2017-2018

UAB CAMPUS RECREATION

CLU

B SPORTS MANUAL
Mission Statement
UAB Club Sports provide high-quality, structured, competitive and fun recreation activities that offer participants the opportunity to experience physical, social, and emotional growth in a safe learning environment.

Club Operations
How to become a club sports checklist:
- At least 10 students; full or part time
- No duplication of active club sports (i.e. one club per sport, per gender)
- Provide a current contact person, address, and phone number
- Meet with the Assistant Director to go over club guidelines
- Create a Club Constitution
- Obtain a faculty or staff advisor
- Become a registered student organization the UAB recognized Student Organization process
- Provide a budget projecting all possible sources of revenue and expenses
- Document potential competitors, either through a governing league or clubs at nearby universities

Eligibility
- UAB full-time students, part-time students
- Teams can have open tryouts and participation meetings to disseminate information and to form their Member Rosters.
- Player eligibility will be verified through UAB’s Registrar’s Office prior to competition.
- Members Rosters should be submitted as often as necessary to maintain an up-to-date list of members.
- Club officers are responsible for maintaining league/conference eligibility.
- All active members must achieve and maintain a minimum 2.0 GPA and be in good academic standing with the University.
- Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Programs and activities funded in whole or in part by the University must be open to any interested student. Although most clubs prefer to not limit membership, it is recognized that in certain cases (e.g., lack of facility space) practical considerations must prevail. In those circumstances, only a certain number can realistically be accommodated for team practices and competition. When necessary, each club is responsible for working out a fair and equitable method for tryouts or limiting club memberships.
- In accordance with the university policy, Club Sport organizations expect participation to be based on a participants self-identified gender and that it is done in good faith and is consistent with the participation's expressed gender identity. UAB does not restrict participation based on gender; however, national governing organizations (NGO’s) have additional policies that should be taken into consideration before participating in a competition/game. If there is a question about eligibility with the NGO, the Assistant Director of Competitive Sports and Camps should be notified to have the conversation with the NGO.
- All participants must be able to meet the health and physical demands required by their specific club.
  - Members of high risk clubs may be required to take a baseline concussion test and/or physicals, prior to being eligible to participate.

Responsibilities
- President
  - Arrange and advertise for club try-outs if needed.
  - Get every member to sign the MEMBER ROSTER and turn in to the Assistant Director
  - Set club goals for the semester and year
  - Ensure all members have medical insurance coverage
  - Conduct vote to appoint officers and submit all contact information to Assistant Director.
- Require at least one officer to maintain CPR/First Aid/AED Certification and ensure that all practices and matches are attended by at least 1 CPR/First Aid/AED certified club member.
- Communicate with the Assistant Director your practice and competition schedules.
- Attend all Presidents’ meetings, officer trainings, etc.
- Communicate with elected Treasurer to stay within limits of budget
- When making purchasing decisions, please confer with all officers and your advisor
- Report club traveling no later than 7 days in advance to the Assistant Director.
- Report all game and tournament results to Assistant Director no later than 2 days after the conclusion of the event.
- Perform inventory of all club uniforms and equipment.
- Meet appropriate deadlines for registering your club with the university annually

- **Vice President**
  - Preside over meetings and business in the President's absence.
  - Assist the President with his/her duties.

- **Secretary**
  - Record and circulate minutes of all meetings.
  - Maintain updated membership contact lists and team roster.
    - Submit to Assistant Director
  - Develop and circulate publicity regarding club activities
    - Any publicity must be approved by the Coordinator of Marketing and Special Events

- **Treasurer**
  - Keep up with all finances of the club
  - Meet with the Assistant Director to go over the records of the club at least once per semester.
  - Keep all finances recorded and organized in a form of ledger ready for review by the Assistant Director at any given day during the semester.
  - All receipts must be documented and kept for review.
  - All incoming and logged expenses must be logged properly and recorded.
  - An account and record of all club members that have and have not paid dues must be kept.
  - Open and maintain an outside account for the club in conjunction with the Club president and faculty advisor.
    - Club bank accounts cannot include the phrases “UAB” or “University of Alabama at Birmingham” at the beginning of the name. (Approved example: The Fencing Club at UAB)
  - All statements of the outside account must be recorded and provided to the Assistant Director at the conclusion of each semester.
  - Responsible for the record keeping of all expenses used through the budget allocated to the club by the Campus Recreation Department.

