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Introduction to Sport Clubs:
At University of Alabama, Sport Clubs are recreational student organizations that represent the University in a positive manner through sport. All Sport Clubs are student led and student run entities that work with the Department of University Recreation. Under this department, the Sport Club Program at Alabama is dedicated to providing and developing leadership opportunities for students interested in sport. This dedication enhances the quality of life for students in our community by encouraging healthy lifestyles.

University Recreation, through The University of Alabama Competitive Sports Program, helps to coordinate the efforts of all sport clubs and to promote the Sport Club Program. The following are other services that are available:

➢ Administrative assistance and guidance
➢ Facility use and scheduling
➢ Equipment purchase, storage, and check out
➢ Transportation arrangements (limited basis)
➢ Maintenance of an accounting system
➢ Mailboxes
➢ Copying service (limited basis)
➢ Assistance in the development of new clubs

Competitive Sports Program Administration:
Assistant Director – Laura Thomas – lthomas1@ua.edu – 205-348-2607

Coordinator - Domonique Dunn – dmdunn@ua.edu – 205-348-6483
Program Expectations

➢ It is the responsibility of the club officers and members to be knowledgeable of Sport Club procedures set forth in this handbook and any appendices or addendums.

➢ It is the responsibility of the officers to operate the club within the policies and guidelines set forth by the Department of University Recreation, University of Alabama, and the Competitive Sports staff. Failure to complete officer responsibilities may result in disciplinary action to the club and a loss of club status and associated privileges.

➢ It is the responsibility of the officers to ensure that all club members are eligible for participation, and have a completed UREC Liability Waiver on file with the program via MySource. Members are strongly encouraged to consult a physician prior to participation in any sport club activity.

➢ No Club member, coach, advisor, or other party acting on behalf of the Club may sign or enter into a contractual agreement on behalf of The Board of Trustees of The University of Alabama or The University of Alabama. Entering into an agreement or posing as an official representative of The University of Alabama in order to contract services or purchase is a serious offense and will be dealt with accordingly. It may also lead to you being personally responsible for any financial obligations owed pursuant to that agreement.

➢ As a matter of pride in our University and organization, all members are expected to maintain the highest standards of sportsmanship on and off the playing surface. It is important to:

➢ Let the officials officiate the game without interference or harassment

➢ Abide by the decisions they make (no matter how bad you think the decision was)

➢ Be gracious in defeat and magnanimous in victory

➢ Honor all commitments for games, practices, seminars, and events

If you have a legitimate grievance, please voice it at the appropriate time, in an appropriate and respectful manner, and to the appropriate people. Let the staff of Competitive Sports represent you in legitimate grievances to your league or national governing body. Above all, participate with the friendly spirit of competition in mind. Be a gracious host to visiting teams and a gracious guest when you go to visit other teams. The Competitive Sports Program takes sportsmanship related issues very seriously and any unsportsmanlike or inappropriate behavior is grounds for disciplinary action.
Sport Club Executive Council
The purpose of the Sport Club Council is to act as a liaison between Sport Club members and the Staff of Competitive Sports. The primary function of the Council is to advise and make recommendations to the Competitive Sports Staff on the following:

➢ Provide direction for the implementation of new regulations
➢ Provide a forum for clubs to discuss general concerns with the Council and the Sport Club Administration
➢ Make recommendations for Excellence and Developmental funding requests
➢ Conduct appeal hearings as needed
➢ Plan and conduct Leadership, Education, and Development Series
➢ Review membership application for new Sport Club teams
➢ Accept responsibilities assigned by the Competitive Sports Staff
➢ Provide leadership, direction and guidance for Sport Club membership
➢ Develop and Promote a Player of the Month Program

The Sport Club Council meets on an as needed basis. Any and all Sport Club members are invited to attend these open meetings. Council members are appointed for one year terms based on the academic year.

Any interested Sport Club student athlete or officer who wishes to serve the program should follow the following selection and representation procedure:

1. Clubs that are interested in having a representative on the Council should nominate a member and complete an application prior to the Spring deadline (listed on the last page of this guide).
2. The current Council members will review applications and make a recommendation to the Competitive Sports Staff, who will make the final appointments. Elements considered in this recommendation and decision will include club diversity, balance of members and officers, and enhancing current experience levels on the council.

In the event the Council does not continue from one year to the next, the role and responsibilities of the Council will be distributed among the Assistant Director and the Coordinators of Competitive Sports.

Eligibility
Understanding that the Competitive Sports opportunities are provided mainly for the student population on campus, a majority of the club's roster (51%) must be currently enrolled students at The University of Alabama.

➢ All undergraduate and graduate students registered for at least one credit hour at University of Alabama are eligible to join a club. Any part-time student must comply
with University Recreation procedures to be allowed access to any facility. Those below full-time status 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 member is not permitted to tryout, practice, or play until an UREC Liability Waiver has been completed and is on file with Competitive Sports.

➢ Once the club’s roster has been finalized, all members must have a UREC Member Packet on file with Competitive Sports.

➢ All faculty/staff of The University of Alabama are eligible to join any club, however club membership DOES NOT guarantee facility access or privileges. All facility fees, regulations, and procedures still apply.

➢ Students and Faculty/Staff may be restricted from league or association competition. Please check with that league or association in advance of competition for eligibility guidelines.

➢ 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 request former athletes be a minimum of one year removed from their collegiate roster in order to be eligible. Please contact the Athletic Director or Assistant Director of Competitive Sports with any specific questions.

➢ Sport Clubs at The University of Alabama may have community members on the roster. These members may practice, but shall not compete with the club.

➢ No club may restrict membership on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or military service.

➢ No club may engage in any form of physical or emotional hazing of members or prospective members.

Intramural Participation:

Sport Club Athletes — Intramural Teams comprised of Sport Club athletes are subject to roster limits in the same or related Intramural sport.

➢ For team sports in which the required number of players is four or less, the maximum number of club players permitted on the team’s roster shall be one.

➢ A maximum of two club players may appear on the team’s roster for sports with more than four required players.

➢ A player is deemed a club member if they meet the club’s definition of a club member as outlined by the club’s Constitution.
Gender Identity:
Students 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. Students will be able to compete against other clubs in accordance with the policies set forth by the relevant 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 students 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, and Risk Management will be consulted for advice and a resolution.

Inclusive Program:
For questions about accessibility or to request accommodations for an Intramural Sports or Sport Club event, please contact the Competitive Sports Office at (205) 348-8055 or sportclubs@ua.edu. Requests should be made at least 24 hours prior to the event.

Starting a New Sport Club
Individuals wishing to form a Sport Club at University of Alabama should take the following steps:

1. Complete the procedures required by the Office of Student Involvement in the Division of Student Life to become a recognized student organization. (Contact the Office of Student Involvement for those procedures. Office is located in the Ferguson Student Center.)
2. You must be a student organization for at least one year before applying to join the Sport Club Program.
3. Meet with the Assistant Director of Competitive Sports, or designee, to explore the possibilities, benefits and requirements for becoming a Sport Club.
4. Submit a Letter of Intent to the Assistant Director of Competitive Sports that outlines why your club is interested in becoming affiliated with University Recreation and the benefits of potential partnership for both parties.

Criteria for Acceptance as a Sport Club:
The club’s purpose and activity must be appropriate and consistent with the purpose and philosophy of the Department of University Recreation.
➢ Sufficient student interest must be shown by an active membership that is in accordance with the rules & regulations set forth by the Office of Student Involvement.
➢ Suitable facilities must be available for practice and competition.
➢ Club must have all required officer positions filled (see section below).
➢ Show organization is active in Community Service throughout the Tuscaloosa and UA community.
➢ The club must be financially self-reliant and continue to operate this way for one academic year.
➢ Other programs offered elsewhere on campus must not currently meet the students' interest and needs.
➢ Others as deemed necessary by the program administration.

Once a student organization completes the above steps, the organization shall make their Request for Affiliation Presentation to the Sport Club Council. For further explanation of the Council, please see Council section. If the Council decides to accept the petition, the club will be admitted as a Sport Club for a Provisional Year. Your club will be under evaluation for the entire year in regards to meeting attendance, paperwork compliance, following policy, and communicating with the Competitive Sports Administration.

Before the beginning of this Provisional status, the club is required to conduct an orientation meeting with the Assistant Director of Competitive Sports, or designee. During this orientation, they will review the manual, outline expectations, and discuss the administration and operation of the Sport Club program.

