

Auburn University Recreation and Wellness

Club Sports Handbook
2023-2024



AUBURN UNIVERSITY

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CLUB SPORTS ADMINISTRATION

The Competitive Sports professional staff is the primary contact for all clubs. Prior approval of club activities included but not limited to travel, planning events, budget expenditures, gear and logo approvals from trademark and licensing, and facility reservations must be submitted to the club's designated primary contact. All offices are located on the third floor of the Recreation and Wellness Center. The Competitive Sports staff will periodically review team constitutions and bylaws, ensuring they remain consistent with current Auburn University Recreation and Wellness policies and procedures.

Changes/updates for the 2023-2024 school year are identified by a shaded background.

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CLUB SPORTS PROGRAM OVERVIEW

What is a Club Sport?

The emphasis in Club Sports activities is leadership. The Competitive Sports staff provides encouragement, guidance, and coordination, but the club survives and thrives only by means of active student involvement and participation. Club Sports are athletic student organizations that practice and train in their sport to compete on and off campus against other colleges and universities. To be considered a club sport the club must be physical and athletic in nature while also showing the existence of a national or regional governing body.

The Competitive Sports staff will serve as the main administrative office for Club Sports. Each club team will have access to the office and any materials needed for the administration of the club. Mail will be sent to the

Competitive Sports staff and will be distributed to the proper club members. Each club is assigned a primary contact from the Competitive Sports staff. The primary contact will provide one-on-one guidance for the club regarding scheduling, roster maintenance, reimbursement, travel requests and guidelines and any other club business as it relates to Auburn University Recreation and Wellness.

2023 - 2024 Active Clubs – Primary Contact

Club	Contact	Club Email Address
Barbell	Nick Zivkovic	barbell.club@auburn.edu
Baseball	Daniel Overstreet	baseball.club@auburn.edu
Basketball	George Chambley	basketball.club@auburn.edu
Bass Fishing	Daniel Overstreet	bassfishing.club@auburn.edu
Clay Shooting	Kelly Salomon	claysho@auburn.edu
Climbing	Daniel Overstreet	climbing.club@auburn.edu
Cycling	Daniel Overstreet	cycling.club@auburn.edu
Field Hockey	Kelly Salomon	fieldhockey@auburn.edu
Golf	Keegan Ashbee	golf.club@auburn.edu
Ice Hockey Men	Keegan Ashbee	icehockey.club@auburn.edu
Ice Hockey – Women	Keegan Ashbee	wicehockey.club@auburn.edu
Lacrosse – Men	Kelly Salomon	mlax.club@auburn.edu
Lacrosse – Women	Kelly Salomon	wlax.club@auburn.edu
Rowing	Keegan Ashbee	rowing.club@auburn.edu
Rugby	Daniel Overstreet	mrugby.club@auburn.edu
Sailing	Daniel Overstreet	sailing.club@auburn.edu
Soccer – Men	Nick Zivkovic	msoccer.club@auburn.edu
Soccer – Women	Nick Zivkovic	wsoccer.club@auburn.edu
Softball	Daniel Overstreet	softball.club@auburn.edu
Swimming	Keegan Ashbee	swimming.club@auburn.edu
Team Handball	George Chambley	teamhandball.club@auburn.edu
Tennis	Kelly Salomon	tennis.club@auburn.edu
Ultimate – Men	Nick Zivkovic	multimate.club@auburn.edu
Ultimate – Women	Nick Zivkovic	wultimate.club@auburn.edu
Volleyball – Men	Kelly Salomon	mvolleyball.club@auburn.edu
Volleyball – Women	Kelly Salomon	wvolleyball.club@auburn.edu
Water Polo	Nick Zivkovic	waterpolo.club@auburn.edu
Water Ski	Daniel Overstreet	waterski.club@auburn.edu
Wrestling	Nick Zivkovic	wrestling.club@auburn.edu

COMMUNICATION

Mail

All letters and packages should be sent to the Auburn University Recreation and Wellness address.

ATTN: CLUB NAME

601 Heisman Drive

Auburn, AL 36849

Email

All clubs have access to university created email addresses. These should be used for official club correspondence and should be checked daily. Contact the club's primary contact for login information. Officers with access to their club's email account should periodically check for important updates and reminders from their primary contact.

AU Involve Website

AU Involve is the University's Student Organization website where all events hosted by student organizations are posted for the community to view. All organizations have a website with AU Involve. While other personal club websites are allowed, AU Involve must be the official club website. AU Involve should be updated with the current semester's practice schedule and current photographs. Per Student Involvement, all events, home and away, must be submitted via AU Involve.

<https://auburn.campuslabs.com/engage/>

CLUB MEMBERSHIP

Club Sports membership at Auburn University is limited to currently enrolled Auburn University students, faculty, and staff. VCOM students are not Auburn University students and are not eligible to be a member of a club sport. No university student, faculty, staff may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status.

If the club is conducting tryouts, a written explanation should be available upon request to those participants who did not make the club team.

All members must join the club annually through IMLeagues. Prospective members must complete all portions of the online waiver correctly.

Eligibility for Competition

National governing bodies may have requirements for competition that exceed Recreation and Wellness membership requirements.

Former varsity athletes, graduate students, and faculty/staff may be restricted from participating in league or association competition. Please check with the specific national governing body in advance of competition for eligibility requirements.

