

# Auburn University Recreation and Wellness

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Club Sports Handbook

2025-2026



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.

### *Contact Information*

Keegan Ashbee

Assistant Director – Competitive Sports

Phone: 334-844-0023

Email: [kashbee@auburn.edu](mailto:kashbee@auburn.edu)

Daniel Overstreet

Coordinator – Competitive Sports

Phone: 334-844-0023

Email: [oversdr@auburn.edu](mailto:oversdr@auburn.edu)

Nick Zivkovic

Coordinator – Competitive Sports

Phone: 334-844-0023

Email: [nickz@auburn.edu](mailto:nickz@auburn.edu)

Hunter Hoover

Coordinator – Competitive Sports

Phone: 334-844-0023

Email: [khh0029@auburn.edu](mailto:khh0029@auburn.edu)

Brooklyn Brothers

Program Assistant – Competitive Sports

Phone: 334-844-0023

Email: [bgb0036@auburn.edu](mailto:bgb0036@auburn.edu)

Jake Yohn

Program Assistant – Competitive Sports

Phone: 334-844-0023

Email: [jmy0017@auburn.edu](mailto:jmy0017@auburn.edu)

## 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, compete against other colleges and universities, and meet requirements to be a full-time member of a national or regional governing body. There shall be no duplicate clubs, but clubs may have an A Team, B Team, C Team, etc. The clubs will operate under the same constitution and bylaws. 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 may 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, guidelines, and any other club business as it relates to Auburn University Recreation and Wellness.

### *2025 - 2026 Active Clubs – Primary Contact*

| Club                   | Contact           | Club Email Address                                                           |
|------------------------|-------------------|------------------------------------------------------------------------------|
| Badminton              | Daniel Overstreet |                                                                              |
| Barbell                | Jake Yohn         | <a href="mailto:barbell.club@auburn.edu">barbell.club@auburn.edu</a>         |
| Baseball               | Daniel Overstreet | <a href="mailto:baseball.club@auburn.edu">baseball.club@auburn.edu</a>       |
| Basketball – Men       | Nick Zivkovic     | <a href="mailto:basketball.club@auburn.edu">basketball.club@auburn.edu</a>   |
| Basketball – Women     | Nick Zivkovic     | <a href="mailto:wbasketball.club@auburn.edu">wbasketball.club@auburn.edu</a> |
| Bass Fishing           | Daniel Overstreet | <a href="mailto:bassfishing.club@auburn.edu">bassfishing.club@auburn.edu</a> |
| Boxing                 | Nick Zivkovic     | <a href="mailto:boxing.club@auburn.edu">boxing.club@auburn.edu</a>           |
| Clay Shooting          | Hunter Hoover     | <a href="mailto:claysho@auburn.edu">claysho@auburn.edu</a>                   |
| Climbing               | Hunter Hoover     | <a href="mailto:climbing.club@auburn.edu">climbing.club@auburn.edu</a>       |
| Cycling                | Daniel Overstreet | <a href="mailto:cycling.club@auburn.edu">cycling.club@auburn.edu</a>         |
| Disc Golf              | Daniel Overstreet | <a href="mailto:discgolf.club@auburn.edu">discgolf.club@auburn.edu</a>       |
| Equestrian (Eventing)  | Keegan Ashbee     | <a href="mailto:eventing.club@auburn.edu">eventing.club@auburn.edu</a>       |
| Equestrian (Hunt Seat) | Hunter Hoover     | <a href="mailto:huntseat.club@auburn.edu">huntseat.club@auburn.edu</a>       |
| Equestrian (Western)   | Keegan Ashbee     | <a href="mailto:western.club@auburn.edu">western.club@auburn.edu</a>         |
| Fencing                | Hunter Hoover     | <a href="mailto:fencing.club@auburn.edu">fencing.club@auburn.edu</a>         |
| Field Hockey           | Brooklyn Brothers | <a href="mailto:fieldhockey@auburn.edu">fieldhockey@auburn.edu</a>           |
| Golf                   | Keegan Ashbee     | <a href="mailto:golf.club@auburn.edu">golf.club@auburn.edu</a>               |
| Ice Hockey – Men       | Keegan Ashbee     | <a href="mailto:icehockey.club@auburn.edu">icehockey.club@auburn.edu</a>     |
| Ice Hockey – Women     | Keegan Ashbee     | <a href="mailto:wicehockey.club@auburn.edu">wicehockey.club@auburn.edu</a>   |
| Lacrosse – Men         | Keegan Ashbee     | <a href="mailto:mlax.club@auburn.edu">mlax.club@auburn.edu</a>               |
| Lacrosse – Women       | Keegan Ashbee     | <a href="mailto:wlax.club@auburn.edu">wlax.club@auburn.edu</a>               |
| Pickleball             | Hunter Hoover     | <a href="mailto:pickleball.club@auburn.edu">pickleball.club@auburn.edu</a>   |
| Rodeo                  | Hunter Hoover     | <a href="mailto:rodeo.club@auburn.edu">rodeo.club@auburn.edu</a>             |
| Roundnet               | Daniel Overstreet | <a href="mailto:roundnet.club@auburn.edu">roundnet.club@auburn.edu</a>       |
| Rowing                 | Keegan Ashbee     | <a href="mailto:rowing.club@auburn.edu">rowing.club@auburn.edu</a>           |

