

SPORTS CLUB MANUAL
(September, 2011 – 4th edition)

Introduction

The Sports Club program at the University of South Alabama is designed to encourage responsible student participation in organized competitive activities with sports clubs at other institutions and/or involvement in intra-club events such as instruction, practice, socials, and tournament play. If a student organization is based upon some type of physical activity that meets the above mentioned parameters, it will fall under the jurisdiction of the Campus Recreation Sports Club program.

Registered sports clubs may use the name of the University of South Alabama in their organization title. However, when using the University's name, sports clubs speak only for their club and do not officially represent the University or the Department of Campus Recreation.

This manual has been developed in order to serve as an operation guide for all groups involved in the Campus Recreation Sports Club program. All Campus Recreation sports clubs are to adhere to the policies and procedures set forth in this manual.

This manual is supplemental to general University policies. Situations concerning sports clubs activities not covered herein should be referred to the Sports Club Coordinator, heretofore to be referred to in this manual as the SCC.



TABLE OF CONTENTS

SPORTS CLUB BOARD

Governing Body.....	3
Duties of Board.....	3
Board Meetings.....	3

ORGANIZATIONAL GUIDELINES

Initiating a Sports Club.....	4
Annual Registration.....	4
Club Member Eligibility.....	4

MANAGEMENT OF SPORTS CLUB

Advisor.....	5
Coaches.....	5
Trainers.....	5
Facilities.....	6
Equipment.....	6
Interclub Competition	
Scheduling.....	6
The Fielding of a Complete and Well Equipped Team.....	6
Transportation.....	7
Medical Considerations.....	7
Medical Care and Insurance.....	7
Awards.....	7
Publicity.....	8
Club Meetings.....	8
Release and Assumption of Risk.....	8
Conduct.....	8
National Standards.....	8

STUDENT LEADERSHIP

President.....	9
Vice-President.....	10
Secretary-Treasurer.....	10
General Officer Duties.....	10

FINANCES

Funding Sources.....	11
Accounts.....	12
Reimbursements.....	13

APPENDIX

Constitution Guide for Sports Clubs.....	14
Budget Request Form.....	16
Checklist of Responsibilities.....	18
Roster Form.....	19
Equipment Check-Out Form.....	20
Semester Report Form.....	21
Liability Waiver Form.....	22
Personal Information Form.....	23
Pre-participation Form.....	24
Club Trip Form.....	25
Medical Exam Form.....	26
Formula for Allocation of Campus Recreation Budget.....	27

SPORTS CLUB BOARD – NOTE: as of September of 2011, the Sports Club Board does not exist. If and when it becomes operational, this manual will reflect that change.

Governing Body

The governing body of the sports club program shall be known as the Sports Club Board. The board shall be composed of:

1. The SCC, who shall act as chairperson in a non-voting capacity.
2. The elected president of his/her club or appointed representative from each of the member clubs in a voting capacity (one vote per club).
3. The advisor of each member club in a non-voting capacity.
4. The student assistant to the SCC, if applicable, in a voting capacity.

Duties of the Board

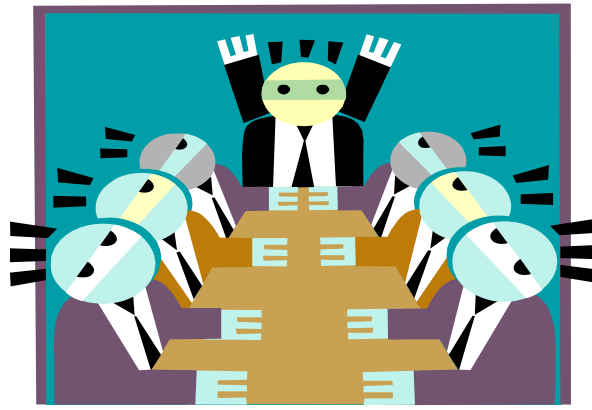
1. Recommend policy for the administration of Sports Clubs.
2. Recommend and give input to changes in this Sports Club Manual.
3. Allocate to clubs monies provided by the Department of Campus Recreation.
4. Plan for end-of-year Sports Club Banquet.
5. Deal with disciplinary problems involving clubs and/or individual members.

