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RECREATIONAL SPORTS & FITNESS ADMINISTRATIVE STAFF

Glenda Richey, Director  
gkrichey@una.edu  
(256) 765.6021

Luke Persall, Coordinator, Competitive Sports and Outdoor Recreation Programs  
lpersall@una.edu  
(256) 765.6020

OUR MISSION
UNARec is committed to providing a positive experience for all of our members and improving the quality of life on campus and beyond. We strive to accomplish this by providing an atmosphere which promotes a healthy lifestyle through program as well as fostering personal development through an inviting recreational experience.

UNA CLUB SPORTS OVERVIEW
Welcome to the Club Sports Program at the University of North Alabama (UNA). The purpose of this manual is to serve as a resource and reference to guide club sport officers in the administration of their organization. This manual includes specific procedures, guidelines, and requirements relative to the operation of club sports. The policies have been developed to ensure a safe, fun, and friendly atmosphere for all parties involved.

The success and strength of the Club Sports Program is based upon the initiative of student leaders and the total involvement of club members. Members collectively have the responsibility of writing their rules and regulations, setting up organizational meetings, informing new members of the club’s programs, establishing club dues, raising funds to support the club’s activities and planning and promoting the club’s competitions and events. Clubs promote opportunities for students to engage in state, regional and national sporting events, competitions and activities.

Any concerns or issues not directly discussed in this manual should be referred to the Club Sports Coordinator or their designee. Furthermore, information in this manual is subject to change.
Mission

The mission of the Club Sports Program at the University of North Alabama is to deliver diverse, competitive opportunities for the UNA community which includes a broad range of skill levels and experiences with a focus on education, leadership, and development.

Definition

The Club Sport program is a component of UNARec. Be aware that club sports at UNA are not associated with the varsity athletic program of the institution and the formation of a club sport should not be used as an avenue to gain varsity athletic status.

A club sport includes individuals who have an interest in participating in a structured sporting activity throughout or at some point during their college career. Club sports are student-operated organizations for those who have a passion for a particular sport or who want to learn a new sport. While club sports are competitive, they also stress skill development, team-building and socialization.

Be mindful that UNARec reserves the right to deny recognition to any potential club with the following factors being considered: extensive funding, available facilities, liability/risk factors, or one which does not properly represent UNA and its community.

UNARec reserves the right to deny or revoke recognition to any club for: failing to follow proper policies, misusing facilities and funding, misrepresenting UNA and its community, and using the institution for personal monetary gain and/or promotion of private enterprise.

Purpose

A club sport provides opportunities to pursue a recreational/athletic interest. The focus of the club sport program combines the aspects of learning new skills, practicing with fellow participants and competing with other clubs. Club sports are organizations formed by students who are motivated by a common interest in a particular sport/activity. Club sports activities are coordinated through UNARec.

A club sport is a competitive recreational program that is available for all currently enrolled students of UNA, who are in good standing with the University. Realizing each student’s recreational needs may not be met in traditional recreational programs, the club sports program offers students the opportunity to establish and participate in a recreational activity of their choice. The success of a club sport is dependent on student leadership and involvement as they are self-administered with elected officers. The quality of the club is dependent upon the effectiveness of its leadership and the active involvement of its members.
UNAREc has high expectations for these clubs; therefore the responsibilities of each club and its members are very high. The clubs represent UNA and must always be aware of its perception by others whether on or off campus.

REQUIREMENTS FOR A CLUB

In order to be considered a club sport, a club must:

Provide safe and proper instruction for all its members.

Each club must be governed by a national governing body and/or be associated with a collegiate club sport conference.

The organization must maintain at least three (3) active, full-time student members who are currently enrolled in classes at UNA and have paid the General Fee (except during summer semesters).

All clubs must compete in a minimum of one (1) contest per academic term (fall/spring)—unless unable to via written permission—to be recognized as a club sport at UNA.

Each club needs to have their respective logo(s) approved by UNAREc before use on any uniforms or promotional materials.

Each club must set up a permanent mailing address for the club through UNA’s P. O. Box system. The post office box of any affiliate or non-affiliate of a club will not be allowed. UNAREc’s UNA Box may be used should post office boxes not be available.

All clubs must have four (4) officers: President, Vice President/Safety Officer, Treasurer/Fundraising Officer, and Secretary/Information Officer.

