

UAB University Recreation

2023/2024 Club Sport Officer Manual



The University of Alabama at Birmingham

Updated: 8/25/2023

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Club Sports 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 Sports vs Student Organizations

Club Sports are registered Student Organizations that are organized with the goal of representing UAB and competing against other institutions in their respective activities.

Club Sport Participation

Non-High Risk Club Sports participants are strongly encouraged to consult and to seek the advice of a physician prior to participating in a Club Sports program.

High Risk Club Sport participants must complete Physical and Concussion Baseline Exams and be cleared to participate by UAB Physician or Sports Med Fellow prior to engaging in their club's practices or competition.

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.

Club Operations

Club Sport Officers' Responsibilities

President

- Attend all Presidents' meetings, officer trainings, etc.
- Communicate with the University Recreation Professional Staff club's practice and competition schedules.
- Complete the Initial Member Roster and turn in to the University Recreation Professional Staff
- 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 University Recreation Professional Staff.
- Require the Safety Officer to maintain CPR/First Aid/AED Certification and ensure that all practices and matches are attended by the minimum requirement of CPR/First Aid/AED certified club members.

- Communicate with the University Recreation Professional Staff club's practice and competition schedules.
- Arrange and advertise for club try-outs if needed.
- 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 University Recreation Professional Staff.
- Report all game and tournament results to University Recreation Professional Staff 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 University Recreation Professional Staff overseeing the Club Sport program.
- 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, circulate, and archive minutes of all meetings.
- Maintain updated membership contact lists and team roster.
 - Responsible for submitting any updates to Member Roster to the University Recreation Professional Staff.
- 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

- Responsible for developing annual Club's Budget. For more information, please refer to the Financial Operations section later in this document.
- Responsible for tracking all finances of the club.
- All incoming and logged expenses must be logged properly and recorded in clubs corresponding Box folder.
- Meet with the University Recreation Professional Staff to go over financial records of the club monthly (during academic year).
- Keep all finances recorded and organized in a form of ledger ready for review by the University Recreation Professional Staff at any given day during the academic year.
- All receipts must be documented in a pdf format and kept for review in clubs corresponding Box folder.
- Responsible for tracking and recording of players dues.
- Open and maintain an outside bank account for the club in conjunction with the Club President and Faculty/Staff Advisor.
- Create a free box.com account.

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)

Equipment Manager (can double as another officer)

- Perform and track regular inventory of all club uniforms and equipment.
- Submit an equipment inventory at the beginning and end of each semester to University Recreation Professional Staff
 - Fall 2023 Dates: September 1, 2023 & December 15, 2023
 - Spring 2023 Dates: January 19, 2024 & April 26, 2024
- Rent equipment for club functions from the University Recreation Professional Staff 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 that occur in any non-URec facility.
- Ensure that there is at least one FA/CPR certified member present at all practices and games that occur in URec’s facilities (CRCT and IM Fields).
 - Club members are offered discounted CPR classes through URec for \$35.
- Responsible for inspecting fields, facilities, and equipment for safety.
- Ensure that all club members have the appropriate paperwork including current medical insurance on file with University Recreation Professional Staff 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 as soon as possible, no later than 2 business days from 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 coach 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 valid CPR/First Aid/AED certification.
- Coaches must be cleared by University Recreation Professional Staff before attending club activities. Must complete Coach/Instructor Agreement by the following dates:
 - Fall: September 8, 2023
 - Spring: January 26, 2024
- Maintain certification by a national governing body of that activity, if applicable.
- Certifications must be on file with the University Recreation Professional Staff.
- Attend all required club sport coaches' meetings.

Advisors

The exact role of a Faculty/Staff Advisor is left to the individual club sports, but the advisor should at minimum serve as a resource and provide basic guidance 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.

New Club Sports

How to start the process and become a new Club Sport

A representative of a club, ideally the future Club Sport President, should notify a UAB University Recreation Professional Staff overseeing the Club Sport Program. Registration of a new Club Sport is available twice per academic year. A new Club Sport must submit the request during the following time frames:

- Fall: July 1, 2023 – September 30, 2023
- Spring: December 1, 2023 – January 31, 2024

Prior to reaching out, the representative should have the following completed:

- Ensure there is no duplication of active Club Sport.
- Have a roster of at least 10 but no more than 30 UAB students.
 - a. High Risk Club Sports are required to have at least 13 UAB students to roster a full team.
 - b. High Risk Clubs are required to complete pre-participation physical exams and baseline concussion tests with athletic trainer. They will also need to complete a final clearance with UAB's Physician or Sports Med Fellow.
 - c. High-risk clubs (which include air, moving water, motor vehicles, and combative arts) are required to secure and pay for additional insurance beyond what is already provided.