|                    |                   |                                                                                |
|--------------------|-------------------|--------------------------------------------------------------------------------|
| Rugby              | Daniel Overstreet | <a href="mailto:mrugby.club@auburn.edu">mrugby.club@auburn.edu</a>             |
| Running            | Nick Zivkovic     | <a href="mailto:running.club@auburn.edu">running.club@auburn.edu</a>           |
| Sailing            | Daniel Overstreet | <a href="mailto:sailing.club@auburn.edu">sailing.club@auburn.edu</a>           |
| Soccer – Men       | Hunter Hoover     | <a href="mailto:msoccer.club@auburn.edu">msoccer.club@auburn.edu</a>           |
| Soccer – Women     | Hunter Hoover     | <a href="mailto:wsoccer.club@auburn.edu">wsoccer.club@auburn.edu</a>           |
| Softball           | Hunter Hoover     | <a href="mailto:softball.club@auburn.edu">softball.club@auburn.edu</a>         |
| Swimming           | Nick Zivkovic     | <a href="mailto:swimming.club@auburn.edu">swimming.club@auburn.edu</a>         |
| Table Tennis       | Hunter Hoover     | <a href="mailto:tabletennis.club@auburn.edu">tabletennis.club@auburn.edu</a>   |
| Team Handball      | Nick Zivkovic     | <a href="mailto:teamhandball.club@auburn.edu">teamhandball.club@auburn.edu</a> |
| Tennis             | Hunter Hoover     | <a href="mailto:tennis.club@auburn.edu">tennis.club@auburn.edu</a>             |
| Triathletes        | Nick Zivkovic     | <a href="mailto:triathlete.club@auburn.edu">triathlete.club@auburn.edu</a>     |
| Ultimate – Men     | Nick Zivkovic     | <a href="mailto:multimate.club@auburn.edu">multimate.club@auburn.edu</a>       |
| Ultimate – Women   | Nick Zivkovic     | <a href="mailto:wultimate.club@auburn.edu">wultimate.club@auburn.edu</a>       |
| Volleyball – Men   | Daniel Overstreet | <a href="mailto:mvolleyball.club@auburn.edu">mvolleyball.club@auburn.edu</a>   |
| Volleyball – Women | Daniel Overstreet | <a href="mailto:wvolleyball.club@auburn.edu">wvolleyball.club@auburn.edu</a>   |
| Water Polo         | Nick Zivkovic     | <a href="mailto:waterpolo.club@auburn.edu">waterpolo.club@auburn.edu</a>       |
| Water Ski          | Daniel Overstreet | <a href="mailto:waterski.club@auburn.edu">waterski.club@auburn.edu</a>         |
| Wrestling          | Nick Zivkovic     | <a href="mailto:wrestling.club@auburn.edu">wrestling.club@auburn.edu</a>       |
|                    |                   |                                                                                |

## 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.

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. Ensure Club Sports always check with your governing body regarding their rules and regulations.

Former varsity athletes, graduate students, and faculty/staff may be restricted from participating in league or association competition. To check eligibility requirements connect with the specific national governing body in advance of competition (recommended to allow 4 weeks for governing body to review status) 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 2025 Semester (Both 1<sup>st</sup> and 2<sup>nd</sup> mini-mester) / May 19 – August 9

Fall 2025 Semester / August 18 – December 13

Spring 2026 Semester / January 7 – May 2

### *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. Check with the 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 the 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.

### *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](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's 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 their 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 their coaching duties.

## 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 Account (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](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. 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. Utilize this [form](#) to see what can be reimbursed and how to complete the reimbursement process. 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 Auburn 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 screenshot for records.

## CLUB FUNDING

### *Budget*

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.** The allocated funding is not designed to cover all club expenses.

### *Dues*

Each club should set dues based on the needs of the club each year. Each member is responsible for paying their dues within 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.

