



UNIVERSITY
RECREATION

The University of Alabama at Birmingham

2022-2023
CLUB SPORTS OFFICER
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.

Questions regarding the policies and procedures within this manual should be directed to Coordinator of Competitive Sports or Graduate Assistant of Competitive Sports. All questions/concerns should come from the Club's President or Vice President.

Club Operations

How to become a club sport:

- Notify the Coordinator of Competitive Sports of interest
- At least 10 current UAB students
- High risk club sports are required to have at least 25% more than the minimum number required to roster a full team.
- High risk club sports will be required to complete pre-participation exams and baseline concussion tests with athletic training staff. (See Athletic Training manual for more details.)
 - High Risk club sports include
 - Men's and Women's Rugby
 - Men's and Women's Lacrosse
 - Men's and Women's Soccer
 - Men's and Women's Ultimate Frisbee
- No duplication of active club sports
- Rosters will have a cap of 30 members
- Provide a current club contact person, address, and phone number
- Meet with the Coordinator of Competitive Sports to go over Club Sport Manual
- Create a Club Constitution
- Obtain a faculty or staff advisor
- Become a registered student organization through the UAB Registered Student Organization process
- Provide a budget projecting all possible sources of revenue and anticipated expenses by October 21st
 - Competition Fee's
 - Travel Expenses
 - Hotel Cost
 - Gas
 - Rental Car
 - Food
 - Equipment (Must stay with the club)
- Document potential competitors, either through a governing league or against other club sport teams at nearby universities

Club Sport Participation

Participants are strongly encouraged to consult and to seek the advice of a physician prior to participating in a Club Sports program. Before a student can participate on a club sport, they must complete the Club Member Packet to make them eligible. The Club Member packet will be provided to Presidents at the beginning of each semester.

All club members must:

- Abide by policies, rules, and procedures established by the University
- Be courteous and respectful to all staff, participants, opponents, and fans.
- Have current and active medical insurance.
- Demonstrate and advocate positive sportsmanship.
- Have filled out a Member Waiver and Anti-Hazing Agreement

Eligibility

- Current UAB full-time students, part-time students
- Teams can have open tryouts in the second week of school, and participation meetings to disseminate information, and to form their **Member Rosters**.
- **Members Rosters** should be submitted as often as necessary to maintain an up-to-date list of members to University Recreation.
 - **High risk clubs will submit a competition roster to the Athletic Trainer by 10/14/2022**
- Club sport 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 participations 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 Coordinator of Competitive Sports 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 will be required to take a baseline concussion test and/or pre-participation physicals, prior to being eligible to participate

Responsibilities

- President
 - Arrange and advertise for club try-outs if needed
 - Complete the Member Roster and turn in to the Coordinator of Competitive Sports
 - Ensure all members are completing the annual waivers and member agreements
 - 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 Coordinator of Competitive Sports
 - Require the Safety Officer to maintain CPR/First Aid/AED Certification and ensure that all practices and matches are attended by at least two CPR/First Aid/AED certified club members
 - Communicate with the Coordinator of Competitive Sports 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 Coordinator of Competitive Sports
 - Report all game and tournament results to Coordinator of Competitive Sports no later than 2 days after the conclusion of the event
 - Meet appropriate deadlines for registering your club sport with the university annually
 - Serve as a liaison for the club to the Coordinator of Competitive Sports
 - Create a free box.com account