High Risk Clubs are considered clubs that engage in activities that involves physical contact or intense and extensive physical activity. High Risk Club Sports include but are not limited to:

- *Lacrosse*
- *Soccer*
- *Ultimate Frisbee*

- Provide a list of Officers with their contact information (Name, address, email address, and phone number.
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Safety Officer
 - f. Equipment Manager
- Create a Club Constitution.
- Obtain a faculty of staff advisor.
- Develop and provide proposed budget for the 23/24 Academic year. Budget must follow the provide Club Sport Budget Template provided during in the President's Folder on Box. For more information, please refer to the Financial Operations section later in this document.
- Develop a proposed list of competitions, including competitors, either through a governing league or against other club sport teams at nearby universities
- Once all the items above are completed, set up a meeting with University Recreation Professional.
- During the meeting, UAB University Recreation professional will review all the items above and assist the Club President with Engage New Student Organization application and approval process.
- Once all above is completed, all new clubs must follow the following policies and procedures outlined in this document.

Club Sport Policies and Procedures

Club Sport Participant and Team Eligibility

- Clubs must consist of only current full-time and part-time UAB students.
- Returning Clubs must resubmit their Student Org application on Engage.

A returning Club Sport must submit the re-registration request during the following time frames:

- Fall: July 1, 2023 – August 31, 2023
- Spring: December 1, 2023 – January 31, 2024

- Teams can have open tryouts in the second week of each semester, and participation meetings to disseminate information, and to form their Member Rosters.
- Members Rosters must be submitted to the UAB University Recreation Professional Staff by the following dates:

- Fall: September 8, 2023
- Spring: January 26, 2024

If a club needs to add members to the roster after each deadline, they need to submit the Roster Addition Request Form the UAB University Recreation Professional staff for approval. Each submission will be processed on a case-by-case basis.

- High risk clubs must submit a competition roster to the Athletic Trainer by the designated dates below.
- 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.

High Risk Club members who completed Physical, Concussion Baseline Exams and have been cleared by UAB's Physician or Sports Med Fellow in previous years do not have to complete it again, unless they have had reconstructive MSK surgery or a concussion in the past year. Once High Risk club submits their rosters, the Athletic Trainer will confirm which players have completed their Physical, Concussion Baseline exams, and have been cleared to participate. Only new players and players who have had reconstructive MSK surgery or a concussion in the past year in High Risk clubs must complete their Physical, Concussion Baseline exams, and be cleared at the beginning of each semester, see each deadline below. High Risk club players must not engage in practices or competitions until cleared by the UAB Athletic Trainer.

High Risk Clubs must meet the following deadlines for submitting Club Rosters, and competing Physical, Concussion Baseline and Final Clearance:

- **Fall: Club Rosters due by September 8, 2023 | Final Clearance by October 13, 2023**
- **Spring: Club Rosters due by January 26, 2024 | Final Clearance by February 16, 2024**

Players who need to complete their *Physical, Concussion Baseline Exams and to be cleared to participate, will need to email UAB Athletic Trainer, Travis Coleman at traviscoleman@uabmc.edu to schedule their appointments. They need to include their availability during the work week (Monday – Friday, 8 am – 5 pm) in the email. In addition, please be sure to include “[Insert Team Name] Physical – Name of the Player” in the subject of the email. For example: “Men’s Rugby Physical – Bob Blazer” The Athletic Trainer will schedule the appointment, do not directly contact Student Health Services.*

High Risk Clubs need at least 85% of the team to be cleared to begin practices and competitions.

UNDER NO CIRCUMSTANCE HIGH RISK CLUBS ARE ALLOWED TO HOLD PRACTICE FOR A CLUB SPORT WITHOUT UAB UNIVERSITY RECREATION PROFESSIONAL STAFF'S AND THE ATHLETIC TRAINER'S PERMISSION.

- 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 University Recreation Professional Staff overseeing Club 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' Conduct Expectations

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.