Clubs serving in this one year Provisional Year are not eligible for annual allocation, but there are specific funds set aside for upcoming and growing clubs. This funding will be allocated on a request only basis. Further information on this shall be discussed with the Assistant Director.

Once the Provisional Year has concluded, the Council will evaluate the club’s performance and make a decision on the future Sport Club status. The Council has the option to:

➢ Accept the club unconditionally for Sport Club membership.
➢ Decline the club for the Sport Club membership.
➢ Extend the Provisional Year for further evaluation.

Club Leadership
The Sport Club Program requires the following officer positions to be held and each individual’s current contact information to be on file at all times. Club teams may elect to have additional officer positions as deemed necessary by the club’s members or
constitution. Three different club members must hold each of the three officer positions. All officers must be students attending The University of Alabama.

- **President** – The President has responsibility for the oversight of the club and all officers. The President is the liaison between the club, advisor, Competitive Sports 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. The Vice President might also have the responsibility of recording and reporting operations of the club via important forms such as 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.

- **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.

**Safety Officers**

Safety Officers serve to provide a safe and positive recreational experience for all members. Safety Officers are not a required officer position for clubs to be in compliance with the Competitive Sports Program, but the club administration highly encourages clubs to assign the following duties to other student leaders in the absence of a Safety Officer.

Safety Officers, other officers, club members, coaches and instructors should emphasize safety during all club related activities, which includes, but is not limited to, travel, practice, and competition.

- All members recognize that they are always responsible for their own well-being and the well-being of the group of which they are a part.

- Each member shares with the other members the concerns and responsibilities of safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations.

- The club’s Safety Officer, or club’s designee, in collaboration with other officers and staff, is expected to inspect fields and / or facilities prior to each practice, game or special event. Unsafe conditions must be reported to the Competitive Sports Staff. The group should not practice or play in unsafe conditions.

- Sport Clubs are expected to abide by all local, state and national health and safety regulations.

- Members are obligated to wear proper dress and appropriate protective equipment. If they choose not to use such equipment, the members must acknowledge that they are doing so at their own risk.
➢ The UREC Liability Waiver shall be signed by all nonmembers prior to participation in team try outs or home events.

Required Certifications
At least two members of each club must be certified in CPR and AED and have this certification on file with the Competitive Sports Office. At least one of the club’s certified members must be in one of the required officer positions.

➢ It is highly recommended that one of these certified individuals be present at all club functions at home or away to handle any emergency situations.
➢ A copy of CPR/AED cards must be submitted to the Competitive Sports administration via MySource prior to the deadline. (Please see the Important Dates page for this deadline.) The two members are responsible for obtaining a valid certification.
➢ Periodically, The University of Alabama will offer free classes to certify members in CPR/AED. Please sign up in advance. NOTE: If a club has a CPR/AED card expire during the year, and no replacement cards have been provided to the Competitive Sports Office, the club is subject to discipline sanctioning for this issue until rectified.

Additional Officer Positions and Shared Responsibilities
Some other helpful officer positions are Fundraising, Public Relations/Social Media, and Historian. Please note that this is a brief overview of organization’s responsibilities and by no means an exhausted list. Officers should be equally responsible for the leadership of their organizations. The club is responsible for its officers and the officers are responsible for the actions of their club members and fans during all club activities. Some consistent responsibilities that should be addressed include:

➢ Keeping the club in compliance with the contents of this handbook
➢ Informing the club members of the contents of this handbook
➢ Taking appropriate action to obtain a club advisor
➢ Meeting financial obligations incurred as a club
➢ Checking the club mailbox at least once a week
➢ Attending all meetings and training sessions
➢ Providing transitional training to new officers
➢ Providing new member orientation and training

Instructors and Coaches
Coaches and Instructors must be appointed by the club members based on their knowledge of the activity, experience, and leadership skills. Club Instructors and Coaches are not considered to be employees of The University of Alabama and are not eligible for benefits
or salary pay. Clubs requiring the services of an instructor should seek a knowledgeable person within the specific area of instruction. If available, the chosen individual shall be certified as an instructor in that sport. If a club wishes the services of a non-student coach, members should seek an experienced individual who possesses technical knowledge of the sport and knows how to avoid player injuries.

Competitive Sports are prohibited from making any type of monetary payments to Coaches and Instructors from University of Alabama accounts. These coaches may be students, faculty or staff of the university or a community member. It is important to note that Sport Clubs are **student run**. Coaches and Instructors are encouraged to refrain from other areas of club management, as club officers should take on these responsibilities.

Coaches and Instructors are required to complete a University of Alabama Coach/Instructor Volunteer Agreement **annually**. Upon completion of the waiver, the Competitive Sports Staff may request a meeting to review the guidelines and expectations of the coach or instructor role in our program.

The Department of University Recreation reserves the right to dismiss a Coach or Instructor who has acted outside the scope of their authority, violated University and/or Sport Club policy, violated state or federal laws and/or displayed conduct which is not in the best interest of the club, the program and/or The University of Alabama.

All Coaches and Instructors must abide by the following rules:

- The recommendation from the club and the completion of the volunteer waiver are all to be done each academic year.
- All Club Sport Coaches/Instructors must follow all Sport Club Program procedures, as well as University and Departmental regulations relative to the program.
- The Coach/Instructor’s purpose is to be involved strictly with coaching and teaching in team practices and competitions. They are to refrain from all other areas of club management, including club business matters.
- Participation in the Sport Club Program is completely voluntary, and monetary rewards or scholarships shall not be promised or given to any player or prospective player.
- The Coach/Instructor shall not use University Recreation facilities for private instruction.
- The Sport Club Program of the University of Alabama reserves the right to evaluate the performance and involvement of all instructors and coaches.

**Advisors**

Each club is required to have an advisor to provide direction and help maintain continuity in club programming. A good advisor can be a valuable asset to a club in terms of providing
mature judgment, advice based on experience and insight into university operations and policies. If a club is in need of an advisor it should contact the Competitive Sports Staff for possible suggestions.

An Advisor must be a full-time faculty or staff employed by University of Alabama. Clubs without a qualified advisor are subject to disciplinary action including probationary sanctions or becoming inactive until an appropriate advisor is found.

The primary role of the club’s advisor is to act as the first point of approval of all activities of the club (budget, expenditures, fundraising, purchasing, schedules, and travel). The advisor shall be responsible for ensuring that the activities and undertakings of the club are sound and reflect favorably on the University of Alabama. The foremost goal is to allow the club to be self-organized and self-governed, but the advisor is to guide and counsel club members where it is appropriate or necessary. The Competitive Sports Program reserves the right to evaluate the performance and involvement of all advisors.

Advisors are responsible for the guidance, conduct, and eligibility status of club members. In addition, the advisor is responsible for:

➢ Developing leaders by encouraging the growth of initiative, responsibility, and leadership in the club’s officers and student-athletes.
➢ Encouraging sound financial and business practices.
➢ Interpreting and ensuring compliance with University policy, philosophy, and University Recreation guidelines.
➢ Assuring club compliance with state and federal laws.
➢ Providing leadership and acting in a professional manner if traveling with clubs.

Regulations on sexual harassment, use of alcohol, illegal substances, profanity and discrimination are subject to enforcement.

Office Services

Mailboxes:
➢ All Sport Clubs have mailboxes in the Sport Club Office.
➢ All club mail should be mailed to this address. Club business or communication should not happen via a personal address of a member or officer. The address is as follows:

University of Alabama Student Rec Center
Attention: Club Name
Box 870373
Tuscaloosa, AL 35487
➢ For Shipping, please use the following address:

University of Alabama Student Rec Center
Attention: Club Name
400 Peter Bryce Blvd.
Tuscaloosa, AL 35401

➢ The Sport Club administration highly recommends club officers check these mailboxes on a weekly basis. All equipment, supplies, and mail should be mailed to these addresses. Club equipment and supplies should never be shipped to personal addresses of student leaders.

➢ If clubs need to mail club materials out, that resource is also available via our office without postage stamps. Please contact the Competitive Sports Staff for more information.

Publicity Materials:

➢ As University of Alabama Sport Clubs, clubs have access to the UREC Marketing Office and its services. This office can design and print flyers, brochures, logos, etc. for Sport Clubs. These projects take time to design and produce, so please allow no less than two weeks for any materials.*

➢ The marketing office can also assist design of the club website if interested. For more information, please contact the Competitive Sports Staff.*

➢ Copies can be made in the Sport Club office for clubs wanting promotional materials. Black and white copies will be made unless otherwise specified. Color copies may come with a small fee to clubs, but that is kept to a minimum by the Department.