The implementation of the policies of the Board shall be under the direction of the SCC in conjunction with clubs advisors and coaches.

The Director of Campus Recreation shall be the final authority on questions that may arise concerning financial allocations, schedules, contracts, equipment, facility usage, disciplinary cases, and decisions made by the Board.

Board Meetings

1. The Sports Club Board will meet at least twice a semester. In addition, the SCC may call special meetings as necessary with at least 48 hour notice.
2. Meeting attendance is mandatory. If a club fails to have representation, appropriate sanctions may be applied.



ORGANIZATIONAL GUIDELINES

Initiating a Sports Club

The steps to follow in initiating a new sports club are:

1. Register the club as a recognized student organization with the Office of Campus Involvement. (Step 2 may precede this step.)
2. Consult with the SCC for assistance in forming a Sports Club.

Annual Registration

1. Previously recognized sports clubs seeking to renew their registration must obtain approval from the SCC at the beginning and/or end of each academic year.
2. Register club as a recognized student organization with the Office of Campus Involvement.
3. If a club fails to renew registration during any academic year, it shall forfeit all privileges until the violation is corrected.

Club Member Eligibility

1. All undergraduate and graduate students officially enrolled at the University of South Alabama are eligible to join any club for instruction and/or participation in the activities.
2. All forms required for participation in club sports must be filled out prior to participating in competitive play or practices involving contact.
3. Normal intercollegiate eligibility rules will apply only when previously agreed upon by the respective coaches and stated in club constitution.
4. A roster of membership must be brought to the advisor and SCC who will process the names for eligibility.
5. No club may restrict its membership on the basis of race, religion, color, nationality or ethnic origin, age, handicap, or military service.

6. Under no circumstances may any high school student participate in the club program when it is a competitive activity. Non students may participate as guests in recreational and educational activities – not in competitive activities - with approval of the SCC.

MANAGEMENT OF SPORTS CLUBS

Each sports club must provide itself with an appropriate constitution and officers who work with the SCC and at least one advisor to carry out the objectives of the club.

Advisor

1. Each sports club will have one or more advisor(s) selected from the staff and faculty of the University. The responsibilities of the advisor are identical to those listed on the Student Organization Advisor Agreement on file with the Office of Campus Involvement.
2. Each sports club may use the SCC as one advisor.
3. The advisor(s) will be kept informed of all expenditures from the on campus and the off campus accounts.

Coaches

All competitive teams are encouraged (and may be required) to have the services of a coach. Each sports club is responsible for securing the services of a coach or manager. Listed below are a number of duties and responsibilities that each coach or manager is asked to assume.

1. Schedule games no less than one week in advance. Notify the SCC of your schedule whenever games are added or changes are made.
2. Coordinate all practices and home games with the SCC to insure that there will be no scheduling conflicts in the use of facilities.
3. Be present at all games and practices when possible. This is mandatory for out-of- town games.
4. Give the SCC a list of equipment and supplies that will be needed for the following season immediately upon the conclusion of each season.
5. Help insure good sportsmanship on and off the field.
6. Help insure that club members adhere to the Student Code of Conduct at all club events.
7. Report all injuries in a timely fashion to the SCC.

Trainers

Those clubs engaged in high levels of physical contact – as determined by the SCC – may be required to have someone who can provide approved medical assistance at practices and/or games.

Facilities

1. Request for the use of Campus Recreation facilities will be given every consideration by the Director of Campus Recreation.
2. Sports Club teams requiring special facilities may have to make arrangements at their own expense elsewhere (example: water-ski club).
3. The SCC is responsible for scheduling, securing, and supervising Campus Recreation facilities.

Equipment

1. The supplying of equipment is the responsibility of each Sports Club.
2. Each Sports Club is responsible for keeping its equipment in safe operating condition as determined by the club President, Advisor, and the SCC.

Interclub Competition

Scheduling:

1. It is recommended that interclub competition be considered after the club has:
 - a. Reached an optimum membership.
 - b. Conducted intra-squad matches to warrant additional competition.
2. Make tentative schedule up to a minimum of one month in advance. Exceptions require approval of SCC.
3. Attempt to schedule home one week, away one week.
4. When possible try to schedule teams of near equal ability.
5. When possible try to schedule near home (100 miles radius).
6. When possible try to schedule contests with institutions having the same sport on a club basis.
7. All schedules must be coordinated with the advisor and approved by the SCC.
8. All long distance phone calls regarding club sports may be made in the Department of Campus Recreation, Monday-Friday, 8:00 A.M. – 5:00 P.M. or during office hours of SCC.

