

# ***SPORT CLUB RESOURCE GUIDE***

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## Introduction to Sport Programs:

At the University of Alabama, Sport Clubs are recreational student organizations that represent the University positively through sport. All Sport Clubs are student led and student run entities that work with the Department of University Recreation. The Sport Club Program at Alabama provides 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 helps coordinate the efforts of all Sport Clubs and promote the Sport Club Program through its Sport Programs unit. 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

## UREC Sport Programs Administration:

Assistant Director – Chris Adams – [cpadams1@ua.edu](mailto:cpadams1@ua.edu); 205-348-2607

Coordinator – Sydney Vanderlinden – [skvanderlinden@ua.edu](mailto:skvanderlinden@ua.edu); 205-348-6483

Coordinator – Carlo Spalloni – [cuspalloni@ua.edu](mailto:cuspalloni@ua.edu); 205-348-3301

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## Program Expectations

- It is the club officers and members' responsibility to know Sport Club procedures 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 Sport Programs Administration. 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 completed necessary UREC waivers/agreements on file via IMleagues.
- Members are strongly encouraged to consult a physician prior to participation in any sport club activity to ensure it is safe for them to participate.
- No Club member, coach, advisor, or other party acting on behalf of the Club may sign or enter a contractual agreement on behalf of The Board of Trustees of The University of Alabama or The University of Alabama. Entering an agreement or posing as an official representative of The University of Alabama 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.
  - All contracts or documents that require a signature need to be sent for review by the Sport Programs office.
- 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 proper time, in a respectful manner, and to the appropriate people. Let the staff of Sport Programs 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 courteous guest when you go to visit other teams. Sport Programs takes sportsmanship related issues very seriously and any unsportsmanlike or inappropriate behavior is grounds for disciplinary action.

## Eligibility

Understanding that Sport Programs opportunities are provided mainly for the student population on campus, most 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. 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 Sport Programs.
- All members wanting to practice or compete must be on IMLeagues with all proper forms and waivers completed. All faculty/staff of The University of Alabama are eligible to join a 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.
- International Students – For non-US Citizens/international students, Alabama law prohibits an alien who is not lawfully present in the United States from enrolling or attending any public postsecondary education institution in Alabama. Admission, continued enrollment, and participation in UA activities are contingent upon an international student's compliance with Alabama's immigration law. International, distance learning students are not eligible to participate in Sport Clubs. If there are concerns about eligibility or if you have questions, please contact UA International Student and Scholar Services prior to participation- <http://international.ua.edu/iss/>.
- 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 Assistant Director of Sport Programs 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. Community Members or Visitors must have access to facilities in order to participate (guest pass, UREC membership, etc.).
- **No club may engage in any form of physical or emotional hazing of members or prospective members.**

## Membership

As important elements in the co-curricular options offered at The University of Alabama, student organizations offer group members opportunities to enhance, explore, apply, practice, and integrate knowledge and skills gained through pursuit of academic study. Registered student organizations are private, voluntary associations and are not official components of The University of Alabama. Registration allows student organizations to enjoy basic privileges granted by the institution when the organization meets minimum standards for registered status. Registration does not imply University approval of the organization or the activities of the organization; and The University of Alabama, the Office of Student Involvement (SI) and University Recreation in no way accept liability for the actions of registered student organizations.

Membership in registered student organizations shall be open to all students at The University of Alabama, without regard to race, religion, sex, disability, national origin, color, age, disability, gender identity or expression, sexual identity, or veteran status, except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex.

Before an individual can join a Sport Club, they must be a student at the University of Alabama. Sport Clubs, as registered student organizations, shall open membership to all students at the University of Alabama once they arrive on campus.

Membership recruitment efforts may be conducted such as face-to-face recruiting, tabling, written communication, and word of mouth.

## Recruitment

The goal of the following recruitment guidelines is to ensure good relationships are built with prospective club members through accurate representation of the club as a student organization. Prior to arriving on campus, communication between prospective club members and current club leaders, members, or affiliates shall be initiated by the prospective member. **Prospective students to the university shall communicate interest to current club leadership but shall not be guaranteed membership or other benefits by members of the club, or club coaches, such as financial assistance, scholarship, student visas, gifts, or the like.** Prospective students may request a meeting with the club when visiting UA, but the club or its representatives should not make visits for recruitment purposes. **Any events hosted by clubs that include current or prospective students and other guests shall not be marketed as a recruiting event.**

During any communication with prospective students it is the responsibility of club leaders to outline the group's club status and current operations. While participation in an available Sport Club may factor into the decision of prospective student to attend an institution, they should not be pressured, urged, or influenced to attend to participate in a Sport Club. It should also be clear that Sport Clubs are not part of Intercollegiate Athletics nor will be in the future.

Violations of recruitment or the spirit outlined above will result in a disciplinary sanction in accordance with the severity of the violation.

## Intramural Sports Participation:

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

- **A maximum of two (2) club** players may appear on the team's roster. IMleagues software will prevent more than two (2) players from joining the roster. **This applies to officiated sports only.**
  - Example: In Intramural Soccer, you cannot have more than 2 Club Soccer players on your roster.
- 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.

