Club Sports Handbook
2026-2027

RECREATION
AND WELLNESS

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CLUB SPORTS ADMINISTRATION

The Competitive Sports professional staff serves as the primary contact for all Club Sport teams. The Competitive Sports team includes full-time staff and student leads, with offices located on the third floor of the Recreation and Wellness Center. Staff periodically review team constitutions and bylaws to ensure they remain consistent with current Auburn University Recreation and Wellness policies and procedures. Club activities, including travel, event planning, budget expenditures, gear and logo approvals through Trademark and Licensing, and facility reservations, must be submitted to the club's designated primary contact for review and approval.

Contact Information

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CLUB SPORTS PROGRAM OVERVIEW

What is Club Sport?

Club Sports emphasizes student leadership, competition, and community. Club Sports are athletic student organizations that practice, train, and compete against other colleges and universities on and off campus. To be recognized as a club sport, an organization must be physical and athletic in nature, compete against other institutions, and meet the requirements for full-time membership in a national or regional governing body. Duplicate clubs are not permitted, though clubs may organize multiple teams, such as A, B, or C teams, under the same constitution and bylaws. Success depends on active student involvement, officer leadership, team organization, communication, and participation. Each club has access to Recreation and Wellness meeting rooms and materials needed to manage club operations throughout the academic year. Mail may be sent to Competitive Sports staff and will be distributed to the appropriate

club officer.

Each club is assigned a primary Competitive Sports contact who provides one-on-one guidance on scheduling, roster maintenance, reimbursements, travel requests, guidelines, and other club business related to Auburn University Recreation and Wellness.

2026 - 2027 Active Clubs – Primary Contact

Club	Contact	Club Email Address
Badminton	Daniel Overstreet	badmint@auburn.edu
Barbell	Daniel Overstreet	barbell.club@auburn.edu
Baseball	Daniel Overstreet	baseball.club@auburn.edu
Basketball – Men	Nick Zivkovic	basketball.club@auburn.edu
Basketball - Women	Nick Zivkovic	
Bass Fishing	Daniel Overstreet	bassfishing.club@auburn.edu
Boxing	Nick Zivkovic	boxing.club@auburn.edu
Clay Shooting	Hunter Hoover	claysho@auburn.edu
Climbing	Hunter Hoover	climbing.club@auburn.edu
Cycling	Daniel Overstreet	cycling.club@auburn.edu
Dance	Daniel Overstreet	dance.club@auburn.edu
Dressage	Hunter Hoover	dressag@auburn.edu
Disc Golf	Daniel Overstreet	discgolf.club@auburn.edu
Equestrian (Eventing)	Hunter Hoover	eventing.club@auburn.edu
Equestrian (Hunt Seat)	Hunter Hoover	huntseat.club@auburn.edu
Equestrian (Western)	Hunter Hoover	western.club@auburn.edu
Fencing	Hunter Hoover	fencing.club@auburn.edu
Field Hockey	Hunter Hoover	fieldhockey@auburn.edu
Golf	Daniel Overstreet	golf.club@auburn.edu
Ice Hockey – Men	Nick Zivkovic	icehockey.club@auburn.edu
Ice Hockey – Women	Nick Zivkovic	wicehockey.club@auburn.edu
Jiu Jitsu	Nick Zivkovic	jjclub@auburn.edu
Lacrosse – Men	Daniel Overstreet	mlax.club@auburn.edu
Lacrosse – Women	Daniel Overstreet	wlax.club@auburn.edu
Pickleball	Hunter Hoover	pickleball.club@auburn.edu
Rodeo	Hunter Hoover	rodeo.club@auburn.edu
Rowing	Nick Zivkovic	rowing.club@auburn.edu
Rugby	Daniel Overstreet	mrugby.club@auburn.edu
Running	Nick Zivkovic	running.club@auburn.edu
Sailing	Daniel Overstreet	sailing.club@auburn.edu
Soccer – Men	Hunter Hoover	msoccer.club@auburn.edu
Soccer – Women	Hunter Hoover	wsoccer.club@auburn.edu
Softball	Hunter Hoover	
Swimming	Nick Zivkovic	swimming.club@auburn.edu
Table Tennis	Hunter Hoover	tabletennis.club@auburn.edu
Team Handball	Nick Zivkovic	teamhandball.club@auburn.edu
Tennis	Hunter Hoover	tennis.club@auburn.edu
Triathletes	Nick Zivkovic	triathlete.club@auburn.edu