### *Fundraising*

The intended purpose of 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 club dues 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, reach out to your primary contact. There is an active [Sideline Store](#) for anyone to buy gear with the club name on it. It is open year-round and will be shipped directly to the address you enter.

### *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 the costs associated with travel to the national tournament in a detailed budget proposal. Clubs may request national tournament funding once per academic year. Funding is subject to approval and availability. Clubs will be responsible for increasing their fundraising total for the following year by 10% of the 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 such as uniforms and 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 the Competitive Sports Department approves the presentation the proposal will be submitted to the concessions board and the club will make a formal presentation to the Concessions Board. 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, clubs should communicate with their primary contact for approval. 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 all sponsorship agreements and contracts.

### *Insurance*

As of Fall 2023 the Recreation and Wellness department will furnish an insurance policy for club members. This policy 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. If you have additional questions or concerns reach out to your primary club contact.

## 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. Recreation and Wellness utilizes a tier system to determine if requirements are met to determine the club's level and funding eligibility. The four tiers are Blue, Orange, White, and Grey with the tiers having varying levels of requirements. See the complete Tier System Criteria below. Any club that does not meet the minimum criteria to be placed in the White Tier will be placed in the Grey Tier. Clubs that are classified in the Grey Tier are ineligible for Recreation and Wellness allocated funding.

#### **Blue Tier**

- Clubs 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
- Clubs must participate in five (5) competitions, not including National Tournaments
- Clubs must complete 125 total hours of community service in a minimum of 3 unique community service events. There must be 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 for non-unique events count towards a teams total, the club must complete the required unique opportunities to qualify for the appropriate tier.
    - Ex. August 1<sup>st</sup> - 6 hours – Chewacla Clean up. August 8<sup>th</sup> – 6 hours - Chewacla Clean up. Totals 12 hours of community service but only 1 unique event.
- Officers must attend both the Fall Officers Training and the Spring Budget Training in order to be eligible to receive funding.

#### **Orange Tier**

- Clubs 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
- Clubs must participate in four (4) competitions, not including National Tournaments
- Clubs must complete 75 total hours of community service in a minimum of 2 unique community service events. There must be 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 1<sup>st</sup> - 6 hours – Chewacla Clean up. August 8<sup>th</sup> – 6 hours - Chewacla Clean up. Totals 12 hours of community service but only 1 unique event.
- Officers must attend both the Fall Officers Training and the Spring Budget Training in order to be eligible to receive funding.

### **White Tier**

- Clubs 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
- Clubs must participate in 2 competitions, not including National Tournaments
- Clubs must complete 50 total hours of community service in a minimum of 2 unique community service events. There must be 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 1<sup>st</sup> - 6 hours – Chewacla Clean up. August 8<sup>th</sup> – 6 hours - Chewacla Clean up. Totals 12 hours of community service but only 1 unique event.
- Officers must attend both the Fall Officers Training and the Spring Budget Training in order to be eligible to receive funding.

### **Grey Tier**

- A club who fails to meet the minimum requirements of the White Tier. These clubs will be ineligible to receive funding the next academic year.

### *Community Service*

All clubs will be required to complete community service hours which vary by tier. To receive credit for the community service hours, a community service form must be submitted no later than 10 business days after the community service event. Community Service event hours will always be collected. The total number of community service events must be reached based on the current 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. Reach out to your club's primary contact in order to discuss potential community service ideas. 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*

Reimbursements must be submitted to and approved by the Competitive Sports Department. All 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 using the following link, <https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=Auburn>. Club members will be reimbursed individually via the club's external account.

### *Reimbursement Request form*

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

[Top](#)

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

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 must be approved and purchased from a registered and approved vendor. 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.

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

## SCHEDULING GUIDELINES

### *Competition and Practice Scheduling*

The Competitive Sports staff will determine practice schedules. In-season clubs will be given practice space priority. The schedule will be sent to clubs once it has been finalized.

The Competitive Sports staff will make weather-related decisions as it pertains to delaying practice or canceling practice. Club teams that decide to cancel practice for non-weather-related reasons must do so at least three (3) hours prior to the practice start time. A club officer must access IMLeagues and cancel their scheduled practice. They should also inform their primary contact that practiced will be cancelled. 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 competition schedules ready until after the appropriate set

deadlines the club may still submit a request, but approval will be based on facility availability. Note that the submitted competition/practice schedule is a request. Priority will be given to clubs “in-season” and with regards to all available resources.

Do not confirm the club 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 should provide or recommend start times for home competitions, but requested times cannot be guaranteed. 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 the Competitive Sports Department. Club schedules must be submitted on AU Involve. Exceptions may be made for clubs that do not have their conference schedule at that time.