All clubs are required to maintain an Advisor who is a full-time faculty or staff member of UNA.

At least one club officer of each club are required to be in attendance at all meetings scheduled by UNAREc, excluding the Officer Training (all officers must be in attendance).

Compliance is expected regarding all rules, policies, guidelines, requirements, and deadlines contained in this manual as well as those of UNA and UNAREc.

Only currently enrolled UNA students are eligible to participate in club sport activities. Exceptions may be granted based on the club’s governing body and constitution (i.e. graduating senior participating in a competition that occurs directly after graduation).
All members must maintain a cumulative GPA of 2.0 or above.

It is recommended that the Vice President/Safety Officer be certified in Adult CPR/First Aid/AED. Classes are offered through UNARRec.

Clubs are required to use the following as the name on all publications and on Social Media:

- Option #1 “University of North Alabama (club name)”.
- Option #2 “North Alabama (club name)”.
- Examples: University of North Alabama Men’s Rugby Club; North Alabama Women’s Volleyball Club

**CREATING A NEW CLUB SPORT**

Any group seeking to establish a new club at UNA should follow these guidelines in order:

1. Make a formal inquiry (via email or in-person) to the Club Sports Coordinator about the establishment of the new club.
2. Arrange a club interest meeting to discuss various possibilities and goals for the club and obtain a list of names of those interested in joining the club. Complete the New Club Application Form online. There will need to be a minimum of 3 interested students (who must be currently enrolled) to establish a new club. If a sport requires more than 3 participants to play, then the minimum number of interested students will be increased accordingly.
3. A constitution and by-laws must be drafted for each club outlining the rules, regulations and guidelines that the club and its members must follow. To assist in this process, a template can be obtained from UNARRec.
4. The interested members must find a governing body for the club to belong to who arranges competition.
5. Elect officers that are current UNA students and select a full-time faculty or staff member—approved by UNARRec—to be the club’s advisor. A successful advisor can be a valuable asset to your club in terms of insight into university policies and add consistency to the individual club.
6. Present completed paperwork to the Competitive Sports Coordinator and schedule a time for presentation and review of application.

**MEMBERSHIP**

Each individual club sport is responsible for determining its membership requirements and policies, based on the minimum requirements by UNARRec. However, membership to a club sport cannot be restricted based on ability, race, gender, nationality, ethnic origin, age, sexual orientation, or disability.
All undergraduate and graduate students currently enrolled at the University of North Alabama are eligible for membership in a club sport. Clubs may offer different levels of competition, such as an “A Team” or a “B Team” in order to allow for maximum participation.

**EXPECTATIONS**

Clubs must maintain good standing and have full club status to be afforded complete club sports privileges. To remain in good standing each club must:

- Attend all club sport officer trainings and specific club meetings scheduled by UNARec staff.
- Maintain up-to-date information on the club (constitution, roster, officers, advisor, by-laws, etc.) and complete and submit the related forms each academic year.
- Maintain an up-to-date Presence page.
- Keep records of all club inventory including equipment belonging to the club and UNARec.
- An Annual Report form at the end of every academic year.
- Remain in good standing with the regional or national organization/league that they compete in (if applicable).
- Provide for a safe environment for participation, including but not be limited to a safe playing area for practices and competitions, proper instruction and supervision and have emergency action protocol in place for injuries and emergencies.

The **Vice President/Safety Officer must** inform each of their members of any risk and inherent dangers due to participation, which could lead to possible injury or loss of life.

All equipment and the facility to be used should be thoroughly examined for usefulness and safety **before each use**.

To secure facilities operated and maintained by UNARec for club use, a written request must be presented to the Competitive Sports Coordinator or their designee. UNARec will then schedule use of the facilities requested according to the availability of these facilities.

A **Club Sport Intent to Travel Form is required** for all away contests at least ten (10) business days before planned departure and must be signed and approved before travel.

During all club sponsored events (both home and away), clubs are expected to act in a sportsmanlike manner at all times.
Present post-contest reports to UNARec to include the contest (with list of participants for each contest); financial report of all money collected; prizes won; and a list of any items that need to be brought to the attention of UNARec.

*In the event that a club member is entitled to a monetary reward from a club, that individual should request reimbursement no later than 30 days after the club receives the full award amount.

