club's liaison.
- **Scheduling Priority** – Facility requests are not guaranteed, facilities should be requested well in advance to help ensure teams receive their desired reservation.
 - When there is a conflict between Sport Clubs regarding practice or game times, priority may be given to in-season sports and clubs that have met the reservation deadlines.
 - Priority may be given to clubs in the best standing with Sport Clubs in the event priority cannot be determined by another method.
 - Standing will be determined by a combination of tier classification, clubs without disciplinary issues and input from the Competitive Sports Administrative Staff.
- **Changes /Cancelations** – Any time a club has reserved a facility, it must be used. If the club changes or cancels a practice, game, or any reservation, a club representative must contact their Club Liaison at least 48 hours before the reservation.

- 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.
- **Field and Facility Usage Policy** – Alcohol, drugs, tobacco, and pets are not permitted on the University Recreation fields or within its facilities. Any damages incurred to the fields, control building, or field equipment may result in fines.
- **Parking** – Club members are responsible for knowing and observing all University of Alabama parking policies at all times. Individuals receiving tickets during practices or while traveling are responsible for the tickets.
 - The club's liaison may 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, however passes are not guaranteed
- **Non-Campus Recreation Facilities** – University Recreation does not operate all facilities on campus. With advance planning and organization by the Competitive Sports Administrative Staff, 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 prior approval from the Competitive Sports Administrative Staff. All approvals must be submitted to the club's liaison.

Travel

- **Regulations and Procedures** – Clubs traveling away from campus for competitions, events, tournaments, etc., must follow The University of Alabama policies and the Sport Club Guidelines. Failure to follow guidelines or submit all documentation will result in loss of ACS points or travel for each occurrence.
- **Emergencies while Traveling** – In case of emergency or a serious injury while traveling for a Sport Club activity, first take the necessary steps for emergency care, and then contact one of the Competitive Sports Administrative Staff.
 - Clubs should follow all traffic regulations in the event of an emergency while in transit and are encouraged to call 911 for assistance if necessary.
 - It is the responsibility of the club to submit all documentation on time (see forms section for specific due dates); Sport Club Administrative Staff will not notify clubs when documentation is not turned in on time.
- **Travel Recommendations**
 - It is strongly encouraged that clubs do not drive between the hours of 12AM and 6AM and also change drivers every five hours.
 - Know, obey, and uphold all traffic laws. Understand traffic laws vary by state.
 - Wear your seatbelt & ensure that passengers wear them at all times.
 - Do not allow the number of passengers in a vehicle to exceed the number of seat belts available.
 - Give yourselves adequate travel time, accounting for delays (traffic, weather, accidents), event meetings, event start and end times, and the amount and availability of stops along your route (lodging, food, rest rooms, etc.).
 - Check weather & make sure it's acceptable and only drive in safe conditions.
 - Drive more slowly than usual to avoid skids and accidents
 - Leave more room in front of you as a "cushion" when driving in rain, sleet, snow, or other inclement weather conditions
 - Pull over if you need to at a safe spot off the road and rest if you are tired or the weather gets particularly bad
 - Gather emergency contact information for all travelers.
 - Do not overload vehicle with equipment, extra baggage, etc
 - No Sport Club driver shall operate any vehicle under the influence of drugs or alcohol.
 - Under no circumstances shall illicit drugs or alcohol be transported in any vehicle being used for Sport Club events.
- **Intent to Travel Forms** - Are required for any trip outside Tuscaloosa, AL must be completed in IMLeagues 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 and will lose ACS Points.
 - 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 University Recreation and the 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 Competitive Sports 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
- **Excuse Letters** – The Sport Club program understands that Sport Club athletes often must miss classes to attend tournaments and games. While the Sport Club program cannot officially excuse any athlete from a class or exam, the club liaison will write excuse request 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.
 - **Charter Rentals** – Refer to purchasing section.
 - **University Fleet Rentals** – All reservations must be made through Club Liaisons. Only approved club members are allowed to drive fleet vehicles. Before anyone is approved to drive they must fill out an MVR form found on the fleet services website. Reservations should be made as soon as possible to insure availability.
 - **Fleet Rental Requirements** (*From The University of Alabama MVR Manual*)
 - Minimum Age – No less than 21 years of age.
 - Driving Experience – No less than 3 years.
 - License Requirement - A valid driver's license, issued in the United States. The license must be appropriate for the type of vehicle the driver is seeking authorization to operate.
 - Motor Vehicle Record (MVR) Review – Any driver seeking to operate a University owned, leased or rented vehicle must submit his or her driver's license information and authorize the University to access the driver's MVR.
 - Training Requirements – Prior to operating a University vehicle, every driver is required to participate in an on-line driver safety/education training program to promote safe driving and encourage defensive driving techniques. This program takes about 15 minutes and is accessed via the UA Risk Management website.
 - Additional training is required for drivers prior to operating passenger vans (capacity of 9 or more including the driver). Training is required on a one-time basis and is designed to address the unique risks of these types of vehicles and the common driver errors that may lead to accidents. Please contact Ms. Dora Hobson in Risk Management via e-mail or phone (dhobson@fa.ua.edu or 205-348-4535) for access instructions to this additional on-line training program.
 - Physical Limitation or Restrictions – Any person intending to operate a University vehicle should have the physical ability to do so without endangering themselves, their passengers, other motorists, pedestrians or any other person or property. Any restrictions (i.e., corrective lenses, not operating after dark, special controls, etc.) indicated on the license of an approved driver must be followed. With regard to any such license restrictions, Office of Disability Services will assist any students (not employed by the University) where a reasonable accommodation might be needed for the safe operation of a University vehicle.
 - **Motor Vehicle Requirements** (*From The University of Alabama MVR Manual*)
 - Authorization - Every driver seeking approval to operate a University vehicle must authorize the University and others to review his/her MVR. This requirement applies to every employee, student, volunteer, spouse or family member seeking to operate a University vehicle. Potential drivers must electronically submit the necessary information and authorization using the "Motor Vehicle Record (MVR) Authorization" link on the Risk Management website. To find this link, go to the "ua.edu" website and select the "A to Z Index". Select "Risk Management", "Driver Safety & Vehicle Management" and "Motor Vehicle Record (MVR) Authorization." Once the prospective driver has submitted the information and authorization, an email will be sent to the prospective driver's supervisor. The supervisor should follow the instructions in the email and either approve or decline the MVR review and approval request. After the MVR is approved or denied, the driver requesting approval and his or her supervisor will receive an email noting the approval or denial.