## Inclusive Program Statement:

The University of Alabama is committed to providing an inclusive environment that is free from harassment or discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, age, genetic or family medical history information, disability, protected veteran status or any other legally protected basis. The University of Alabama prohibits any verbal or physical conduct that threatens or endangers the health or safety of any individual or group, including physical abuse, verbal abuse, threats, stalking, intimidation, harassment, sexual misconduct, coercion, and/or other communication or conduct that creates a hostile living or learning environment. Harassment or other illegal discrimination against individuals or groups not only is a violation of [University Policy](#) and subject to disciplinary action, but also is inconsistent with the values and ideals of the University.

The Division of Student Life states: It is vital that our campus community is an inclusive environment for all students, staff, and faculty. This inclusive community should provide a sense of belonging for all, utilize diversity as an educational tool, and provide and promote equitable opportunities for student engagement and professional development and advancement. We will continually evaluate, adjust, and support structures, programs, policies, and procedures to advance comprehensive Diversity Equity Inclusion efforts.

Students may join a Sport Club that is consistent with their gender identity, 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 Sport Programs.

Likewise, if a question or conflict arises about a student's participation, please contact the Assistant Director of Sports Programs.

For questions about accessibility, to request accommodation, or to provide a suggestion to help us better serve the UA community, please contact the Sport Programs Office at [urecsportprograms@ua.edu](mailto:urecsportprograms@ua.edu). Requests should be made at least 1 business day 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 Student Center.)
2. You must be a student organization for at least one calendar year before applying to join the Sport Club Program.
3. Meet with the Assistant Director of Sport Programs, 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 Sport Programs 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 Sport Programs Administration.

Once a student organization completes the above steps, the organization shall make their Request for Affiliation Presentation to the Sport Programs Administration. If the Sport Programs Administration decides to accept the petition, the club will be admitted as a Sport Club for a Provisional Year. This Provisional Year will begin upon the completion of the orientation outlined below and conclude one calendar year after the date of the orientation. Your club will be under evaluation for the entire year regarding meeting attendance, paperwork compliance, following policy, and communicating with the Sport Programs Administration. Provisional clubs wishing to be eligible for a budget by the end of the academic year must be granted provisional status by August 1<sup>st</sup> of the academic year in which they are seeking a budget the following Spring.

### Expectations/Benefits of Provisional Clubs

- Provisional Clubs are expected to keep records on club growth, events, and overall success during their provisional year
- Provisional Clubs can request practice space. Space will be reserved once all other clubs and facility reservations are finalized.

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

Clubs serving in this one-year Provisional Year are not eligible for annual allocation or Excellence Funding, but there are specific funds set aside for upcoming and growing clubs. This funding will be allocated on a request only basis and will not exceed \$500. This money can be used to purchase equipment deemed necessary to club growth and success. No travel related or expenses not deemed necessary will be permitted. Requests will be reviewed by the Sport Programs Office. Further information on this shall be discussed with the Assistant Director. Additionally, clubs serving in this one-year Provisional Year may be required to complete community service hours as an organization to show commitment to the community and the engagement of members in the organization.

Once the Provisional Year has concluded, Sport Programs Administration will evaluate the club's performance and decide on the future Sport Club status. Sport Programs Administration 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 everyone's current contact information to be on file. 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 in good standing attending The University of Alabama. Officers are elected as outlined in Club Specific Constitutions.

- President – The President has responsibility for the oversight of the club and all officers. The President is the liaison between the club, advisor, Sport Programs Administration,, 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 follow the Sport Programs standards, 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, including 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 sport programs staff, is expected to inspect fields and/or facilities prior to each practice, game or special event. Unsafe conditions must be reported to the sport programs 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, AED, & First Aid** and have this certification on file with the Sport Programs Office. These two members are responsible for obtaining a valid certification. At least one of the club's certified members must serve in one of the required officer positions (President, Vice President, and Treasurer).

- 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.
- Periodically, UREC will offer free classes to certify members in CPR/AED/FA. Please sign up in advance. **NOTE:** If a club has a CPR/AED/FA card expire during the year, and no replacement cards have been provided to the 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 their actions during all club activities. Some consistent responsibilities that should be addressed include:

- Keeping the club in compliance with the contents of this resource guide
- Informing the club members of the contents of this resource guide
- Taking appropriate action to obtain a club advisor
- Meeting financial obligations incurred as a club, including fundraising efforts and appropriate fiscal responsibilities
- 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
- Outlining opportunities for club organized community service events
- Building relationships with organization alumni as well as current and future members. Alumni relations can positively impact sustainability, continuity, and potential operations for all Sport Clubs

## 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 mitigate risks within the activity.

University Recreation is 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' primary role is to provide sport specific instruction and improve overall club performance.**

Coaches and Instructors are required to complete a University of Alabama Coach/Instructor Volunteer Agreement annually. Upon completion of the waiver, the Sport Programs Administration 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, scholarships, or any other incentivized membership benefit 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 an asset to a club in terms of providing mature judgment, advice based on experience and insight into university operations and policies. If a club needs an advisor, club officers should contact the Sport Programs Administration 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 help in guiding all activities of the club (budget, expenditures, fundraising, purchasing, schedules, and travel). The first point of approval for club related activities is the Sport Programs Office. 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 Sport Programs Administration 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.
- 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.
- Club advisors should contact the Sport Programs Office with any questions they have regarding their club.
- Club advisors shall not sign or enter into any contract agreements on behalf of the University of or the Club