➢ A session for Club Photos will be offered at the beginning of each semester if a club is interested. There is not a fee associated with these photos. They will distributed to the club officers electronically for use on social media and websites. No printed materials will be provided.

*University Recreation Marketing Services will work to meet all request from Sport Clubs, but the timeline and fulfillment of requests are dependent upon designer availability. The more time allotted to fill the request, the higher chance designers will be available.

Web Information:
All clubs are encouraged to have websites to promote their club’s activities, but the Sport Club Program will only promote each individual website if it is kept up to date and monitored by club officers. This information should be given to Competitive Sports Staff at the beginning of the year.
Meeting Room Requests:
Any club wishing to obtain a meeting room within University Recreation Facilities are to do so a minimum of 48 hours in advance via form on MySource page for full consideration. This does not include inclement weather requests.

Scheduling Guidelines
It is the responsibility of club officers to follow guidelines in relations to reserving facilities for practice, competitions, and other activities of the club.

Off Campus Facility Usage
As a reminder, no club or club representative may enter in any contractual agreement on behalf of The University of Alabama.

Campus Facility Usage Guidelines
➢ All fields/facilities must be inspected for use by officers and student staff before each practice, game or event.
➢ In the event of a field/facility hazard, report immediately to the Competitive Sports Office. Don’t attempt to play if a hazard is present. This includes unsafe weather or playing conditions.
➢ Reservations for practices and games should be made through UREC on a per-semester basis and be submitted by the deadline each semester. If changes need to be made after schedule submission, officers must contact their club liaison as soon as possible and the staff will attempt to work with the change. Depending on timing, accommodations may or may not be available.
➢ For inclement weather guidelines, please see appendices.
➢ Pets, such as dogs and cats, are not permitted at any University Recreation Facility including the fields. (Competitive Sports follows The University of Alabama Animal Control Guidelines and Assistance Animal Policy.)
➢ The club is responsible for cleaning up any trash that accumulates on the field or facility because of its usage by the club (this includes members of the club, opposing team, spectators, etc.)
➢ Remove all equipment and supplies from the playing area after each game/practice.
➢ Parking – Club members are responsible for knowing and observing all University of Alabama parking regulations at all times. Individuals receiving tickets during practices or while traveling are responsible for the tickets.

Facility Reservations
➢ A practice and game schedule request must be turned in via MySource by the specific deadline for each semester or by the first practice/game date, whichever comes first. It is imperative to provide the Competitive Sports Office with this
schedule request as soon as possible. Attentiveness in this area will result in free
publicity and promotion.

➢ Attempt to tentatively create your schedule for the club 4-6 months in advance and
to schedule as many home events as possible.

➢ Check with local hotels and the Competitive Sports Staff before scheduling any
major home events to see if there is already a major event that weekend to avoid
conflict and unnecessary hardship.

➢ Notify the Competitive Sports Staff immediately when a scheduled event or practice
changes.

➢ The Competitive Sports staff, along with the University Recreation Event
Coordinator, may request a pre-event meeting with the club to prepare for event
logistics.

➢ Games and events outside of normal operations will incur a $30 per hour charge for
each required athletic trainer.
  o Examples include: fundraising tournaments, regional tournaments, national
tournaments or round robins.
  o Facility rental and/or staffing fees may apply.

➢ On home football Saturday’s clubs may host home games/matches.
  o Start times for club events will be 8:00am for game days with kickoff set
    prior to 3:00pm.
  o Start times for club events will be 9:00am for game days with kickoff set after
    3:01pm
  o 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 players 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.

➢ Clubs are responsible for ending events on time according to the schedule request
that has been approved by the Competitive Sports Office prior to day of event.
Reasonable accommodations may be made if time and staff allow.

➢ Clubs will be responsible for any fees associated with misuse of University
Recreation facilities.
Risk Management

➢ **Liability and Insurance** – The Board of Trustees of the University of Alabama, The University of Alabama, The Division of Student Life, The Department of University Recreation, Competitive Sports, and their employees do not assume any responsibility for injuries or death, medical expenses, claims, or property damage arising from, related to, or connected with an individual’s participation in the Competitive Sports Program.

  o It is strongly recommended that all Sport Club members have a physical examination before participating in any Sport Club event.
  
  o In case of injury or accident, members should report pertinent information to a Competitive Sports staff member, a safety officer, and the on-site athletic trainer (if available), and then seek further medical attention at the Student Health Center or at a local hospital if needed. Any members that suffers a head injury will need to obtain a release from a doctor before they can continue participating in any Sport Club activities.

  o All members are responsible for securing their own health insurance.
  
  o Contact the Student Health Center with any questions regarding a University Sponsored Health Insurance plan for students. [http://shc.ua.edu/insurance/](http://shc.ua.edu/insurance/)

➢ **UREC Liability Form** – This form need to be signed by opponents that come to The University of Alabama when teams are hosting an event.

  o Any members under the age of 19 must have the UREC Liability Form completed by a parent or guardian.

➢ **UREC Member Packet** – Any University of Alabama student wishing to 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 MySource in order to participate.

  o Any member under the age of 19 must have the UREC Member Packet completed by a parent or guardian by 2pm the day of the first participation (tryout, practice, or game).

➢ **Accidents** – It is important for every member to understand that participation in Sport Clubs (e.g., travel, practice, competition, etc.) poses certain risks to the individuals involved, which include significant injury or death.

➢ 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 Trainers may hold out members due to serious injuries that could become worse due to practice or play.

➢ **Athletic Training Coverage** – The Athletic Trainers will be present for practices and events for high and moderate risk Sport Clubs occurring on campus. Appropriate coverage will be determined by the Athletic Training Service and Competitive Sports Professional Staff.
  ➢ 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 Trainers. Appropriate coverage will be determined by the Athletic Training Service and Competitive Sports Professional Staff.

**Trademark and Logo**

The Collegiate Licensing Company regulates the use of University Trademarks and Logos. Please use the office of Athletics Marketing and Trademark Licensing approved vendor list ([http://purchasing.ua.edu/standing.asp](http://purchasing.ua.edu/standing.asp)) for any purchases that incorporates The University of Alabama’s logos or identifying names/marks. This ensures 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:**
  o Script A and Sport Club Patch without sponsor logos.
  o Capstone A and Sport Club Patch with sponsor logos.
  o 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. 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 may be available.*

➢ **Jerseys and Uniforms:**
  o Script A and Sport Club Patch without sponsor logos.
  o Capstone A and Sport Club Patch with sponsor logos.
  o University licensee, where applicable, must be used. *If no licensee is found, a One-Time Agreement may be available.*
  o 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.
  o Jerseys or apparel given to a like sport from a UA Varsity team may be worn as originally designed.

➢ **Championship Rings:**
  o 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:**
  o No overlapping of logos and word marks.
  o No use of Crimson Tide.
  o No use of Bama.
  o No circular logos.
  o No Houndstooth patterns.
  o Designs will need to be submitted to the club’s liaison.
  o 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**
Travel

Off Campus Travel

Any individual who travels with a club must have on file, with University Recreation, a UREC Member Packet. No individual will be approved for travel if this form is not complete.

All travel forms are to be submitted via MySource. Intent to Travel forms are to be completed and submitted no later than three days before the scheduled trip in order for consideration. The earlier the Intent to Travel is completed, the more likely the club is to be registered for the trip. Contents of the Intent to Travel include, but are not limited to destination, lodging, roster with student emails, dates of travel, transportation, certified member traveling, driver information, etc. The Competitive Sports Office will not register any trip prior to the completion of all elements of the Intent to Travel Form. Any changes made after a trip has been registered must be made via email. Activity Reports must be submitted within five days of return date of trip. These forms are also submitted via MySource.

During the trip, receipts may be saved if club intends to be reimburse for their expenses. Receipts must be turned in no later than 30 days from date of return listed on the Activity Report. Reimbursements for lodging, gas, entry fees, and airfare shall be submitted. These costs shall be included in the Activity Report.
No club shall take a trip without the trip being registered with the Competitive Sports Office. If the club does not follow proper travel procedures, including but not limited to travel paperwork, there may be disciplinary action taken. For Club Cash Points for travel, please see Club Cash Section.

Drivers for Travel
Any individual who plans on driving on any club sponsored trip must complete a Driver Agreement Form via MySource. This form must be approved prior to that person driving on a club trip.