- **Equipment Manager (can double as another officer)**
  - Submit an equipment inventory annually (May 1st) to the Assistant Director.
  - Rent equipment for club functions from the Assistant Director as requested and available.
  - Ensuring that all club equipment is stored securely and appropriately.

- **Safety Officer**
  - Maintain a first aid kit stocked sufficiently with supplies and this kit will be on hand at every club practice and competition.
  - Restock first aid supplies as they are depleted, with assistance of the Athletic Trainer
  - Certified in CPR/First Aid/AED and will be at every club practice and competition.

- **Coaches**
  - In addition to a club president, clubs may solicit the services of **volunteer coaches** to assist with the teaching and coaching of a particular sport or activity.
    - Do not have to be affiliated with UAB, but they will be required to abide by all the UAB policies; if they are not affiliated with UAB, they will need to have a background check conducted on each individual at the expense of the club.
Background checks will be conducted by Campus Recreation and if any criminal history is found, the individual will not be permitted to serve in a coaching role with a UAB Club Sport.

- Supervise practices and matches/games in accordance with Campus Recreation policies and procedures.
- Adhere to the policies and recommendations of Campus Recreation
- Maintain annual CPR/First Aid/AED certification
- Maintain certification by a national governing body of that activity, if applicable.
  - Certifications must be on file with the Assistant Director
- Attend all required club sport coaches meetings.

Advisors
- The exact role is left to the individual club sports, but the advisor should serve as a resource for the club
  - Clearly communicate goals and expectations
  - Be a mentor and assist officers in the routine operation of the club
  - Serve as a consultant with the club president in management of the club
  - Help to ensure that activities are reflective of Campus Recreation and the University
  - Meet with the club regularly
  - Have full knowledge of club's activity and travel plans
  - Must be current UAB faculty/staff member

Game/Competition Scheduling
Provide a copy of your club’s match/game schedule on the appropriate form no later than one month before the first scheduled match. When planning and finalizing a schedule, please take into account distance traveled, accommodations, fees, equipment, etc. as it relates to your budget availability. Do not schedule a home match or event without prior confirmation of the facility availability.

Facility Reservations
Club sports receive privileges for practice and play on a priority higher than open recreation. To reserve a field or facility for practice, matches, tournaments, or meetings, club officers must contact the Coordinator of Facility Operation at least one month in advance, who will ensure that the appropriate paperwork is filed and that arrangements are made for operational needs. She can be reached at kplan@uab.edu or 205-996-4938.

**Because of the demand for facility usage, reservations are taken on a first come, first serve basis. Reservations are not guaranteed, so facilities should be reserved as far in advance as possible!!

Maintenance
If the club damages fields, buildings, equipment or any other university property, fines and repercussions will be assessed. When hosting other teams for matches or tournaments, the sponsoring club assumes responsibility for their actions. In order to maintain the field space in the best condition, report any areas in need of repair or damage as soon as possible to the Assistant Director.

Event Management
Prior to the event:
1. Reserve the facility
2. Notify Assistant Director
3. Create budget for large events:
   a. Paying officials, personnel
   b. Buying trophies, t-shirts, etc.
   c. Entry fees
   d. Concessions
   e. Event marketing
   f. Event sponsorships
Members’ Conduct
Club sport members are representatives of The University of Alabama at Birmingham and Campus Recreation, and as such are expected to abide by the student code of conduct and guidelines appropriate to their activity and general sportsmanship. Campus Recreation may suspend any club, individual club member, club president, or coach from future participation and/or discontinue support, both financially and as a recognized student group, based upon, but not limited to:

- Violation of eligibility rules
- Violation of sportsmanship policies
- Failure to promptly meet financial obligations
- Failure to comply with the university’s hazing policy
- Violation of campus recreation code of conduct policies and procedures
- Violation of alcohol/drug/tobacco policy
- Misuse of property, facilities, and/or equipment at The University of Alabama at Birmingham or host institution
- Misuse of club funds
- Restriction of membership based on race, color, religion, nationality, creed, age, gender, sexual orientation, or disability

Discipline Policy
Club members, officers, and coaches are expected to hold themselves accountable to the code of conduct laid out by the University of Alabama at Birmingham, the department of Campus Recreation, and the additional guidelines and rules provided by this manual.

- **Verbal reprimand/warning** – issued during a meeting with the Assistant Director for an infraction either during practice or competition.
- **Fines** – issued in accordance to the infraction. These can be modified by the Assistant Director.
- **Probation** – a team placed on probation will have their actions closely monitored.
- **Suspension** – privileges will be taken away from the club for a period of time deemed necessary.
- **Inactivity of club suspension** – the club will lose all privileges and cease to exist as a team for the remainder of the entire academic year. The team may be reinstated upon a meeting with the Assistant Director at the beginning of the following academic year. There will be no budget provided to the team for the following academic year.
- **Appeal process** – a written request for an appeal should be made by the club president – and no other member or coach – to the Assistant Director. The request must be submitted within one week for the decision being made in order for it to be considered.

Anti-Hazing Policy
The University of Alabama at Birmingham prohibits student organizations and their members from engaging individually or collectively in hazing activities.

1. **Purpose**
   1.1. It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. "Hazing" is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in university life, either on, or off, campus.
   1.2. The purpose of this policy is to define hazing and to provide guidelines with regard to hazing that student organizations and their members must follow.

2. **Prohibition and Sanctions**
   2.1. Hazing, as defined in this policy, is prohibited, and
   2.2. Organizations that are found to be in violation of this policy may lose status as recognized UAB student organizations, and
2.3. Individual members who are found to be in violation of this policy are in violation of the Non-Academic Conduct Policy and may be disciplined in accordance with UAB's disciplinary procedures.

3. Definition

3.1. Hazing is a willful action taken toward any student, or group of students, on, or off, campus by a student organization or any of its members to produce public humiliation, physical discomfort, bodily injury, or public ridicule or to create a situation where public humiliation, physical discomfort, bodily injury, or public ridicule occurs.

3.1.1. Such activities include, but are not limited to:

3.1.1.1. Paddling
3.1.1.2. Requiring or compelling exercise and calisthenics
3.1.1.3. Road trips (involuntary excursions)
3.1.1.4. Requiring or compelling exposure to uncomfortable elements
3.1.1.5. Requiring or compelling activities creating unnecessary work, detention, or any duties that impair academic efforts
3.1.1.6. Verbal harassment
3.1.1.7. Requiring or compelling the wearing in public of apparel which is conspicuous and not in good taste
3.1.1.8. Requiring or compelling the forced consumption of any liquid or solid substance

4. Responsibility

4.1. The Vice Provost for Student and Faculty Success or a designated representative is the UAB official who has primary responsibility for administering this policy.

5. Relationship of this policy to the State of Alabama's law:

5.1. Alabama Law H.387 declares hazing illegal and establishes conditions for civil and criminal liability.
5.2. Alabama Law H.387 and subsequent related amendments will serve as a guide for action by UAB should a hazing incident occur.

Alcohol/Drug/Tobacco Policy

At no time shall any club members use University or club funds or University vehicles to purchase or transport alcohol, drugs, or tobacco. Alcohol, drugs and tobacco are prohibited at all team events and practices.

Club members are prohibited from the consumption of alcohol:

- 12 hours prior to participating in any club activity, and are prohibited from participating in an activity while under the influence.
- If the game is played off campus, club members are prohibited from the consumption of alcohol 24 hours prior to departure time for the trip, and 48 hours prior to departure if operating a University Vehicle.
- Alcohol shall not be made available to, purchased for, or consumed by any persons under the legal drinking age at any time.