Ultimate – Men	Nick Zivkovic	multimate.club@auburn.edu
Ultimate – Women	Nick Zivkovic	wultimate.club@auburn.edu
Volleyball – Men	Daniel Overstreet	mvolleyball.club@auburn.edu
Volleyball – Women	Daniel Overstreet	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 mail and packages should be sent to Auburn University Recreation and Wellness.
ATTN: CLUB NAME
Recreation and Wellness
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.

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/competition schedule, team constitutions, contact information, and photographs. Per Student Involvement, all events, home and away, must be submitted via AU Involve.

IMLeagues

IMLeagues is an online platform that serves as the mandatory roster management and compliance software for all club teams. Club Sports utilizes IMLeagues for the following:

- Mandatory Waiver Verification: Every single student athlete must sign up on IMLeagues to play club sports. You cannot participate in practices or traveling competitions until you have completed and approved the online Auburn University Club Sports waiver and the Recreation and Wellness General Waiver.
- Official Roster Tracking: Competitive Sports staff use the portal to verify that all club participants are active, full-time students. Roster data on IMLeagues ensures teams comply with university safety, insurance, and eligibility guidelines.
- Practice Counts: Teams are asked to submit practice and meeting attendance counts to help track program usage and guide resource planning based on participation.

To Access IMLeagues: Visit the Recreation and Wellness department website and select RWC Connect top right. Select Club Sports and follow the prompts to access the site.

CLUB MEMBERSHIP

Membership is limited to currently enrolled Auburn University students, faculty, and staff. All club athletes, including prospective/tryout athletes, must join the club annually through IMLeagues.

Club Sports is dedicated to fostering an inclusive, fair, and supportive environment for all students, faculty, and staff. We ensure compliance with federal and state laws prohibiting discrimination, harassment, and retaliation, including Title IX, Title VII, and the Americans with Disabilities Act.

Eligibility for Competition

National governing bodies (NGBs) may have requirements for competition that exceed Club Sport membership requirements. Former varsity athletes, graduate students, and faculty/staff may face restrictions on league or association competition. Clubs should contact

their appropriate NGB before competing to confirm eligibility requirements. Clubs are encouraged to allow at least four weeks for the governing body to review eligibility status.

Semester/Seasons

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

Academic Schedules

Fall 2026 Semester / August 17 – December 4
Spring 2027 Semester / January 6 – April 23
Summer 2027 Semester / TBD (Auburn University has not published the Summer 2027 academic schedule)

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 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 until January 1.

CLUB LEADERSHIP

Officers

Club Sport officers are the student leaders responsible for guiding the organization, managing club operations, and serving as the primary connection between the team, Competitive Sports pro staff, and Auburn University Recreation and Wellness. Officers help establish expectations, communicate important information, coordinate practices and competitions, manage budgets and travel, and ensure the club follows university and program guidelines.

Each club is required to have a President, Vice President, and Treasurer.

President

The president is responsible for the oversight of the club members and officers. The president is the primary liaison with the Competitive Sports pro 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 serves as the secondary executive officer of the club and supports the President in all aspects of club administration. Responsibilities include assisting with strategic planning, officer oversight, membership development, risk management, event coordination, and club operations. The Vice President assumes the duties of the President when necessary and helps ensure the organization remains compliant, effective, and aligned with its mission.

Treasurer

The treasurer oversees the club's financial accounts and transactions. This includes maintaining accurate records of all club funds and assisting the president with the spring semester budget proposal.

Additional Officers

Additional officers can help club teams be more successful and spread out the workload. Examples include community service chair, fundraising chair, safety officer, meet/tournament officer.

Officer Training

A mandatory club officer training is scheduled at the start of each fall semester. The president, vice-president, treasurer must attend. Other officers are encouraged and welcome to attend. All clubs will receive an invitation email with the time, location, and date. Due to the high number of officers, the training will be offered twice. Teams only need to attend one training session.

