

Auburn University Campus Recreation

Club Sports Handbook

CLUB SPORTS ADMINISTRATION

The Competitive Sports Staff are the primary contacts for all clubs. Prior approval of club activities included but not limited to travel, planning events, budget expenditures, logo approval, and facility reservations must go through primary contact first.

Contact Information

Dianne Harper
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Daniel Overstreet
Coordinator – Competitive Sports
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CLUB SPORTS PROGRAM OVERVIEW

What is a Club Sport?

The emphasis in Club Sports activities is leadership. The Competitive Sports office provides encouragement, guidance, and coordination, but in the final analysis, the club survives and thrives only by means of active student involvement and participation. The key to a successful club is that it is student-initiated and student-led, and the emphasis is placed on participation.

The Competitive Sports Office will serve as the main administrative office for Club Sports. Each club team will have access to the office and any materials needed for the administration of the club. Mail will be sent to the Competitive Sports Office and will be passed along to the proper club members at any time. Each club will be assigned a primary contact from the Competitive Sports office. The primary contact will provide one-on-one

guidance for the club in regards to scheduling, roster maintenance, reimbursement, travel requests and guidelines and any other club business.

2017-2018 Active Clubs – Primary Contact

Club	Contact
Bass Fishing	Dianne Harper
Climbing	Daniel Overstreet
Cricket	Daniel Overstreet
Cycling	Nicholas Head
Golf	Daniel Overstreet
Ice Hockey	Dianne Harper
Lacrosse – Men	Dianne Harper
Lacrosse - Women	Dianne Harper
Rowing	Daniel Overstreet
Rugby	Dianne Harper
Sailing	Nicholas Head
Soccer- Men	Dianne Harper
Soccer – Women	Dianne Harper
Swimming	Nicholas Head
Team Handball	Dianne Harper
Tennis	Nicholas Head
Ultimate – Men	Dianne Harper
Ultimate – Women	Dianne Harper
Volleyball - Men	Daniel Overstreet
Volleyball - Women	Daniel Overstreet
Water Polo	Nicholas Head
Water Ski	Dianne Harper
Wrestling	Dianne Harper

COMMUNICATION

Mail

The Auburn University Campus Recreation address should be used for all clubs.
601 Heisman Drive
Auburn, AL 36849

Email

All clubs have a club specific email. This email address should be used for official club correspondence and checked daily.

AU Involve Website

All organizations have a website with AU Involve. This should be the official club website. The website should be updated with the current semester's practice and competition schedule, rosters should be updated and current photographs added to the mail page.

CLUB MEMBERSHIP

Club Sports membership at Auburn University is limited to currently enrolled Auburn University students. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status.

If the club is conducting try-outs, an evaluation form should be available for participants prior to the try-out.

All members must join the club through IMLeagues. The prospective members must complete all portions of the on-line form correctly before approval will be granted to join the club. Club Officers must manage their roster and remove nonparticipating members before October 1st.

Each club member will be charged for excess medical and liability insurance. The insurance for the 2017-2017 school year is \$50.00

Eligibility for Competition

National Governing Bodies may have requirements for competition that exceed Campus Recreation's membership requirements.

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

CLUB LEADERSHIP

Officers

Clubs will elect officer at a time that is stated in their constitution. Club officers are not permitted to sign contracts for Auburn University. If you are not sure if it is an agreement/contract is for the club or Auburn University, please talk to the club's primary contact to get clarification. Each club is required to have the three following officers.

President

The president has responsibility for the oversight of the club and all officers. The president is the liaison with the Competitive Sports office. The duties of the president includes but is not limited to communicating all Club Sports policies and procedures to club members, is

responsible for completing and submitting all required reports and forms, and attends all officer trainings/meetings.

Vice President

The Vice President duties may vary, but it is the responsibility of the Vice President to represent the club if the President is unable.

Treasurer

The Treasurer has the responsibility for the financial well-being 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

Clubs are responsible for having at least one officer attend each mandatory meeting. These trainings/meetings are designed to inform club officers of the expectations from the Competitive Sports office and educate officers on the policies and procedures, budget preparation and other topics that apply to the Club Sports Program.

Semester Officer Training/Meeting

There will be an officer training meeting at the beginning of each semester. All officers are encouraged to attend. All clubs will receive an email to the club's account regarding the date and time. Additional meeting may be called though out the semester.

Officer Transition Meeting

Each club's current and incoming officers will meet with the primary contact at the end of spring semester.

Concussion Training

Each club must have at least one officer complete the "Heads Up" Concussion Training. Please see the link below.

<https://headsup.cdc.gov/>

Coaches

Club Sport coaches are selected by the club and approved by the Competitive Sports Office. Coaches are selected to help improve a club's performance; they do not run or manage the club operations. Club coaches are not employees of Auburn University and are not eligible for benefits or salary. Coaches are not authorized to make commitments or financial obligations on behalf of the club, the Department of Campus Recreation or Auburn University.