Semester/Seasons

Club Sport seasons are defined by current Auburn University academic semester schedules – Summer, Fall, Spring. Team practice, competition, and facility access eligibility will be based on enrollment within the current academic semester.

Academic Schedules

Summer 2022 Semester (Both 1st and 2nd mini mester) / May 18 – August 1

Fall 2022 Semester / August 16 – December 2

Spring 2023 Semester / January 11 – April 28

Post Semester/Season Competition Eligibility

Club Sport athletes who will be graduating at the end of the present semester (see Semester/Seasons above) and qualify to participate in approved post season events (bowl game and/or national championship equivalents) may be granted approval to practice and compete in post season play based on the following eligibility guidelines and dates:

- Spring
 - Athletes who will be graduating at the end of the Spring semester/season may participate in club competitions up until June 15
- Summer
 - Athletes who will be graduating at the end of the summer semester/season may participate in club competitions up until August 5
- Fall
 - Athletes who will be graduating at the end of the Fall semester/season may participate in club competitions up until January 1.

National Governing Bodies

Eligibility with Auburn Recreation and Wellness and Club Sports does not guarantee eligibility for governing bodies that may have specific rules each club/player must follow. Please check with related governing body prior to participation for their specific rules and regulations.

Recreation and Wellness Facility Access (Recreation and Wellness Center / SportsPlex)

- Club athletes will not have access to Recreation and Wellness facilities once their membership (enrollment) has ended with the university. Athletes will need to work with their club officers and Recreation and Wellness primary contacts to create an access and risk management plan.

CLUB LEADERSHIP

Officers

Clubs will elect officers at a time stated in their constitution. Club officers cannot sign contracts for Auburn University. If you are not sure if an agreement/contract is for the club or Auburn University, please talk to the club's primary contact to get clarification. The success of a club is directly related to the leadership from the elected officers. The most organized and well-led clubs demonstrated intentional officer positions for success, which includes but is not limited to: Community Service Chair, Fundraising Chair, Safety Officer, Meet Officer, Tournament Director...etc. Each club is required to have the three following officers:

President

The president is responsible for the oversight of the club members and officers. The president is the primary liaison with the Competitive Sports staff. The duties of the president include but are not limited to communicating all Club Sports policies and procedures to members, completing, and submitting all required reports and forms, and attending all officer trainings/meetings.

Vice President

The vice president's duties may vary, but it is the responsibility of the vice president to represent the club if the president is unable.

Treasurer

The treasurer is responsible for the financial matters of the club. This includes keeping accurate records of all club accounts and funds and assisting the president with the budget proposal each spring semester.

Officer Training

There will be a mandatory officer training at the beginning of each academic year. The president, vice-president, treasurer, and fourth officer must attend. Other officers are encouraged and welcome to attend. All clubs will receive an email to the club's account regarding the date and time. (This training does not count towards Leadership Talks)

Monthly Meetings

Officers will meet with their primary contact monthly during the fall and spring semesters. Meetings will be scheduled with the primary contact, president, and treasurer.

Leadership Talks

Club must have 2 representatives (one being an officer) at all 5 Club Leadership Talks during the academic year. Multiple Leadership Talks will be held through the fall and spring semesters.

Officer Transition Meeting

Each club's current and incoming officers will meet with the primary contact at the end of spring semester. This meeting will discuss the transition of financial information, important deadlines for the upcoming year, expectations, scheduling requests among other items.

Concussion Training

Club presidents, vice presidents, treasurers, secretaries, coaches, instructors, advisors, and members are encouraged to annually complete the CDC Heads Up Training before club activity begins at <https://www.train.org/cdctrain/course/1089855/>.

Other free educational information can be found by navigating to:

- NFHS Concussion in Sports Course
 - <https://nfhslearn.com/courses/concussion-in-sports-2>.
- NCAA's "Concussions: Don't Hide It, Report It, Take Time to Recover" video.
 - http://s3.amazonaws.com/ncaa/web_video/health_and_safety/concussion/concussion.html

Coaches

Club Sport coaches are selected by the club and approved by the Competitive Sports staff. Coaches are selected to help improve a club's performance; they do not run or manage the club operations. Club coaches are not employees of Auburn University and are not eligible for benefits or salary. Coaches are not authorized to make commitments or financial obligations on behalf of the club, Recreation and Wellness, or Auburn University. Coaches must register with the Competitive Sports staff each academic year prior to attending any practice/game. Coaches will also be required to complete a background check every three years. Coaches who practice on campus and access-controlled facilities (Recreation and Wellness Center & Sportsplex) will be required to provide government issued identification to enter the facility. A profile will be created for coaches who are not Auburn students or affiliates, to support in assessment.

The coach's purpose is to be involved with coaching and teaching during practices and competitions. The coach is to refrain from all areas of club management. Coaches are not allowed to make purchases on behalf of the club and do not have access to any club funds. The club should not provide this information to their coach(es).

Recreation and Wellness has the right and obligation to protect all clubs. If in the staff's opinion a coach has acted outside of his/her scope of authority and/or is not acting in the best interest of the club, the Competitive Sports program, Recreation and Wellness, and/or the University, the coach will be relieved of his/her coaching duties. All coaches must complete the Recreation and Wellness Coaches Application. Each coach will complete a background check.