Concussion Training

Some club teams may be required to complete additional concussion training based on the nature of their sport. Teams that participate in high-impact or contact-based physical activity will be asked to take part in concussion education and training to help protect the safety and well-being of athletes and participants. Additional information regarding injuries, concussion management, and reporting procedures is provided in the Athletic Training section below.

Coaches

Club Sport coaches are selected by the club team and approved by Competitive Sports pro staff. Coaches support instruction and team performance during practices and competitions but are not responsible for managing club operations.
Coaches are not Auburn University employees, are not eligible for benefits or salary, and may not make commitments, purchases, or financial purchases, and/or promises on behalf of the club, Recreation and Wellness, or Auburn University.

Coaches must register with Competitive Sports each academic year before attending any practice or game and complete a background check every three years. Coaches who practice on campus, including the Recreation and Wellness Center, IM Fields, Tennis/Pickleball Courts, and Sportsplex, must provide government-issued identification for entry, and a profile will be created for coaches who are not Auburn students or affiliates. Coaches may not access club funds or financial information, and clubs should not provide this information. Recreation and Wellness reserves the right to remove a coach from their duties if Competitive Sports staff determine the coach has acted outside their scope of authority or is not acting in the best interest of the club, Competitive Sports program, Recreation and Wellness, or Auburn University.

FINANCIAL ACCOUNTS

External Club Checking Account

An external bank account should be set up and managed by each club team. The mailing address for the account shall be the Recreation and Wellness Center - 601 Heisman Drive / Auburn, AL / 36849. This will ensure continuity when officers and team members graduate or leave the university. Recreation and Wellness does not have access to external accounts. 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 (Bank Account Information section 9) found on the Student Involvement website – Organization Manual & Provisional Status Packet.

Internal Allocation

Internal allocation funding is financial support provided by Recreation and Wellness to Club Sports teams to help offset operational expenses. Allocation amounts are determined annually based on factors such as the club's budget presentation, community service involvement, fundraising efforts, and administrative compliance during the previous year. These funds may be used for approved club-related expenses, including competition fees, league dues, travel costs, and other program needs. Internal allocation funds are available only for the designated academic year, do not roll over, and must be used through reimbursements or direct payments processed by Recreation and Wellness staff

Gift Account

Each club automatically receives a gift account when it becomes a recognized club sport team. Monetary and physical gifts must be processed through the Office of Development. Monetary gifts must be spent according to Auburn University guidelines because these funds are considered state funds. Unused gift account funds may roll over from one school year to the next. Funds may be used for

reimbursements or direct vendor payments processed by Recreation and Wellness staff.

All non-monetary gifts must be approved before the club takes possession. All donations must go through the Office of Development so donors can receive the appropriate tax credit and documentation. Clubs receiving donations through the gift account should submit a receipt and/or screenshot for recordkeeping.

Contracts

Club officers are NOT authorized to sign contracts on behalf of the club team Auburn University. If it is unclear whether an agreement or contract applies to the club or the University, contact the club's primary contact for clarification.

CLUB FUNDING

Internal Allocation

Internal allocations are based on each club's budget presentation, community service, fundraising, and administrative compliance from the previous year, as outlined in the Tier System below. Clubs will be notified of their approved allocation for the upcoming school year once allocations are finalized, typically in September. Allocated funds do not carry over between fiscal years. The fiscal year runs from October 1 through September 30, and any unused funds will be returned to Competitive Sports.

Internal allocated funds may be used through reimbursements or direct vendor payments processed by Recreation and Wellness. Clubs should review the Reimbursement Form for eligible expenses and instructions for completing the reimbursement process. Additional funding may be requested for postseason events.

Dues

Each club should set annual dues based on its needs. Members are responsible for paying dues by the deadline established by the club. The treasurer should collect dues, deposit them promptly into the external club bank account, maintain a record of members who have paid, and issue receipts.

Club dues deposited into the external account may be used for team-related travel, club equipment, or other expenses that benefit the entire club.