- MVR Review Frequency - The MVR authorization allows the University or others to periodically check a driver's MVR. The frequency of the periodic check may be dependent on the driver's history of moving violations and at-fault accidents. Under normal circumstances, it takes 2-3 business days to receive a response once the MVR authorization is received by Risk Management.
- Review Criteria – Risk Management is responsible for the decision to accept or reject a request for driver approval based on the following criteria:
 - Unacceptable - 5 Years from Date of Offense:
 - Driving Under the Influence or While Impaired (DUI) – Alcohol or Drugs
 - Driving While Intoxicated (DWI)
 - Negligent Homicide, Manslaughter or a Felony Involving a Motor Vehicle
 - Evading Law Enforcement
 - Assault with a Motor Vehicle
 - Hit & Run or Leaving the Scene of an Accident
 - Unacceptable – 3 Years from Date of Offense
 - Three or More (Combined) At-Fault Accidents or Moving Traffic Violations
 - Reckless Driving
 - Speeding – Greater than 85 MPH or In Excess of 25 MPH Above Posted Limit
 - Unacceptable – Within the Past 12 Months
 - Two or More (Combined) At-Fault Accidents or Moving Traffic Violations
 - Driving on a Suspended or Revoked License
- MVR Review Process - A driver whose MVR is determined to be “unacceptable” may request to have the MVR reviewed by Risk Management. The driver is responsible for obtaining all necessary information such as accident reports, court records and records from the agency(s) that maintain records of traffic convictions/accidents and submitting this information to Risk Management. The review process typically takes 2-3 business days once received by Risk Management. This review is to allow the driver to correct or clarify entries on his or her MVR, but is not intended to be a request for an exception.