Club presidents, vice presidents, treasurers, secretaries, coaches, instructors, advisors, and members are encouraged to annually complete the CDC Heads Up Training before club activity begins at <https://www.train.org/cdctrain/course/1089855/>.

Other free educational information can be found by navigating to:

- NFHS Concussion in Sports Course
 - <https://nfhslearn.com/courses/concussion-in-sports-2>.
- NCAA's "Concussions: Don't Hide It, Report It, Take Time to Recover" video.
 - http://s3.amazonaws.com/ncaa/web_video/health_and_safety/concussion/concussion.html

FINANCIAL ACCOUNTS

External Club Checking Account

The external account is set up through the bank of the club's choosing. For continuity, the mailing address for the account shall be the Recreation and Wellness Center. Recreation and Wellness does not have access to the external account. The external checking account should be used for travel, club equipment, or any other use that benefits the entire club. *It is recommended that the club leadership meet with a Certified Public Accountant (CPA) or tax professional on an annual basis to ensure all tax laws are followed correctly.* Please review the financial management guidelines found on the Student Involvement website https://bpb-us-e2.wpmucdn.com/wordpress.auburn.edu/dist/1/43/files/2023/05/Manage-an-Organization-Manual_May2023.pdf

Internal Allocation

The internal allocated funding from Recreation and Wellness based on the club's budget presentation, community service, fundraising, and administrative compliance from the previous year. Clubs will be notified of their allocation amount for the next school year as soon as the allocations have been approved. These funds may be used for travel, tournament fees, league dues, and facility rental. The funds allocated to the internal allocations are for the school year and cannot be carried over to the next year. Any unused funds will be returned to the Competitive Sports budget. The funds in this account can only be utilized in the form of reimbursements or direct payments to a vendor from Recreation and Wellness staff. Internal allocations are to be used for regular season competitions and events. Additional funding can be requested for national events.

Gift Account

The gift account is money donated to the club through the Auburn University Office of Development. Money donated through the University must be spent according to University guidelines as the funds are now considered state funds. These funds can be rolled over if not used during the school year. The funds in this account can only be utilized in the form of reimbursements or direct payments to a vendor from Recreation and Wellness staff.

All gifts that are not monetary must be approved prior to the club taking possession. All donations must go through the Office of Development for the donor to receive the proper tax credit and/or documentation. Any clubs receiving a donation via the gift account should send a receipt and/or screen shot for records.

CLUB FUNDING

Budget Presentations

Clubs can receive funding from Recreation and Wellness to support the operation of the organization by presenting to the Competitive Sports staff their proposed current budget and anticipated budget for the next year. Club's tier level, fundraising, dues, community service, membership, etc., will be considered for the club allocation. **If a club is in the grey tier, the club will not be eligible for funding.** Allocated funding is not designed to cover all club expenses.

Dues

Each club should set dues based on the needs of the club for each year. Each member is responsible for paying his/her dues in the timeframe set by the club. The treasurer should collect dues and then immediately deposit dues into the external club bank account. The treasurer keeps a list of all members who have paid dues and issues receipts.

Club dues collected in the external account can assist in paying for full team related travel, club equipment, or any other use that benefits the entire club. Auburn University policies and procedures on responsible purchasing should be followed.

Dues should be collected (if necessary) for mandatory safety and game participation equipment only. Other additional items such as shirts, shorts, team gear is voluntary, and purchase cannot be mandated by the club. Mandatory equipment examples include but are not limited to game uniforms, protective pads for games, shared team equipment such as baseballs, lacrosse balls, discs etc. See fundraising options for Team shop information.

Fundraising

The intended purpose for fundraising is to provide additional financial assistance for the overall betterment of the entire club. The Competitive Sports staff will set fundraising requirements for each club based on their budget allocation. Fundraising should be a goal for all but is critical for the success of a club with large funding needs. Fundraising requires time, effort, and creativity.

To receive credit for fundraising dollars, the fundraising form must be completed and submitted along with the deposit verification. Fundraising totals are NET only. Gross revenue does not count. Tryout fees and dues clubs do not count towards fundraising totals.

Clubs can create a team shop to fundraise and purchase Auburn University club-specific apparel. For specifics on a team shop, please communicate with your primary contact.

Nationals Funding

Recreation and Wellness may set aside funds to assist in attending national tournament competitions. Nationals funding must be requested by the president and/or treasurer. The club should outline (in a detailed budget) the costs associated with travel to the national tournament. Clubs may request national tournament funding once per academic year. Funding is subject to approval and availability. Clubs will be responsible to increase their fundraising total for the following year by 10% of funds received.

Concessions Board

The Concessions Board is money allocated by the President's office to "Make life at Auburn better for faculty, staff, students, and the community". The Concessions Board may grant money for one-time expenditures (uniforms/equipment). A club cannot ask for travel funds. If a club would like to request funds from the Concessions Board, the club must submit a proposal to their Competitive Sports primary contact for approval and processing. If Competitive Sports approves the presentation, the proposal is submitted to the concessions board. The club will make a formal presentation to the Concessions Board.

Club teams may request Concessions Boards funds if approved by the Competitive Sports staff and Recreation and Wellness. Clubs must submit their presentation to their Primary Contact no later than 20 days prior to the Concessions board deadline.