At the end of each semester, present a financial report for all money collected; minutes of any meeting(s); number of practices held; and a list of any items that need to be brought to the attention of UNARec.

All purchases/expenditures (non-reimbursement) **must be** in accordance with the by-laws.

All reimbursements for travel **must be approved by the club’s Treasurer prior to submittal** (or President in absence of the Treasurer) to UNARec. Each club member must request for reimbursement on the Intent to Travel form. UNARec has the final determination on what will be approved for reimbursement. Examples are:

- Lodging
- Gas
- Oil
- Equipment to be kept by the club

***Based on UNARec Manual and by-laws***

Report any roster changes immediately to the Competitive Sports Coordinator.

Recognition as a club sport lasts for one academic term (fall/spring).

**CLUB STATUS**

*Status: Conditional*

During the club’s first year of operation (fall and spring semesters), they will be placed on conditional status. Conditional clubs will have one year to demonstrate stability in terms of club administration, student interest and support by maintaining the appropriate number of active club members. Upon successful completion of the first year (operating within the criteria listed below), clubs will move from conditional status to full club status. In addition to newly formed clubs, returning clubs that do not meet the criteria for a full status club will be placed on conditional status the next academic year. These clubs will have one year to re-establish themselves.
Clubs will continue to hold a conditional status until they have met all requirements. A club with conditional status that does not meet the requirements to move to a full status club in the following academic year will be considered dissolved.

Conditional clubs will receive limited funds from UNARec. All factors such as start up cost, equipment, and travel will be considered. It will be generally anticipated that conditional clubs will need to raise funds through membership dues, sponsorships, and fundraisers.

**Conditional Status Criteria**
- Maintain a membership of at least 3 members.
- Demonstrate effective club leadership.
- Demonstrate commitment by following prescribed policy and procedures.
- Be in good standing with all club members or the club as a whole.
- Sustain a club cumulative GPA above 2.0.
- Organize at least one club-related marketing event, targeting increased club membership and improved campus awareness.

**Status: FULL**

Once clubs have successfully completed their conditional year in the program, they will gain full club status. Clubs who have full club status are eligible for additional funding based on the club’s needs and requests.

**Full Status Criteria**
- Maintain a membership of at least three (3) full-time student members, or the amount needed to form a full team.
- Maintain all required records and UNARec forms.
- Demonstrate effective club leadership for one year or longer (continuously).
- Demonstrate commitment by following prescribed policy and procedures.
- Sustain a club cumulative GPA above 2.0.
- Organize at least one event for each of the following areas:
  - Marketing
  - Community Service
  - Fundraising
STUDENT LEADERSHIP

Each club is operated by its members; the key to its success lies in the degree of student leadership and participation. Students within each club are responsible for the internal administration of their club to include decision-making in such areas as equipment, facilities, finances, game schedules, membership, practices and safety. An understanding of the basic principles of organization management and the ability to delegate responsibilities to other club members will ensure the club’s stability over time.

Officer Eligibility
To be eligible to hold an officer position, a student must be an enrolled full-time student at UNA. Clubs are responsible for reporting any changes in officers to UNAREc as soon as the change takes place. The process by which a club changes officers should be documented in the club’s constitution.

Fall Club Officer Training
At the beginning of the fall semester, all club officers are required to attend an officer training session offered by UNAREc. Through these trainings, officers will be trained on all policies and procedures of the Club Sports program. The training will assist in developing students into effective officers for the success and sustainability of their respective club.

Spring Semester Meetings
At the start of the spring semester, all clubs are required to meet with the Competitive Sports Coordinator or graduate assistant to discuss ideas, problems and concerns in regards to their club and the Club Sports program. Specific dates and times will be set aside for all clubs.

Club Meetings

• Each club is **encouraged to have one (1) formal meeting per month of the academic term (fall/spring)**. Attendance at these meetings should be required and a list of attendees must be submitted to their advisor.

• This formal meeting serves as a time for the club members to approve purchase of any equipment (if applicable), discuss plans for future club events, etc. Two-thirds (2/3) of all active members must be in physical attendance for any items to be voted on.
 Officers

President
The President has responsibility for oversight of the club and all officers. The President is the liaison between the club, Advisor, Coach/Instruction, UNARec, and other University or Community contacts.