Financial Operations

How club sports receive funding

- Self-generated funds
  - Dues
    - Dues must be established by the membership of the respective clubs.
    - The method of establishing and collecting dues should be set forth in the club constitution.
  - Fundraising
    - The funding of club activities is primarily the responsibility of club sport members.
    - Some suggested methods of generating funds include: product sales, restaurant percentage nights and working athletic concessions.
    - Another fundraising option is to host competitive events.
      - With proper marketing and promotion, competitive events can be very successful fundraisers.
      - Competitive events can include tournaments and races.
    - Are there any fundraising activities our club cannot do?
Raffles, which are considered gambling, and prepared food sales are against university policy.

In addition, any fundraising activity that may be perceived in bad taste should not be conducted; when in doubt, please check with the Assistant Director.

Donations
- If an individual or company makes a one-time donation to your club and would like to receive a tax break, you need to contact the Assistant Director along with the person or company’s name, address and phone number.
- Before asking for donations, all inquiries must be cleared through the Assistant Director. This does not include going to SGA for allocation.

Allocated funds from Campus Recreation
- Campus Recreation will hold annual allocation meetings where club sports can come and present on their budget needs and request funding from the department.
- More details on the process will be outlined annually at the September Club Sports officer’s meeting.

Civic Engagement--Volunteer Hours
- Civic involvement is both an integral part of the university educational experience and the club sports experience.
- Volunteer hours must be reported to the Assistant Director prior to completion.
- Clubs will be required to partake in 2 community service projects per year. (At least 51% of the club members must participate.)
- Examples of volunteer events that Campus Recreation will host throughout the year, and are opportunities for club sports to participate in:
  - Canned food drive
  - Used shoe drive
  - Recstravaganza (annual welcome-back event)
  - Blazer 5K
  - Health and Wellness Fair
  - RecJam (annual year-end event)

Travel
- A club officer must inform the Assistant Director of travel plans at least 7 days in advance, if not included on the original semester schedule that was submit.
- Clubs may use private vehicles for travel
  - Drivers may be reimbursed for gas expenses if receipts are submit to the Assistant Director by the first Wednesday of the club’s return.
  - Driving safety procedures must be followed on all club sport trips
    - Conduct a pre-travel safety inspection on all vehicles being used
      - Check for inflated tires, test brake lights, check fluid levels, etc.
    - Monitoring fatigue and taking the necessary steps to limit driver fatigue
      - Do not drive between 12:00-5:00am
      - Drivers should not driver more than four hours straight without taking a break
      - Have at least one passenger remain awake during travel to assist the driver and be able to recognize signs of fatigue
- Clubs are permitted to rent vans through the Department of Campus Recreation, provided they follow the steps below:
  - Check with the Assistant Director on the van availability for the dates in question.
  - Identify at least two drivers who:
    - Are at least 21 years of age
    - Are a UAB employee
    - Have taken the van driving course
    - Have passed the UAB Risk Management DMV review
    - Have gone through a test ride with an approved driver in Campus Recreation
Work with the Coordinator of Adventure Recreation on reserving and checking out the van from Adventure Recreation.

**Insurance Coverage**
The university insurance program applies to any vehicle owned, leases or rented by the university. The university’s insurance policy covers claims made by a third party for bodily injury or property damage against the university arising out of the operation of a university vehicle.

The university’s insurance policy does not provide primary coverage for an individual who is operating his/her own vehicle on university business. The individual’s personal auto policy must provide primary coverage and the university will not accept responsibility for injury for damage, regardless of fault. The university’s insurance program does not cover the loss, theft or damage to personal property.

**Travel Reimbursements**
The following items are eligible for reimbursement through the club’s allocated funds. In order to submit for reimbursement, the club must have an EIN (Employer Identification Number), the original receipts for payment, and a copy of the bank statement for the account used to make the purchases.