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 the club management. Coaches are not allowed to make purchases on behalf of the club and they do not have access to any club funds nor should the club provide this information to the coach

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

CLUB SPORTS COUNCIL

The Club Sports Council consists of five current club members that serve a 10-month term. Applications are sent out to club officers the first week in April of each year. Campus Recreation Competitive Sports staff elected the Club Council for the first year. For future councils, the incumbent council will select the new officers with direction from the Campus Recreation Competitive Sports Staff. Duties include but are not limited to: providing input on financial allocations to clubs, providing input on any discipline handed down to clubs, providing input on practice times and competition schedules, providing input on club community service, leadership training and other items as they come along. The club council will conduct monthly meetings.

FINANCIAL ACCOUNTS

Clubs have three possible accounts – External club checking, Internal allocated funds and a gift Account.

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. All clubs banking information (debit cards and checks) will be stored in the Campus Recreation safe. Clubs must submit an external account request form to write checks or use their debit cards. A receipt is required for all debit card purchases. Campus Recreation does not have access to the external account, but will be notified through the external account request of purchases to be made and reserves the right to veto purchases not in the best interest of the club. The external checking account should be used for travel, club equipment or any other use that benefits the entire club.

Internal Allocation Account

The internal account is funding from Campus Recreation based on the club's budget presentation, community service, fund raising and administrative compliance from the previous year. Clubs will be notified in May of their allocation amount for the next school year. These funds may be used for travel, tournament fees, league dues, and facility rental. The funds allocated to the internal account are for the school year and cannot be rolled over to the next year. Any and all funds not spent during the current school year will be forfeited.

Gift Account

The gift account is for money that is donated to the club through the Auburn University Office of Development. Once the money is donated it must be spent according to the University guidelines as the funds are now considered state funds. These funds can be rolled over if not used during the school year.

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.

CLUB FUNDING

Budget Presentations

Club can receive money by presenting to the Competitive Sports Staff and the Club Sports Council their proposed current budget and anticipated budget for the next year. Fundraising, dues, community service, membership, etc., will be taken into account for the club allocation. This funding is not designed to cover all club expenses.

Dues

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

Fundraising

The Competitive Sports Office will set fundraising requirements for each club based on their budget allocation. Each club has different financial needs, so fundraising should be a goal for all but is critical for the success of club with large funding needs. Fundraising requires time, effort and creativity.

To receive credit for fundraising dollars toward the club's required fundraising amount, the fundraising form must be completed and submitted along with the deposit slip.

Administrative Compliance Funding

Administrative compliance fund is funding the club earns based on their compliance in following policies and procedures, complete and submit all forms on time, attend all scheduled meetings. This amount will be based on a point system and will be added to the internal account.

Nationals Funding

Nationals funding is monies set aside for clubs attending their governing body's national tournament. This money can be requested. A detailed budget must be submitted by the club. The club must demonstrate why they deserve the money. Fundraising throughout the year is a must in demonstrating the club's worthiness for receiving additional funds.

Sponsorships

Before entering into a sponsorship agreement, communicate with your primary contact.

CLUB OPERATIONS

Community Service

All clubs will be required to complete community service hours. The Competitive Sports Office will set the hours required for each club based on their budget allocation. To receive credit for the community service hours, community service form must be submitted through AU Involve.

The hours of community service are calculated based on the percentage of club members present at the event. The club's member totals are the total number of members listed on IMLeagues. These should be club events and only under special circumstances should only 1 or 2 member represent a club at an event.

The Community Service formula is (Percentage of club members participating) * (Total number of Hours) + (Total Number of participants).

Club Reimbursement

When at all possible, reimbursements will be made to the club. The club will reimburse individual members.

Reimbursement Request form

To receive reimbursement, itemized receipts and the Reimbursement Request Form must be submitted to the competitive Sports Office within 3 business days of the purchase or travel. Handwritten receipts will not be accepted. The receipt must contain the following:

1. Date and time
2. City and State
3. Billing amount itemized
 - a. Gas receipts – price per gallon, number of gallons, total price
 - b. Hotel receipts – cannot be a booking receipt, must be a paid receipt.
4. DO NOT STAPLE, TAPE OR WRITE ON RECEIPTS.

Failure to submit paperwork and receipts within this 3 day period could result in the loss of reimbursement from Campus Recreation internal accounts.

Concessions Board

The Concessions Board is a source of funding for Club Sports. The Concessions Board may grant money for one-time expenditures (uniforms/equipment). A club cannot ask for travel money. 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. Once approved by Competitive Sports and the proposal submitted to the board, the club will make a formal presentation to the Concessions Board.