- Assure that their respective team is complying with all rules and regulations.
- Verify that all required paperwork is on file and up-to-date.
- Preside over team meetings.
- Assure that the team’s financial obligations are being met.
- Familiarize new officers with the routines and guidelines for team operations

Vice President/Safety Officer
It is the responsibility of the Vice President/Safety Officer to represent the club if the President is unable.

- Work closely with the President in coordinating organization activities.
- Preside over team meetings and business during the President’s absence.
- Assume all duties of the President in the event the President cannot complete his/her term.
- Be the liaison between the team and other schools when scheduling competitions.
- Schedule facilities for team practices and competitions.
- Ensure all club members are compliant before participation (practice or competitions).
- Submit insurance documents to UNARec.
- Keep in their possession Emergency Contact information and Medical Information Forms at all team functions.
- Have the responsibility for the safety of the club members during competition, practices, travel, and team events.
- Complete and submit Injury Report Form to UNARec for each injury that occurs during practices, games/matches and travel.

Treasurer/Fundraising Officer
The Treasurer/Fundraising Officer has responsibility for the financial well-being of the club. This includes preparing semester budgets and reports, and keeping record of all internal and external transactions for the club.

- Maintain accurate financial records for the team.
- Order any equipment, pay for tournaments, etc. (President and Treasurer together)
- Receive, record and issue receipts for dues from team members.
• Deposit all revenue to UNAREc in a timely manner.
• Review each Request for Reimbursement Form that will be submitted to UNAREc by individual club members.
• Keep the club updated with financial activity.
• Provide required financial reports to UNAREc.
• Responsibility for all club fundraisers. They should register all fundraising activities with UNAREc and abide by all rules and regulations set for fundraising activities both on and off campus.
• Communicate with UNAREc to maintain up to date club balances.
• Ensure reimbursements from club members are turned in within 10 business days from the end of an event.

Secretary/Information Officer
The Secretary/Information Officer has the responsibility of recording and reporting the operations of the club via important forms. They also serve as the official spokesperson to prospective club members, including potential students to the University of North Alabama.
• Record and circulate minutes of team meetings.
• Record practice and other club event attendance.
• Conduct correspondence for the team.
• Update team roster as necessary.
• Circulate publicity information about the club and club events.
• Submit information to UNAREc for inclusion in social media and print outlets.
• Responsible for keeping any club social media sites current.
• Submit required Intent to Travel Forms.
• Submit required Post Event Activity Report.
• Respond in a timely manner to all inquiries regarding potential membership to the club.

CLUB ADVISOR
Each club is required to have an advisor that is a full-time faculty/staff employee at the University of North Alabama.

Advisors should understand that Sport Clubs are student run organizations. Advisors are encouraged to refrain from decision making or management of the club, as club officers should take on these responsibilities.
A successful advisor must help provide direction and help maintain continuity in club programming. It is strongly recommended that the designated faculty/staff advisor be informed often of what is going on with the club they are advising.

The Advisor’s responsibilities include, but are not limited to, the following:

- **Be familiar with and abide by** The Code of Student Conduct, as well as, UNARec Policies and Procedures.
- Serve as a mentor to all club members.
- Develop students by encouraging the growth of innovation, personal responsibility, and leadership in the club’s student officers and club participants.
- Approve of developmental plans and activities.
- Serve as a source of information for the club.
- Counsel individual club members.
- Assist with the club’s election process.
- Not participate in any area of competition as a member of the club
- Provide guidance for use of club funds and encourage sound financial and business practices.

**CLUB COACH/INSTRUCTOR**

UNARec acknowledges that Club Sports often benefit from the assistance and direction of coaches and instructors.

If the club wishes to have the services of a coach/instructor, they should seek an experienced individual who possesses technical knowledge of the sport and knows how to avoid player injuries and resulting liability.
Clubs are encouraged to solicit coaches based on their experience and leadership skills.

**Participation as a coach/instructor is completely voluntary.**

In the selection of coaches/instructors, they may or may not be affiliated with The University of North Alabama, but they will be required to be familiar with and abide by The Code of Student Conduct, as well as, Recreational Sports and Fitness Program Policies and Procedures.

Coaches/Instructors should understand that Sport Clubs are student run organizations. Coaches/Instructors are encouraged to refrain from decision making or management of the club, as club officers should take on these responsibilities.