Tryouts

If a team would like to hold tryouts, they will need to schedule the Tryout/s during the second week of the Academic Calendar. President of a club that wants to schedule tryouts, must submit their **Tryout**

Request by:

- Fall: August 24, 2023
- Spring: January 11, 2024.

Tryouts may be scheduled to take place between the following dates:

- Fall: August 28, 2023 – September 3, 2023
- Spring: January 15, 2024 – January 21, 2024

Anyone who participates in tryouts must fill out a Club Member Packet and the President will be responsible for collecting and ensuring completion of all required documents in the Club Member Packet.

High-risk club members cannot participate in Contact/Scrimmage activities during the Tryouts and after with the Club, until cleared by the Athletic Trainer.

Financial Operations

Club Sports should operate with balanced budget. There may be instances where a Club Sport may aim to end their academic year with a surplus to support the future growth of club. Clubs must not end the academic year in a budget deficit.

During the new Club Sport Registration and returning Club Sport Re-registration process through Engage, each club must submit a proposed budget that includes projected sources of revenue, projected expenses, and \$0 or above \$0 budget surplus.

Club Sports Revenue

In order to operate as a Club Sport, each club must develop a realistic projection of their revenue and sources or each revenue line. There are a few major revenue sources:

- **Players 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.
- **Fundraisers**
 - The funding of club activities is primarily the responsibility of all 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 or prospect camps.
 - With proper marketing and promotion, competitive events or prospect camps can be highly 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 University Recreation Professional Staff overseeing Club Sport program.
- **Sponsorships**
- **USGA Funding**
 - Clubs Sports may submit a request for funding from USGA to help with the clubs operations. Funding requests should be processed via Engage and completed during the Registration and Re-Registration Process. Clubs operation should not be depended on USGA funding. USGA follows rigorous funding allocation process and there may be

instances where a Clubs Sport does not receive the full requested amount or no funding at all.

- Clubs with fully planned out and submitted competition schedule, proposed, and balanced budget, try-outs, fundraising events, and high attendance/participation in Club Sport events will have higher chances of receiving USGA funding.
- USGS Tentative Process/Schedule:
 - Clubs should be able to start submitting funding requests from USGA via Engage during the first 2-3 weeks of Fall semester.
- USGA will be reviewing requests and notifying clubs about the final funding decision by September 15, 2023.
- Approved USGA funding should be deposited to club's accounts by October 13, 2023.

USGA Funding may only be used towards the following purchase:

- *Club Owned Equipment (No Jerseys with names, etc.)*
- *Tournament/Competition Costs*
- *Travel costs*
 - *Hotel rooms*
 - *Rental Cars*
 - *Gas costs*
- **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 University Recreation Professional Staff overseeing Club Sport program along with the person or company's name, address and phone number.
 - Before asking for donations, all inquiries must be cleared through University Recreation Professional Staff. This does not include going to USGA for allocation.
- **Try-outs**
 - Clubs may consider to host try-outs at the beginning of each semester to add more players to their rosters but also to generate additional revenue to support its operations.

Financial Documents and Statement Uploads

- Treasurer is responsible for approving and tracking club's expenses. Each transaction must be accounted for on Club's budget tracker and each copy of a receipt must be uploaded to appropriate Receipts – Upload Here folder.
 - Each receipt should be labeled in the following order:

"9-18-2023 - \$149 – Hilton – Atlanta Competition Stay"
- Treasurers will need to upload a **monthly bank statement** to the Team Box by the 5th of every month.
 - The bank statement will contain all of the Club's purchases in the previous month.

Failure to upload purchases will be considered a **minor infraction**.

- Repeatedly failing to upload purchases will be a **major infraction.**
Failure to upload monthly bank statements will be a **major infraction.**

2021/2022 Funding

Several of UAB Club Sports have been allocated with 2021/2022 USGA Funding that certain clubs have not used yet. Clubs with 2021/2022 allocated funding have until September 14, 2023, to use their funds. The total of the purchase must not exceed their 2021/2022 allocated funds.

Club that wish to use their 2021/2022 Funds must notify the University Recreation Professional Staff with 14 day notice and can only use the funds towards the following purchases:

- Equipment
- Tournament/Competition Costs
- Hotel Rooms
- Rental Cars

- **For Equipment purchases:**
 - Provide a quote with the equipment wanting to purchase
 - Must be equipment that will stay in possession of the Club
 - Cannot be for individuals (ex: Jerseys that members take home at the end of the year)
 - Receipt must be uploaded to Team's Box folder within 2 business days of purchase

- **For tournament or competition costs:**
 - Upload a PDF version of the flyer, event details, etc
 - Must contain the specific event name
 - Must list date, time, location of event

- **For Hotel costs:**
 - Provide a quote with the amount of rooms
 - Write the names of the people who stayed in each room and their UAB ID on that room's bill.
 - Receipt must be uploaded to Team's Box folder within 2 business days of return.