Fundraising

Fundraising provides additional financial support for the overall benefit of the club. Competitive Sports staff will establish fundraising requirements for each club based on its budget allocation. While all clubs are encouraged to fundraise, it is especially important for clubs with significant funding needs. Successful fundraising requires planning, effort, and creativity.

To receive credit, clubs must complete and submit the Fundraising Form with deposit verification. Only net fundraising totals count toward fundraising requirements. Gross revenue, tryout fees, and club dues do not count toward fundraising totals.

Clubs may create a team shop to raise funds and purchase Auburn University club-specific apparel. For details about setting up a team shop, contact the club's primary contact. A year-round Sideline Store is also available for anyone who wants to purchase gear with the club name; orders are shipped directly to the address provided.

Nationals Funding

Recreation and Wellness may provide limited funding to help clubs attend national tournament competitions. Requests must be submitted by the president and/or treasurer and include a detailed budget outlining travel-related expenses. Clubs may request national tournament funding once per academic year. Funding is subject to approval and availability.

Concessions Board

The Concessions Board provides funding from the President's Office to support initiatives that "make life at Auburn better for faculty, staff, students, and the community." The board may fund one-time expenses such as uniforms or equipment; travel expenses are not eligible.

Clubs interested in requesting Concessions Board funding must submit a proposal to their primary contact for review and processing.

If approved by Competitive Sports, the proposal will be submitted to the Concessions Board, and the club will make a formal presentation. Clubs must submit their presentation to their primary contact at least 20 days before the Concessions Board deadline.

Sponsorships

Clubs must receive approval from their primary contact before entering into any sponsorship agreement. Clubs are encouraged to explore alternative fundraising options to support their organization. Any sponsorship must follow University guidelines, and all sponsorship agreements or contracts must be approved by Recreation and Wellness and Auburn University.

Secondary Insurance

Secondary insurance is provided to all teams and athletes and includes medical and general liability. Coverage applies to participants who are members of a covered club sport while participating in a scheduled game, official tournament, or authorized practice supervised by Recreation and Wellness, as well as team travel directly to or from those activities. For questions or concerns, contact your club's primary contact.

CLUB OPERATIONS

Tier System

During the academic year, clubs must complete required benchmark events and activities to remain eligible for Recreation and Wellness funding. Recreation and Wellness uses a tier system to assess whether clubs meet requirements and to determine each club's level and funding eligibility. The four tiers are Blue, Orange, White, and Grey, with each tier having different requirements. See the full Tier System Criteria below. Clubs that do not meet the minimum criteria for the White Tier will be placed in the Grey Tier and will not be eligible for Recreation and Wellness allocated funding.

Blue Tier

- Clubs must fundraise at least 75% of its allocated budget from the current 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 1st - 6 hours – Chewacla Clean up. August 8th – 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 the current 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 1st - 6 hours – Chewacla Clean up. August 8th – 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 the current academic year.
    - Member dues do not count towards fundraising total
- Clubs must participate in two (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 1st - 6 hours – Chewacla Clean up. August 8th – 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 must complete community service hours based on their assigned tier. To receive credit, clubs must submit the Community Service Form no later than 10 business days after the event. Community service hours will be tracked, and each club must complete the required number of events for its current tier level. Full requirements are listed in the Tier System section above. Community service events must take place in Lee County unless Competitive Sports staff grant prior approval. Clubs should contact their primary contact to discuss potential service ideas. Additional opportunities can be found here AU Involve Service.

Club Reimbursement

Reimbursements must be submitted to and approved by Recreation and Wellness. 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, TigerBuy. 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 Form within 10 business days of the purchase or travel. Handwritten receipts will not be accepted. The receipt must contain the following:

- 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 using an 8.5x11 white copy paper. 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 Trademark and Licensing.

Club Sports may create their own graphic logo that includes their official name but may not incorporate any additional Auburn trademark or references into the logo. The club sport name must be included with this graphic.

Logos must be approved by the Division of Student Affairs (Recreation and Wellness) and Office of Trademark Management and Licensing.

See the Auburn University Trademark and Licensing Club Sports page for additional information and to submit your proposed logo for approval.