The fielding of a complete and well-equipped team:

1. The club president is responsible for the team schedule. In addition, he/she is responsible to see that a complete and well-equipped team is fielded for each event. If such a team cannot be fielded, interclub competition will be discontinued immediately.
2. If a Sports Club is to compete under the name of University of South Alabama, it must do so in a most representative manner.

Transportation

1. Transportation will be the responsibility of the respective coaches.
2. All sports clubs may travel in individual cars or rentals or a University owned vehicle. The budget and insurance coverage are important considerations regarding your transportation plans.
3. Only pre-approved faculty/staff may drive a University vehicle.
4. Only students with valid driver's license and current automobile insurance may drive their vehicle to a club event.

Medical Considerations

It is the responsibility of students who wish to participate in club sports to evaluate the condition of their health in relation to the demands of the sport; the University assumes no responsibility. Physical examinations prior to club sports participation are recommended. Some clubs that participate in contact sports may be required to have their members have physical examinations. (Requirement will be contingent upon level of contact involved in the activity.) The need for such physical examinations will be determined by the SCC.

Medical Care and Insurance

1. Proof of insurance will be required for club sports members dependent upon risk of event. This will be determined by the SCC.
2. Sports Club teams must make their own arrangements for training facilities and medical care when participating away from the University of South Alabama campus. Visiting teams should be advised of our training facilities and medical care while participating at the University of South Alabama.
3. Medical personnel attending contests whenever possible is recommended.
4. All club members are required to sign a Waiver and Release from Liability form before participating in any Sports Club activity.

Awards

1. The club membership may develop detailed criteria for awards.

2. Proposal of criteria must be submitted to the SCC.

Publicity

All publicity must be approved by the SCC.

Club Meetings

Each club must have at least one regular meeting/practice per semester.

Release and Assumption of Risk

1. All club members are required to sign a Waiver and Release form before Participating in any sports activity.
2. Club officers are responsible to insure that the Release forms are signed by club members.
3. All completed Waiver and Release forms will be kept on file in the Department of Campus Recreation.

Conduct

1. Clubs are expected to function in a mature and responsible manner both on- and off-campus in all club related activity in accordance with the club constitution.
2. Sports Clubs or individual members of clubs may face disciplinary action for inappropriate on-campus or off-campus actions while participating in any club activity.
3. University Legal Office deals with all matters pertaining to injury and related matters in Sport Club activities.
4. No alcoholic beverages are permitted in or on USA sport club facilities. It is the club's responsibility to monitor this situation, including behavior of spectators. Games/practices/events will be delayed until problem is corrected.
5. The club may be subject to immediate "probation," with all funds frozen and all activities postponed, if it does not adhere to the proper University rules and regulations. The SCC will notify the club of this action.
6. **POLICY OF REPRIMAND:** The Sports Club Board expects sports clubs to follow all the previously mentioned rules and regulations and all policies of the University of South Alabama. Individual cases will be directed to the Board for their immediate action. (or the SCC if the Board is inoperative.)

National Standards

Each sports club must adhere to national standards regarding competition and safety established for the particular sport with which the club is involved.

STUDENT LEADERSHIP

Students have unlimited opportunities to become directly involved in the administration and supervision of their respective clubs. They should assist in writing their club's constitution, which should consist of the club's name, statement of purpose, membership requirements, advisor and coach selection, election procedures, financial arrangements, officers' duties, frequency of meetings, organization affiliations, and amendment and ratification procedures (see appendix for sample constitution).

President

Listed below are a number of duties and responsibilities that each club president is asked to assume.

1. Read the "Sports Club Manual," be familiar with its contents, and refer to it when questions arise.
2. Submit a semester report of club activities.
3. Oversee other club officers.
4. Know the location of all of your club's equipment.
5. Know your financial status.
6. Make sure that your club has a constitution. Make yearly corrections. Club membership must be renewed every year.
7. Serve as liaison with SCC and know what services the Department of Campus Recreation offers your club (photocopying, phone calling, etc.)
8. Train incoming club president.
9. Be responsible for the team's schedule, although the schedule must be approved by the SCC.
10. See that your club has an advisor and – if needed - a coach.
11. Provide the SCC with a current copy of all information required by the Office of Campus Involvement for club recognition.