AU Licensed Merchandise

All merchandise (apparel, stickers, caps, etc.), must be purchased from a licensed vendor. If the club is using a new vendor, please check with your primary contact to ensure they are properly licensed through Auburn University Office of Trademark and Licensing.

SCHEDULING GUIDELINES

Practice

Practice schedules will be determined by the Competitive Sports staff. Priority will be given to clubs “in-season” and in regards to facility availability.

If a club decides to cancel practice for non-weather related reasons, it is the club’s responsibility to inform the Competitive Sports office at least 2 hours prior to the practice time.

Club Home Event/Tournament Guidelines

1. A club’s competition schedule should be submitted to their primary contact two weeks after school begins in the fall. Exceptions will be made for clubs that don’t have their conference schedule at that time.
2. Once a club’s competition schedule has been approved the club will be notified. If possible this will happen by the third week of fall semester.
3. For home events/tournaments a club must confirm with their primary contact at least two weeks out that the event/tournament is happening.
4. Club president must meet with their primary contact at least one week prior to event to discuss the club’s responsibilities and what the club’s needs are from competitive sports.
5. For home tournaments, clubs must submit a final schedule to their primary contact at least 5 business days prior to the tournament.
6. If a club is charging an entry fee, as a means of fundraising, for their tournament, it is recommended that the fee be collected when teams submit their entry.
7. Do you have any vendors? If so, communicate with your primary contact as soon as possible.
8. A tournament manager is recommended. (should be someone not participating)

Competitive and Practice Scheduling Priority

If a club’s league is in charge of scheduling and will not have schedules ready until after the two week deadline the club’s request will be accepted, but approval will be based on facility availability. Please note that the submitted schedule is a request. The competitive sports staff will approve or disapprove each request. Priority will be given to clubs “in-season” and with regards to all available resources. Priority may be given to clubs in the best standing with Competitive Sports in the event priority cannot be determined by another method.

Do not confirm your schedule until your home events have been approved.

Inclement Weather - outside clubs

A decision will be made by 3pm if possible on the day of practice or as soon as possible before a competition. The club members will be notified through email via IMLeagues and/or the club email account. The final decision is made by the office of Competitive Sports professional staff.

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

FACILITY GUIDELINES

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

The club is responsible for removing all equipment from the playing area after each practice/event.

Alcoholic beverages are not permitted on or around any Campus Recreation facility.

Tobacco products are not permitted on or around any Campus Recreation facility.

Vendors

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

TRAVEL

Clubs traveling away from campus for competition, events, tournament, etc. must follow Auburn University policies and the guidelines in this handbook. The competitive schedule submitted at the beginning of the semester will be the official request to travel, once approved by the Competitive Sports office. The travel form must be completed three (3) days prior to travel. The travel form should include a complete travel itinerary. The roster includes all club members and coaches traveling. It is the responsibility of the individual club to submit all documentation on time. Failure to follow guidelines and submit all documentation will result in a loss of compliance points and/or possible loss of the privilege of traveling.

Bus Travel

All bus travel must come through the Competitive Sports Office regardless of who is paying for the bus. The university has specific guidelines for all bus travel.

Lodging and Transportation

Communicate with your primary contact.

Emergencies while traveling

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

Post-Game/Event

Following each game/event the post-game report is to be submitted within 3 days (72 hours) of the game/event's completion. Please include all injuries on the form. The completed Reimbursement Form with all receipts is due 3 business days after the game/event.

EQUIPMENT/UNIFORMS

Any equipment, including uniforms purchases for the club with University funding is University property. All university property 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.

Each club must complete the equipment request form and set up a time to check out and return all equipment/uniforms. The form must be completed at least 3 days prior to pick of equipment/uniforms. All items must be returned. If not returned, the individual who checked out the equipment/uniform will be held responsible. All uniforms will be washed/dried when they are returned. For clubs 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.

STANDARDS OF CONDUCT

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

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

<https://sites.auburn.edu/admin/universitypolicies/policies/antihazingpolicy.pdf>

Sportsmanship

Campus Recreation wants clubs to compete at a high level and achieve as much success as possible when competing, but also be known as quality students with excellent sportsmanship. All sportsmanship related incidents must be reported on the Post Game Report.

Discipline

Each club is student run and under the administration and guidance of the Competitive Sports Office of Campus Recreation. Club officers are expected to enforce policies within their clubs.

If a club commits an infraction or series of infractions that warrant probation, suspension or expulsion, the following measures will be taken:

Probation

Any club on probation will lose access to its Campus Recreation internal account money for a period of time determined by the Competitive Sports Office.

Suspension

Clubs on suspension lose access to their Campus Recreation internal account money, to facilities, and will not be allowed to compete for a period of time determined by the Competitive Sports Office.

Expulsion

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