– **Vehicle Restrictions**

- The following uses of University vehicles are strictly forbidden:
 - Personal use, unless approved by Department Head or other authorized University official.
 - Transporting family, friends or other passengers who are not on University business unless approved by a Dean, Department Head, or Director to accompany a University approved driver while traveling on University business.
 - Transporting students for purposes other than for University business, including, but not limited to, events or activities not sponsored, supported, and/or endorsed by the University.
 - Transporting items/materials that are not related to University business other than personal items such as clothing and other travel necessities.
 - Transporting animals except for personal assistance, law enforcement or for approved academic/research purposes.
 - Transporting any hazardous material including, but not limited to, chemicals, biological, and radioactive materials, unless prior written approval is granted by Environmental Health and Safety.
 - Radar detectors or jammers are not allowed in University vehicles
 - Vehicle safety equipment (e.g. seat belts, airbags, traction control, etc.) including warning light and audible alarms may not be altered, disabled or modified unless approved by the vehicle manufacturer).
 - Smoking (including use of smokeless tobacco products) and consumption of alcoholic beverages in a University vehicle by drivers and passengers are prohibited.
- **Rental Cars** – The University has an agreement with several vendors on outside rentals for vehicles. Please let the club liaison know a minimum of 2 weeks in advance 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.
 - *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 are due in the Competitive Sports Office by the day of travel. The Competitive Sports Office can make copies of these items for each car and driver.
 - *The University of Alabama provides no insurance coverage for personal vehicles.*
- **Gas Receipts** – To qualify for reimbursement on gas receipts an individual 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 Friday 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.

Risk Management

- **Liability and Insurance** –The University of Alabama, The Division of Student Affairs, The Department of University Recreation, Competitive Sports, and their employees do not assume any responsibility for injuries or medical expenses sustained by individuals participating in the Sport Club Program.
 - It is recommended that all Sport Club participants have a physical examination before participating in any Sport Club event.
 - In case of injury or accident, participants should report pertinent information to a Competitive Sports Supervisor and the on-site athletic trainer, and then seek further medical attention at the Student Health Center or at a local hospital if needed. Any participant that suffers a head injury will need to obtain a release from a doctor before they can continue participating in any Sport Club activities.
 - All participants are responsible for securing their own health insurance.
 - Contact the Student Health Center with any questions regarding a University Sponsored Health Insurance plan for students. <http://shc.ua.edu/insurance/>
- **Assumption of Risk Form** – This form should also be signed by opponents that come to The University of Alabama when teams are hosting an event.
 - Any participants under the age of 19 must also have a Parental Consent Form on file in the Competitive Sports Office prior to participation.
- **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.
 - Any participants under the age of 19 must also have a Parental Consent Form on file in the Competitive Sports Office by 2pm the day of the first participation.
- **Accidents**– It is the goal of Sport Clubs 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.
 - The University of Alabama and University Recreation do not cover medical expenses.

Athletic Training Services

- Competitive Sports works with an Athletic Training Service to provide athletic training coverage at practices and home events. Athletic Training Service responsibilities include the following: prevention, recognition, evaluation, treatment, rehabilitation, reconditioning, health care administration, professional development, and responsibility.
- **Athletic Training Coverage** – The Athletic Trainers will be present for all home practices and events for Sport Clubs occurring on campus.