Sponsorships

Before entering into a sponsorship agreement, communicate with your primary contact. Clubs are recommended to find alternative opportunities to fundraise and support their organization. Clubs should work with their Primary Contact to ensure University agreements are followed for any sponsorship. Recreation and Wellness and Auburn University must approve any sponsorship agreements and contracts.

Insurance

Auburn University and Recreation and Wellness have created a policy for excess medical and liability insurance which each club member will be charged. This insurance does not replace the need for club members to have their own personal primary insurance. Coverage is provided for all participants who are members of a covered *club sport in a scheduled game, official tournament game, or practice session authorized, organized, or directly supervised Recreation and Wellness; and who are traveling as a team directly to or from such game or practice session.* For additional questions or concerns please communicate with your primary contact. **Beginning in Fall 2023-2024 the Recreation and Wellness department will furnish this policy for club members.**

ATHLETIC TRAINING

Certified Athletic Trainers (ATCs) are highly qualified health care professionals who operate under the direction of a physician. ATCs hold national licenses by the Board of Certification Inc. and a state license through Alabama Board of Athletic Trainers. These allied health care professionals provide primary care, injury and illness prevention, wellness promotion and education, emergent care, examination and clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions.

In a club sport setting at Auburn University these services include sideline ATC presence during games (when available), emergency care, and individual appointments for evaluation and rehabilitation of orthopedic injuries. If the ATC feels your injury warrants an evaluation by a physician, they can help in the referral process. ATCs are also available for general first aid, taping, and bracing of orthopedic injuries. ATCs may recommend athletes to seek further medical assistance with the appropriate medical professional.

Water Breaks

Competitive Sports Staff and Athletic Trainers will work with home teams, visiting club leadership and officials prior to the game about mandatory water breaks. Competitive Sports staff and Athletic Trainers reserve the right to institute mandatory water breaks during outdoor game play to ensure a safe playing environment for participants. Water breaks will be an uncharged one-minute timeout where coaches may meet with their players.

CLUB OPERATIONS

Tier System

During the academic year, clubs will be responsible for completing necessary benchmark events/activities to be eligible to receive funding from Recreation and Wellness. There are four tiers that have varying levels of requirements to complete. The four tiers are Blue, Orange, White, Grey. Please see the complete Tier System Criteria attached as an addendum. Any club that does not complete the minimum criteria to be placed in the White tier will be placed into the grey tier. Clubs that are classified in the grey tier are ineligible for Recreation and Wellness allocated funding. Clubs that have consecutive years in the grey tier may be subject to removal from the Club Sports program.

Community Service

All clubs will be required to complete community service hours. Community service hour requirements vary by tier. To receive credit for the community service hours, a community service form must be submitted. This form must be submitted no later than 10 business days after the community service event. Community Service event hours will always be collected. The unique total number of events must be reached based on intended tier level. Full community service requirements can be found in the Tier System Criteria document. Community service events must be held in Lee County unless prior approval is granted by the Competitive Sports staff. Community Service opportunity suggestions can be found on the service tab of AU Involve or through the University Outreach page <https://auburnserves.com/Partner%3FsearchString%3D%26InterestFilter%3D38>.

Club Reimbursement

Approved reimbursements from Auburn University will be made to the club's external account. Club leadership should ensure their bank account is appropriately set-up and connected to the Auburn University Banner system for direct deposit. <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=Auburn>

Club members will be reimbursed individually via the club's external account.

Reimbursement Request form

To receive reimbursement, itemized receipts, event proof and the reimbursement request form must be submitted to the Competitive Sports staff within 10 business days of the purchase or travel. Handwritten receipts will not be accepted. The receipt must contain the following:

1. Date and time
2. City and State
3. Billing amount itemized.
 - a. Gas receipts – price per gallon, number of gallons, total price, and club members cannot fill up in Auburn.
 - b. Hotel receipts – cannot be a booking receipt, must be a paid receipt. Must be a receipt from the hotel.
4. Do not staple or write on receipts. Clubs will tape receipts facing the same direction. Tape should not cover any information.

Failure to submit paperwork and receipts within this 10-business day period will result in the loss of reimbursement from Recreation and Wellness. A post-game report must be submitted for any reimbursement requests to be honored. Please expect a minimum of 10 business days from submission for all reimbursements to be processed and approved.

AU Licensed Merchandise

All merchandise (apparel, stickers, caps, etc.), must be purchased from a registered and approved vendor.

Please check with your primary contact to ensure each vendor is properly licensed through the Auburn University Office of Trademark and Licensing. Any purchase that includes AU License or Logo (whether from external account or internal allocation) requires Competitive Sports approval.

SCHEDULING GUIDELINES

Competitions and Practice Scheduling Priority

The Competitive Sports staff will determine practice schedules. In-season clubs will be given priority. The Competitive Sports staff will make weather-related decisions as it pertains to practice delays or cancelations. Club teams that decide to cancel practice for non-weather-related reasons must do so at least two (2) hours prior to the practice start time. A club officer must access IMLeagues and cancel their scheduled practice. Clubs that do not cancel practice through IMLeagues or email (ex. no-show, no call) may be subject to the Standards of Conduct policy.

If a club's league oversees scheduling and will not have schedules ready until after the appropriate set deadlines, the club's request may be accepted, but approval will be based on facility availability. Please note that the submitted schedule is a request. Priority will be given to clubs "in-season" and with regards to all available resources.