ATHLETIC TRAINING

Athletic Trainers may be present on the sideline during practices and games and are available to assess injuries, provide emergency care, assist with concussion testing, oversee return-to-play progressions, and schedule individual appointments for orthopedic evaluation and rehabilitation. They may also provide first aid, taping, and bracing, and can help refer athletes to a physician or other medical professional when additional care is needed.

Athletic Trainers are health care professionals who support the health and safety of club sport athletes. Working under the direction of a physician, they assist with injury prevention, emergency care, injury evaluation, rehabilitation, concussion management, and return-to-play decisions.

See Adendum 1 for more information on concussion signs and symptoms, reporting, and return-to-play protocols.

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.

SCHEDULING GUIDELINES

Competition and Practice Scheduling

Competitive Sports manages on-campus practice and competition scheduling based on facility availability, club season status, and department resources. Clubs should follow the guidelines below when requesting, confirming, or canceling practices and competitions:

- Competitive Sports determines on-campus practice schedules, with priority given to clubs that are in season. Finalized schedules will be shared with clubs once available.
- In cases of inclement weather, Competitive Sports may delay or cancel on-campus practices and competitions. Notifications will be sent to teams and officers once a decision has been made. Officers should stay in communication with their primary contact to help keep teams updated.
- Clubs that cancel practice for non-weather-related reasons must do so at least three (3) hours before the scheduled start time. A club officer must cancel the practice in IMLeagues and notify the club's primary contact.
- Clubs that do not cancel through IMLeagues or email, including no-call/no-show situations, may be subject to the Standards of Conduct policy.
- If a club's league controls scheduling and competition schedules are not available before established deadlines, the club may still submit a request; however, approval will depend on facility availability.
- Submitted competition and practice schedules are requests only. Priority is given to in-season clubs and is based on available resources.
- Clubs should not confirm schedules until home events have been approved.
- Due to the proximity of Jordan-Hare Stadium, games, tournaments, and other events will not be hosted on home football Saturdays.
- Clubs may recommend start times for home competitions, but requested times cannot be guaranteed. Competitive Sports staff will make final decisions regarding home competition start times to accommodate clubs throughout the year.

Club Home Event/Tournament Guidelines

Clubs must submit home event and tournament requests by one of four annual deadlines. Competitive Sports will email the deadlines to club officers each year and include them in official department communications. Schedules must be submitted through AU Involve. Exceptions may be considered for clubs whose conference schedules are not available by the deadline.

Clubs will be notified once their competition schedule is approved. For home events and tournaments, clubs are encouraged to designate a non-participating tournament manager to help keep games running on time. Clubs should also follow these event-planning guidelines:

- If a club charges an entry fee or performance bond as a fundraiser, the fee should be collected when teams register.
- If a governing body requires a performance or play bond, the club is responsible for paying it.
- Clubs must notify their primary contact about vendors at least four weeks before the event.
- Clubs must confirm with their primary contact at least two weeks before the event or tournament.
- Club presidents must meet with their primary contact at least one week before the event to review responsibilities and needs.
- For home tournaments, clubs must submit the final schedule to their primary contact at least five business days before the tournament.

Inclement Weather

Competitive Sports staff make final decisions regarding weather-related delays, cancellations, and field closures. When inclement weather may affect practice, Competitive Sports will aim to make cancellation decisions by 3 p.m. on the day of the event. For competitions, Competitive Sports will work with Facilities staff to provide a safe playing opportunity when possible.

Notifications and Field Closures

Clubs will be notified of cancellations or field closures by email, IMLeagues cancellation, and/or the club email account. When fields are closed due to weather or field conditions, clubs must stay off the fields until they are reopened by Competitive Sports staff.

Perry Weather

Perry Weather is a weather detection system utilized by Recreation and Wellness monitor and alert participants of weather-related events. The Recreation Wellness Center, Sportsplex, Tennis Courts, and Intramural Fields are monitored for lighting, severe heat, and National Weather Service warnings. When the Perry Weather sirens and lights are activated, clubs must follow the safety steps below:

- Clear all fields and courts immediately and direct members to seek shelter.
- After a lightning strike, a 30-minute delay begins and restarts after each additional strike. Activities may resume only after 30 minutes have passed since the last strike.
- Members may return to the fields and courts only after the system gives the all clear, indicated by three short siren blasts and the lights turning off. Staff will unlock the entry gate before activities resume.