Vice President

1. Maintain a current list of addresses and phone numbers for the club officers and members.
2. Respond to inquiries from members/potential members/interested parties.
3. Submit a club roster to the SCC at the beginning of each season and keep updated.
4. Collect Release from Liability form and Personal Information form from all new members and turn in to SCC or assistant within 5 working days.
5. Collect and maintain Pre-Participation Medical form from all new members.

Secretary-Treasurer

1. Keep all records of the club's activities including award qualifications, records, etc.
2. Maintain both on campus and off campus account records.
3. Collect and record all required club dues.
4. Present budget requests to the SCC.

General officer duties

1. Arrange competition schedules.
2. Arrange for practice and game facilities.
3. Schedule transportation.
4. Arrange lodging and food when necessary.
5. Arrange for officials when necessary.
6. Develop criteria and sports club awards for approval.

7. Recommend award recipients.
8. When required, verify all members have proof of insurance.
9. Prepare appropriate publicity material for distribution by the Department of Campus Recreation.
10. Order all new equipment through the Department of Campus Recreation by presenting all needed information such as model number, size, color, company ordering from and addresses.

FINANCES

Campus Recreation funds may be available for some of the financial requirements of the club, including travel, officiating expenses, entry fees, and equipment. Budget requests by sports club team(s) must be submitted to the SCC.

Funding sources

1. Club Dues
2. Instruction
3. Fund Raising.

When a sports club wants to raise donations/sponsorships from organizations/businesses/individuals, they must involve the USA Development Office (located in TRP III, Suite 2150) IF the donor expects verification of the gift. This is because the Development Office is the only USA entity recognized by the IRS for writing “thank you” letters that can be considered tax-deductible write-offs for the donors.

EXAMPLE: A club solicits McDonald’s for 50 hamburgers. If the owner does not need to write off the gift for tax purposes, a “thank you” letter from the club will suffice. If the owner DOES require a letter acknowledging the gift, the Development Office will write an official letter acknowledging the gift and will enter McDonald’s as a donor in their donor files (and would list McDonald’s in their annually published Honor Roll of Donors Publication). The dollar value of the gift is between the donor, their accountant, and the IRS.

Monetary gifts from large Mobile businesses should be coordinated with the Development Office. Often, the Development Office may have a large proposal before a company which might be compromised by a smaller gift to a sports club.

For assistance, contact Ginny Turner, the Development Office director, at GTurner@usouthal.edu, 460-7839.

4. Student Government Association.
Each club may receive up to \$2,000 per year from the SGA, beginning with their third semester as a recognized student organization.

5. Campus Recreation.

Each club may receive money from Campus Recreation, dependent upon each year's budget and beginning with their second full semester as a Sports Club. (see appendix on how allocations will be determined)



Accounts

All sports clubs may have an on campus account, an off campus account, or both. There are advantages and disadvantages to both; speak to SCC and be sure you understand them before making a decision on which type of account your club wants.

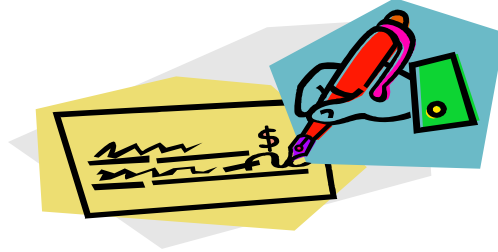
1. Off-Campus Accounts:

An off-campus account for a club may be opened at any local bank, S. and L., or credit union. However, a club must have an advisor in lieu of the SCC to help manage said account. This advisor must be on the signature card and SHOULD be signing on all checks being drawn on the account. Non-SGA deposits may be made by anyone. To deposit SGA money, see 2b below.

