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 Associate 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 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 Associate Director of Programming 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 Associate 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 Associate 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 Associate 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 Associate Director.
- Report all game and tournament results to Associate 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 Associate Director
  - Develop and circulate publicity regarding club activities
    - Any publicity must be approved by the University Recreation Marketing staff

- **Treasurer**
  - Keep up with all finances of the club
  - Meet with the Associate 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 Associate 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 Associate 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 University Recreation Department.

- **Equipment Manager (can double as another officer)**
  - Submit an equipment inventory annually (May 1st) to the Associate Director.
  - Rent equipment for club functions from the Associate 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 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.
- Adhere to the policies and recommendations of University 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 Associate 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 University 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 Associate Director of Programming at least two weeks in advance. The Associate Director of Programming 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!!

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 Associate Director.

Event Management

Prior to the event:
1. Reserve the facility
2. Notify Associate 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
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
- 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
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 University Recreation, and the additional guidelines and rules provided by this manual.

- **Verbal reprimand/warning** – issued during a meeting with the Associate Director for an infraction either during practice or competition.
- **Fines** – issued in accordance to the infraction. These can be modified by the Associate 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 Associate 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 Associate 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 Associate 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 Associate Director along with the person or company’s name, address and phone number.
  - Before asking for donations, all inquiries must be cleared through the Associate Director. This does not include going to SGA for allocation.

- Allocated funds from University Recreation
  - University 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 Associate 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 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)
  - Blazer 5K
  - Health and Wellness Fair

### Travel
- A club officer must inform the Associate 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 Associate 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 drive 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 University Recreation, provided they follow the steps below:
  - Check with the Associate 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 University Recreation
  - Work with the Graduate Assistant of Outdoor Pursuits on reserving and checking out the van from Outdoor Pursuits.
  - The cost to rent a van is $25 per day and $0.10/mile traveled.

**Insurance Coverage**

The university’s 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 Associate 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 Associate Director of Programming.
**Public Relations**

- **Dealing with the media:** Please refer to the Associate 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 University Recreation. For ideas or designs as well as further advertisement on campus, please contact the Associate Director to work with the department’s marketing staff.

**Required Forms**

The following forms must be turned in as a hard copy to the Associate Director:

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/Instruction Agreement example (if applicable, for non-student coaches only)