## Office Services

Mailboxes:

- All Sport Clubs have mailboxes in the Sport Programs 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. For any USPS deliveries 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 (non-USPS items):

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

- The Sport Programs 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. Including any shipments purchased with off-campus funds.
- If clubs need to mail club materials out, that resource is also available via our office. Please contact the Sport Programs Administration 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. \*
- Marketing Services can also assist design of the club website if interested. For more information, please contact the Sport Programs Administration. \*
- Copies can be made in the Sport Programs office for clubs wanting promotional materials. Black and white copies will be made unless otherwise specified. Color copies (in excess of 100) may come with a small fee to clubs, but that is kept to a minimum by the Department.
- A session for Club Photos may be offered at the beginning of each semester if a club is interested. There is not a fee associated with these photos. They will be 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 Sport Programs will only promote each individual website if it is kept up to date and monitored by club officers. This information should be given to Sport Programs Administration 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 2 business days in advance via form on MySource page for full consideration. This does not include inclement weather requests as these should be directed to your Sport Programs Liaison as needed. Additionally, as registered student organizations, Sport Clubs have access to reserve rooms in other buildings on campus such as the Student Center.

#### 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

No club or club representative may enter in any contractual agreement on behalf of The University of Alabama or Club. If a club wishes to enter into an agreement on behalf of the club or club representative (not the university) facility regulations, local and state law, University Recreation guidelines, and the Student Code of Conduct must still be followed. These contracts shall be

reviewed by Sport Programs Administration & other UA Offices prior to entering into agreement; regardless of what funds are used.

## 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 Sport Programs 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 the correct MySource form 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 administration 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. (*Sport Programs 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 administration with this schedule request as soon as possible. Attentiveness in this area may 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 Sport Programs Administration 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 Sport Programs Administration immediately when a scheduled event or practice changes.
- The Sport Programs Administration or student staff, along with the University Recreation Event Coordinator, may require a pre-event meeting with the club to prepare for event logistics.
- Games and events outside of normal operations may incur a \$30 per hour charge for each required athletic trainer.
  - Examples include fundraising tournaments, regional tournaments, national tournaments or round robins.
  - Facility rental and/or staffing fees may also apply.
- On home football Saturday's clubs may NOT host home games/matches as all UREC Facilities are closed
- Clubs should try to schedule all events within the Student Recreation Center operating hours (available at <https://urec.sa.ua.edu/about/hours-of-operation/>) 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.). Clubs NEED to account for all set up and tear down time associated with an event. If events run long, Sport Programs Staff reserves the right to bill a club for additional staffing, Athletic Training and field/court space.
- 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 UREC Administration prior to day of event. Reasonable accommodations may be made if time and staff allow. Please build in time into all requests to accounts for delays, overtimes or injuries. The event may be ended at expiration of requested time if time and staffing do not allow for a continuation.
- 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, Sport Programs, 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 program.
  - It is strongly recommended that all Sport Club members have a physical examination before participating in any Sport Club event.
  - In case of injury or accident, members should report pertinent information to a 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 suffer a head injury will need to obtain a release from a doctor before they can continue participating in any Sport Club activities.
  - All members are responsible for securing their own health insurance.
    - Contact the Student Health Center with any questions regarding a University Sponsored Health Insurance plan for students. <http://shc.ua.edu/insurance/>
- UREC Liability Form – This form needs to be signed by opponents that come to The University of Alabama when teams are hosting an event.
  - Any members under the age of 18 must have the UREC Liability Form completed by a parent or guardian. The link can be found on both [MySource](#) and [IMLeagues](#).
- 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 on [IMLeagues](#) in order to participate.
  - Any member under the age of 18 must have the UREC waiver/agreements 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 does not cover medical expenses.

## Athletic Training Services

- Sport Programs 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 Sport Programs Administration.
  - 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.
- Practice Cancellations – Teams are expected to let the sport program staff know by 2PM the day of their practice if they will not be practicing. There needs to be a minimum of 10% of players in attendance to be considered an official practice.
- The 2<sup>nd</sup> infraction will result in a written warning, and a 3<sup>rd</sup> infraction will result in an administrative noncompliance infraction. A 4<sup>th</sup> infraction will result in a loss of practice time and another administrative noncompliance infraction. A 5<sup>th</sup> infraction will result in permanent removal from the practice schedule and a behavioral noncompliance infraction and suspension of club operations up to a year.
- 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 may be required to cover the costs of additional Athletic Trainers. Appropriate coverage will be determined by the Athletic Training Service and Sport Programs Administration.