Do not confirm your schedule until your home events have been approved. Due to proximity of Jordan-Hare Stadium, we will not host any games, tournaments, events...etc. on home football Saturdays.

Clubs may suggest or recommend start times for home competitions. To ensure all clubs can be accommodated throughout the year, the Competitive Sports staff will make final decisions surrounding start times for home competitions.

Club Home Event/Tournament Guidelines

There are four deadlines throughout the year for clubs to submit their events. The dates will be emailed each year to the club officers as well as included in official communication from Competitive Sports. Club schedules must be submitted on AU Involve. Exceptions may be made for clubs that do not have their conference schedule at that time.

The club will be notified once their competition schedule has been approved. It is recommended that clubs have a tournament manager who is not participating. An example timeline for an event is below.

1. If a club is charging an entry fee or performance bond as a means of fundraising for their tournament, it is recommended that the fee be collected when teams submit their entry.
2. If a governing body is charging a performance/play bond (refundable forfeit fee), this will be paid for by the club.
3. If a club has vendors, this information must be communicated with their primary contact at least 4 weeks prior to the event.
4. For home events/tournaments, a club must confirm with their primary contact at least two weeks out that the event/tournament is happening.
5. Club presidents must meet with their primary contact at least one week prior to an event to discuss the club's responsibilities and needs.
6. For home tournaments, clubs must submit a final schedule to their primary contact at least five business days prior to the tournament.

Inclement Weather

If inclement weather threatens a practice, Competitive Sports will aim to make a cancellation decision by 3 p.m. on the day of the event. For competitions, Competitive Sports will work the Facilities staff to ensure a safe playing opportunity to the best of our abilities. Club members will be notified through email, via IMLeagues cancellation, and/or the club email account. The final decision is made by the Competitive Sports staff.

When fields are closed due to weather and/or field conditions, clubs must stay off the fields.

The SportsPlex and Intramural Fields are monitored by a Thor Guard Lightning Prediction and Warning System. The Thor Guard system measures atmospheric conditions in the surrounding area. When the conditions reach the threshold for potential lightning, an alarm will sound (one long blast of the sirens) and the strobe lights will begin to flash.

Steps to take when the Thor Guard sirens and lights are activated (located on top of SportsPlex facility):

1. All fields should be cleared and encourage members to seek immediate shelter.
2. Members may return to the Sportsplex/Intramural Fields only after the Thor Guard system gives the 'all clear' (3 short siren blasts and the lights go off), staff will unlock the entry gate and activities may resume.

FACILITY GUIDELINES

Facility Usage

The club is responsible for cleaning up the area after each practice and or club event.

The club is responsible for removing all equipment from the playing area after each practice/event. Alcoholic beverages are not permitted on or around any Recreation and Wellness facility. Tobacco products are not permitted on or around any Recreation and Wellness facility.

Vendors

All vendors must be approved. If your club will have an outside vendor at a club event, notify your primary contact at least 4 weeks prior to the event. Recreation and Wellness will contact the vendor for the necessary paperwork and certificates of insurance to be submitted.

TRAVEL

Off Campus Travel

Clubs traveling away from campus for competition, practice, events, tournament, etc. must follow Auburn University policies and the guidelines in this handbook. This includes home events that take place off-campus. The competitive schedule submitted at the beginning of the semester will be the official request to travel, once approved by the Competitive Sports staff. The travel roster must include all club members traveling. The travel roster must be submitted at least three business days prior to the trip, please organize the roster "Last Name, First Name, ID Number" format. The forms are completed through AU Involve. It is the responsibility of the individual club to submit all documentation on time. Failure to follow guidelines and submit all documentation may result in a loss of funding and/or the privilege of traveling. Per Student Involvement, all events, home and away, must be submitted via AU Involve.

Bus Travel

The Competitive Sports staff must be notified of all bus travel, regardless of funding source (club external funds

or Recreation and Wellness internal allocation). Auburn University has specific purchasing guidelines that must be followed. Competitive Sports staff will aid in this process. If a club fails to appropriately communicate with Competitive Sports on bus travel, they may not be eligible to be reimbursed.

Lodging and Transportation

Clubs will attend competitions that may require group transportation or lodging accommodations. Hotels and rental vehicle reservations should be confirmed prior to travel with the company. Club Sports represent Auburn University and Recreation and Wellness throughout the entire trip including staying at a hotel. Communicate with your primary contact for best practices. Third-party reservation systems are not recommended.

Appropriate documentation and receipts may not be provided by these third parties, resulting in Competitive Sports being unable to reimburse clubs for events.

Emergencies while traveling

In the case of an emergency or serious injury while traveling first take all necessary action steps for emergency care and then contact the club's primary contact. Communicate with the primary contact as soon as possible for any vehicle accidents and/or anytime a club member is transported to the hospital.

Post-Game/Event

Following each game/event, the post-game report is to be submitted within 10 business days of the game/event's completion. Please include all injuries on the form. The completed reimbursement form with all receipts is due 10 business days after the game/event. Competitive Sports will not proceed with an event reimbursement without a fully completed post-game report.

EQUIPMENT/UNIFORMS

Equipment

Any equipment purchased with university funding is university property. This includes uniforms purchased for club use. All items will be stored on university property when not in use by the club, if possible. Items not stored on university property (boats, trailers, etc.) will be randomly inspected. Club participants who fail to return Auburn University property by the required deadlines are subject to losing purchasing privileges with university funding.