FACILITY GUIDELINES

Facility Usage

Clubs are responsible for cleaning up after each practice or event and removing all equipment from the playing area. Alcoholic beverages and tobacco products are not permitted on or around any Recreation and Wellness facility.

Vendors

All vendors must be approved by Competitive Sports. 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 Competitive Sports. The travel roster must include

all club members traveling and must be submitted at least 3 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.

Student Involvement requires all home and away events to be submitted through AU Involve.

Bus Travel

Competitive Sports must be notified of all bus travel, regardless of funding source (club external funds or Recreation and Wellness internal allocation). To reserve a charter bus, teams must acquire 3 quotes for preferred vendors. The lowest quote will be selected. Teams must reach out and request a user agreement or contract and provide it to their primary contact in Competitive Sports. Teams are not allowed to sign any agreements or confirmations to reserve transportation. Competitive Sports will have AU Contracts Officer review and sign on behalf of the team.

Current Charter Bus Preferred Vendors

- Capital Motor Lines
    - Douglas Cumuze Jr / dc@capitaltrailways.com / 334-832-4166
- Cline Tours
    - Frank Leyden / frank@clinetours.com / 205-591-7555
- Southern Coaches
    - John Adams / scbuss99@aol.com / 334-792-2148

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 teams 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 Competitive Sports being unable to reimburse clubs for events/travel.

As required by the federal Clery Act, clubs must submit the following overnight lodging information through AU Involve.

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

Emergencies while traveling

In the event of an emergency or serious injury while traveling, club members should take the necessary steps to secure emergency care first. Once immediate needs are addressed, contact the club's primary contact as soon as possible to report the situation.

The primary contact should be notified in the following situations:

- A vehicle accident occurs during club travel.
- A club member is transported to the hospital.
- A serious injury or emergency occurs during travel.
- Any other situation requires immediate staff awareness or follow-up.

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.

EQUIPMENT/UNIFORMS

University-Owned Property

Any equipment or uniforms purchased with University funding are considered Auburn University property, including items purchased for club use. When possible, these items should be stored on University property when not in use.

- Items that cannot be stored on University property, such as boats, trailers, or similar equipment, must be inspected and inventoried annually.
- Club participants who do not return Auburn University property by the required deadline may be subject to suspension and possible holds on their University account.

Equipment and Uniform Checkout

Clubs may check out competition uniforms and equipment for member use. Items will be checked out individually and assigned directly to a specific club member.

- All checked-out items must be returned by the required deadline.
- The member who checked out the item is responsible for returning it.
- Members may be charged a replacement fee for lost, damaged, or unreturned items.
- If a replacement fee is not paid, the club's future Club Sport allocation may be reduced.
- Uniforms must be washed and dried before they are returned.
- Members who keep uniforms for the season must clean them after each competition to help maintain the quality and durability of the uniform.

Logo and Licensing Approval

Teams purchasing equipment, uniforms, or printed materials must contact their primary contact before ordering to review logo and licensing requirements.

- All clothing and equipment must include the word **"Club"** on the item. Game uniforms are the only exception and are not required to include the word **"Club."**
- A full outline of policies is available on the Auburn University Trademark and Licensing Club Sports website.

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 themself 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

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

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

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 first-time, low-level offenses. 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 Competitive Sports. 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 or guideline. Clubs on probation will lose access to internal allocation of money for a period determined by Competitive Sports. Clubs may lose practice times and on-campus facility usage.

Suspension

Clubs on suspension lose access to internal allocation of funds, practice times and on-campus facility usage, and are not allowed to compete for a period determined by the Competitive Sports.

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

Concussion 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*
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. *Keep in mind, the younger the athlete, the more conservative the treatment.*

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.
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
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.
Step 4: Practice The Goal: Reintegrate in full contact practice.
Step 5: Play The Goal: Return to competition
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. 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.

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.