## Trademark and Logo

The Collegiate Licensing Company (CLC) regulates the use of University Trademarks and Logos. Clubs must work with the Sport Programs Liaison in order to get any and all marketing materials approved through UREC, CLC, and Strategic Communications. Please use the office of Athletics Marketing and Trademark Licensing approved internal vendor list ([https://rolltide.com/documents/2016/7/6//al REST licenees 072016.pdf?id=7561](https://rolltide.com/documents/2016/7/6//al_REST_licenees_072016.pdf?id=7561)) 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. For the most up-to-date guidelines, please visit: <https://brand.ua.edu/applications/#sport-clubs>

- 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. Sport Clubs are approved to use the following:
  - Logos
    - Script A logo is permitted only when accompanied by the official Sport Clubs Patch.
    - Block UA with sport name, or Sport Clubs patch, in Acens or Impact font is allowed.
    - Alabama with sport name, or Sport Clubs patch, in Acens or Impact font is allowed.
    - **No alterations are allowed to any UA logos.**
    - Sizing of Sport Clubs patch must be proportionate to Script A on approved sizing.
    - Sponsor logos cannot be used in conjunction with the Script A or Capstone A in any way.
    - Sponsors do not have any right to use any Sport Clubs' logo in any advertising or promotional activity.
    - All trademarked logos, verbiage and other indicia must include the proper designation marks (i.e. ® or TM).
  - Colors
    - Crimson (PMS 201)
    - White
    - Gray (light and dark)
    - Black
    - No other colors will be approved
  - General Apparel and Merchandise
    - Script A with Sport Clubs patch is allowed on general apparel and merchandise for the Sport Clubs teams only.
    - No alteration to logos is allowed.
    - Fashion colors are not allowed.
    - A University licensee must be used for all orders. A list of internal licensees can be found [HERE](#)
      - If no licensee is found, a One-Time Agreement letter can be requested by emailing [pmills@ia.ua.edu](mailto:pmills@ia.ua.edu).
    - Sponsor names or logos cannot be used on general apparel and merchandise in conjunction with the Script A or Capstone A.
    - If Sport Clubs teams wish to sell general apparel and merchandise including the Script A/Capstone A with the Sport Clubs patch, the licensed vendor will be required to pay royalties on those items.
    - If Sport Clubs teams wish to sell general apparel and merchandise including a pre-approved secondary logo, not including the Script A/Capstone A, then those items will not be royalty bearing.
      - If Sport Clubs teams would like to include sponsor logos on general apparel and merchandise that includes a secondary logo, not including the Script A/Capstone A, then those items may be permitted. Prior approval will be necessary.
  - Jerseys and Uniforms
    - The Script A with the Sport Clubs patch is acceptable based the guidelines for jerseys and uniforms shown below.
    - No alterations are allowed to any UA logos.

- No use of Crimson Tide, elephants, Big Al, Roll Tide, Bama or altered versions.
- University licensee, where applicable, must be used.
  - If no licensee is found, a One-Time Agreement letter can be requested by emailing [pmills@ia.ua.edu](mailto:pmills@ia.ua.edu).
- No sponsors names or logos can be used on jerseys and uniforms in conjunction with the Script A/Capstone A and Sport Clubs patch.
- If Sport Club teams would like to include sponsor logos on jerseys and uniforms that use a secondary logo, not including the Script A/Capstone A, then those items will be permitted. Prior approval will be necessary.

➤ Championship Rings

- Team must pay for rings themselves.
- Design must clearly specify the actual title.
- Design cannot include the Script A or Capstone A.
- Design must be submitted for review and approval.

➤ Design orientation, Secondary Logos, and Social Media

- Guidelines for Script A must be followed.
  - Any exceptions will be reviewed on a case-by-case basis, but no alterations without prior approval will be tolerated.
- No overlapping of logos and word marks.
- No houndstooth patterns.
- Designs will need to be submitted to [pmills@ia.ua.edu](mailto:pmills@ia.ua.edu) for review and approval.
- University Recreation, Strategic Communications or Trademark Licensing can help with design for secondary logos.
- Designs will need to be submitted to the club's liaison.
  - *Trademark and Licensing Services retain the right of approval of all uses of the university's marks.*

1. Script A Logo

- a. Crimson (201C)
- b. White
- c. Black
- d. Gray (430C)



2. Sport Clubs Patch

- a. Crimson (201C)
- b. White
- c. Black
- d. Gray (430C)



3. ALABAMA in Acens or Impact font

- a. Top font is Acens
- b. Bottom font is Impact
- c. Colors
  - i. Crimson (201C)
  - ii. White
  - iii. Black
  - iv. Gray (430C)

ALABAMA  
**ALABAMA**

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- 4. UA in Acens or Impact font
  - a. Top font is Acens
  - b. Bottom font is Impact
  - c. Colors
    - i. Crimson (201C)
    - ii. White
    - iii. Black
    - iv. Gray (430C)

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- 5. Secondary marks are permitted, but must have approval by Sport Clubs staff, Trademark Licensing and Strategic Communications before using the mark in any way

LOGO PLACEMENT

- 1. Script A on front of uniform, in the center or smaller in the upper left chest, with Sport Clubs patch on upper right chest, left/right sleeve or back of the neck.



- 2. ALABAMA on front of uniform with Sport Clubs patch on upper left/right chest or sleeve.