- Athletic Trainer(s) will arrive 30 minutes prior to the scheduled start time for practices.
- Athletic Trainer(s) will arrive 1 hour prior to scheduled start time for home events/games
- **Changes to Schedule** – For all cancelations of events/games/practices notification must be given as soon as the change occurs. Changes to the schedule may or may not be approved based on availability of athletic training service employees.
- **Additional Athletic Trainer Coverage** – The athletic training service will provide one certified athletic trainer for a home event. When an event requires more than one certified athletic trainer the Sport Club hosting the event will be required to cover the costs of additional Athletic Training costs. Appropriate coverage will be determined by the Athletic Training Service and Competitive Sports Professional Staff.
- **Inclement Weather and Field Conditions** – Effort will be made to play and finish events. However, in the event of inclement weather the Athletic Trainer along with the Competitive Sports Administrative Staff will make the decision to play, postpone, or cancel. Staff will attempt to notify clubs of cancellations as soon as possible.
 - Athletic Trainers and Competitive Sports have the right to alter or cancel play due to weather conditions that jeopardize the safety and wellbeing of participants.
 - Participants should clear the fields immediately when requested by any staff member or Athletic Trainer due to inclement weather. Failure to comply with requests in a timely manner could result in disciplinary action.
 - Those clubs practicing and participating off-campus should be aware of potential weather conditions.
 - When on campus practices or events are canceled due to inclement weather, off campus practices or events are to be canceled.
 - **Lightning** (*Developed in conjunction with the NATA Position Statement on Lightning Safety*)
 - **Monitoring:** Lightning and adverse weather conditions will be monitored by the Athletic Trainer at home games and select practices through the use of a lightning detector and local radar. The certified athletic trainer will communicate pro-actively with coaches and officials to ensure participant and spectator safety during on-campus events and select practices.
 - During events in which the Athletic Trainer or Sport Clubs Supervisors are not present, participants are advised to seek safe shelter when lightning is visible or thunder is auditory.
 - **Postponing Play:** The Competitive Sports Staff, Athletic Trainer, and officials will work together to facilitate efficient postponement of play when lightning is measured to be within a less than 10 mile proximity of the venue.
 - Play will be suspended for 30 minutes from the last strike. When game play is suspended due to dangerous weather conditions all participants and spectators must vacate the premises and seek safe shelter.
 - It is recommended to seek shelters with four walls, a solid roof, plumbing, and electrical wiring. Vehicles that are fully enclosed, windows completely rolled up, and metal roofs are also considered a safe place to reside during a lightning storm. Open fields, high terrain, bodies of water, windows, and contact with metal should be avoided.
 - Once 30 minutes have passed without any lightning, activities may be resumed.
 - Staff members and Athletic Trainers have the authority to clear an activity area if they feel conditions are unsafe.
 - **Hot Weather**
 - Hydrating before, during, and after practice is strongly encouraged.
 - Play will be altered when the Heat Index for Tuscaloosa is between 90 and 102.
 - Play will be stopped every 15-20 minutes for a water break.
 - Play will be altered when the Heat Index reaches 103 to 124.
 - Play will be stopped every 15 minutes for water and rest breaks (only shorts and t-shirts allowed, no helmets or protective pads). Water and breaks should be taken in the shade whenever possible.
 - Play will be postponed when the Heat Index is 125 or above. All play will be stopped.
 - **Cold Weather**
 - As the temperature goes below 40 degrees, the Athletic Trainers will be monitoring the windchill and making practice continuation decisions based on weather and team/player preparation for the cold
 - Wear layers to stay warm and be able to adjust to changing temperatures.
 - Glove and hats are recommended
 - Hydration is as important in cold weather as it is hot.
 - Please allow additional warm-up time due to the cold weather

- Competitive Sports and the Athletic Trainers reserve the right to cancel practice based on weather and team/player preparations. Individuals may also be sent home if not properly dressed.

Concussion Guidelines

- **Baseline Concussion Testing** – All club participants are encouraged to complete a baseline concussion test.
 - The University of Alabama Sport Club participants in designated “high risk sports” (as identified by the NCAA Sports Management Handbook, 2013-2014) or at the recommendation of the Athletic Trainer service provider 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). The test should be taken prior to any official practice or competition associated with 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.
 - It is strongly recommended that participants with a history of concussion complete a SCAT2 baseline test.
 - Athletic Trainers 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: Baseball, Field Hockey, Ice Hockey, Lacrosse, Rugby, Soccer, Volleyball, and Wrestling.
 - All participants will be asked to sign the UA Sport Club Concussion Statement annually in IMLeagues accepting responsibility to report injuries and illness to the Competitive Sports Professional Staff and medical professionals, including signs and symptoms of concussion.
 - Baseline test will be shared with the University of Alabama Student Health 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>. 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.

| Signs & Symptoms | |
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| <i>Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion. (From CDC Heads Up Concussion Wallet Card)</i> | |
| Signs Observed by Coaching Staff | Symptoms Reported by Athlete |
| Appears dazed or stunned | Headache or “pressure” in head |
| Is confused about assignment or position | Nausea or vomiting |
| Forgets an instruction | Balance problems or dizziness |
| Is unsure of game, score, or opponent | Double or blurry vision |
| Moves clumsily | Sensitivity to light |
| Answers questions slowly | Sensitivity to noise |
| Loses consciousness (even briefly) | Feeling sluggish, hazy, foggy, or groggy |
| Shows mood, behavior, or personality changes | Concentration or memory problems |
| Can’t recall events prior to hit or fall | Confusion |
| Can’t recall events after hit or fall | Just not “feeling right” or is “feeling down” |

- **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 24-72hours 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 their liaison by phone or email immediately after the practice or competition in which a participant 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 their liaison 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 <https://urec.sa.ua.edu/sport-clubs/sport-clubs-handbook-and-forms/>. This form must be provided to the club liaison prior to resuming club activities.
 - The participant and club president will be notified via email when the form has been processed by the Competitive Sports 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.