The University does not cover any body damages for personal vehicles while on trips. In case of an injury due to a vehicular accident in a personal vehicle, the driver's insurance should be held liable. If you are injured, you must dispute your claim with the driver's insurance, not the University.

All persons traveling to and from club sponsored functions shall follow all university guidelines for travel and conduct. Each individual should understand that The University of Alabama carries no personal injury insurance on individuals. All individuals should have personal injury insurance.

University Fleet Services
For those clubs that utilize University Fleet Vehicles, there is an additional approval that you must complete called a Motor Vehicle Record (MVR) through the Office of Risk Management. In order to be eligible for an MVR, drivers must be at least 21 years old.

Twelve-passenger vans are available through University Fleet Services. Prior to operating a 12-passenger van, drivers must complete an additional online van training course.

Requests to use Fleet Services vehicles for club trips may be made through the Fleet Vehicle Request Form located on MySource.

Excuse Letters
Clubs who are in need of letters justifying their travel for an event must contact the Competitive Sports Office via MySource to request these. This request is a portion of the Intent to Travel form they must submit for trips. These excuse letters shall not be published until the trip is registered. These excuse letters will be published via MySource.

The letter provided is only a request for others to recognize the club's travel. Professors are in no way obligated, to excuse a student from any coursework due to club travel.
Financial Administration

Purchasing Guidelines
All purchases made with a club's University and Gift Account must be made in compliance with all state laws and University of Alabama policies. In order to make a purchase with these accounts, the club shall contact their liaison with the information necessary to make the purchase – vendor, item, and costs.

Any goods purchased using university funding is university-owned equipment and shall be treated as such. Any purchases will be shipped to University Recreation where it will be inventoried by the Competitive Sports Staff. Once listed as inventory, the Competitive Sports Office will check out the equipment to the club.

Reimbursements
To request reimbursement for club travel, the club must submit a Travel Reimbursement Form within 30 days of returning from their trip. Reimbursements will only be processed for purchases made by club members in order to conduct club business. All reimbursements must be approved by the club’s Treasurer or President by their signature on the reimbursement form before being submitted to the Competitive Sports Office. If the Treasurer or President is seeking reimbursement for purchases, they must have another officer sign the Travel Reimbursement Form.

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. Receipts are the only documentation necessary for gas purchases.

For lodging and airfare, additional documentation must be provided along with the original receipt. The club must also provide a credit card or bank statement showing the purchases made. For lodging, clubs must also provide a folio statement with the names of those who occupied the room.

Excellence and Developmental Funding:

Excellence Funding: A portion of each year’s Recreation allocation for Sport Clubs is set aside to reward teams who have performed at an outstanding level and have the opportunity to represent University of Alabama in regional or national competition. This fund, called “Excellence Funding,” is managed by the Sport Club Council and can be disbursed at any time during the school year to deserving teams. See the Important Dates page in this handbook for dates on application to this funding.

Developmental Funding: Developmental funding, also managed by the Sport Club Executive Council, is defined as money given to teams that are starting a new initiative (Special event,
community service event, etc...), or attempting to rebuild an aspect of their club. See the Important Dates page in this handbook for dates on application to this funding.

Requesting Funds:
The amount of money allocated for Excellence and Developmental Funding is limited, and clubs should prepare throughout the year for fiscal restrictions and understand this additional funding opportunity cannot and will not fully fund trips, events, or special needs, but can act as a reasonable aid. Excellence and Developmental Funding is not guaranteed to any Club and depends on availability and ability to show need.

Funding is allocated primarily on availability and need. Teams that have not collected dues or attempted fundraisers will not be eligible for funding. Additionally, clubs may not apply for funding during an academic year in which they have two administrative non-compliance infractions or one behavioral infraction.

Each team must submit a one-page typed proposal via MySource under forms. Once proposal is received, a meeting time will be scheduled for the Council to hear the club’s proposal and presentation.

All Proposals shall include:

- History of the club
- Details of club such as roster size
- Overview of Club’s Annual Budget
- Summary of Fundraising and Community Service events
- Benefits/Needs for funding

Excellence Proposals shall include:

- A description of the event and members
- An account of how you have reached this level of skill

Developmental Proposals shall include:

- A description of the desired initiative
- A detailed list of supplies needed

Prepare and conduct a 20-minute presentation to the Council. This Presentation should elaborate on content mentioned in the Proposal. Additionally, presenting members must show sound fiscal planning, especially in the area of fundraising.

No more than one request for Excellence and one for Developmental Funding per team may be considered per academic year.
Need Based Budget:
Sixty percent (60%) of the Annual Sport Club Allocation will be distributed to teams based on “need” as reflected in the projected annual budgets they will create with the Assistant Director and their club’s Liaison. This will be calculated as a percentage of the total budget for all clubs based on their projected “need” for the current year. Any club who fails to meet with Sport Club Administration by the announced deadline to create their budget will forfeit their opportunity to receive funding from this method.

For further detail on how to become eligible for this funding, each team must complete a budget in the Fall for the year. The President and Treasurer of each club must set up a Budget Meeting to review this budget with the Assistant Director and their club liaison before the deadline in Fall Semester. The Budget will be created using estimated revenue generation amounts and standard expense amounts. A template will be provided for officers to use in this development. It should include the money the club was granted access to from the administration as well as what the club will generate during the year. This Budget outline should cover all club expenses, including but not limited to travel, equipment, National Governing Body financial obligation, member dues, fundraising, events, reservations, etc. Budget meetings will be conducted during the time outlined in the final page of this handbook. These meetings will be to develop and review the budget for each club and answer any questions about the request. The club will be asked to use this budget to inform spending for the rest of the 2019-2020 academic year.

Fundraising Allocation:
Five thousand dollars of funding will be available based on the fundraising efforts of the individual clubs. Fundraising includes in-kind donations and any revenue generated by the clubs with the exception of member dues. At the conclusion of the academic year, a team’s fundraising total will be divided by the total number of active club members to give each club a per member amount. Each clubs per member amount will be totaled, and each individual club’s per member amount will be converted into a percentage all clubs’ per member fundraising total. That percentage will be multiplied by the total amount allocated to give each team their fundraising points amount.

In order for a club to receive points for a fundraiser they must complete the following:

➢ Complete a Fundraising form via MySource prior to end of term in which the fundraiser occurred.

For any one form of allocation, no club can earn more than Twenty percent (20%) of the total amount allocated for that certain category. If this does occur, the amount over 20% will be removed from that club and reallocated to the other clubs based on the same formula. For instance, if according to the formula, one club earns twenty five percent of the
total monies reserved for fundraising allocation, five percent of that will be reallocated to the remaining clubs.

Inactive Clubs Financial Wellbeing
Sport Clubs and Student Organizations alike experience semesters of high functionality as well as low to no operations some terms. With this understanding, the Sport Club Program reserves the right to re-allocate funds that are left in the UREC Club account.

In the event a Sport Club becomes voluntarily inactive within University Recreation, their on-campus club account will be frozen for one academic year. If the club has not expressed interest in re-joining the Sport Club Program at the conclusion of this time, the balance in the club’s UREC Account will be redistributed for the Sport Club Program.

If the club is expelled from the program, the period of time the funds will be frozen shall be void and the funds immediately redistributed.

If the club disbands or dissolves entirely, the club leaders will need to follow the bylaws written in their club constitution for any additional monies the club may have.

FAC Funding
The Financial Affairs Committee (FAC) is charged with allocating $200,000 per fiscal year to registered student organizations at The University of Alabama. As registered student organizations, Sport Clubs are eligible to apply for FAC Funding. In order to apply, the President and/or the Treasurer of the organization must attend a SOURCE Foresight Workshop prior to requesting funds. After attending a Foresight Workshop, clubs are able to complete the FAC Funding Request, which is accessible through MyBama. Some factors used by the FAC in determining allocations/amounts are:

➢ The nature of the project or activity;
➢ The number of students affected by the project or activity;
➢ Size of the student organization;
➢ Adherence to University policies and FAC guidelines;
➢ Degree of outside funding sources (encouraged by FAC);
➢ Co-sponsorship – two or more student organizations collaborating to put on a project or activity;
➢ Precedents based on FAC deliberations;
➢ The amount of pending requests to the FAC made by student organizations.
➢ Outside sponsorships;
➢ Outside ticket revenue received
Club Cash Allocation and Distribution
This portion of Sport Club Funding will be distributed to the Member Clubs according to each individual club’s fulfillment of the Club Cash Program beginning with the 2020-2021 Allocation. Points will be awarded to teams as outlined in the Club Cash section based on points accrued from 2019-2020 academic year.