2. On-Campus Accounts:

- a. To open an on-campus account, the club advisor must send to the V.P. of Student Affairs a request on his/her department letterhead stating that the club wishes to open an account, that he/she is advisor of said club, and that he/she will be responsible for monies in said account. This process takes about three weeks before an account number is assigned to the club. New club advisors must also send a letter accepting responsibility; this will also give them access to the club account.
- b. To deposit SGA money into an account, a club must: 1) initially, use personal resources to purchase approved SGA expenditures (example: members pay for their own gas to travel to a tournament or members pay for 50 t-shirts). 2) make copies of all receipts of expenditures and take these copies to the SGA office. 3) fill out required SGA form, include the club's account number and attach receipt copies. 4) give this paperwork to SGA Treasurer or SGA Secretary. SGA will then transfer monies to designated account. Remember, SGA cannot transfer any funds to a club account until AFTER the club has received the goods/services. NOTE: for off-campus accounts, SGA will need voided check from account and an Authorization for Electronic Deposits for them to transfer the money (one time only).
- c. To deposit non-SGA money into an on-campus account: 1) give cash/checks to advisor (if Coordinator of Club Sports, money should be given to Campus Recreation Secretary). 2) Advisor (Secretary) will give person making deposit a receipt for the deposit.
- d. To withdraw money from an on-campus account: 1) take original receipts to advisor (if Coordinator of Club Sports, receipts should be

given to Secretary of Campus Recreation). 2) Give the name, address, and J-Number of each person getting reimbursed to the advisor (secretary.) If a receipt is a credit card expenditure, reimbursement may only be given to the owner of that credit card. 3) Direct pay information will then be sent to accounting.



Reimbursements

How vendors and/or student are reimbursed will depend on the source of funds.

1. Off-campus accounts. Reimbursement may take the form of cash or checks. If the check is from a club account, the signature of advisor **SHOULD** be on the check.
2. On – campus accounts. Reimbursements may not take the form of a check. All reimbursements must be in the form of an electronic deposit to the vendor’s or individual’s financial institution.

Two forms are required to be on file for direct pay to a Vendor or an individual who does NOT have an assigned J number.

- a) The University must have on file a W-9 form. This form is required by the IRS so that all payments to individuals and vendors are reported for tax purposes. This form may be found on-line at:
www.irs.gov/pub/irs-pdf/fw9.pdf
- b) The University must have on file an Authorization for Electronic Direct Deposit. This form may be found on-line at:
www.southalabama.edu/financialaffairs/accountspayable/eddauthform.pdf
Clubs must submit this completed form to the Secretary of Campus Recreation.

Students, staff, and faculty who already have an assigned J number need NOT file a W-9; they WILL need to file the Electronic Direct Deposit form.

NOTE: For tax reporting reasons, individuals offering services (such as officials) must be paid directly by the University if funds are coming from an on-campus account. Students will NOT be reimbursed out of an on-campus account for paying individuals for services rendered. They will be reimbursed for purchases (equipment, gas, supplies, etc.)



CONSTITUTION GUIDE FOR SPORTS CLUBS

The format below has been developed to be used as a guide to the development of a Constitution for your organization. It is not necessary to follow this form exactly, but it is important to include all areas that apply.

CONSTITUTION OF _____
(club name)

ADOPTED _____
(date)

ARTICLE I – Name

State the official name of the Sports Club organization.

ARTICLE II – Purpose

State the reasons for the formation of the club and the club’s objectives.

ARTICLE III – Membership

- A. State which people are qualified for membership (assuring that no Discrimination shall take place).
- B. State what a member must do to be recognized as a full member.
- C. State what rights and privileges a full member has.

ARTICLE IV – Meetings

- D. State how many meetings of the membership are to be held during The school year and when they are to be held.

- E. State procedures for calling regular and/or special meetings.

ARTICLE V – Executive Board

- A. State what officers will make up the club and what each officer’s duties will be.
- B. State procedures for handling vacancies within the Executive Board.

ARTICLE VI – Elections

- A. State which officers will be selected by the membership, how long the terms of these officers will last, and how many times a person may hold the same office.
- B. State the nominating procedures and when they will take place.
- C. State how nominees will present their qualifications and how and when elections will be held.
- D. State procedures in case a runoff is necessary.

ARTICLE VII – Funds

State procedures for the allocation of club funds (revenue and expenses).

ARTICLE VIII – Committees/Division

State what standing and/or ad-hoc committees or what divisions will exist in the Club and the function and composition of each.