- **Rental Vehicle**
 - Provide a quote of the Rental Car(s) being used.
 - Provide name and BlazerID of the person renting the car.
 - Receipt must be uploaded to Team's Box folder within 2 business days of return.
 - The person's name must appear on the front of the receipt.

Once approved, University Recreation Professional Staff will place the order and processes the purchase.

Civic and Community 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 University Recreation Professional Staff overseeing the Club Sport program prior to completion.

Clubs will be required to partake in at least 1 community service projects per semester. (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.
- Health and Wellness Fair.
- Into the Streets.

Each club is required to submit completed Community Engagement Form by the following dates:

- Fall: September 15, 2023
- Spring: January 26, 2024

Failure to participate in at least 1 community service projects per semester will impact next semester's and year's funding and practice/tryout/competition time allocation.

Scheduling of Practice Times & Competitions

Practices

Clubs may request practice space within UAB University Recreation facilities by submitting **Practice Times Request Form**. Each club is required to submit completed Practice Times Request Form by the following dates:

- Fall: September 8, 2023
- Spring: December 15, 2023

On the Practice Times Request Form, Clubs can indicate up to five different 2-hour practice slots with their preference ranking. Clubs may be allotted up to two 2-hour practice slots per week.

- Outdoor clubs must be Monday-Thursday
- Indoor Clubs can be Monday - Sunday

If a club would like to add an additional practice, the club may submit the **Additional Practice Time Request Form**. University Recreation will only approve up to two outdoor practice times per week, and up to three indoor practice times per week. The form must be submitted at least 14 days in advance. University Recreation will review the request and will follow up with the decision no later than 2 business days after the submission.

Competitions

In order to properly plan, budget, prepare, and to finalize space schedule, each Club is required to provide a copy of their club's match/game/tournament/competition schedule on the **Competition Schedule Tab in the Club Sport Competition, Practice, & Community Engagement Schedule 2023-2024 excel sheet on Box**. Each club is required to update the Competition Schedule tab by the following dates:

- Fall: September 8, 2023
- Spring: December 15, 2023

When planning and finalizing a schedule, please take into account distance traveled, accommodations, fees, equipment, etc. as it relates to your budget availability.

University Recreation Professional Staff will notify each President with confirmed dates for home competitions by the following dates:

- Fall: September 15, 2023
- Spring: December 29, 2023

Home Competition may be scheduled to occur between the following dates:

- Fall: September 22, 2023 – December 3, 2023
- Spring: January 19, 2024 – April 21, 2024

Clubs are not permitted to schedule a Home match, game, competition, or an event without prior confirmation of the facility availability. Clubs may add a Home match, game, competition, or an event that have not been included on the Competition Schedule Form by the outlined date above. To add a Home match, game, competition or an event, club must submit an **Additional Home Competition Request Form** at least 30 days in advance of the desired match or an event. University Recreation will reply within 7 days of submission with a decision. Clubs are not allowed to promote the home games, events, matches, or competitions until they receive an approval from University Recreation.

Clubs may add an Away match, game, competition, or an event by submitting an **Additional Away Competition Request Form** to University Recreation Professional Staff overseeing Club Sports at least 21 days in advance prior to the match or an event. University Recreation will reply within 7 days of submission with a decision.

Practice and Competition Roster Requirements

65% of the approved roster must be present at every practice or a competition. IN addition, at least two First Aid/CPR certified members must be in attendance if practice or competition occurs outside of UAB Urec facilities. If these events occur in URec's facilities (CRCT or IM Fields), then only one First Aid/CPR certified member must be in attendance. If these requirements are not met, the president, vice president, or safety officer should reach out to the professional staff overseeing the Competitive Sport area prior to engaging in a practice or a competition. Clubs failing to meet both requirements (65% of approved roster attendance or minimum requirement of First Aid/CPR member present) cannot proceed without additional approval.