Forty percent (40%) of the Annual Sport Club Program Allocation will be distributed in accordance with the Club Cash Program. The total dollars available for allocation will be divided by the cumulative number of points earned by all clubs throughout the academic year. This method will determine a dollar value to be assigned to each point. Each team’s earned points will then be multiplied by this value to determine the funding to be accessible to each team upon completion of all Officer training sessions.

Ways to Earn Club Cash:

Officer Training
President, Vice President and Treasurer training sessions.

1. Every club is required to have an elected President, Vice President, and Treasurer for their club. Each Officer Position must be held by a different club member.
2. There are training sessions for of these positions in the Fall 2019 and Spring 2020 Semester (please refer to the final page of this Resource Guide for exact dates).
3. Attendance at all training sessions or the one on one meeting is required in order for a club team to receive access to their Sport Club Allocation.
4. In the event that the training meeting cannot be attended, a one-on-one meeting must be scheduled with a Sport Club Liaison or Assistant Director in order to receive the funding that has been allocated to them by Sport Club Funding. Points will not be allocated to any club that must schedule a one-on-one meeting after the training session.

Point Breakdown:

President’s Attendance at Training

   August – 15 Points
   April – 15 points*

Vice President’s Attendance at Training

   August – 15 Points
   April – 15 points*

Treasurer’s Attendance at Training

   August – 15 Points
April – 15 points*

*Points from April Training will count towards 2020-2021 Club Cash

Meeting Attendance
There will be one General Session Meeting during the Spring Semester, and it can be attended by any two representatives from the club. Please see final page of this Resource Guide for specific dates.

Two representatives from each club are required to attend these meetings. Points will be awarded according to how many meetings are attended by the club. If two representatives are not present during either meeting, and a make-up was not scheduled prior to these sessions, these points will not be awarded.

Point Breakdown:

   Attendance at Spring General Session Meeting: 10 points

Documentation
Throughout the year, the Sport Club Program requires that all clubs complete and turn in a number of forms and reports. The deadlines for these forms are outlined on the Important Dates page of this handbook.

These forms are extremely important for both record keeping and risk management/liability purposes. All forms are available on the Officer MySource Page. No incomplete forms will be accepted by the Competitive Sports Office or via MySource. Officers can, however, save and complete forms after beginning the submission.

Points will be awarded for completing the following documentation by the deadline:

1. CPR/AED Certification
   a. Copies of CPR/AED Certification Cards must be submitted for an officer and alternate member before the deadline
   b. To be completed via MySource
   c. If the club fails to turn in the form by the Initial Suspension deadline, the club will be placed on initial suspension until the form is completed. No points will be awarded to the club if completed past the deadline

Point Breakdown:

   Spring Semester – 15 Points

   Fall Semester – 15 points

2. MySource Re-Registration
   a. To be completed via MySource.
   b. A complete Child Protection Form as well as Hazing Policy Acknowledgement Form must be signed by the club officers and the club advisor and uploaded with the re-registration.
c. If the club fails to turn in the form and agreement by the Initial Suspension deadline, the club will be placed on Initial Suspension until completed. No points will be awarded to the club if completed past the deadline.

Point Breakdown:

Spring Semester – 10 points

3. Event and Travel Schedule
   a. An Event and Travel Schedule is required for the Fall and Spring Sessions. For the Summer Session, if your club is not active, you will not need to submit this form.
   b. To be completed via MySource
   c. If the club fails to complete the form by the Initial Suspension deadline, the club will be placed on initial suspension until the form is completed. No points will be awarded to the club if completed past the deadline.

Point Breakdown:

Fall Semester – 10 points

Spring Semester – 10 points

4. Mid-Year/End of Year Reports
   a. A Mid-Year Report is required for Fall semester and an End of Year (EOY) report is required for Spring Semester.
   b. To be completed via MySource.
   c. If the club fails to turn in the form by the Initial Suspension deadline, the club will be placed on initial suspension until the form is completed. No points will be awarded to the club if completed past the deadline.

Point Breakdown:

Fall Semester – 10 points

Spring Semester – 10 points

5. Officer Selection Form
   a. An Officer Selection Form is required for the Spring semester to list the club’s new officers.
   b. To be completed via MySource.
   c. If the club fails to turn in the form by the Initial Suspension deadline, the club will be placed on initial suspension until the form is completed. No points will be awarded to the club if completed past the deadline.

Point Breakdown:

Spring Semester – 10 points
**Travel Forms**

It is extremely important for risk management, liability, and record keeping purposes that the Competitive Sports Office is aware of every instance that a Club Team or a member of a Club Team travels for a Club related function.

1. An Intent to Travel form is considered complete when all traveling members have completed an UREC Liability Waiver and met all other requirements. Only complete Intent to Travel forms will be considered registered.
2. A complete Intent to Travel Form must be received via MySource no later than 3 business days prior to the date of departure (One full week for a weekend trip in order to be eligible for Club Cash Points).
3. Intent to Travel Forms must be registered via MySource Management in order for trips to take place.
4. Failure to submit a completed Intent to Travel Form via MySource, and have approval prior to departing for a travel, may result in disciplinary action.
5. Following the trip, each club complete an Activity Report via MySource within 5 business days of returning to avoid disciplinary sanction. For Club Cash Points, however, Activity Reports must be completed within 3 business days of return.
6. ONLY Intent to Travel and Activity Reports that are turned in on time, and that have results recorded will be considered complete as it relates to both Club Cash Points and club compliance.

Point Breakdown: Each trip is eligible for 5 Club Cash Points. To receive these, BOTH the Intent to Travel and the Activity Report for that trip must be submitted on time. No partial points/credit shall be given.

**Discipline**

As students of The University of Alabama, club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s policies, philosophy and function as an educational institution. Members of Sport Clubs are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities. Inappropriate conduct or actions while participating in any Sport Club related activity, including misuse of equipment or facilities, will jeopardize the club’s continued status as a recognized sport club.

Furthermore, club members who participate in inappropriate activity that violates University policies, campus regulations, or state or federal laws will be subject to disciplinary action by University Recreation, the Office of Student Conduct and/or appropriate legal authorities. A more detailed description of disciplinary actions and consequences is listed in the Discipline Section of the Sport Club Handbook. Points will be awarded to those clubs that have no disciplinary violations.

Point Breakdown:

| No disciplinary violations:  | 25 Points |
| One or more disciplinary violations: | 0 Points |
Concussion Testing
Club members that complete the Concussion in Sport Course hosted by the National Federation of State High School Associations (NFHS) will be eligible for Club Cash. This certification is provided free of charge at [https://nfhslearn.com/courses/38000](https://nfhslearn.com/courses/38000). After completing the course each member should submit a copy of their completion certificate via MySource.

Point Breakdown: 5 Points per unique person certified (Up to a MAX of 20 points per year)

Community Service
The Competitive Sports Program encourages clubs to participate in Community Service projects. Involvement in these unique opportunities can provide an excellent learning experience for a club and its members. Involvement in Community Service projects helps to create a positive image of your club and the Sport Club Program. Registration forms for community service projects that a club is organizing or involved in are available via MySource.

In order for the club to receive points/credit for the activity:

1. Results of the event must be reported via MySource upon the conclusion of the event. As a guideline for Community Service activities, at least 20 percent of the team members must participate in order to receive Club Cash Points.
2. The event and the amount of time each club member spent at the event must be verified by the club liaison.

A COMMUNITY SERVICE EVENT will be defined as an activity in which at least one-quarter of the team members on the active roster participate. The main goal of participating in the event will be to serve a community or philanthropic group. The Club itself shall not receive any personal benefits for its involvement in the activity; this decision will be up the discretion of the Sport Club Administration.

Point Breakdown: 5 Points for every 20 "person-hours" committed to an event (Up to a MAX of 40 Points per year)

Leadership, Education, and Development Series
The Competitive Sports Program strives to promote good leaders and outstanding Sport Clubs. The goal of LEADS is to provide an opportunity for growth in leadership skills for all students. The Sport Club Council will coordinate LEADS. In accordance with the Department and University missions, the program will be a continued commitment to improve the quality of life for students.

The dates for LEADS will be announced at the beginning of every semester.

Point Breakdown: 1 Point per person attending one session (Up to a MAX of 20 points per year)
Discipline
There will be two different types of discipline sanction, described below.