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| 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. <i>Keep in mind, the younger the athlete, the more conservative the treatment.</i> |
| 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**

- **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/>)

- **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.

- **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.

- **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 | ▪ Nausea or vomiting |
| ▪ Confusion | ▪ Bothered by light or noise |
| ▪ Difficulty remembering or paying attention | ▪ Double or blurry vision |
| ▪ Balance problems or dizziness | ▪ Slowed reaction time |
| ▪ Feeling sluggish, hazy, foggy, or groggy | ▪ Sleep problems |
| ▪ Feeling irritable, more emotional, or "down" | ▪ 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.

- **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.
- **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.
- **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:

| | |
|---|--|
| <ul style="list-style-type: none"> ▪ Getting more confused, restless, or agitated ▪ Convulsions or seizures | <ul style="list-style-type: none"> ▪ 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
- **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

- **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 member, coach, volunteer, or advisor is not allowed. Events would include practices, home and away games.
 - 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.
 - *If operating a University vehicle, club members are prohibited from consumption of alcohol at least 48 hours prior to driving.*
- **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 demeans, 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 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 complies with applicable laws prohibiting discrimination, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Adjustment Assistance Act, as amended by the Jobs for Veterans Act of 2002 (VEVRAA), the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, and the Genetic Information Nondiscrimination Act of 2008, and does not discriminate on the basis of genetic information, race, color, religion, national origin, sex (which includes sexual orientation, gender identity, and gender expression), age, disability or protected veteran status in admission or access to, or treatment of employment in, its programs and services.
- **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 handbook 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 Competitive Sports 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 club's liaison for assistance. The club's liaison 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 club's liaison immediately to discuss the infraction. Once the liaison 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 outline any sanctions made regarding the infraction and steps for resolution.

- **Sanctions** – Possible sanctions may include but are not limited to the following:
 - Loss of ACS points, 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, or probationary status.
- **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.
 - Any appeal submitted after 5 business days will not be considered. 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 within 5 business days with a written appeal.
 - The Council will convene a meeting within 10 business days of receiving the final appeal letter to meet with club officers and render the final decision in the sanctions and appeals process.
 - Any appeal submitted after 5 business days will not be considered.
 - If a member of the Council is a member of the club involved, they will not be allowed to participate in the appeals process.
 - *During the appeals process any sanction may be upheld, reduced, or increased by the Assistant Director or Council.*

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:
 - The interest group must be composed of at least 10 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 (if relevant).
 - Document potential competitors, either through a governing league or clubs at nearby universities.
 - New Sport Clubs will be eligible for UREC funding after one academic years of existence.

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 the team chooses to use.
 - It is the club's 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.
- **Promotional Materials** - (including entry forms) require the approval of the liaison 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.

- Each building on campus has its own unique policies for posting flyers, consult the building director or manager for their policies. 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 events.
 - 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.
- **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 to be provided by the club. Changes are to be submitted as soon as possible.
 - Representative’s contact name and email for prospective members
 - Overview of the club and its activities
 - Link for additional website if the club uses one 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.
- **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 clubs, leadership, recruit potential members, highlight achievements, and publicize upcoming competitions and fundraisers.
 - Sport Club’s social media accounts are public domains and should not be used to demoralize, harass, or disparage any individual or opponent.
 - In order to receive a retweet, the club should tweet @URECSportClubs.
 - Social media accounts are subject to the discipline process if used inappropriately.
 - Keep information posted limited to club activity only.