- Vice President
 - Preside over meetings and business in the President's absence
 - Assist the President with their duties
 - Create a free box.com account
- Secretary
 - Record and circulate minutes of all meetings
 - Maintain updated membership contact lists and team roster
 - Submit to Coordinator
 - Develop and circulate publicity regarding club activities
 - Any publicity must be approved by the University Recreation Marketing staff
 - Create a free box.com account
- Treasurer
 - Keep up with all finances of the club
 - Meet with the Coordinator of Competitive Sports 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 Coordinator of Competitive Sports at any given day during the semester
 - All receipts must be documented and kept for review in clubs corresponding Box folder
 - All incoming and logged expenses must be logged properly and recorded in clubs corresponding Box folder
 - 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/staff advisor
 - Club bank accounts and official club names cannot include the phrases “UAB” or “University of Alabama at Birmingham” at the beginning of the name. (Approved example: The Fencing Club at UAB)
 - Responsible for the record keeping of all expenses used through the budget allocated to the club by the University Recreation Department
 - Responsible for submitting reimbursement requests to Coordinator of Competitive Sports
 - Create a free box.com account
- Equipment Manager (can double as another officer)
 - Perform regular inventory of all club uniforms and equipment
 - Submit an equipment inventory annually (**May 1st**) to the Coordinator of Competitive Sports
 - Rent equipment for club functions from the Coordinator of Competitive Sports as requested and available
 - Ensuring that all club equipment is stored securely and appropriately
 - Create a free box.com account
- Safety Officer
 - Serve as a primary contact for all safety related issues;
 - Responsible for stocking and bringing a medical kit at every practice and game;
 - Maintain current Adult CPR/AED/First Aid certification.
 - Ensure there are at least two CPR/AED/First Aid certified people at all practices and games
 - Officers will be offered Discounted CPR classes through URec for \$35
 - Responsible for inspecting fields, facilities, and equipment for safety.
 - Attend meetings and ensure that the club has and adheres to a comprehensive risk management plan.
 - Ensure that all club members have the appropriate paperwork including current medical insurance on file with Coordinator of Competitive Sports prior to engaging in any club activities;
 - Ensure that club members are thoroughly familiar with the evacuation plan for relevant facilities and the emergency action plan for events.
 - Ensure that individuals participating in practices or competitions are approved members of the club sport.
 - Fill out incident or injury reports when necessary and turn them in within 48 hours of the incident or injury;

- Maintain player safety at practices, away competitions, and while the team is traveling.
- Create a free box.com account
- 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 University 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 University Recreation policies and procedures
 - Maintain annual CPR/First Aid/AED certification
 - Coaches must be cleared by Coordinator of Competitive Sports before attending club activities
 - Maintain certification by a national governing body of that activity, if applicable.
 - Certifications must be on file with the Coordinator of Competitive Sports
 - 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 University Recreation and UAB
 - 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 Competition Schedule 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. If any additional matches are scheduled Clubs must notify the Coordinator of Competitive Sports at least two weeks in advance for home competitions and at least a week in advance for travel/away competitions.

Facility Reservations

Club sports receive privileges for practice and play on a priority higher than open recreation. Clubs may not occupy the entire facilities spaces unless prior approval from Coordinator of Competitive Sports. To reserve a field or facility for practice, matches, tournaments, or meetings, club officers must be in good standing and approved. Clubs will then contact the Coordinator of Competitive Sports at least two weeks in advance to their tentative competition. The Coordinator of Competitive Sports will then work with the Coordinator of Facility Operations to complete the reservation as space is available.

****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!**

****In the event that Intramural Sports competition takes priority of the Intramural fields during scheduled club practice time, the Coordinator of Competitive Sports will provide affected clubs with alternative practice options**

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 Coordinator of Competitive Sports.

Event Management

Prior to the event:

1. Notify Coordinator of Competitive Sports of Competition
2. Reserve the facility
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
 - g. Registration table/materials for check-in
4. Arrange for event set-up and clean-up

Members' Conduct

Club sport members are representatives of The University of Alabama at Birmingham and University Recreation, and as such are expected to abide by the student code of conduct and guidelines appropriate to their activity and general sportsmanship. University 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
- Violation of medical clearance policies
- Failure to promptly meet financial obligations
- Failure to comply with the university's hazing policy
- Violation of University 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

Each club sport will be held accountable for all club and club members' actions both inside and outside their competition area during both home and away events. All clubs are encouraged to institute a strict club policy concerning negative behavior and conduct.