ALABAMA  
ALABAMA



3. Numbers on the front and back of jersey with ALABAMA across the nameplate on back with Sport Clubs patch on upper left/right chest or sleeve.

ALABAMA  
ALABAMA



4. Number on the front and back of jersey with Script A on upper left/right chest with Sport Clubs patch on opposite upper chest side or on the sleeve.



## Travel

### Off Campus Travel

- Any individual who travels with a club must be on the IMLeagues roster with all necessary paperwork completed, have on file 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 for consideration without penalty. 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 Sport Programs 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.
- During the trip, receipts may be saved if club intends to be reimbursed for their expenses. **Itemized** receipts should be turned in no later than 30 days from date of return. Reimbursements for lodging, gas, entry fees, and airfare shall be submitted.
- No club shall take a trip without the trip being registered with the office and approved. If the club does not follow proper travel procedures, including but not limited to travel paperwork (see Travel Forms section), 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](#) at least three business days prior to departure. 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. Everyone should understand that The University of Alabama carries no personal injury insurance on individuals. All individuals should have personal injury insurance.

#### University Fleet Services or Enterprise Vehicles

- For those clubs that utilize University Fleet Vehicles or Enterprise 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 or Enterprise vehicles for club trips may be made through the Fleet Vehicle Request Form located on [MySource](#). Fleet Services or Enterprise vehicles must be requested at least 10 business days prior to trip to ensure adequate turn around time for securing a reservation.
- When using Fleet or Enterprise, it is the responsibility of the Club Officers to ensure the vehicles are returned with the same amount of gas, or more, in the tank as when they picked up the vehicles. Any charges due to low fuel levels upon return will be assessed to the club once billed. Fuel costs must be paid by off-campus accounts.
- When possible, Clubs will be booked vehicles through UA Fleet Services. Fuel costs are calculated within their pricing. Reimbursement for fuel to a UA Fleet vehicle will not be necessary.
- Enterprise vehicles will require the club to purchase fuel and be reimbursed after completion of the club travel.

#### Excuse Letters

- Clubs who need letters justifying their travel for an event must contact the Sport Programs 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

##### Types of Club Accounts

- UREC Account/Allocation: money allocated by University Recreation that is available for approved expenditures and reimbursements. These are University of Alabama funds, managed by University Recreation.
- Gift Account: money that is donated to clubs and deposited in UA designated gift fund accounts on campus. This is the only way for donors to make tax deductible donations and can be made through [give.ua.edu](http://give.ua.edu) or by check made payable to the University of Alabama and noting the club in the memo line. Money is available for approved expenditures and reimbursements. Money carries forward from year-to-year. These are University of Alabama funds, managed by University Recreation.
- Off-Campus Bank Account: Accounts solely managed by club leadership. This account houses club funds that are used to pay for club related expenses. Club bank accounts can be reimbursed out of UREC or Gift funds if reimbursements are for allowable expenses under UA spending and purchasing guidelines.

## Purchasing Guidelines

- All purchases made with a club's UREC or 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 Sport Programs Administration. Once listed as inventory, the 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 45 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. When a team is seeking reimbursement, the Travel Reimbursement Form must be signed by one club officer who is not the purchaser.. Reimbursements must follow university spending guidelines.
- To qualify for reimbursement on gas receipts an individual may fill up 24 hours prior to departure and within 24 hours of return. If prepaying for gas, a final, itemized receipt must be obtained and submitted. (Prepayment receipts will not be reimbursed.) Itemized receipts and bank statements are mandatory documentation for gas purchase reimbursement and are subject to UA mileage reimbursement rate limitations.
- 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.
- Reimbursements will be made to the club's off campus account. Once dispersed, it is the responsibility of the club to ensure the funds are distributed to the rightful owner.
- Requests for reimbursements needs to be made within 45 days of purchase
- Any questions from a club's liaison to the person that is submitting for reimbursement that do not responded to for five (5) business days will be voided and resubmission required.
- Any reimbursement form sent back for corrections will expire after 14 day if not submitted with necessary corrections.

## Excellence and Developmental Funding:

*Excellence Funding:* Excellence funding will be distributed on a request basis through MySource to assist with any tournament entry fees on the Regional (NIRSA) and National level. Clubs are able to request one (1) Regional and one (1) National tournament per academic year. 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 The University of Alabama in National competition or NIRSA events. If your request is approved, you will need to set up a time with your liaison to access this funding, as it is not a reimbursement process.

*Developmental Funding:* Developmental funding, also managed by the Sport Programs Office, is defined as money given to teams that are starting are in their provisional year of operation with University Recreation. Clubs can apply for and be granted up to \$500 to go toward club operations.

## 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 this 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 a proposal is received it will be reviewed and any questions regarding submission will be directed to club leadership.

All Proposals shall include:

- History of the club
- Details of club such as roster size
- Overview of Club's Annual Budget
  - Dues collected per semester
- 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
- A plan of how you will financially support yourself aside from the entry fee cost

Developmental Proposals shall include:

- A description of desired provisional club expenses that they are seeking financial help with.
- A detailed list of any supplies in need of purchase.

Submit all above requests via MySource with all necessary documents.

No more than two (2) requests for Excellence and one (1) for Developmental Funding (provisional clubs) per team may be considered per academic year.

