



RECREATION

CLUB SPORTS MANUAL

2025 - 2026

UNA Club Sports Manual

TABLE OF CONTENTS

Administrative Staff	3
Our Mission.....	3
UNA Club Sports Overview.....	3
Mission.....	3
Definition.....	4
Purpose.....	4
Requirements for a Club.....	5
Creating a New Club.....	6
Membership.....	6
Expectations.....	7
Club Status.....	8
Student Leadership.....	9
Officer Eligibility.....	9
Club Officer Training.....	10
Semester Meetings	10
Club Meetings	10
Officers.....	10
Club Advisor.....	12
Club Coach/Instructor.....	13
Funding.....	14
Use of Funds.....	14
Fundraising.....	15
Auxiliary Accounts.....	16
Reimbursements & Check Requests.....	16
Standard of Conduct.....	17
Code of Conduct.....	17
Club Members, Advisors, and/or Coaches.....	18
Violations.....	18
Corrective Action.....	19

UNA Club Sports Manual

UNAREC 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

Anna Bingham, UNAREC Senior Administrative Assistant

abingham@una.edu

(256) 765.6022

OUR MISSION

UNAREC: Providing the foundation for lifelong health and well-being.

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.

UNA Club Sports Manual

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 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 emphasize 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.

UNA Club Sports Manual

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.
- 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 (5063) 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 is required to attend 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 GPA of 2.0 or above.

Club sports members may request a letter from UNARec's Club Sports Coordinator for any University-sponsored travel dates. This letter can be presented in advance to academic instructors for dates coinciding with missed classes. Per the UNA Academic Catalog, "Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and makeup work are established in writing for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades."

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

UNA Club Sports Manual

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 UNARec.
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 UNARec**—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 UNARec. 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.

UNA Club Sports Manual

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.
- 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, due April 30th.
- Remain in good standing with the regional or national organization/league that they compete in (if applicable).
- Provide a safe environment for participation, including but not 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/Compete Form is required** for all 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 and 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.

UNA Club Sports Manual

- 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/Compete 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 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.

UNA Club Sports Manual

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.
- ☐ All members must have signed an updated UNA Recreation General Waiver.
- ☐ 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
- ☐ If the club/organization dissolves-
 - appropriate fees will be refunded back to current members if needed
 - Inventory, assets, and cash balance will remain the University of North Alabama property

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.

UNA Club Sports Manual

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 attendance for any items to be voted on.

Officers

Officer Terms

Officer terms last for one (1) calendar year. Each club must hold elections during the last two (2) weeks of April to determine the officers for the next year. Once completed, election results including all elected officers' information must be sent to UNARec by April 30, and the new officers' term will begin on June 1. It is recommended that the month of May be used for officer transition; time for outgoing officers to help prepare incoming officers for their duties.

President

The President has responsibility for oversight of the club and all officers. The President is the liaison between the club, Advisor, Coach/Instructor, 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

UNA Club Sports Manual

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.
 - All reservations for UNA Recreation spaces must be made online [using this form](#)
 - Reservations cannot be made further out than one month. If you have recurring reservations. Please make them the last week of each month.
- Ensure all club members are compliant before participation (practice or competitions).
- Submit insurance documents to UNAREC if requested.
- 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, keeping record of all internal and external transactions for the club, and working with the Competitive Sports Coordinator on budgets and spending.

- 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 **with a deposit form showing receipt number(s)** 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.
- Responsible 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.

UNA Club Sports Manual

- 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.
- Maintain accurate inventory of all equipment owned/used by the club.
- 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/Compete 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.

***** Advisors can make suggestions, but all decisions, paperwork and communications must come from the club officers to the respective staff member of UNAREC. *****

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.

UNA Club Sports Manual

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 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.
- Ensure club members have the required GPA to participate. The Coordinator will handle GPA issues after they have been identified.
- Communicate and be accountable to the Competitive Sports Coordinator.

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, but the club may deem it appropriate to pay a coach a stipend. Clubs should carefully consider budget restraints when deciding to pay a coach. The decision to pay a coach should be voted on by the club.

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.