Clubs may check out competition uniforms and equipment. Equipment will be checked out individually and assigned directly to a club member. All items must be returned. If not returned, the individual who checked out the equipment/uniform will be held responsible. Members will be charged a replacement fee. If a member does not pay the replacement fee, the related club sport allocation fund may be docked in future years. All uniforms will be washed/dried when they are returned. For club members that individually check out uniforms and keep for the season, the uniforms MUST be cleaned after each competition to help with the durability of the uniform.

Teams looking to purchase equipment/uniforms/print material should check with their primary contact about logo and licensing policies. All clothing/equipment must include the word "Club" on their items. Only game uniforms do not have to include the word "Club". A full outline of policies can be located on the licensing website <http://licensing.auburn.edu/clubsports/>

STANDARDS OF CONDUCT

It is a privilege and not a right to be a member of a club sport at Auburn University. Every club sport member is expected to conduct him/herself in a manner that reflects positively on the club, Recreation and Wellness, and

Auburn University. As a member of the student body at Auburn University, each club sport member must act in accordance with all university policies and procedures as published by the university. In addition, club sport members are required to obey the requirements and prohibitions set forth by municipal ordinances and state and federal laws, both criminal and civil. For details, please visit Auburn's Code of Conduct:

https://sites.auburn.edu/admin/universitypolicies/Policies/Code_of_Student_Conduct.pdf

Decisions on club accountability measures made by the Competitive Sports administrative staff may be appealed to the Associate Director of Programs within three business days from the outcome. Appeals may take 1-2 weeks to be heard. During the appeals process the club(s) decision will be upheld until a final decision has been determined. In cases involving a suspension of longer than 30 days, appeals may not be filed until one half of the suspension has been served.

Appeals will only be heard for the following reasons:

- Additional information provided not available at time of suspension meeting.
- Suspension length not consistent with guidelines

At no time may a club engage in any form of physical or emotional hazing of members or prospective members. Please see the link below for the Auburn University's Anti-Hazing Policy.

https://sites.auburn.edu/admin/universitypolicies/Policies/Hazing_Policy.pdf

Sportsmanship

Recreation and Wellness wants clubs to compete at a high level and achieve as much success as possible. Club athletes should also be known as quality students with excellent sportsmanship. All sportsmanship related incidents must be reported on the postgame report.

Discipline

Each club is student-led and under the administration and guidance of the Competitive Sports staff. Club officers are expected to enforce policies within their clubs.

If a club commits an infraction(s), a warning, probation, suspension, or expulsion may be applied to the club and its members. Discipline is not based on progression but the severity of the infraction(s).

Examples include but are not limited to:

- Fines up to \$500.00, not to exceed the club's annual Club Sports allocation
- Suspension from specified Recreation and Wellness facilities
- Forfeiture of practice times
- Forfeiture of home event space
- Funds may be frozen
- Loss of allocated funding
- Probation for a specified period, under specific terms and penalties
- Adjustments to a club's tier level
- Recommendations of continued review by the Executive Director for Recreation and Wellness and/or the university, the results of which will not be subject to further disciplinary action by Competitive Sports
- Referral to Auburn University's Student Conduct Office

Warning

A warning will most likely accompany another disciplinary action that Competitive Sports finds necessary. The club will be given the warning for a first-time, low-level offense. The club will be given time to correct the issue. If the club does not address the issue, the club may be placed on probation.

Probation

Any club on probation will lose access to Recreation and Wellness internal allocation money for a period determined by the Competitive Sports staff. Clubs may also lose practice facility/times.

Suspension

Clubs on suspension lose access to Recreation and Wellness internal allocation money, Recreation and Wellness facilities (for practices and events) and are not allowed to compete for a period determined by the Competitive Sports staff.

Expulsion

Any club expelled will lose their Recreation and Wellness internal allocation and access to facilities, will not be allowed to practice, or compete, and will be referred to the Office of Student Conduct.

Addendum 1

Blue Tier

- Club must fundraise at least 75% of its allocated budget from current academic year
 - If club receives Nationals Funding, they will be required to raise 10% of received funding the following academic year.
 - Member dues do not count towards fundraising total
- Club must participate in five (5) competitions not including National Tournaments
- Club must complete 125 total hours of community service in a minimum of 3 unique community service events. A minimum of 6 members in attendance at each event
 - Only one community service event may be directly related to the club's sport
 - Community service events must take place within Lee County unless prior written approval is received from Competitive Sports staff
 - Unique events are defined as completing different service opportunities which may or may not be at the same location. While the hours to non-unique events count towards a teams total, the club must complete the required unique opportunities to qualify for the appropriate tier.
 - Ex. August 1st - 6 hours – Chewacla Clean up. August 8th – 6 hours - Chewacla Clean up. accounts for 12 hours of community service but only 1 unique event.
- Must attend all scheduled monthly advisory meetings with Competitive Sports primary contact. These meetings will be 30-60 minutes long scheduled monthly during the fall and spring semesters
- Clubs must provide documentation of alumni networking on social media platforms, emailing newsletters, etc.
 - All Recreation and Wellness and Auburn policies remain in effect for alumni communication and will be enforced (including policies regarding alcohol and other drugs)
 - New clubs will be exempt from this requirement until their first class of athletes has graduated
- Club must have 2 representatives (one being an officer) at all 5 Club Leadership Talks during the academic year