All Club Sports participants and coaches are always representing the Club Sports program and the University of Alabama at Birmingham both on and off the field and are responsible for their actions. All participants and coaches are responsible for always abiding by the University Code of Conduct.

Infractions

Minor infractions are minor violations to the Club Sports policies and procedures. Examples of minor infractions include, but are not limited to the following:

- Failure to submit forms on time
- Failure to attend mandatory Club Sports meetings
- Failure to communicate important information with Coordinator of Competitive Sports

Punishments for minor infractions include but are not limited to the following:

- Verbal Reprimand
- Written Reprimand

Major Infractions are intolerable acts and/or the violations of any of the Club Sports and the University policies and procedures. Examples of major infractions include, but are not limited to the following:

- Misuse of club funds
- Misuse of any University facilities
- Allowing ineligible individuals to participate in any Club Sports events
- Recurring minor infractions

Punishments for major infractions depend on the severity of the infraction. Punishments may include but are not limited to the following:

- Fine
- Probation
- Suspension
- Expulsion

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 should refrain 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 should refrain 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 Coordinator of Competitive Sports
 - 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 Coordinator of Competitive Sports along with the person or company's name, address and phone number.
 - Before asking for donations, all inquiries must be cleared through the Coordinator of Competitive Sports. This does not include going to SGA for allocation.
- Allocated funds from Undergraduate Student Government Association (USGA)
 - USGA will hold annual allocation meetings where club sports can come and present on their budget needs and request funding from the organization
 - More details on the process will be outlined annually at Club Sports officer's meetings

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 Coordinator of Competitive Sports 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 University 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)
 - Health and Wellness Fair

Travel

Travel Forms

- To participate in a Sport Club trip, participants must be an official member of the Club and must have the required forms on file with the Coordinator of Competitive Sports.
- A “Travel Checklist” form should be submitted to the Coordinator of Competitive Sports at least 1 week before the scheduled trip. A copy of the “Travel Checklist” form should accompany the Club President or his/her designee on the trip in the event of an incident that requires emergency notification
- All Club members who are driving must have filled out and submitted the “Release for Motor Vehicle Report” by **10/21/2022** or at least 2 weeks before the first trip of the year.
- Each Club will turn in a Competition Report form to the Coordinator of Competitive Sports within two business days of return
- If an incident or accident occurs while on the trip, an Incident Report Form must be submitted no later than 2 business days to the Coordinator of Competitive Sports

Travel Safety Procedures

The prime responsibility of safety during Club Sport travel will be that of the Club Safety Officer. However, like the other risk management policies and procedures, it is important for the Club President to work with the Safety Club Officer to enforce these travel policies and ensure the safety of all Club participants.

For each trip it is important to know who has a say in the trip details and where certain responsibilities lie.

- Who ultimately decides whether the trip will be made?
 - The Coordinator of Competitive Sports
- Who selects the mode of transportation?
 - The Sport Club President and other officers
- Who oversees the safety during the trip?
 - The Club Safety Officer
- Who can cancel the trip?
 - Both the Coordinator of Competitive Sports and the Sport Club President
- Who has the prime responsibility in an emergency?
 - The Club Safety Officer

The following paperwork is necessary for ALL drivers and must be turned in by **10/21/2022** or at least **two weeks prior** to the first trip of the year:

- Copy of driver’s license
- Release for Motor Vehicle Report
- Proof of insurance

All persons in the vehicle must be wearing a seatbelt at all times. It is the job of all the Club Officers to enforce this.