Clubs will be notified once their competition schedule has been approved. It is recommended that clubs have a tournament manager who is not participating. A tournament manager is a non-participating member or experienced member of the sport whose main role is to ensure games start/end on time. An example timeline for an event is below.

- 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.
- If a governing body is charging a performance/play bond (refundable forfeit fee) it will be paid for by the club.
- If a club has vendors, the information must be communicated with their primary contact at least 4 weeks prior to the event.
- For home events/tournaments, clubs must confirm with their primary contact at least two weeks out that the event/tournament is happening.
- Club presidents must meet with their primary contact at least one week prior to an event to discuss the club's responsibilities and needs.
- 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 practice, the Competitive Sports Department will aim to make a cancellation decision by 3 p.m. on the day of the event. For competitions, the 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 will be 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, Tennis Courts, and Intramural Fields are monitored by Perry Weather.

To ensure participant safety, follow the steps outlines below when the Perry Weather sirens and lights are activated (located on top of SportsPlex facility):

- All fields should be cleared and encourage members to seek immediate shelter.
- Following a lightning strike, a 30-minute clock will start and restart after each strike. After 30 minutes from the last lightning strike, activities may resume.
- 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) the 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 and tobacco products are not permitted on or around any Recreation and Wellness facility.

### *Vendors*

All vendors must be approved by the Competitive Sports Department. If your club is having an outside vendor at a club event, you should 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 that are required.

## TRAVEL

### *Off Campus Travel*

Clubs traveling away from campus for competition, practice, events, tournament, etc. must follow Auburn University policies and guidelines outlined in this handbook. This includes home events that take place off-campus. The competition schedule submitted at the beginning of the semester will be the official request to travel once/if approved by the Competitive Sports staff. The travel roster must include all club members traveling and must be submitted at least three business days prior to the trip. The roster should be organized in the following format: Last Name, First Name, ID Number. All travel 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 on time 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 outlined in the Club Funding Section. The 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 for reimbursement.

### *Lodging and Transportation*

Some clubs may 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 third parties, and may result in the Competitive Sports Department being unable to reimburse clubs for events/travel.

As required by federal law, The Clery Act, for any overnight stays the following information must be submitted through AUInvolve.

- Lodging Name
- Address
- Phone number for lodging
- Room Numbers (if applicable)

### *Emergencies while traveling*

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

### *Post-Game/Event*

Following each game/event a post-game report is to be submitted within 10 business days of the game/event's completion. Clubs must include all injuries on the form. Competitive Sports will not proceed with an event reimbursement without a fully completed post-game report. See the Reimbursement Section for more details on the reimbursement process.

## **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 may 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 Club Sports at Auburn University. Every Club Sport member is expected to conduct themselves 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](https://sites.auburn.edu/admin/universitypolicies/Policies/Code_of_Student_Conduct.pdf)

The Competitive Sports Department will make all decisions regarding club sanctions/accountability. 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 is provided that was not available at the time of the suspension meeting.
- Suspension length is not consistent with guidelines

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

[https://sites.auburn.edu/admin/universitypolicies/Policies/Hazing\\_Policy.pdf](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 in 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*

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

### *Probation*

Probation serves as a warning/awareness that a club has violated a policy and knows not to commit further illegal actions. Clubs 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*

Clubs who are expelled will lose their Recreation and Wellness internal allocation, access to facilities, will not be allowed to practice/compete, and will be referred to the Office of Student Conduct.

## Addendum 1

### Signs & Symptoms

*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)*

| 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, their health, and well-being will be determined by discussions including the participant, Athletic Trainer(s), and/or physician(s).

**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](https://www.cdc.gov/headsup/basics/return_to_sports.html)

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Baseline (Step 0):</b> 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><b>Step 1: Light Aerobic Exercise</b></p> <p>The Goal: only to increase an athlete's heart rate.</p> <p>The Time: 5 to 10 minutes.</p> <p>The Activities: exercise bike, walking, or light jogging.</p> <p>Absolutely no weightlifting, jumping or hard running.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Step 2: Moderate Exercise</b></p> <p>The Goal: limited body and head movement.</p> <p>The Time: Reduced from typical routine</p> <p>The Activities: moderate jogging, brief running, moderate-intensity stationary biking, and moderate-intensity weightlifting</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>Step 3: Non-contact Exercise</b></p> <p>The Goal: more intense but non-contact</p> <p>The Time: Close to Typical Routine</p> <p>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><b>Step 4: Practice</b></p> <p>The Goal: Reintegrate in full contact practice.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Step 5: Play</b></p> <p>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.

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- 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.