ARTICLE IX – Affiliations

- A. State any affiliations with local, state, regional, or national organizations.
- B. State adherence of any rules by a sports governing body.

ARTICLE X – Advisor

State procedures for the qualifications and selection of a club advisor and the Function (s) and duties of said person (s).

ARTICLE XI – Coach/Manager

State procedures for the qualifications and selection of a coach/manager and the

functions and duties of said person (s).

ARTICLE XII – Ratification

State how the Constitution will be approved by membership.

ARTICLE XIII – Amendments

State how an amendment will be presented, to whom it will be presented, and how it will be ratified.

ARTICLE XIV – Bylaws

State procedures for the inclusion of any rules or regulations specific to the club.

UNIVERSITY OF SOUTH ALABAMA

DEPARTMENT OF CAMPUS RECREATION

SPORTS CLUB BUDGET REQUEST

NAME OF CLUB _____ YEAR _____ BUDGET _____

DATE _____ PREPARER _____

THE DEPARTMENT OF CAMPUS RECREATION IS ASKING EACH CLUB TO SUBMIT A BUDGET REQUEST FOR THE PERIOD OCTOBER 1, _____, TO SEPTEMBER 30, _____. ALL CLUBS ARE ENCOURAGED TO DEFRAY THEIR OWN EXPENDITURES BY DUES OR OTHER MEANS WHERE APPROPRIATE.

The items or expenditures listed should be itemized and broken down by units using the actual price it would cost the University to provide the club with such services.

You may also show what the club would like to have in case additional funds become available.

PLEASE FILL OUT AND RETURN TO DEPARTMENT OF CAMPUS RECREATION BY _____, (DATE).

MEMBERS IN CLUB (PAID MEMBERS) _____

DUES PER SEMESTER _____

BUDGET

- 1. Estimated Travel and Substance Expenses (including meals and/or lodging):

- 2. Estimated Supplies and Equipment Expenses (uniforms, balls, etc.):

3. Officials Costs: _____ games @ _____ per game

4. CONFERENCE AND/OR ENTRY FEES

5. CAPITAL OUTLAY (permanent equipment)

6. TRANSPORTATION: VAN RENTAL OR INDEPENDENT AUTOS 40 cents
per mile.

PRELIMINARY BUDGET TOTAL _____

SIGNED _____

CLUB OFFICE _____

UNIVERSITY OF SOUTH ALABAMA

SPORTS CLUB CHECKLIST OF RESPONSIBILITIES

YEAR_____

Name of Club_____

- E. Affiliation request completed: Yes_____ No _____
- F. Budget submitted: Yes_____ No_____
- G. Competitive schedule submitted: Yes _____ No _____
- H. Practice facilities arranged and approved: Yes_____ No _____
- I. Travel arrangements submitted: Yes _____ No _____
Room_____
- Board_____
- J. Arrangements for officials completed: Yes_____ No _____
- K. Equipment requests submitted: Yes _____ No _____
- L. Club team award criteria submitted: Yes _____ No _____
- M. Award recommendations submitted: Yes _____ No _____
- N. Health, accident, and auto insurance approved: Yes_____ No _____
- O. Publicity material submitted: Yes _____ No _____
- P. Club roster submitted to Campus Recreation Director: Yes_____ No_____

UNIVERSITY OF SOUTH ALABAMA
DEPARTMENT OF CAMPUS RECREATON
SPORTS CLUB SEMESTER REPORT FORM

NAME OF CLUB _____ SEMESTER _____ YEAR _____

Name of Person Filing this Report _____ Date _____

Club Officers (at this date)	Local Address	Phone
President _____	_____	_____
Vice President _____	_____	_____
Secretary _____	_____	_____
Treasurer _____	_____	_____
Advisor _____	_____	_____

Regular Meetings and/or Practices

Day (s) _____ Time _____ Avg. Attendance _____

Avg. # men/meeting _____ Avg. # women/meeting _____

Club Competition:

<u>Event</u>	<u># of Club Participants</u>	<u>Location</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Evaluation and Recommendations: _____

**University of South Alabama Intramural, Club, and Recreation Sports
Waiver, Release, and Indemnity Agreement**

(ALL BOXES MUST BE FILLED IN)

TO THE UNIVERSITY OF SOUTH ALABAMA (USA): Participant
and guardian understand that participant is enrolling and participating in
which is sponsored by USA. Participant and guardian understand that participation in this activity is voluntary and not
required by USA. Participant further understands that he or she is participating at his or her own risk.