Administrative Non-Compliance
Non-complaint teams are defined as a team who has failed to do ANY of the following:

1. Annually complete Re-registration to be a Registered Student Organization via MySource by the deadline outlined in the Important Dates page of the handbook.
2. Attend required program meetings (such as officer training and general sessions) without arranging a make-up session by the initial suspension deadline.
3. Complete all required paperwork including, but not limited to:
   a. UREC Liability Waiver forms per club member
   b. Semester Practice/Event Schedule Request
   c. End of Semester/End of the Year paperwork
   d. Travel Paperwork – Intent to Travel and Activity Report*

Behavioral Non-Compliance
Any violations by the club or individual of State Law, Federal Law, University Policy, or Sport Club Policy will result in a disciplinary hearing with the program administration. A disciplinary hearing will set disciplinary action forth under the following guidelines:

- Depending on the severity of the violation, probation, suspension or expulsion as well as a referral to the Office of Student Conduct may result immediately.
- In addition to the aforementioned repercussions, the Competitive Sports Staff may take additional action according to the nature of the violation. Serious violations of this nature include, but are not limited to, misappropriation / mishandling of funds, failing to follow emergency procedures, destruction / theft of property (facilities) and conduct which negatively reflects upon the University or Sport Club Program.

*Issues regarding travel are eligible for either Administrative or Behavioral sanctions, depending on items such as intent and/or reporting. The decision will be made by the Competitive Sports Staff as issues arise.

Should a club commit an infraction; the following measures will be taken:

**Initial Suspension:** Clubs on initial suspension will lose access to their Sport Club funding (this includes reimbursement during suspension), all practice and game privileges, access to equipment purchased and owned by the program, and be unable to conduct fundraising or community service events until the issue which caused the initial suspension is resolved. Once a club is placed on initial suspension, all officers of the club and the club’s advisor will be informed of this status by the Competitive Sports Staff.
Any incident of administrative or behavioral non-compliance will result in initial suspension until the issue is corrected. Upon conclusion of the investigation of the incident which caused the initial suspension, a club may be subject to one of the following: Probation, Partial Suspension, Full Suspension, or Expulsion.

**A team may be expelled if they are on initial suspension more than six weeks following the initial suspension date (i.e. an issue cannot go unresolved for more than six weeks, unless it is still under investigation).**

**Probation:** Any club on probation will no longer be eligible for Excellence or Development Funding. Once a team has been placed on probation, all officers of the club will be informed of this status by the Competitive Sports Staff.

Any of the following will result in probation:

1. Administrative non-compliance
   a. For a first offense (not currently on probation), a club will be placed on probation six academic weeks once the issue was resolved.
   b. For a second offense (a club is currently on probation), the term of a club’s probation will be extended for eight additional academic weeks beyond the previously stated end date. The club will also lose ability to Request Excellence or Development Funds.*
2. Behavioral non-compliance
   a. For a first offense, a club will be placed on probation for two academic semesters.

*Prior to this extension of probation, the club officers will be required to meet with the Competitive Sports Staff to discuss concerns and challenges that led to this as well as a plan to avoid any further issues with compliance.

Once a team’s probation expires, the disciplinary process begins again, and any subsequent offense is considered a first offense.

**Partial Suspension:** Clubs on partial suspension will not be permitted to participate in club related activities in the areas in which they are suspended. Such a suspension will be related to the infraction (i.e., a club whose partial suspension was related to travel may be prohibited from traveling during the term of its partial suspension). Once a club is placed on partial suspension, all officers of the club and the club’s advisor will be informed of this status by program administration. At the conclusion of the partial suspension period, the club will be placed on probation based upon the number of offenses and/or the type of
offense. The full probationary term will be served by the club once the partial suspension ends.

The following may result in partial suspension:

1. Behavioral non-compliance
   a. For a first offense, a club may be placed on partial suspension for a term determined by Competitive Sports Program Administration.

**Full Suspension:** Clubs on full suspension will lose access to their Program Funding, recreational sports facilities and/or fields and will no longer be an active club until the term associated with their suspension is complete. Once a club is placed on full suspension, all officers of the club and the club’s advisor will be informed of this status by the Competitive Sports Staff. At the conclusion of the full suspension period, the club will be placed on probation based upon the number of offenses and/or the type of offense. The full probationary term will be served by the club once the full suspension ends.

Any club that has been placed under full suspension will be denied access to Club allocation for the academic year following the conclusion of full suspension.

The following may result in full suspension:

1. Behavioral non-compliance
   a. For a first offense, a club may be placed on full suspension for a term determined by Competitive Sports Program Administration.

**Expulsion:** Any club that is expelled from the Sport Club Program will completely lose all funding and access to facilities and fields administered by University Recreation, and may be referred to the Office of Student Conduct for further investigation. An expelled club will not be recognized as a club by University of Alabama University Recreation. Any club that has been expelled will not be eligible for reinstatement for a period of at least one full academic year.

Any of the following may result in expulsion:

1. Administrative non-compliance
   a. For a third offense while a club is on probation.
   b. *Any one incident of administrative non-compliance that remains unresolved by the club for six weeks after the incident occurred.*

2. Behavioral non-compliance
   a. For a second offense while a club is on probation.
b. Any one offense in violation of State Law, Federal Law, University Policy, or Sport Club Policy that is deemed so egregious that it warrants immediate expulsion (i.e., hazing, discrimination, alcohol or drug abuse or wanton destruction of private property).

Any sanctioned Community Service hours must be documented properly. All sanctions may be appealed to the Sport Club Council within two weeks of the action. Decisions regarding serious disciplinary action and appeals will be distributed in writing to the club President, Advisor, Sport Club Administration, and the Associate Director of Programs.

The Competitive Sports Program reserves the right to evaluate sanctions after further review of an incident or issue.

**Appeal Process:** A club that wishes to appeal any disciplinary decision set forth by the program administration must do so within two weeks of the initial ruling. Appeals must be made in writing and addressed to the Sport Club Council.

The Sport Club Council reviews the content of the sanction and makes a recommendation to revise said sanction. The council’s recommendation is then reviewed by program administration for final decision on appeal.

The Sport Club Council’s recommendation may also be appealed within two weeks. Appeals of the Council’s recommendation must be made in writing and addressed to the Associate Director of Programs. That decision is final.

When the Sport Club Council is not in session, all decisions regarding appeals will be made by the Associate Director of Programs. That decision is final.

**A team may not appeal it’s placement on initial suspension.**

**Alcohol and Drug Policy**

It is expected that all sport clubs will have their activities (sponsored, authorized, sanctioned and/or financed) approved by the Director.

- The possession, sale, use or consumption of alcoholic beverages, in public areas of the campus is prohibited. Any situation sponsored, authorized, sanctioned, endorsed, and/or financed by a sport club must be in compliance with any and all applicable University policies as well as the laws and rules of the state, county, and city.
- No alcoholic beverage may be purchased through organizational funds, nor may the purchase of alcohol for members of guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization. The purchase or use of
bulk quantity of common sources of such alcoholic beverages (i.e. kegs, or cases) shall be prohibited.

➢ Open events, meaning those with unrestricted access to non-members of the sport club, without specific invitation, where alcohol/drugs are present, shall be prohibited.

➢ No members, collectively or individually shall purchase for, serve to, or sell alcoholic beverages to a minor (i.e. those under the legal drinking age).

➢ No organization may enter into an agreement to co-sponsor an event with an alcohol distributor, charitable organization or bar (defined as an establishment generating more than half of the annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

➢ No organization may co-sponsor or co-finance a function where alcohol/drugs is purchased by any of the host organizations or groups.

➢ All membership recruitment activities associated with any student organization shall be alcohol/drug free.

➢ No alcohol/drugs shall be present at any new member activity of the organization.

➢ No event shall include any form of “drinking contest” or encourage the rapid consumption of alcohol in the activity or its promotion.

➢ When traveling, you are considered representing the University and department from the time you leave campus until the time you return. Club members and participants MAY NOT consume any alcohol/drugs during a sport club trip at any time (including at dinner or after an event has concluded).

➢ Transportation and/or consumption of alcoholic beverages or illegal substances are prohibited while traveling on club sponsored trips. If members partake in either activity then they must be sent back to Tuscaloosa through arrangements made by the club’s administration. Students are then immediately referred to Student Conduct.

Photo Release

University Recreation takes photographs and/or video recordings of various programs, activities, and special events in the building. Photos and video recordings including participants’ image and voice may be used in publications and promotional materials in the future.

Any participant may request to have their image and voice excluded from any publications and/or promotional materials by emailing the Assistant Director of Competitive Sports.