**Gas Receipts**
- The person’s name must appear on the front of the receipt.
- No other purchase can be on the gas receipt (food, drinks, etc.)
- Receipts must be within dates listed on the Club’s schedule.

**Hotel**
- Each room must have an individual itemized bill.
- Write the names of the people who stayed in each room and their UAB ID on that room’s bill.
- A zero balance due and payment type must be on the hotel bill.

**Rental Vehicle**
- The person’s name must appear on the front of the receipt

**Risk Management**
- Any injury, accident, or incident must be reported to the Assistant Director immediately upon return from the activity, match or tournament.
- Participants are obliged to wear proper dress and appropriate protective equipment.
- Club members under 19 years of age must have verified parental consent.
- Practice or games can be delayed or suspended due to severe weather and may resume 30 minutes after the last visible lightning strike.
- Club members must adhere to the Return to Play policy outlined by Athletic Trainer, when an injury occurs. (See Athletic Training manual or website for more details.)
- All clubs must maintain a minimum number of healthy, active participants in order for the team to remain eligible to compete. The minimum number required will vary by sport and can be determined by the Athletic Trainer and Assistant Director of Competitive Sports and Camps.

**Public Relations**
- **Dealing with the media:** Please refer to the Assistant Director when dealing with the media. Remember, you are representing UAB.
- **Advertisement through the media:** Flyers and banners may be requested and published through the Office of Campus Recreation. For ideas or designs as well as further advertisement on campus, please contact the Coordinator of Marketing and Special Events for Campus Recreation.
Required Forms
The following forms must be turned in as a hard copy to the Assistant Director of Competitive Sports and Camps:
1. Assumption of Risk Waiver form
2. Member Information and Anti-Hazing Acknowledgement form
3. Club Information Form
4. Club Roster
5. Club Schedule
   a. Travel information must be reported no later than 7 days prior to travel
6. Post-Game/Activity Report
   a. Within 2 days of competition completion
   b. Injuries must be reported to the Athletic Trainer as soon as possible
7. Coach/Instructor Agreement example (if applicable, for non-student coaches only)
Club Sports Assumption of Risk, Waiver, and Release from Liability

Member Name: _____________________________ Club: _____________________________

In consideration of the use of the property, facilities and/or services of The University of Alabama at Birmingham (UAB) Office of Campus Recreation including any travel related thereto, the undersigned agrees as follows:

1. **RISK FACTORS.** The undersigned understands and acknowledges that the use of equipment and facilities provided by the Office of Campus Recreation at The University of Alabama at Birmingham and participation in Campus Recreation programs (Intramural, Informal, Instructional, Group Fitness, Club Sports, Weight and Cardiovascular Training, Swimming, Outdoor Adventure, and any other programs and services sponsored by the Office of Campus Recreation and/or non-sponsored activities occurring in the building) involves risk including, but not limited to the following: risk of property damage, bodily injury, including but not limited to permanent disability, paralysis and possibly death. These risks may result from the use of the equipment or facilities, from the activity itself, from the acts of others, or from the unavailability of emergency medical care.

2. **ASSUMPTION OF THE RISK.** The undersigned voluntarily assumes all the risks that may arise out of or result from the use of the equipment or facilities, and/or the services of UAB Campus Recreation, including those risks described in Section 1 above.

3. **ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES.** The undersigned acknowledges reading and knowing all policies and procedures relating to the activities, facilities, and/or equipment and understands that the safe and proper use of facilities, equipment or participation in the activity is dependent upon carefully following such policies and procedures. The undersigned agrees to comply with and abide by all rules and regulations of UAB Campus Recreation. The undersigned acknowledges that the policies and procedures may be amended at any time in the future with or without notice, and that it is the undersigned’s responsibility to periodically review the then-currently published policies and procedures and abide by them. The Campus Recreation staff reserves the right to revoke or terminate the undersigned’s privileges for any violations of the rules and regulations of UAB Campus Recreation and The University of Alabama at Birmingham or for any violations of the policies and procedures relating to the activities, facilities, and/or equipment of UAB Campus Recreation.