In consideration of USA permitting the participant the opportunity to participate in this activity, participant and guardian, in full recognition and appreciation of any and all risks, hazards, or dangers inherent in this activity, including transportation to and from related activities, to which participant may be exposed, do hereby agree to assume all the risks and responsibilities surrounding participation in such activity.

Participant and guardian do for themselves, their heirs and personal representatives, hereby defend, hold harmless and indemnify, release and forever discharge the University of South Alabama, its trustees, officers, agents, servants and employees from and against any and all claims, demands and actions or causes of action on account of or resulting from participation in this activity and which may result from causes beyond the control of, or without the fault or negligence of USA, its trustees, officers, agents, servants and employees, during the period of participation as aforesaid. Participant and guardian understand that USA, its trustees, officers, agents, servants and employees assume and accept no liability for personal injury or loss of life or damage to personal property resulting from participants enrolling and participating in the above listed activity.

Participant and guardian attest that the participant is physically fit and has sufficiently trained for participation in this activity, and that the participant's physical condition has been verified by a licensed physician. Participant and guardian understand that participants in clubs at USA **ARE NOT** covered by any NCAA or University health, accident, or liability insurance. Participant must obtain his/her own insurance coverage, and provide proof thereof for participation in this club.

This release must be signed by participant, the guardian if the age of the participant is under 19, with both signatures requiring a witness signature.

IN WITNESS WHEREOF, participant and guardian have caused this release to be signed on this day .

(signature of participant)

(signature of witness)

(printed name of participant)

(printed name of witness)

(signature of guardian if applicable)

(signature of witness if applicable)

(printed name of guardian)

(printed name of witness)

Telephone number of guardian _____

EQUIPMENT AGREEMENT: I accept full responsibility for the equipment issued to me by the University of South Alabama. I agree to return all issued equipment, or money for replacement costs, to USA immediately upon request. I am responsible for lost or stolen equipment regardless of the cause. I understand that the University may put a hold on my grades/registration if all equipment, or replacement money, is not returned or provided as required.

Signature of Participant	Printed Name of Participant	Date
--------------------------	-----------------------------	------

USA CLUB SPORTS PERSONAL INFORMATION FORM (please print all information)

(ALL BOXES MUST BE FILLED IN)

Name of Club Sport

Name JAG # J00

Mailing Address

E-mail Address

Home Phone Cell Phone

Date of Birth Classification: Freshman Sophomore Junior Senior Graduate Other

Emergency Contact

Relation Phone #

Health Insurance: Primary Insurance Company

Policy Number Name of Policy Holder

NOTE TO PARENT/GUARDIAN AND PARTICIPANT: I understand that health insurance and a physical examination **is required** for all participants in all sports clubs involving physical contact; health insurance and a physical examination **is encouraged** for all other sports club members. Individuals participating in this club do so on a voluntary basis and at their own risk. I further understand that any medical expenses resulting from an accidental injury while participating in a scheduled university sports club activity will not be paid for by USA. Furthermore, I hereby grant permission to the attending physician or certified athletic trainer or professional personnel designated by USA to administer any preventative, first aid or emergency treatments that he/she deem reasonably necessary to my health and well-being. I further authorize emergency medical treatment and transportation to advanced care should the need arise for such treatment while he/she is under the supervision of the school.