Budget Proposal:

*Need Based Budget:* anticipated operating costs for club equipment, travel expenses and other club operating costs, etc.

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 present 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 Spring for the upcoming year. The President and Treasurer of each club must set up a Budget Meeting to review this budget with the Assistant Director and/or their club liaison before the deadline in Spring 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...

- Previous years club allocation
- All club expenses including but are not limited to
  - Tournament fees

- Uniforms
- Travel
- Etc.
- Dues per semester
- Fundraising/Community Service
- National Governing Body financial obligations
- Plans for next year

Additionally, for clubs to become eligible for the upcoming year's need-based allocation, teams must spend 80% of the current year's need-based allocation. Clubs will have until May 1st each year to meet this 80% spending requirement or have discussed plans to spend at least 80% by the end of the fiscal year. Clubs may work with their Sport Programs Liaison to meet this requirement. If a club does not become eligible for next year's need-based allocation by spending 80%, the club's balance will remain in their on-campus account for next year's spending. No need-based funds will be added to their on-campus account for the upcoming year. If a club does not meet requirements to receive their need-based allocation, the funds that would have been allocated based on the budget formulated during the budget meeting will be reallocated to Sport Clubs based on the discretion of the Sport Programs Administration

#### Club Cash Allocation

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. Points will be awarded to teams as outlined in the Club Cash section based on points accrued from the previous academic year. Club Cash Distribution is outlined in Appendix E.

#### Fundraising Allocation:

Club Cash points will be available based on the fundraising efforts of the individual clubs. Fundraising includes in-kind donations, and any revenue generated by the clubs except for member dues.

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

- End of the Year report on MySource.

#### Community Service

The Sport Programs Administration 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 help to create a positive image of your club and the Sport Club Program as well as supports the mission of registered student organizations on campus. Registration forms for community service projects that a club is organizing or involved in are available via MySource.

For the club to receive points/credit for the activity:

1. Clubs will not financial benefit from participation.
2. A club attendance roster (sign in sheet) of the event must be reported via MySource upon the conclusion of the event. As a guideline for Community Service activities, at least 10 percent of the teams practicing roster must participate in order to receive Club Cash Points. As a guideline for Community Service activities, at least 10 percent of the team members must participate to receive Club Cash Points.
3. The event and the amount of time each club member spent at the event must be verified by the club liaison.

#### 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 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 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; including but not limited to off-campus or gift account. If a club's constitution does not outline what is to be done with the remaining money, it will be donated to University Recreation for use towards other Sport Clubs. All UREC allocation will be swept.

If at the end of the Fiscal Year a club has made no effort to spend UREC Allocation, Sport Programs Administration reserves the right to repurpose that money to clubs in need.

### 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/Virtual Training prior to requesting funds. After attending a Foresight Workshop, clubs can complete the FAC Funding Request, which is accessible through MyBama. It is recommended that club use all UREC allocation prior to FAC funding submissions. All FAC funding requests will be reviewed by the Sport Programs Office. 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 number of pending requests to the FAC made by student organizations.
- Outside sponsorships;
- Outside ticket revenue received

### 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) Complete all required paperwork including, but not limited to:
  - a. Completing all IMLeagues roster requirements
  - b. Waivers
  - c. ETC
  - d. End of Semester/End of the Year paperwork

Forms

- e. Travel Paperwork – Must be completed at least three business days prior to departure
  - i. Intent to Travel Form on MySource
  - ii. Driver Agreement
  - iii. Fleet Vehicle Request
  - iv. MVR
  - v. CPR
  - vi. All member waiver and forms completed
- f. Practice Requests
- g. Home Event Requests
- h. Failure to communicate

Administrative Non-Compliance, depending on the case and not limited to, will result in the following

- 3. Five-day probation
- 4. Cancellation of practice until form deadlines are met
- 5. Denial of travel if not turned in on time
- 6. Cancellation/Denial of Home Event if not turned in on time
- 7. Required program meetings
  - a. Cancellation of practice until meeting with a Liaison has been completed

All Administrative Non-Compliance can result in a meeting with the Sport Programs Professional Staff. Three Administrative Non-Compliance offences will result in Behavioral Non-Compliance.

#### Behavioral Non-Compliance

Non-Compliant teams are defined as teams who commit any of the following

- Any violations by the club or club member of State Law, Federal Law, University Policy, or Sport Club Policy. Review all handbooks and laws to further define. 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.

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

**Initial Suspension:** Clubs on initial suspension will be suspended for 10 days. Within these 10 days clubs cannot travel, potentially use UREC Funding, host a Home Event, or practice. Within these 10 days, it is up to the club to set up a meeting with their Liaison to discuss further action. 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 Sport Programs Administration. Clubs placed on Initial Suspension will lose the right to request Excellence and Developmental Funding. *\*\*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 currently on probation from two or more administrative sanctions or one behavioral sanction 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 Sport Programs Administration.

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 five days, or until the issue is resolved.
  - b. For a second offense (a club is currently on probation), the term of a club's probation will be extended for five additional business days beyond the previously stated end date. The club will also lose the ability to Request Excellence or Development Funds. \*

\*Prior to this extension of probation, the club officers will be required to meet with the Sport Programs Administration 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.