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.
 - Clubs that do not practice on University Recreation fields can submit their practice attendance through IMLeagues or via email to their liaison.
 - Participants who do not have a University of Alabama email address can request access to IMLeagues.
 - An IMLeagues account should be created and then make a request to join the University of Alabama portal. Please email the liaison with the name of the club, participant, and why they need to be added.
 - Requests will be reviewed by the club’s liaison and approved after review with club leadership.
 - Any individual under the age of 19 must have their assumption of risk form signed by a parent or legal guardian.

Other Sport Club Guidelines

- **Parking Passes** – The club’s liaison may 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, however passes are not guaranteed.
- **Mailbox** – Club are expected to frequently check their mailboxes located in the Competitive Sports Office for any important letters or notifications pertaining to the club.
- **Storage Space** – All Sport Club equipment purchased with university accounts or FAC funds should be stored in University facilities whenever possible. The Competitive Sports Professional 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, and lock all doors. The Competitive Sport Professional Staff will monitor the storage space, but is not responsible for a particular clubs' items. Items purchased with university funds are subject to be inventoried on a yearly basis at the request of Competitive Sport Professional Staff.

- **Other University Offices** – Any communication with another office or department on campus is to be done through the Competitive Sports Administrative Staff. 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.
 - Contacting offices or departments directly on the club's behalf could result in the loss of ACS points.

Important Dates

Meetings & Trainings

| What? | When? | Where? |
|---------------------------------|--|---|
| Fall Officer Training | Tuesday, August 16 th 5:30PM | All Trainings & Meetings will be held in the MAR in the Student Recreation Center |
| Fall Advisors/Coaches Training | Thursday, August 18 th 5:30PM | |
| September Liaison Meeting | Schedule with Liaison | |
| October Liaison Meeting | Schedule with Liaison | |
| Fall Officer Meeting | Wednesday, November 9 th 5:30PM | |
| Spring Officer Training | Tuesday, January 10 th 5:30PM | |
| Spring Advisors/Coaches Meeting | Wednesday, February 8 th 5:30PM | |
| February Liaison Meeting | Schedule with Liaison | |
| Spring Officer Meeting | Wednesday, March 22 nd 5:30PM | |
| April Liaison Meeting | Schedule with Liaison | |
| New Officer Meeting | Wednesday, April 19 th 5:30PM | |

Deadlines & Important Dates

| What? | When? | Where? |
|--|--|-----------------------------|
| Fall Practices Begin | Monday, August 22 nd | All Practice Locations |
| Get On Board Day | Thursday, August 25 th | Ferguson Center |
| Fall Home & Away Schedules Due | Wednesday, August 31 st | Submit to SportClubs@ua.edu |
| No Practice- Labor Day | Monday, September 5 th | All Practice Locations |
| No Practices- Fall Break | Wednesday, October 26 th – 28 th | All Practice Locations |
| Practice Requests Due for 11/21- 12/2 | Wednesday, November 16 th | Submit to SportClubs@ua.edu |
| Spring Practice Requests Due | Friday, November 18 th | Submit to SportClubs@ua.edu |
| Mid-Year Reports Due | Monday, November 21 st | Submit via Online Form |
| Practice by Request Only | November 21 st & November 28 th - December 2 nd | Submit to SportClubs@ua.edu |
| No Practice- Thanksgiving | Tuesday, November 22 nd - Friday, November 29 th | All Practice Locations |
| No Practice- Holiday Break | Beginning Monday, December 5 th | All Practice Locations |
| Spring Practices Begin | Tuesday, January 17 th | All Practice Locations |
| Spring Home & Away Events Due | Wednesday, January 25 th | Submit to SportClubs@ua.edu |
| No Events- Spring Break | Monday, March 10 th - Friday, March 19 th | All Practice Locations |
| Summer & Fall Practice Requests Due | Friday, March 24 th | Submit to SportClubs@ua.edu |
| Sport Club Council Applications Due | Friday, March 31 st | Submit via Online Form |
| Excellence Fund Applications Due | Friday, April 7 th | Submit via Online Form |
| End of Year Reports Due | Monday, April 17 th | Submit via Online Form |
| Practice Requests Due for 4/24-4/27 | Wednesday, April 19 th | All Practice Locations |
| Deadline for all ACS Point Documentation | Wednesday, May 17 th | All Practice Locations |
| Player of the Month Nominations Due | Last Wednesday of Every Month | Submit via Online Form |