According to the NCAA’s study on Safety in Student Transportation, driving fatigue is a leading cause of traffic accidents in the United States. So, because of this, the following preventative measures must take place:

- Both the driver and passengers should be able to recognize symptoms of fatigue
 - Eyes closing or going out of focus
 - Persistent yawning
 - Irritability, restlessness, and impatience
 - Wandering or disconnected thoughts
 - Drifting between lanes or on to shoulder
 - Inattentiveness
 - Back tension, burning eyes, shallow breathing

Driver distractions are another leading cause of accidents. The following precautions should be taken to prevent driver-distraction accidents:

- Do not use cell phones while driving; this includes texting or calling
 - Put phones on silent or vibrate
 - If you need to talk or text, pull over or have another passenger do so for you
- Do not eat while driving
- Avoid adjusting the radio, climate control, or the GPS (have another passenger do this)

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.

First Clubs will need to submit an RFE (Purchase Request) to gain purchase approval.

After that is approved, I need all the information together because this is becoming a mess. I can no longer piece together their purchases/requests. We need a folder or "bundle" of one purchase that provides:

1. Purchase details
 - a. Club/Account Name
 - b. Event name
 - c. Event description
 - d. Requested amount
 - e. Category: tournament fees, equipment, uniforms, whatever else they typically buy
 - f. Date of event
2. Itemized receipt
 - a. Must only contain items for reimbursement
 - b. No personal items can be within the same receipt as a club item
 - c. Must be scanned receipts!
 - d. If shipped, must have proof that it was delivered
3. Bank transaction
 - a. Upload statement from bank credit/debit transaction showing the purchase was made

If it is a tournament or competition:

1. Upload a PDF version of the flyer, event details, etc
 - a. Must contain the specific event name
 - b. Must list date, time, location of event

If it is a travel reimbursement:

1. 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), RFE form, the original receipts for payment, and a copy of the bank statement for the account used to make the purchases.
 - a. Gas Receipts
 - i. The person's name must appear on the front of the receipt.
 - ii. No other purchase can be on the gas receipt (food, drinks, etc.)
 - iii. Receipts must be within dates listed on the Club's schedule.
 - b. Hotel
 - i. Each room must have an individual itemized bill.
 - ii. Write the names of the people who stayed in each room and their UAB ID on that room's bill.
 - iii. A zero balance due and payment type must be on the hotel bill.
 - c. Rental Vehicle
 1. The person's name must appear on the front of the receipt

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.

Risk Management

- Any injury, accident, or incident must be reported to the Coordinator of Competitive Sports or Athletic Trainer immediately upon return from the activity, match or tournament. Reports will be made through Accident Report form on Box
- Participants are encouraged 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 for more details.)
- High Risk club sports will be required to complete pre-participation exams and baseline concussion tests with athletic training staff. (See Athletic Training manual for more details.)
 - High Risk club sports include
 - Men's and Women's Rugby
 - Men's and Women's Lacrosse
 - Men's and Women's Soccer
 - Men's and Women's Ultimate
- All clubs must maintain a minimum number of healthy, active participants in order for the team to remain eligible to compete.
- All clubs are required to have at least **2** active members on their roster with active certifications in CPR, AED, and First Aid present at every practice and away competition. Adherence to this policy is the responsibility of the club's Safety Officer, who should also be regularly attending practices and contests held during the entire school year.
- A coach or instructor cannot fulfill this requirement, but it is mandated that they seek these certifications as well.

Public Relations

- **Dealing with the media:** Please refer to the Coordinator of Competitive Sports 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 University Recreation. For ideas or designs as well as further advertisement on campus, please contact the Coordinator of Competitive Sports to work with the department's marketing staff.

Marketing and Use of Official University Logos

- Club sports are permitted to use official university logos, provided all designs are pre-approved by University Recreation (who will work in conjunction with Athletics Marketing and/or University Relations).
 - Designs and logo use must be approved for any purpose, including uniforms, apparel, fundraisers, signage, social media, etc.
 - Use of any UAB logos must be done in accordance with all University guidelines (<https://www.uab.edu/toolkit/brand-basics/logos/logo-use-and-guidelines>)
- Club sports are not permitted to use or create a derivative or variation of any official university logos.
- "Club _____" must be used when in conjunction with the use of any official university logos.