4. **PREREQUISITE SKILLS.** The undersigned acknowledges that he or she has the requisite skills, qualifications, physical and mental ability necessary to properly and safely use the equipment, facilities, and to participate in any Campus Recreation activities. The undersigned agrees that if s/he has questions pertaining to the skills, qualifications, physical and mental abilities necessary to properly and safely use the equipment, facilities, and to participate in Campus Recreation activities, s/he will direct those questions to Campus Recreation staff.

5. **INDEMNIFY AND DEFEND.** The undersigned hereby releases, waives, indemnifies and holds The University of Alabama at Birmingham, the Office of Campus Recreation, CENTERS, L.L.C., and all of their officers, trustees, directors, employees, and agents (hereinafter jointly referred to as “indemnitee”) harmless from any and all claims, causes of action, suits, liability, losses, or damages for any property damage, property loss or theft, personal injury, death or other loss arising from or relating to the undersigned’s use of the property, facilities, and/or services of UAB Campus Recreation.

6. **REPRESENTATIVES.** The undersigned enters into this agreement for him/herself, his/her heirs, assigns and legal representatives.

7. **CONSENT FOR EMERGENCY TREATMENT.** The undersigned, as a participant in the subject activity, hereby consent to medical treatment in a medical emergency where the undersigned is unable to consent to such treatment.

8. **INSURANCE.** The undersigned understands that neither The University of Alabama at Birmingham, nor the Office of Campus Recreation, nor CENTERS, L.L.C. will be responsible for any medical, health or personal injury costs relating to undersigned’s use of the property, facilities and/or services of UAB Campus Recreation. The undersigned is encouraged to have a medical physical examination and purchase health insurance prior to any and all participation.

9. **GOVERNING LAW.** This Assumption of Risk, Waiver, and Release from Liability Agreement shall be governed in all respects by the laws of the State of Alabama.

10. **SEVERABILITY.** If any term, clause, or provision of this Assumption of Risk, Waiver, and Release from Liability Agreement is held to be illegal, invalid or unenforceable, or the application thereof to any person or circumstance shall to any extent be illegal, invalid or unenforceable under present or future laws effective during the term hereof or of any provisions hereof which survive termination, then and in any such event, it is the express intention of the parties that the remainder of this Agreement, or the application of such term, clause or provision other than to those as to which it is held illegal, invalid or unenforceable, shall not be affected thereby, and each term, clause or provision of this Assumption of Risk, Waiver, and Release from Liability Agreement and the application thereof shall be legal, valid and enforceable to the fullest extent permitted by law.

11. **ACKNOWLEDGMENT.** The undersigned has read and fully understands this agreement and realizes it relates to surrendering and releasing valuable legal rights and does so freely and voluntarily.

Signature: _____________________________ Date: _____________________________
CLUB SPORTS MEMBER INFORMATION & ANTI-HAZING ACKNOWLEDGEMENT

Member Name: _________________________________ Club: ______________________

Member Email Address: ____________________________________ Date of Birth: ______________________