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 Sport Programs Administration. 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 placed under full suspension will be denied access to Club allocation for the academic year after the end of full suspension.

The following may result in full suspension:

1. Behavioral non-compliance

Any violations by the club or club member of State Law, Federal Law, University Policy, or Sport Club Policy. Review all handbooks and laws to further define.

Expulsion: Any club expelled from the Sport Club Program will 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. Depending on the severity and reason for expulsion, an expelled club may not be recognized as a club by University of Alabama or 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.

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 destruction of private property).

Any sanctions may be appealed to the Sport Programs Administration Club Executive 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 Programs Administration, and the Director of Recreation Programs.

The Sport Programs Administration reserves the right to evaluate and amend sanctions after further review of an incident or issue.

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

**Sport Programs Administration** reviews the content of the sanction and makes a recommendation whether to revise said sanction or to uphold the sanction. The recommendation is then reviewed by Director of UREC Programs for final decision on appeal.

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

\*\*A team may not appeal its 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 Sport Programs Administration.

- 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 follow 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 or consumption of alcohol 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.
- 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 leadership. Students are then immediately referred to Student Conduct.
- 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.

## 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 Sport Programs.

*This resource guide is not a comprehensive guide to be 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 resource guide is not meant to replace interactions with the Sport Programs Administration; instead it is intended to act as the first resource of officers. The administrative staff are vital resources for all officers and are always available to answer questions or provide advice.*

## Appendix A: Hazing Policy

**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 Sport Programs Administration will make the decision to play, postpone, or cancel. Administration will attempt to notify clubs of cancellations as soon as possible.

- Athletic Trainers and Sport Programs 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 (nonmetal structures, vehicles, etc.) when lightning is visible or thunder is auditory. It is recommended that someone be designated to monitor weather. Shelter must be sought, and all activities postponed when lightning is less than 10 miles proximity of the venue.
- Postponing Play: The Sport Programs 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
      - Sport Programs 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” at the recommendation of the Athletic Trainer service provider that present a higher risk for head trauma or injury may be 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.
  - All members will be asked to sign the UA Sport Club Concussion Statement annually in IMLeagus accepting responsibility to report injuries and illness to the Sport Programs Administration and medical professionals, including signs and symptoms of concussion.
  - Baseline test will be shared with the University of Alabama Student Health Center in the event that a 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/concussion-in-sports-2>. 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 NCAA’s “Concussions: Don't Hide It, Report It, Take Time to Recover” video. [http://s3.amazonaws.com/ncaa/web\\_video/health\\_and\\_safety/concussion/concussion.html](http://s3.amazonaws.com/ncaa/web_video/health_and_safety/concussion/concussion.html)

Signs & Symptoms	
<i>Athletes who experience <b>one or more</b> of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion. (From CDC Heads Up Concussion Wallet Card)</i>	
Signs Observed by Coaching Staff	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or “pressure” in head

Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can't recall events prior to hit or fall	Confusion
Can't recall events after hit or fall	Just not "feeling right" or is "feeling down"

➤ Concussion Management

- Any participant who sustains a head injury, suspected concussion, exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from all University Recreation activities and facilities immediately and may not return to competition that day. The participant will be suspended from all University Recreation activities and facilities activities after suspected concussion.
- 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.
- The participant should complete a SCAT5 Test 24-72 hours after the injury; this should be performed by a qualified medical professional. The participant must be symptom-free for at least 24 hours in order to begin a return to play progression with an Athletic Trainer or Physical Therapist.
- Medical clearance from a physician must be documented using the UA Sport Programs Return to Play Clearance Form available at [urec.ua.edu](http://urec.ua.edu). This form must be provided to the Sport Programs Coordinator prior to resuming University Recreation activities or gaining access to University Recreation facilities.
- Participants who have severe or multiple concussions in the same season may be disqualified for participating in the remainder of the season due to the increased risk of recurrence. The best course of action for the participants and their health and well-being will be determined by discussions including the participant, Sport Programs Administrators, Athletic Trainers, and/or physicians.
- Participants who sustain multiple concussions with recurrent or post-concussion signs and symptoms that last for lengthy periods of time may be disqualified for the remainder of their careers. The best course of action for the participant and their health and well-being will be determined by discussions including the participant, Sport Programs Administrators, Athletic Trainers, and/or physicians.

Return to Play Progression - Should be completed under the supervision of a medical professional ([https://www.cdc.gov/headsup/basics/return\\_to\\_sports.html](https://www.cdc.gov/headsup/basics/return_to_sports.html))

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

**Step 1:** Light Aerobic Exercise

The Goal: only to increase an athlete's heart rate.

The Time: 5 to 10 minutes.