Orange Tier

- Club must fundraise at least 50% of its allocated budget from current academic year
 - If club receives Nationals Funding, they will be required to raise 10% of received funding the following academic year.
 - Member dues do not count towards fundraising total
- Club must participate in four (4) competitions not including National Tournaments
- Club must complete 75 total hours of community service in a minimum of 2 unique community service events. A minimum of 6 members in attendance at each event.
 - Only one community service event may be directly related to the club's sport
 - Community service events must take place within Lee County unless prior written approval is received from Competitive Sports staff
 - Unique events are defined as completing different service opportunities which may or may not be at the same location. While the hours to non-unique events count towards a teams total, the club must complete the required unique opportunities to qualify for the appropriate tier.
 - Ex. August 1st - 6 hours – Chewacla Clean up. August 8th – 6 hours - Chewacla Clean up. accounts for 12 hours of community service but only 1 unique event.
- Must attend all scheduled monthly advisory meetings with Competitive Sports primary contact. These meetings will be 30-60 minutes long scheduled monthly during the fall and spring semesters.
- Clubs must provide documentation of alumni networking on social media platforms, emailing newsletters, etc.
 - All Recreation and Wellness and Auburn policies remain in effect for alumni communication and will be enforced (including policies regarding alcohol and other drugs)
 - New clubs will be exempt from this requirement until their first class of athletes has graduated
- Club must have 2 representatives (one being an officer) at all 5 Club Leadership Talks during the academic year

White Tier

- Club must fundraise at least 25% of its allocated budget from current academic year
 - If club receives Nationals Funding, they will be required to raise 10% of received funding the following academic year.
 - Member dues do not count towards fundraising total
- Club must participate in 2 competitions not including National Tournaments
- Club must complete 50 total hours of community service in a minimum of 2 unique community service events. A minimum of 6 members in attendance at each event.
 - Only one community service event may be directly related to the club's sport
 - Community service events must take place within Lee County unless prior written approval is received from Competitive Sports staff
 - Unique events are defined as completing different service opportunities which may or may not be at the same location. While the hours to non-unique events count towards a teams total, the club must complete the required unique opportunities to qualify for the appropriate tier.
 - Ex. August 1st - 6 hours – Chewacla Clean up. August 8th – 6 hours - Chewacla Clean up. accounts for 12 hours of community service but only 1 unique event.
- Must attend all scheduled monthly advisory meetings with Competitive Sports primary contact. These meetings will be 30-60 minutes long scheduled monthly during the fall and spring semesters.

- Clubs must provide documentation of alumni networking on social media platforms, emailing newsletters, etc.
 - All Recreation and Wellness and Auburn policies remain in effect for alumni communication and will be enforced (including policies regarding alcohol and other drugs)
 - New clubs will be exempt from this requirement until their first class of athletes has graduated
- Club must have 2 representatives (one being an officer) at all 5 Club Leadership Talks during the academic year.

New Club Presentation

Student organizations looking to become a Club Sport with Recreation and Wellness must meet the following minimum requirements prior to scheduling a presentation with the Competitive Sports team. These minimum requirements are annual requirements and reset each academic year. A student organization that shows continued effort and completion of the tier requirements will be reviewed for acceptance.

- Fundraising
 - \$250 fundraised (excluding dues or try-out fees)
- Competitive Event
 - Minimum of 1 competitive event with another school (home or away)
- Community Service
- Club must complete 25 total hours of community service
 - A minimum of 6 members in attendance at each event
 - Only one community service event may be directly related to the club's sport
 - Community service events must take place within Lee County unless prior written approval is received from Competitive Sports staff
- Permanent student org status
- Minimum of 10 members (or minimum to field competitive team)
- Constitution including minimum for student org and (but not limited to)
 - Information on how to hire/remove coaches
 - Information on how to add/remove a team member(s)
 - Information on how to add/remove/change officer(s)
 - Including mid semester
 - Requirements to hold officers accountable to complete team duties
 - Information on how dues are collected and explanation of levels of dues (if applicable)
 - Information on required officers on bank account (recommended President, treasurer and one additional officer)

Addendum 2

Signs & Symptoms	
<i>Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion. (From CDC Heads Up Concussion Wallet Card)</i>	
Signs Observed by Coaching Staff	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can’t recall events prior to hit or fall	Confusion
Can’t recall events after hit or fall	Just not “feeling right” or is “feeling down”

Concussion Management

- Any participant who sustains a head injury, suspected concussion, exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from all activities.
- The club president or their designee shall communicate the nature of the injury to their primary contact by email immediately after the practice or competition in which a member has been removed from play due to a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.
- Members who sustain a head injury outside of club events should notify their primary contact within 24 hours of the event to ensure the member’s safe participation in club activities.
- The participant must be symptom-free for at least 24 hours to begin a return to play progression with an Athletic Trainer or Physical Therapist.
- Medical clearance from a physician must be documented to Primary Contact or Athletic Trainer.
- Participants who have severe or multiple concussions in the same season may be disqualified for participating in the remainder of the season due to the increased risk of recurrence. The best course of action for the participants and their health and well-being will be determined by discussions including the participant, Athletic Trainers, and/or physicians.