Anticipate Graduation Date: ______________________

1. HAZING IS AGAINST STATE, FEDERAL, AND LOCAL LAW.
2. Hazing is defined as any intentional, negligent or reckless action, or situation which causes another pain, embarrassment, ridicule or harassment, regardless of the willingness of the participant.
3. I understand all components of the UAB Hazing Policy and agree to abide it and any additional regulations governing hazing established by the Department of Recreational Sports or the constitution and/or bylaws of my Club Sport.
4. I understand the reasons why this policy was adopted by UAB. I agree to support the policy and its implementations. Participation in hazing activities or the failure to report such activities (had prior knowledge of hazing violations and did not take the necessary steps to stop hazing from occurring) may cause action to be brought against myself and the organization.
5. Any hazing activities will result in an automatic referral to the Office of Judicial Programs. I have read, understand, and agree to adhere to the University of Alabama at Birmingham Hazing Policy.
6. I hereby acknowledge my awareness that my participation in the University of Alabama at Birmingham Campus Recreation – Club Sports Program for the 2016-2017 Academic Year, may involve activities which include, but are not limited to, the following: stretching, running, jumping, kicking, throwing, swinging, catching, swimming, martial arts, horseback riding, sliding, rowing, sailing, whitewater rafting, water skiing, and bodily contact with other players and with athletic equipment. It may also involve competitive sports which use various types of athletic equipment which include, but are not limited to, the following: balls, bats, racquets, helmets, cleats, pads, nets, Frisbees, goal posts, sticks, pucks, fishing equipment, boats or other water vessels, horses and horseback riding equipment, martial art equipment and/or other athletic equipment.
7. I also understand that my participation in the aforementioned activities may expose me to risk or property damage and bodily or personal injury, including injury that maybe fatal, and any one or more of the following: injury from slipping, tripping and falls; sickness; foreseen and unforeseen inclement weather; cuts; abrasions and puncture wounds, broken bones; injury from uneven terrain on the fields; injury from contact with other players and from contact with athletic equipment; muscle strains and sprains; concussions; partial or total paralysis; drowning; and heart attack. If my team must travel to/from events and/or travel to participate in team activities, I understand that there is a potential for accidents or illness. In addition, I understand that I may be exposed to other risks which may not be foreseeable. I have been informed and understand that there are inherent risks and dangers involved in this activity. I knowingly and freely assume any and all such risks and voluntarily participate in this activity. I understand that it is my responsibility, as the participant, to engage only in those activities for which I have the prerequisite skills, qualifications, preparation and training.
8. I acknowledge that I must follow the instructions of the activity leader at all times. In addition, I understand that none of the following entities provides insurance coverage for my participation in the University of Alabama at Birmingham Department of Recreational Sports – Club Sports Program for the 2016-2017 Academic Year and that it is strongly recommended that I obtain my own accident and health insurance prior to participating: The University of Alabama at Birmingham, the Board of Regents of the University System of Alabama at Birmingham, Department of Recreation Sports, and any participating agency.
9. In exchange for the use of equipment, materials, supplies and for being allowed to participate in this program, I hereby release and forever discharge the University of Alabama at Birmingham, the Board of Regents of the University System of Alabama at Birmingham, and all sponsoring agencies and their members individually and their officers, agents and employees from any and all claims, demands, rights, expenses, actions and causes of action, of whatever kind, arising from or by reason of any personal injury, bodily injury, property damage, or the consequences thereof, whether foreseeable or not, resulting from or in any way connected with my participation in this activity.

Signature: __________________________________ Date: ________________
Club Information Form

Club Name: ________________________  Semester/Year: ________________
Club League/Conference Affiliation: ____________________________________
Club Email Address: ______________________  Club Website: ________________
Club Dues Amount: _________  Semester/Annual  Federal Tax ID #: ____________
Location(s) of Club Equipment: _______________________________________

Fundraiser Log

Please indicate any fundraisers your club plans to complete this year and an anticipated amount or goal for each fundraiser:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Community Service

Please indicate any community service activities your club plans to complete this year:

________________________________________________________________________________________
________________________________________________________________________________________

Officer Information

• President’s Name: ________________________
  ○ Email Address:________________________  Phone #: ________________

• Vice President’s Name: ________________________
  ○ Email Address:________________________  Phone #: ________________

• Secretary’s Name: ________________________
  ○ Email Address:________________________  Phone #: ________________

• Treasurer’s Name: ________________________
  ○ Email Address:________________________  Phone #: ________________

• Safety Officer’s Name: ________________________
  ○ Email Address:________________________  Phone #: ________________

• Advisor’s Name: ________________________
  ○ Email Address:________________________  Phone #: ________________

• Coach’s Name: ________________________
  ○ Email Address:________________________  Phone #: ________________
### Club Sports Roster