**Coaches/Instructors can make suggestions, but all decisions, paperwork and communications must come from the club officers to the respective staff member of UNARec. **

All Coaches/Instructors must abide by the following:

- Submit to a background check administered through the Office of Human Resources and UNA Police.
- Complete and submit a Volunteer Coach/Instructor Agreement Form before the first practice or event that they coach available here: www.una.edu/humanresources/files/Volunteer%20Agreement%20Packet.pdf
- Follow all policies and procedures of UNARec relative to the Club Sports program.
- Maintain a level of professionalism when dealing with any team issues, including try-outs, travel, practice, playing time and player/coach relationships.
- Not participate in any area of competition as a member of the club
- Provide guidance for use of club funds and encourage sound financial and business practices.

*It is recommended that the duties of the Coach/Instructor be specified in the club's by-laws.*
FUNDING

Use of Funds

Clubs may begin utilizing allocated funds on October 1. The last day that clubs will have access to their allocated funds will be September 30. Clubs may utilize allocated funds to assist in payment for the following budget items:

- Uniforms
  *Uniforms that are purchased using allocated funds cannot be personalized in any way and must remain in possession of the club for the duration of its use.*

- Equipment
  *Equipment that is purchased using allocated funds become the property of UNARec and UNA and must remain in possession of the club for the duration of its use.*

- Travel, Lodging Expenses, Facility Rentals
- Coaches’ travel and lodging expenses
- Membership Fees, Tournament Fees, Event Registration, etc.
- Summer Competition
- Officials Fees
- Trainer Fees

Examples of Inappropriate Expenditures

- Stipends paid to coaches
- Prizes gifts or awards
- Individual club membership dues
- Any items not covered in a club’s bylaws

Fundraising

Clubs will be given a set budget at the beginning of each academic year. When making purchases, clubs are encouraged to consider and anticipate future expenses related to competitions (i.e. registration fees, travel, lodging, etc.). If clubs desire items that are nonessential (i.e. intended to generate aesthetic attraction) they are encouraged to fundraise to allot the majority of their budget to priority expenses, allowing for increased participation in competitions.

Since club sports are private organizations separate from UNA and not a registered RSO clubs have the freedom of managing their own finances.
All funds from UNARec and raised by a club are deposited into the club’s auxiliary account. All membership dues, sponsorship checks, and other sources of revenue must be turned into UNARec for deposit into the clubs auxiliary account.

Any checks received by sponsors must be made out to UNA or UNA (club name).

**Auxiliary Accounts**

Clubs are not allowed to have any off-campus bank account!

All clubs are set up with a university auxiliary account which is managed my UNARec. All funds turned into UNARec are deposited into the auxiliary account for club use. UNARec keeps track of which funds have been spent, allocated funds or raised funds. UNARec determines which funds a purchase comes out of based on the rules in this manual (see Use of Funds).

Clubs are required to track their finances. Club treasurers should have a running balance based off of allocated money, funds collected, and reimbursement forms signed.

**Reimbursements & Check Requests**

No reimbursements will be made if an Intent to Travel Form was not properly completed and submitted.

All requests for reimbursement must be submitted within ten (10) business days of return from trip.

Acceptable receipts must be original, show a zero balance, show method of payment and be itemized (details of what was purchased) and legible. **Handwritten receipts will not be accepted.**

The business name and address should appear on the receipt.

Receipts with additional items (drinks, candy, etc.) listed will not be accepted.

Reimbursement Checks will be sent to club members according to the following steps:

1. If a student has a university mail box it will be sent there by default
2. If a student does not have a university mail box, it will be sent to the address the student lists on the form IF it matches the address on file with the Registrar’s Office
3. If the address the student lists does not match the Registrar’s Office, the Accounts Payable office will hold the check and email you. The Accounts Payable office is located on the bottom floor of 601 Cramer Way (Formerly Bib Graves).
For payment of tournament registration fees or payment to instructors and/or game officials, clubs must make a request for a university check to make a payment. All check requests will require documentation via registration form, quote, or contract in order to begin processing the payment.