- Any club sport sponsor must be approved through University Recreation.
 - Sponsor logos cannot be used in conjunction with any official university logo.

Injury Management

Athletic Trainer On-Site

1. When an athletic trainer is on-site, they will be responsible for recognizing and diagnosing injuries and concussions.
2. Athletic Trainers will report the concussion or injury to Coordinator of Competitive Sports via the Injury Report Form.
3. If the Club Sport athlete notices symptoms any time after a practice or competition, it is their responsibility to seek the advice of a physician or athletic trainer.
4. Club Sport Athletes diagnosed with a concussion by the Athletic Trainer will be removed from play immediately and instructed to seek the advice of a physician as soon as possible.

No Athletic Trainer On-Site

1. When an athletic trainer is not on site, it will be responsibility of the Club's Safety Officer, Club Sport Athlete, coaches, and teammates to recognize possible symptoms of injuries and concussions based on the information provided in the NCAA Concussion Fact Sheet and the University Club Sport Athlete Concussion Statement.
2. If a Club Sport Athlete, coach, teammate or club's Safety Officer suspects a concussion or other injury the athlete should be removed from play immediately and seek the advice of either a physician or an Athletic Trainer as soon as possible.
3. If the Club Sport Athlete notices symptoms any time after a practice or competition it is his or her responsibility to seek the advice of a physician or athletic trainer.
4. In the event an Athletic Trainer is not on-site, 911 may be called to dispatch Emergency Medical Technicians to examine the Club Sports Athlete.
5. Club Sport Athletes and coaches must report the concussion Coordinator of Competitive Sports via the Injury Report Form.

Removal and Return to Play

1. A Club Sport Athlete who received a head or bodily injury that results in concussion-related symptoms must be removed from play immediately.
2. Club Sport Athletes either suspected of or diagnosed with a concussion should not return to play until cleared by a physician.
3. It is the responsibility of the Club Sport Athlete, club's Safety Officer, coaches, and teammates to remove the individual from club related activity.
4. If a Club Sport Athlete either suspected of or diagnosed with a concussion is found to be participating in play before they have been cleared by a physician, they will be removed from play and the team may face possible sanctions including but not limited to loss of practice time, travel, and financial sanctions.
5. If the physician advises that the Club Sport Athlete needs to be excused from classes or school work, Coordinator of Competitive Sports will assist the Club Sport Athlete in contacting the professor/teacher.
6. Any Club Sport Athlete diagnosed with a concussion either by an Athletic Trainer or a physician will be required to be medically cleared by a physician before returning to play.

Required Forms

The following forms must be turned in to the Coordinator of Competitive Sports by **10/21/2022** or all club activity will be suspended until the following forms have been turned in:

1. Club Member Packet (from each member annually):
 - a. Assumption of Risk Waiver form
 - b. Member Information and Anti-Hazing Acknowledgement form
 - c. Club Information Form (annually)
2. Club Roster (each semester, continuous updates required throughout semester)
3. Club Schedule (each semester, continuous updates required throughout semester)
 - a. Travel information must be reported no later than 7 days prior to travel
4. Post-Game/Activity Report (when competitions completed)
 - a. Within 2 days of competition completion
 - b. Injuries must be reported to the Athletic Trainer as soon as possible
5. Coach/Instructor Agreement and Background Check (if applicable, for non-student coaches only)

Acknowledgement

Participants must fill out these forms for the Club Sport they are participating in. A student may not participate in any activity until each document is signed. University of Alabama at Birmingham is not responsible for any injuries received during Club Sport activities. **The club's executive board is responsible for ensuring that all club members have a waiver on file.**

Club participants should be able to find all forms on the UAB Club Sport website:

By signing this form, I acknowledge that I understand the expectations presented in this document. I will abide by all the expectations

Print Full Name

Signature

Date