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Student ID #</th>
<th>Class (Fr, So, Grad, etc.)</th>
<th>Waiver Submitted (FOR OFFICE USE ONLY)</th>
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# Club Sports Schedule

Club: ____________________________  Semester/Year: ________________

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Club Sports Coach/Instructor Agreement (example)

Club Sport: ___________________________  President: ___________________________

Coach/Instructor Name: _______________________________________________________

Address: ___________________________________________________________________

Email: ___________________________  Phone: ___________________________

SSN (for background check): ______________

Services for (semester/year): ______________

Affiliation with University of Alabama at Birmingham: Alum  Faculty  Staff  None

Certifications

First Aid/CPR expiration date: _____________

Other certifications and expiration dates: ____________________________________________

I agree to be the Coach/Instructor of the above named club. I understand and accept the roles, responsibilities, and authority of this position as described below and in the position description provided to me by the club (if applicable).

In accepting this position, I further understand:

1. That I am responsible and accountable to all club members, Campus Recreation, the University, and the Club Sport for which I am coaching/providing instruction.
2. That I may act only in those areas in which I have been empowered by the Club. A Club Sport is first and foremost a student organization and is to be administered only by the elected student leaders. I will respect the leadership positions of the officers and abide by all decisions made on behalf of the group.
3. That I will conduct safe and organized practice sessions that develop and improve the fundamental sport skills and techniques. This will be done in a safe and progressive manner that is within the scope of the abilities and expertise of the club members.
4. That I shall give attention to appropriate safety practices, including inspection of sport gear and the reporting of any hazardous facility conditions.
5. That I will not make any demands on a participant that are inconsistent with the Club Sport guidelines and regulations or in any way compromise the participant’s academic pursuits.
6. That I am responsible for all medical or other costs arising out of any bodily injury or property damage sustained by me in the performance of my duties.
7. That I may not use any of the club’s equipment or University of Alabama at Birmingham property for personal uses.
8. That I shall promote fair play and good sportsmanship, both on and off the playing field.
9. That I must be familiar with the Club Sport Manual guidelines and procedures that govern the operation of the Club Sport program. I am expected to abide by all applicable rules and regulations of the University and any conference, league, or association to which the club may belong.
10. That I shall represent the above named club, the Club Sport program, Campus Recreation, and the University of Alabama at Birmingham in a positive and professional manner.
11. That I shall adhere to all University, local, state, and federal laws.
AGREEMENT

Coaches who do not have a Campus Recreation membership may have access to the recreation center for coaching during his or her club’s recognized practice times or events. During these times, coaches may only have access to the part of the recreation center that his or her club is using for practice or events. If discovered that a coach is taking advantage of the given privilege, then his or her privileges will be taken away.

All coaches must renew their contracts every year. As parties to this agreement, the Coach/Instructor and the Club Sport understand that either party may terminate this agreement at any time one party feels the obligations assumed by the other party are not being met.

I hereby release, waive, and forever discharge the University of Alabama at Birmingham, its Board of Trustees and its officers, agents and employees from any and all liability, claims, demands, actions or causes of actions arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me during my involvement in this program.

__________________________  ________________  ________________________
Coach/Instructor Name (printed)  Signature  Date

____________________________  ____________________  ____________________
Club Sport President (printed)  Signature  Date

____________________________  ____________________  ____________________
Assistant Director (printed)  Signature  Date
# Club Sports Roster

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UAB Club Sports Post-Game/Activity Report

Club: ______________________  Date of report: ______  Person completing Report: ______________

Activity Location: ______________________  Dates: ______________________

Number of club members who participated: ______________________

Opponents: ______________________________________________________

Method of transportation, if applicable: __________________________________________

Event results and/or brief description of event:
____________________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________________

Highlights (great plays, honors, or awards):
____________________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________________

Incidents (injuries, accidents, other) if any:
____________________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________________

If this event was hosted by UAB, what went well during the event?
____________________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________________

What can be improved for future events?
____________________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________________