If the participant or parent/guardian (if under 19 years of age) agrees to the above conditions, please sign

IF YOU INTEND TO DRIVE OTHER STUDENTS TO AN EVENT SPONSORED BY U.S.A., YOU MUST COMPLETE ALL OF THE FOLLOWING:

Auto Insurance: Insurance Company Policy Expires

Policy Number Name of Policy Holder

Personal Vehicle Release Agreement:

I, from the Club hereby certify that I understand and agree that the University of South Alabama and Campus Recreation are not responsible for transporting students to events sponsored by USA. I further agree that if I utilize a private vehicle to transport fellow students and/or USA staff members to such events, I will have in effect at the time a policy of automobile insurance providing the **MINIMUM COVERAGE REQUIRED BY THE STATE OF ALABAMA**. I further understand that I will observe all laws, rules, regulations, and ordinances relating to the operation of motor vehicles. I also understand that in the event of damage to my personal vehicle or vehicles of other involved parties, my personal insurance coverage applies. I verify that the vehicle in use is adequate for the work to be performed and is equipped with one seat belt per passenger and is in safe mechanical condition. It is the responsibility of the participant to **COPY THEIR LICENSE AND PROOF OF INSURANCE AND ATTACH IT TO THIS FORM.**

CLUB SPORTS TRIP FORM

Club Name:

Activity:

Location:

Date and Time Leaving:

Date and Time Returning:

Name of Trip Leader:

Cell Phone # for emergency calls:

Names of trip participants (please print legibly):

UNIVERSITY OF SOUTH ALABAMA – MEDICAL EXAM FOR CLUB SPORTS

Name _____ J# J00 _____

Sport _____ Status: Fresh Soph Jr Sr Grad. Non-Student

Health History Form reviewed: (Physician Signature _____)

EXAM: Height _____ Weight _____ Pulse _____ B.P. ____/____

Vision R 20/____ L 20/____ Corrected Y____ N____ Pupils Equal____ Unequal____

	Normal	Abnormal Findings
Medical		
Appearance		
Eye/Ear/Nose/Thr		
Neuro		
Heart		
Pulse		
Lungs		
Abdomen		
Genitalia (males)		
Skin		

MUSCULOSELETAL

Neck		
Back		
Shoulder/Arm		
Elbow/Forearm		
Wrist/Hand		
Hip/Thigh		
Knee		
Leg/Ankle		
Foot		
Other		

CLEARANCE

- _____ Cleared – based on my examination of this patient, I determine he/she can fully participate in club sports at USA
- _____ Cleared after completing rehabilitation for _____
- _____ Not cleared for _____ Reason _____
- _____ Clearance decision deferred pending further work-up or obtaining records

COMMENTS AND RECOMMENDATIONS:

Name of Physician _____ Phone # _____ Date _____

Signature of Physician _____

ALLOCATION OF CAMPUS RECREATION SPORTS CLUB DOLLARS

(NOTE: as of September, 2011, this policy is not in effect; if circumstances change, it will be reflected in this manual.)

The Department of Campus Recreation MAY be given a Sports Club budget every year. The Sports Club Board will meet every semester to review the budget requests from all of the clubs and distribute money from this budget to the various clubs based upon the following point system. Each club will receive a percentage of the total dollars available based upon the points they have earned during their previous active year. The more active clubs involving the greatest number of students will receive a larger budget than the smaller, less active clubs.

MINIMUM STANDARDS FOR ALL CLUBS

- +1 point Attendance at Sport Clubs general meetings
- +1 point Submit semester facility request in a timely fashion
- +1 point Submit Pre-Participation Physical Examination Form per deadline
- +1 points Submit budget proposal per deadline
- +1 point for every club meeting/practice/event per semester
- +2 points for every five active club members
- +2 points submit updated Membership Roster within two days of adding new member
- +2 points submit Liability Waiver Form and Personal Information Form within five days of adding new member
- +2 points Submit complete and detailed End of Semester Report per deadline

BONUS POINTS (MAKE UP FOR MISSED POINTS ELSEWHERE)

- +1 point Having a table and representatives from the club at Fall Campus Fair
- +1 point Per Community Service Project per semester for every ten club members in attendance (max 5 pts per year)
- +1 point for every \$100 earned by fund raising/donation/sponsorship (max 5 pts per year)
- +1-3 points for club involvement/exposure/recognition on campus
(Points to be determined by Sport Club Council)

PENALTY POINTS

- 3 point Hosting or participating in an event not approved by Coordinator of Sport Clubs or student assistant (or shared with prior to event in a timely fashion).
- 3 points Noncompliance per request from Sport Club Board, and/or Coordinator of Sport Clubs or student assistant
- 3 points Student participating without all needed forms

*Upon ruling of the Sport Club Board, other points may be awarded if a club is involved in an event that the Board believes promotes the mission of sport clubs.