Return to Play Progression - Should be completed under the supervision of a medical professional, including Certified Athletic Trainers.

https://www.cdc.gov/headsup/basics/return_to_sports.html

<p>Baseline (Step 0): As the baseline step of the Return to Play Progression, the athlete needs to have completed physical and cognitive rest and not be experiencing concussion symptoms for a minimum of 24 hours. <i>Keep in mind, the younger the athlete, the more conservative the treatment.</i></p>
<p>Step 1: Light Aerobic Exercise The Goal: only to increase an athlete’s heart rate. The Time: 5 to 10 minutes. The Activities: exercise bike, walking, or light jogging. Absolutely no weightlifting, jumping or hard running.</p>
<p>Step 2: Moderate Exercise The Goal: limited body and head movement. The Time: Reduced from typical routine The Activities: moderate jogging, brief running, moderate-intensity stationary biking, and moderate-intensity weightlifting</p>
<p>Step 3: Non-contact Exercise The Goal: more intense but non-contact The Time: Close to Typical Routine The Activities: running, high-intensity stationary biking, the player’s regular weightlifting routine, and non-contact sport-specific drills. This stage may add some cognitive component to practice in addition to the aerobic and movement components introduced in Steps 1 and 2.</p>
<p>Step 4: Practice The Goal: Reintegrate in full contact practice.</p>
<p>Step 5: Play The Goal: Return to competition</p>
<p>It is important to monitor symptoms and cognitive function carefully during each increase of exertion. Athletes should only progress to the next level of exertion if they are not experiencing symptoms at the current level. If symptoms return at any step, an athlete should stop these activities as this may be a sign the athlete is pushing too hard. Only after additional rest, when the athlete is once again not experiencing symptoms for a minimum of 24 hours, should he or she start again at the previous step during which symptoms were experienced.</p> <p>The Return to Play Progression process is best conducted through a team approach and by a health professional who knows the athlete’s physical abilities and endurance. By gauging the athlete’s performance on each individual step, a health care professional will be able to determine how far to progress the athlete on a given day. In some cases, the athlete may be able to work through one step in a single day, while in other cases it may take several days to work through an individual step. It may take several weeks to months to work through the entire 5-step progression.</p>

Concussion Information for Members

- What is a concussion? A concussion is a type of traumatic brain injury (TBI) caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a

fall or a blow to the body that causes the head and brain to move quickly back and forth.

(<https://www.cdc.gov/headsup/index.html>)

Concussion facts: (CDC Heads Up Concussion Fact Sheet)

- A concussion is a brain injury that affects how your brain works.
- A concussion is caused by a bump, blow, or jolt to the head or body.
- A concussion can happen even if you haven't been knocked out.
- If you think you have a concussion, you should not return to play on the day of the injury and not until a health care professional says you are OK to return to play.

What should I do if I think I have a concussion? (Modified from CDC Heads Up Concussion Fact Sheet)

- **DON'T HIDE IT. REPORT IT.** Ignoring your symptoms and trying to "tough it out" often makes symptoms worse. Tell your coach, club officer, and athletic trainer if you think you or one of your teammates may have a concussion. Don't let anyone pressure you into continuing to practice or play with a concussion.
- **GET CHECKED OUT.** Only a health care professional can tell if you have a concussion and when it's OK to return to play. Sports have injury timeouts and player substitutions so that you can get checked out and the team can perform at its best. The sooner you get checked out, the sooner you may be able to safely return to play.
- **TAKE CARE OF YOUR BRAIN.** A concussion can affect your ability to do schoolwork and other activities. Most athletes with a concussion get better and return to sports, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.
- **What are the symptoms of a concussion? (CDC Heads Up Concussion Fact Sheet)** Concussion symptoms differ with each person and with each injury, and they may not be noticeable for hours or days.

Common symptoms include

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or "down"
- Nausea or vomiting
- Bothered by light or noise
- Double or blurry vision
- Slowed reaction time
- Sleep problems
- Loss of consciousness

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

What can I do to feel better? (From CDC What to expect after a concussion) Getting plenty of rest and sleep helps the brain to heal. Do not try to do too much too fast. As you start to feel better, you can slowly and gradually return to your usual routine. Here are some other tips to help you get better:

- Avoid activities that are physically demanding (e.g., sports, heavy housecleaning, exercising) or require a lot of thinking or concentration (e.g., working on the computer, playing video games). Ignoring your symptoms and "toughing it out" often makes symptoms worse.

- Ask your health care professional when you can safely drive a car, ride a bike, or operate heavy equipment.
- Do not drink alcohol.

What if I don't feel better after a week? (From CDC What to expect after a concussion)

- If you do not feel back to normal within one week, see a health care professional who has experience treating brain injuries.
- When should I return to the hospital emergency department? (From CDC What to expect after a concussion) Sometimes serious problems develop after a head injury.

Return immediately to the emergency department if you experience any of the following symptoms:

- Getting more confused, restless, or agitated
- Convulsions or seizures
- Difficulty walking or difficulty with balance
- Weakness or numbness
- Difficulty with your vision

Most of all, if you have any symptom that concerns you, your family members, or friends, don't delay, see a doctor right away.

How can I prevent a concussion? (NCAA Concussion Fact Sheet for Student-Athletes) Basic steps you can take to protect yourself from concussion:

- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head all cause concussions.
- Follow your athletics department's rules for safety and the rules of the sport.
- Practice good sportsmanship always.
- Practice and perfect the skills of the sport.