<p>The Activities: exercise bike, walking, or light jogging. Absolutely no weightlifting, jumping or hard running.</p>
<p><b>Step 2: Moderate Exercise</b> 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</p>
<p><b>Step 3: Non-contact Exercise</b> 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.</p>
<p><b>Step 4: Practice</b> The Goal: Reintegrate in full contact practice.</p>
<p><b>Step 5: Play</b> The Goal: Return to competition</p>
<p>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 they start again at the previous step during which symptoms were experienced.</p> <p>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.</p>

## 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. (<https://www.cdc.gov/heads-up/about/index.html>)
- Concussion facts: (*CDC Heads Up Concussion Fact Sheet*)
  - A concussion is a brain injury that affects how your brain works.
  - A concussion is caused by a bump, blow, or jolt to the head or body.
  - A concussion can happen even if you haven’t been knocked out.
  - If you think you have a concussion, you should not return to play on the day of the injury and not until a health care professional says you are OK to return to play.
- What should I do if I think I have a concussion? (*Modified from CDC Heads Up Concussion Fact Sheet*)
  - DON’T HIDE IT. REPORT IT. Ignoring your symptoms and trying to “tough it out” often makes symptoms worse. Tell your coach, club officer, and athletic trainer if you think you or one of your teammates may have a concussion. Don’t let anyone pressure you into continuing to practice or play with a concussion.
  - GET CHECKED OUT. Only a health care professional can tell if you have a concussion and when it’s OK to return to play. Sports have injury timeouts and player substitutions so that you can get checked out and the team can perform at its best. The sooner you get checked out, the sooner you may be able to safely return to play.

- TAKE CARE OF YOUR BRAIN. A concussion can affect your ability to do schoolwork and other activities. Most athletes with a concussion get better and return to sports, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.
- What are the symptoms of a concussion? (*CDC Heads Up Concussion Fact Sheet*) Concussion symptoms differ with each person and with each injury, and they may not be noticeable for hours or days. Common symptoms include
  - Headache
  - Confusion
  - Difficulty remembering or paying attention
  - Balance problems or dizziness
  - Feeling sluggish, hazy, foggy, or groggy
  - Feeling irritable, more emotional, or “down”
  - Nausea or vomiting
  - Bothered by light or noise
  - Double or blurry vision
  - Slowed reaction time
  - Sleep problems
  - Loss of consciousness

*During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.*

- 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 always.
  - Practice and perfect the skills of the sport.

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 act 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: Club Cash Distribution

##### **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. Training sessions were hosted for these positions in previous academic year (please refer to the Important Dates Sheet for exact dates).
3. Attendance at all training sessions or scheduled make up meeting with their liaison is required for a club to receive access to their Sport Club Allocation.
4. If 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:

Attendance at Training

April – 15 points per required officer with maximum of 45 points\*\*

*\*\*Points from Previous academic year Training will count towards next academic year Club Cash accrual.*

##### **Meeting Attendance**

There will be two General Session Meetings during the academic year, and they can be attended by any two representatives from the club. Please see Important Dates Sheet 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 Fall General Session Meeting: 10 points

Attendance at Spring General Session Meeting: 10 points

##### **Documentation**

Throughout the year, the Sport Club Program requires that all clubs complete and turn in several forms and reports. The deadlines for these forms are outlined on the Important Dates Sheet.

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 Sport Programs 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
  - d. At any point in the year, a club becomes noncompliant with this requirement (via certification expiration, student graduation, etc.), they will lose the points awarded for this category.

CPR/AED Point Breakdown:

Fall Semester – 25 points

2. 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.

Event and Travel Point Breakdown:

Fall Semester – 10 points

Spring Semester – 10 points

3. 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.

Mid-Year/End of Year Report Point Breakdown:

Fall Semester – 10 points

Spring Semester – 10 points

4. 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.

Officer Selection Point Breakdown:

Spring Semester – 10 points

### **Travel Forms**

It is extremely important for risk management, liability, and record keeping purposes that the Sport Programs 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). Sport Programs staff reserves the right to decline any travel request submitted inside 3 business days prior to departure.
3. Intent to Travel Forms must be registered via MySource Management for trips to take place. Registration will be communicated via MySource and email to club officers.
  - a. Trips are registered when all members on the roster have completed member packets, all drivers have submitted appropriate paperwork, a CPR member is on the trip roster, and all other guidelines for Sport Club Travel have been met.
  - b. Failure to submit a completed Intent to Travel Form via MySource and have registration prior to departing for a travel, may result in disciplinary action.
4. Trips that have the Intent to Travel submitted on time in relation to the club cash deadline will receive club cash points for that trip. Trips that do not meet the Club Cash deadline will not receive club cash points.

Point Breakdown: Each trip is eligible for 5 Club Cash Points. (Up to a MAX of 50 points per year)

### **Discipline**

As students at 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 Resource Guide. Points will be awarded to those clubs that have no disciplinary violations.

Discipline Point Breakdown:

No disciplinary violations:	40 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/concussion-in-sports-2>. 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) The members certified may not have been certified in any previous year in order to earn these points.



### **Club Competitions**

To place an emphasis on and reward clubs for competing, clubs will receive points in conjunction with the number of times they compete throughout the year. Levels will include clubs competing 8 or more, 4 or more, and 2 or less times. Examples of competition include scrimmages against other schools, hosting or travelling to tournament including another collegiate team, single games (home or away), etc.

Point Breakdown: UREC Administration will determine point values after review of average number of competitions for the academic year.

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**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.**