This resource guide is not a comprehensive guide to being a Sport Club Officer, but it is useful and informative. This should be used to find answers to policy and procedure questions throughout the year. This handbook is not meant to replace interactions with the program administration; instead it is intended to act as the first resource of officers. The administrative
staff and Sport Club Council are vital resources for all officers and are always available to answer questions or provide advice.
Important Dates

Meetings & Trainings

❖ Fall Officer Training – Tuesday, August 20th - 2:00 - 4:00 p.m
❖ Spring General Session – Wednesday, January 8th - 5:30 – 7:00 p.m.
❖ Sport Club Officer Meeting – Wednesday, April 1st - 5:30 – 7:00 p.m.
❖ Spring Budget Meetings – Completed by Friday, May 1st

Deadlines & Important Dates

Fall Deadlines

❖ Fall Practices Begin – August 26th (Unless Otherwise Requested)
❖ Fall Home & Away Schedules Due – Sunday, August 25th
❖ Get On Board Day – Thursday, August 29th
❖ CPR/AED Class – Thursday, September 5th - 3pm
❖ CPR/AED Class – Thursday, September 8th - 1pm
❖ CPR/AED Certifications Due – Sunday, September 15th
❖ Spring Practice and Event Request – Sunday, November 17th
❖ Fall Fundraising Forms Due – Sunday, December 1st
❖ Mid-Year Reports Due – Sunday, December 1st

Fall Initial Suspension Dates

❖ Fall Home & Away Schedules Due – Sunday, September 1st
❖ Fall Officer Training – Sunday, September 1st
❖ CPR/AED Certifications Due – Sunday, September 22nd
❖ Spring Practice and Event Request Due – Sunday, November 24th
❖ Mid-Year Reports Due – Sunday, December 8th

Spring Deadlines

❖ Spring Practices Begin – Monday, January 6th
❖ Excellence & Development Funding Requests Due - Sunday, March 29th
❖ 2020-2021 Officer Selection Form Due - Sunday, March 29th
❖ Sport Club Council Applications Due - Sunday, April 12th
❖ Spring Fundraising Forms Due – Sunday, April 26th
❖ End of the Year Reports Due – Sunday, April 26th
❖ Summer & Fall Practice Request Form – Sunday, April 26th
❖ Deadline for Club Cash – Friday, May 8th

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Spring Initial Suspension Dates

❖ Spring General Session – Sunday, January 19th
❖ Officer Selection Form – Sunday, April 5th
❖ Sport Club Officer Meeting – Sunday, April 12th
❖ End of the Year Reports – Sunday, May 3rd
❖ Summer & Fall Practice Request – Sunday, May 3rd

Dates with No Practice

❖ Thursday, August 29th – Get On Board Day
❖ Monday, September 2nd – Labor Day
❖ Wednesday, October 30th – Friday November 1st – Fall Break
❖ Monday, November 25th – Friday, November 29th – Thanksgiving Break
❖ Beginning Friday, December 6th – Holiday Break
❖ Monday, January 20th – MLK Day Holiday
❖ Monday, March 16th – Friday, March 20th – Spring Break
❖ Friday, April 24th - Last Day of Practice

Appendices

Appendix A:

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 or student.conduct@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.

Appendix B: 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
cancelled due to inclement weather, off campus practices or events are to also be cancelled.

➢ **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, under trees, 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 may 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.

➢ For more information on our concussion protocol, signs and symptoms of concussions, and return to play, please see other appendices.

Appendix C: Concussion Guidelines

**Baseline Concussion Testing** – All club participants are encouraged to complete a baseline concussion test.

The University of Alabama Sport Club members in designated “high risk sports” (as identified by the NCAA Sports Management Handbook, 2014-2015) 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 SCAT5 (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.
- Members 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 members with a history of concussion complete a SCAT5 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: Hockey, Men’s Lacrosse, Women’s Lacrosse, Men’s Rugby, Women’s Rugby, Men’s Soccer, and Women’s Soccer.
  - All members will be asked to sign the UA Sport Club Concussion Statement annually in MySource 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 Heath Center in the event that a member seeks treatment for a concussion or other head trauma.

➢ **Education** – Club presidents, vice presidents, treasurers, secretaries, coaches, instructors, advisors and members are encouraged to annually complete the NFHS Concussion in Sports Course before club activity begins. This course is offered free of charge at [https://nfhslearn.com/courses/38000](https://nfhslearn.com/courses/38000). After completing the course each member should submit a copy of their completion certificate via MySource. All club members 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. 

<table>
<thead>
<tr>
<th>Signs Observed by Coaching Staff</th>
<th>Symptoms Reported by Athlete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appears dazed or stunned</td>
<td>Headache or “pressure” in head</td>
</tr>
<tr>
<td>Is confused about assignment or position</td>
<td>Nausea or vomiting</td>
</tr>
<tr>
<td>Forgets an instruction</td>
<td>Balance problems or dizziness</td>
</tr>
<tr>
<td>Is unsure of game, score, or opponent</td>
<td>Double or blurry vision</td>
</tr>
<tr>
<td>Moves clumsily</td>
<td>Sensitivity to light</td>
</tr>
<tr>
<td>Answers questions slowly</td>
<td>Sensitivity to noise</td>
</tr>
<tr>
<td>Loses consciousness (even briefly)</td>
<td>Feeling sluggish, hazy, foggy, or groggy</td>
</tr>
<tr>
<td>Shows mood, behavior, or personality changes</td>
<td>Concentration or memory problems</td>
</tr>
<tr>
<td>Can’t recall events prior to hit or fall</td>
<td>Confusion</td>
</tr>
<tr>
<td>Can’t recall events after hit or fall</td>
<td>Just not “feeling right” or is “feeling down”</td>
</tr>
</tbody>
</table>

➢ **Removal from Play**
  - Any member, 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 member should complete a SCAT5 Test 24-72 hours after the injury performed by a qualified medical professional.
  - The member 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 member has been removed from play due to a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.

- Members who sustain a head injury outside of club events should notify their liaison within 24 hours of the event to ensure the member’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 MySource. This form must be provided to the club liaison prior to resuming club activities.
   - The member and club president will be notified via email when the form has been processed by the Competitive Sports Office; the member should not participate until this time. (Forms may take up to one business day to process.)

➢ **Member Disqualification**
   - **Game/Practice** – Members 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** – Members 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 member and their health and well-being will be determined by discussions including the member, Sport Club Administrators, athletic trainers and/or physicians.
   - **Career** – Members 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 member and their health and well-being will be determined by discussions including the member, Sport Club Administrators, athletic trainers and/or physicians.

<table>
<thead>
<tr>
<th><strong>Return to Play Progression</strong> - Should be completed under the supervision of a medical professional (<a href="http://www.cdc.gov/concussion/headsup/return_to_play.html">http://www.cdc.gov/concussion/headsup/return_to_play.html</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Baseline (Step 0):</strong> 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. <em>Keep in mind, the younger the athlete, the more conservative the treatment.</em></td>
</tr>
</tbody>
</table>

**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 Members**

➢ **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)
  o A concussion is a brain injury that affects how your brain works.
  o A concussion is caused by a bump, blow, or jolt to the head or body.
  o A concussion can happen even if you haven’t been knocked out.
  o 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)
  o 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.
  o 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.
  o 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
  o Headache
  o Confusion
  o Difficulty remembering or paying attention
  o Balance problems or dizziness
  o Feeling sluggish, hazy, foggy, or groggy
  o Feeling irritable, more emotional, or “down”
  o Nausea or vomiting
  o Bothered by light or noise
  o Double or blurry vision
  o Slowed reaction time
  o Sleep problems
  o 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:
  - Getting more confused, restless, or agitated
  - Convulsions or seizures
  - Difficulty walking or difficulty with balance
  - Weakness or numbness
  - Difficulty with your vision

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

➢ **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.

Appendix D: Title IX
The University of Alabama is committed to providing an environment for employees, students and campus visitors that is free from illegal harassment based on genetic or family medical history information, race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, age, disability, protected veteran status or any other legally protected basis.
The University will not tolerate and will take action against individuals who retaliate against individuals who, in good faith, report violations of this policy or participate in investigations related to such policy violations.