Home Event: Planning and Management

Prior to a scheduled and approved match, game, competition, or an event, the President of the Club must ensure the following items have been completed and must notify the University Recreation Professional Staff at least 7 days prior of their completion:

- Staffing (URec Supervisors, Athletic Trainer, etc.)
- Facility reservation

- Create budget for large events:
 - Paying officials, personnel
 - Buying trophies, t-shirts, etc.
 - Entry fees
 - Concessions
 - Event marketing
 - Event sponsorships
 - Registration table/materials for check-in
- Arrange for event set-up and clean-up.

Field Cancellations:

There may be instances where University Recreation will cancel practice to protect the club members' safety and the condition of the fields. Fields should NOT be played on under the following circumstances:

- If there is standing water on the field.
- If the University has called for activities to be cancelled.
- If visibility is forty yards or less.
- If the heat index reaches an unsafe point.
- If a Flash Flood Warning in effect.
- Any team affected can reach out to University Recreation Professional Staff overseeing the Club Sport program for alternative facility space.

Club Sport Facility Reservations Policy

Club sports receive privileges for practice and play on a priority higher than open recreation. In the event that Intramural Sports competition takes priority of the Intramural fields during scheduled club practice time, University Recreation Professional Staff will provide affected clubs with alternative practice options. Clubs may not occupy the entire facilities spaces unless prior approval University Recreation Professional Staff overseeing Club Sports. To reserve a field or facility for practice, matches, tournaments, or meetings, club officers must be in good standing and approved.

Due to high demand for facility usage, reservations are not guaranteed.

When approving Practice and Home competition times, University Recreation will prioritize and make a decision based on the following list:

- Meeting the required Practice/Competitions request forms deadlines
- President's Meetings Attendance
- Participating in Community Service opportunities.
- Completion and timeliness of all required club documents (Rosters, Travel forms, Competition Report Forms, etc.)

If there are any scheduling conflicts between clubs, the scheduling priority will be given to the club that:

- Has higher meeting attendance.
- More competitions scheduled and competed.
- Higher fundraiser and community involvement.

- Has less previous infractions.

Club's involvement and organization in both, previous and current academic year, will be considered during the scheduling process.

Facilities and Equipment 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. To maintain the field space in the best condition, report any areas in need of repair or damage as soon as possible to the University Professional Staff who oversee the Club Sport program.

Travel

Travel Forms

- To participate in a Sport Club trip, all participants must be official members of the Club and must have the required forms on file with University Recreation.
- A **Travel Checklist Form** should be submitted to University Recreation at least 1 week before the scheduled and approved 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 their teammates must have filled out and submitted the **Release for Motor Vehicle Report** by **September 15, 2023**, or **at least 2 weeks before each scheduled and approved trip. (Need only 1 Report from each driver per academic year).**
 - Club members who are driving themselves, and only themselves, to a competition do not need to submit a motor vehicle report
- Each Club will turn in a **Competition Report Form** to University Recreation Professional Staff overseeing Club Sports within two business days of return.
- If an incident or accident occurs while on the trip, an **Incident Report Form** or an **Injury Report Form** must be submitted no later than 2 business days to University Recreation Professional Staff overseeing Club Sports.

Travel Safety Procedures

The Club Safety Officer is responsible for the safety procedures during Club Sport travel. However, like the other risk management policies and procedures, it is important for the Club Sport 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 fully understand everyone's responsibilities:

- Who ultimately decides whether the trip will be made?
 - University Recreation Professional who oversees Club Sport
- 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 University Recreation Professional who oversees Club Sport and the Sport Club President
- Who has the prime responsibility in an emergency?
 - The Club Safety Officer

The following paperwork is necessary for drivers who are carrying passengers and must be completed and turned in by **September 15, 2023** or **at least 2 weeks before each scheduled and approved trip**.

- Copy of a valid 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 and 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).

Vehicle 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 University Recreation Professional Staff overseeing the Club Sport program and Athletic Trainer immediately upon return from the activity, match, or tournament by submitting an Incident or an Injury Reports. Each document needs to be submitted as soon as possible but no later than 2 business days after the occurrence.
- Participants are required to wear proper dress and appropriate protective equipment.
- **Club members under 19 years of age must have verified parental consent.**
- Outdoor 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 Clubs are required to complete pre-participation exams and baseline concussion tests with athletic trainer.