Deadlines to submit a request for check are as follows:

- Tournament Registration Fees = minimum of 1 week prior to registration fee due date
- Instructors / Game Officials (Pay On-Site) = 2 weeks prior to the event
- Instructors / Game Officials (Delay Pay) = 2 weeks after the event

**STANDARD OF CONDUCT**

Club Sports function as part of the University of North Alabama campus community and are representative of the University as they travel throughout the state or nation. As a result, they are held to a high level of conduct both as collective organizations and as individuals. The parameters of acceptable behavior have been established by UNARec, the University of North Alabama and the governing bodies of each individual sport. Club officers need to be aware of these expectations and ensure their members adhere to all policies and procedures.

Clubs or individual members who fail to conduct themselves in an appropriate manner will be sanctioned. All cases of discipline will be reviewed by the Competitive Sports Coordinator, or their designee, to determine appropriate actions. Clubs or its participants receiving sanctions may appeal the decision to the Director of UNARec. Clubs or individual students filing such appeals should be aware that the Director of the Recreational Sports and Fitness Program might choose to levy a sanction greater than the one appealed. Severe infractions will be referred to the Office of Student Conduct.

**CODE OF CONDUCT**

As a participant in the University of North Alabama Club Sports Program, clubs and its members are expected to abide by the following:

- All clubs members will conduct themselves responsibly and professionally at any and all club activities. These include, but are not limited to, home and away events, try-outs, practices, fundraisers, and socials.

- All club members will show respect to all teammates, opponents, referees, officials, spectators, staff and employees.
• All club members will adhere to, and abide by, all policies and procedures, as outlined in the Club Sports Manual.

• All club members will adhere to the University of North Alabama’s Student Code of Conduct available here: [https://www.una.edu/student-conduct/policies/code-of-student-conduct.html](https://www.una.edu/student-conduct/policies/code-of-student-conduct.html)

  Violation of university policies may result in loss of student organization /sports club membership.

  All club members must understand that their actions as an individual, group, or entire club may affect an individual or club’s ability to receive any privileges afforded by UNARec.

**Conduct of Club Members, Advisors, and/or Coaches**

The following section, although not an exhaustive list, categorizes specific acts of misconduct related to both behavior as well as administration of the club. When appropriate, and in a professional manner, the club members and its leadership should address any individual associated with the respective club, that is in violation, or might be in violation, of the conduct outlined below. Realize that all it takes is one individual who cannot conduct him/herself appropriately to cause the whole group to be perceived in a negative light.

**Violations**

Before, during or after a club event (try-out, practice, home or away contest, fundraiser, recruiting, etc.), including during travel to and from event site, as well as, during stay at any lodging facility.

- Alcohol consumption or drug use
- Hazing
- Loud, unruly, disruptive or inappropriate behavior.
- Engaging in activities that could portray the Club, UNARec, or the University of North Alabama in a negative light.
- Any unsportsmanlike conduct.
- Physical or verbal abuse of opponents, teammates, officials, event staff, or spectators.
- Making a mockery of the sport.
- Failure to abide by all facility policies.
- Failing to show at a reserved facility without at least 24 hour notification.
- Having checks made out in the name of individual club members—**checks must be made out to the club or UNA**.
- Depositing club money in any (club or individual member’s) off campus account.
- Failure to deposit money within two (2) business days of receipt of said money.
- Failure to properly document money collection.
- Allowing an individual to participate in a club practice or contest without being officially registered with UNARec.
- Allowing a coach to work with the club without submitting required paperwork prior to work.
- Club traveling to a contest without submitting an Intent to Travel Form to UNARec within policy.
- Conducting any try-out or contest without notifying UNARec prior to scheduled activity.
- Conducting a Fundraiser without prior approval of UNARec.
- Inappropriate sponsors
- Ineligible participants

**Corrective Action**

Depending on the violation; the club as a whole, an individual club member, an Advisor or a Coach of the respective club, may receive one or more of the following sanctions. The list is not progressive, meaning that one does not have to precede the other:

- Corrective Action Warning Letter
- Loss of funding *(including individual reimbursements)*
- Loss of practice privileges
- Loss of travel privileges
- Loss of hosting any club associated events *(including contests)*
- Probation from the Club Sports Program
- Suspension from the Club Sports Program
- Removal from the Club Sports Program
- Referral to the **Office of Student Conduct** and/or **Title IX Coordinator**
- Referral to the Office of Human Resources (Advisors) and (Coaches if employed at UNA)
- Referral to University Police or appropriate law enforcement agency