Appendix E: How To Resources

**How To: Fundraising**

**Fundraising Allocation:**
Five thousand dollars of funding will be available based on the fundraising efforts of the individual clubs. Fundraising includes in-kind donations and any revenue generated by the clubs with the exception of member dues. At the conclusion of the academic year, a team’s fundraising total will be divided by the total number of active club members to give each club a per member amount. Each clubs per member amount will be totaled, and each individual club’s per member amount will be converted into a percentage all clubs’ per member fundraising total. That percentage will be multiplied by the total amount allocated to give each team their fundraising points amount.

In order for a club to receive points for a fundraiser they must complete the following: Complete a Fundraising form via MySource prior to end of term in which the fundraiser occurred.

For any one form of allocation, no club can earn more than Twenty percent (20%) of the total amount allocated for that certain category. If this does occur, the amount over 20% will be removed from that club and reallocated to the other clubs based on the same formula. For instance, if according to the formula, one club earns twenty five percent of the total monies reserved for fundraising allocation, five percent of that will be reallocated to the remaining clubs.

**Please communicate to your liaison when you have a fundraiser so that we can help you market via social media!**

___________________________________________________________

The Source has provided a number of financial resources on their the source website, including information about Foresight Training, Food Grants, and Gameday Fundraising.

Some companies might ask for a W-9 from the University for tax purposes. That can be found on the website, or by clicking this link to online version of the w-9 form. To complete the information at the bottom, department name would be “University Recreation”, Contact name would be your club name, and mailing address would be “Box 870373, Tuscaloosa, AL 35487”.

______________________________________________________

**Things to consider/ask the organizer:**

1. How much work do you have to put into the planning/organizing?
2. How much do clubs usually make?
3. How frequently can we utilize this fundraiser (i.e. sometimes you can only do one percentage night a semester per club)?

**Organization Name:** Chipotle  
**Contact:**  
**Activity:** Percentage Night  
**Clubs that have participated with this organization:** Clay Shooting

**Organization Name:** Frutta Bowl  
**Contact:** Josh Giambalvo  
**Details of event:** 10% percentage night  
**Clubs that have participated with this organization:** Women’s Soccer

**Organization/Event Name:** HRC Move-In ([Website](https://hrc.ua.edu))  
**Contact:** moveinhelp@sa.ua.edu  
**Activity:** Welcome residence, unload/move personal items  
**Details of event:** $20 per student per four-hour shift. Funds received from volunteering are allocated as state funds and must be used for UA approved expenditures. Move-In funds are held in the SGA Financial Affairs Committee account and may be accessed beginning October 1, 2019 through the end of September 30, 2020. Student organizations may request Move-In funding for purchases or reimbursements. Receipts are required for reimbursements. Any funds not used by September 30, 2020 revert to Housing and Residential Communities. Please contact Cassie Yeager at cayeager@ua.edu to request funding/reimbursement for your organization beginning October 1, 2019.

**Note:** This activity can be used as community service OR fundraising, but may not count as both.

**Organization Name:** Lucid Travel  
**Contact:** ua.lucidhotels.us  
**Activity:** Book a hotel through the website, earn a certain percentage back. Link can be sent to friends and family, and does not have to be used exclusively for club travel.  
**Clubs that have participated with this organization:** Baseball, Crew, Fishing, Swimming, Men’s Ultimate, Women’s Volleyball

**Organization Name:** Steel City Pops  
**Contact:** eventsupport@steelcitypops.com; https://steelcitypops.com/fundraising/  
**Activity:** Rent a cart/ 20% of proceeds go to club  
**Clubs that have participated with this organization:**
How To: Community Service

In order for the club to receive points/credit for the activity:

1. Results of the event must be reported via MySource upon the conclusion of the event. As a guideline for Community Service activities, at least one-quarter of the team members must participate in order to receive Club Cash Points.
2. The event and the amount of time each club member spent at the event must be verified by the club liaison.

A COMMUNITY SERVICE EVENT will be defined as an activity in which at least one-quarter of the team members on the active roster participate. The main goal of participating in the event will be to serve a community or philanthropic group. The Club itself shall not receive any personal benefits for its involvement in the activity; this decision will be up the discretion of the Sport Club Administration.

Point Breakdown: 5 Points for every 20 “person-hours” committed to an event (Up to a MAX of 40 Points per year)

The Source utilizes Service Learning Pro as a resource for facilitating service opportunities. They have developed a Community Partner Directory that houses a list of current projects offered by the organization, as well as contact information. Students and student organizations can create a profile to track service hours, as well.

**Please note, that if you utilize Service Learning Pro, you will also need to submit Community Service Forms through the Officer’s portal in order to receive credit for funding allocations.

Things to consider/ask the organization:

1. What kinds of activities will you be doing?
2. How will your club benefit from this activity?
3. How will you be impacting the community?
4. Is this something that you can do again? How frequently do they need volunteers?
5. Would you recommend this activity to other clubs?

Organization/Event Name: Druid City Pride
Contact: McKenzie Bagley – mbagley@ua.edu 205-348-1926
Activity: Set up/help facilitate events for Druid City Pride Festival
Clubs that have participated with this organization: Women’s Rugby

Organization/Event Name: HRC Move-In (HRC Move-In Website Link)
Contact: moveinhelp@sa.ua.edu
**Activity:** Welcome residence, unload/move personal items  
**Clubs that have participated with this organization:**  
**Note:** This activity can recognized as community service (Club Cash) OR fundraising, but may not count as both.

**Organization/Event Name:** SD Allen  
**Contact:** Jeff Hurn – 256-762-1266  
**Activity:** Furniture donation and delivery ministry  
**Clubs that have participated with this organization:** Water Ski

**Organization/Event Name:** Tuscaloosa Half Marathon  
**Contact:** Nely Ward (info@tuscaloosahalf.com)  
**Activity:** Distributing water  
**Clubs that have participated with this organization:** Water Ski

**Organization/Event Name:** SGA/Environmental Council Organization  
**Contact:** Lizzy Russell (SGA Director of Environmental Affairs) – ecrussell@crimson.ua.edu  
704-909-9688  
**Activity:** Cleaning up Riverwalk/community  
**Clubs that have participated with this organization:** Women’s Rugby

**Organization/Event Name:** West Alabama Food Bank  
**Contact:** Madison Nickel – menickel@crimson.ua.edu 484-905-2448  
**Activity:** Made food boxes,  
**Clubs that have participated with this organization:**

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**How To: Planning for Indoor Home Events**

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The Source has provided a [Policies and Procedures webpage](#) to assist in renewing an organization, editing the constitution. The page also includes how to go about room reservations, chalking, and the student organization handbook.

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**Steps to Planning a Home Event**

1. Communicate with your Liaison what event you would like to host and have some idea of dates and teams you would like to invite
2. If this is the first event you intend on hosting this year, arrange a planning meeting with your liaison, our events coordinator, Adam Richman, and anyone you have involved in the planning process. Additional planning meetings can be requested at any point.
3. Set-up can usually be arranged the night before the event, as long as there’s not another reservation in the space.

Things that can be provided by Competitive Sports/Facilities Staff

- Tables and chairs
- Trash Cans
- Flip Scoreboards
- Binders and/or clipboards
- Printed materials (scorecards, brackets, etc)
- Whiteboard
- PA/Sound System

General Reminders

- SRC opens at 9am on Saturday and Sunday. If you have a home event, please do not begin games until 10am to allow for facility opening times, check in, etc.
  - Teams will be allowed to access the facility early if they pay any necessary fees they may incur through Facilities.
- The facility closes at 8pm on Saturdays and 11pm on Sundays. Your last game should start no later than two hours before closing time.
  - If your group does not leave the facility before closing time, you will be fined by Facilities.
- Blue painter’s tape is the only tape permitted on the walls/whiteboards/courts.
- Bleachers are not to be moved once they have been placed by Facility staff.
- If trash cans get full, please ask a facility supervisor to notify the custodians so that the custodians can replace trash bags.
- **Please send us Team Contacts from each school** so that we can also send them a welcome packet from Competitive Sports (we will send them the waivers and general information in this packet, as well).
- A check-in table will be provided for your event. Someone from your club (or an additional volunteer) will need to be stationed at the table to handle check-ins.
- Every visitor must have a stamp or wristband. They will get it once we verify they have a signed waiver on file.

* * * * *

This Guide does not create a contract or quasi-contract between the University or any University employee and any individual that may be affected by this Guide. Further, although the requirements contained herein are intended to reflect current rules and policies of the University, users are cautioned that changes or additions may have become effective since the publication of this material. In the event of a conflict, current statements of Board policy contained in the Bylaws, Rules, official minutes, and other pronouncements of the Board or Chancellor, or superseding law, shall prevail.