High Risk Clubs are considered clubs that engage in activities that involves physical contact or intense and extensive physical activity. High Risk Club Sports include but are not limited to:

- *Rugby*
- *Lacrosse*
- *Soccer*
- *Ultimate Frisbee*
- All clubs must maintain a minimum roster number of healthy, active participants in order for the team to remain eligible to practice and compete.
 - 10 Non-High Risk Club participants
 - 13 High Risk Club participants
- All clubs are required to have at least **one** active member on their roster with active certifications in CPR, AED, and First Aid present at every practice and home competitions that occur in URec facilities. All clubs are required to have **two** active certified members are required at all practices and competitions outside of URec facilities. 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.

Injury Management

Athletic Trainer On-Site

- When an athletic trainer is on-site, they will be responsible for recognizing and diagnosing injuries and concussions.
- 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.
- 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

- 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.
- 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.
- 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.
- 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.
- The Safety Officer, Club Sport Athletes and coaches must report the concussion or an injury to University Recreation Professional Staff overseeing Club Sports via the Injury Report Form. It must be completed as soon as possible, no later than 2 business days.

Removal and Return to Play

- **A Club Sport Athlete who received a head or bodily injury that results in concussion-related symptoms must be removed from play immediately.**
- Club Sport Athletes either suspected of or diagnosed with a concussion should not return to play until cleared by a physician.
- It is the responsibility of the Club Sport Athlete, club's Safety Officer, coaches, and teammates to remove the individual from club related activity.
- 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.
- If the physician advises that the Club Sport Athlete needs to be excused from classes or schoolwork, University Recreation Professional will assist the Club Sport Athlete in contacting the professor/teacher.
- 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.

Public Relations

Dealing with the media: Please notify University Recreation Professional Staff when dealing with the media. Remember, you are representing UAB.

Advertisement through the media: Flyers and banners may be requested and published through the Department of University Recreation. For ideas or designs as well as further advertisement on campus, please contact University Recreation Professional Staff 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.

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 UAB University Recreation Professional Staff member overseeing Club Sports. (Including Travel Forms, Post Game Reports, etc.)
- Failure to upload Purchase Approval Forms/Purchases.

Clubs that receive a minor infraction will receive a written notice via email about the issue and will need to schedule a meeting within 7 days of receiving the written with the UAB University Recreation Professional Staff for a coaching meeting. Failure to schedule a meeting within the 7 days or receiving the email will result in a major infraction.

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.
- Failure to upload monthly bank statements.
- Recurring minor infractions. (3 minor infractions will result in a Major Infraction)

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

Clubs that receive a major infraction will receive a written notice via email about the issue and will need to schedule a meeting within 7 days of receiving the written with the UAB University Recreation Professional Staff for a coaching meeting. Failure to schedule a meeting within the 7 days or receiving the email will result in an immediate suspension of a club.

Club Sport Communication Expectations

Questions, concerns, or any assistance related to the Club Sport, and or University Recreation policies and procedures should come from the Club's President or Vice President and be directed to University Recreation Professional overseeing the Club Sport Area. In the event of unavailability of the University Recreation Professional overseeing the Club Sport Area, all questions should be directed to the Director of University Recreation.

Both, Club Sport officers and University Recreation professionals are expected to follow up to an email within 2 business days.

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.

Club Sport Required Forms and Documents

The following forms must be turned in to the University Recreation Professional Staff overseeing the Club Sport program by their designated deadlines or timelines.

Failure to submit all documents by the designated dates may result in suspension of all club activity until the following forms are completed and turned in. Club Sport suspensions may stay in place until next semester.

List of Important Dates:

Date	Task	Responsible Officer
5/3/2023	Starting to Accept Club Information Form - Fall	President
7/1/2023	NEW and Returning Club Sport Fall Registration Opens	President
8/24/2023	Fall Tryout Request Form	President
8/31/2023	Returning Club Sport Fall Registration Closes	President
8/31/2023	Returning Club Sport Fall Club Information Deadline	President
8/28/2023 – 9/3/2023	Fall Tryouts	President
9/1/2023	Beginning of Fall - Equipment Inventory Check. Submit to box.	Equipment Manager
9/8/2023	Submit Fall Team Rosters	President / Secretary
9/8/2023	Submit Fall Club Member Packets	President
9/8/2023	Travis will confirm High Risk Clubs about completion of the Physical Exam	Safety Officer
9/8/2023	Fall High Risk Clubs must contact Travis with a roster of players who have not completed Physical Exam	Safety Officer
9/8/2023	Submit all Fall Competitions Schedule	President
9/8/2023	Submit Fall Practice Time Request/Schedule	President
9/8/2023	Submit USGA Funding Request via Engage	President/Treasurer
9/8/2023	Fall Coach/Instructor Agreement Deadline	Coach & President
9/14/2023	2021/2022 Funds must be used	President/Treasurer
9/15/2023	Presidents will receive Fall Competition Approval	President
9/15/2023	Release for Motor Vehicle Report	Drivers
9/15/2023	USGA – Notice of Funding	President
9/15/2023	Submit Fall Community Engage Form	President
9/22/2023	Fall First day of Home Competitions	--
9/30/2023	NEW Club Sport Fall Registration Closes	President
9/30/2023	NEW Club Sport Fall Club Information Deadline	President
10/13/2023	Fall High Risk Clubs Deadline for Physical Exam	Safety Officer
10/13/2023	USGA Funding should be deposited	Treasurer
12/1/2023	NEW and Returning Club Sport Spring Registration Opens	President
12/1/2023	Starting to Accept Club Information Form - Spring	President
12/3/2023	Fall Last day of Home Competitions	President
12/15/2023	End of Fall - Equipment Inventory Check. Submit to box.	Equipment Manager
12/15/2023	Submit all Spring Competitions Schedule	President
12/15/2023	Submit Spring Practice Time Request/Schedule	President
12/29/2023	Presidents will receive Spring Competition Approval	President
1/11/2024	Spring Tryout Request Form	President
1/15/2024 – 1/21/2024	Spring Tryouts	President

1/19/2024	Beginning of Spring - Equipment Inventory Check. Submit to box.	Equipment Manager
1/19/2024	Spring First day of Home Competitions	--
1/26/2024	Submit Spring Team Rosters	President / Secretary
1/26/2024	Submit Spring Club Member Packets	President
1/26/2024	Travis will confirm High Risk Clubs about completion of the Physical Exam	Safety Officer
1/26/2024	Spring High Risk Clubs must contact Travis with a roster of players who have not completed Physical Exam	Safety Officer
1/26/2024	Submit Spring Practice Time Request/Schedule	President
1/26/2024	Submit Spring Community Engage Form	President
1/26/2024	Spring Coach/Instructor Agreement Deadline	Coach & President
1/31/2024	NEW and Returning Club Sport Spring Registration Closes	President
1/31/2024	NEW and Returning Club Sport Spring Club Information Deadline	President
2/16/2024	Spring High Risk Clubs Deadline for Physical Exam	Safety Officer
4/21/2024	Spring Last day of Home Competitions	President
4/26/2024	End of Spring - Equipment Inventory Check. Submit to box.	Equipment Manager

Important Timelines

- **Additional Away Competition Request Form** – At least 21 days in advance.
- **Additional Home Competition Request Form** – At least 30 days in advance.
- **Additional Practice Time Request Form** – At least 14 days prior to the requested day/time.
- **Bank Statements:** by 5th of each month for the previous month.
- **Home Event Checklist:** Submitted at least 7 days in advance.
- **Incident Report Form** - As soon as possible, no later than 2 business days.
- **Injury Report Form** - As soon as possible, no later than 2 business days.
- **Monthly Budget Meetings:** Monthly, after a bank statement is uploaded.
- **Post-Game/Match/Competition/Event Form** - As soon as possible, no later than 2 business days.
- **Purchases/Receipts:** Uploaded to box as soon as possible, no later than 2 business days.
- **Release for Motor Vehicle Report** – If the deadline above is missed, least 2 weeks before each scheduled and approved trip. (Need only 1 Report from each driver per academic year).
- **Roster Addition Request Form:** Submitted as soon as possible.
- **Travel Checklist Form** – No later than 1 week prior to each scheduled and approved trip.

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.**

All Club Sports related documents and forms are available on the UAB Club Sport website or in each Club's Box Folder.

UAB Club Sport Website: <https://www.uab.edu/students/universityrecreation/club-sports>

By signing this form, I acknowledge that I understand the expectations presented in the UAB University Recreation 2023/2024 Club Sport Officer Manual. I will abide by all the expectations.

President's Print Full Name Signature Date

Vice President's Print Full Name Signature Date

Secretary's Print Full Name Signature Date

Safety Officer's Print Full Name Signature Date

Treasurer's Print Full Name Signature Date

Equipment Manager Print Full Name Signature Date