UNA Club Sports Manual

**** 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](#).
- 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

Beginning July 2024: Clubs must submit a Funding Request Form to UNARec. UNARec will then calculate the amount of funds a club will receive based on their club tier. Information on Club Tiers can be found in Appendix A at the end of this manual. Clubs may begin utilizing allocated funds on October 1. Unused funds remain in the clubs' auxiliary account (club's spending account overseen by the business office and Competitive Sports Coordinator) from year-to-year. 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' pay**, travel, and lodging expenses
- Membership Fees, Tournament Fees, Event Registration, etc.

UNA Club Sports Manual

- Summer Competition
- Officials Fees
- Trainer Fees
- Food

Examples of Inappropriate Expenditures

- Stipends paid to coaches
- Prizes, gifts, or awards
- Personalized clothing/jerseys
- Individual club membership dues
- Any items not covered in a club's bylaws

Fundraising

Clubs will be given a funds' allocation based on an approved expenditure list at the beginning of each fiscal year to be used for approved expenditures. Other expenses must be approved in advance of expenditures. When making expenditure decisions, 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 should use the funds they have raised for these items.

Club Sports at UNA are affiliated with the university and overseen by UNARec. Club sports are meant to be student run organizations and come with financial oversight responsibilities. Members are expected to be responsible with university funds.

All funds from UNARec are deposited into the club's auxiliary account. All membership dues, funds raised by the club, and other sources of revenue must be submitted through our online epay system. Receipts should be kept for all money collected for the purpose of protecting the club. Use the following chart to determine if you must write a receipt.

Writing Receipts

YES! Write a receipt to the person who paid	No, receipt is not required to the payee
Membership dues, a fundraiser where items are ordered for an individual (shirts or sweatshirts), restaurant partnership fundraisers	Bake sale, shirts or merch sale that you already have purchased, selling chances for give-away items

Donations

Donations to a club may be paid online and deposited into the club's foundation account. The individual or business making the donation will receive a gift letter from the university for tax purposes. These

UNA Club Sports Manual

funds may be used for anything the club may need, including personalized jerseys, equipment, etc. in accordance with UNA Foundation Policies.

Donation links are available [here on UNA's Website](#).

If the company or individual does not want/can't make the payment online we will take checks. If you have a check that needs to be deposited into a foundation account please email Michele Aycock dmaycock@una.edu

Funds from foundation accounts can be moved to auxiliary accounts, but auxiliary funds cannot be moved to foundation accounts.

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 by 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 will be provided with a beginning balance which they can use to track allocated money, funds collected, and reimbursement forms.

Reimbursements & Check Requests

No reimbursements will be made if an Intent to Travel/Compete Form was not properly completed and submitted 10 business days before the event.

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 must appear on the receipt.

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

Use the following process to request reimbursements:

1. Download a blank Reimbursement Request (Payment Requisition) form from [here](#). The link is on the club sports page of our website.
2. Fill in the appropriate items on the form. If you download the PDF, you can fill it in on your computer.
3. Print the completed form and attach all original receipts for each expense listed on the form. Receipts should be in order that they are listed on the form.

UNA Club Sports Manual

4. Have your club treasurer sign the form on the "Requested by" blank. The club president can sign in the treasurer's absence.
5. Turn the completed form and receipts to the SRC office.

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

1. If a student has a university mailbox it will be sent there by default
2. If a student does not have a university mailbox, 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, game officials, or trainers, 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

Awards and Winnings

- Monetary prizes are won for the club; however, the winning member/team will be given 25% if UNA is covering entry fees or reimbursement and 35% if UNA is not covering entry fees or reimbursement
- Non-monetary prizes with a value up to \$1,000 will be winning member/teams
- Non-monetary prizes valued at more than \$1,000 will be voted on by the club as follows:
 - The item can be retained by the club for club use and become club/university property
 - If the club will not or cannot use the item it will be sold. The winner will be given 25% of the value and the remainder will be deposited into the club's auxiliary account.

Scholarships

Scholarships may be available to new or transferred first-year students. These funds are provided by UNA's Office of Admissions; not allocated through UNARec. Applications are [available here](#).

UNA Club Sports Manual

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](#). Violation of university policies may result in loss of student organization /sports club membership.

UNA Club Sports Manual

- 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.
- During travel, it is recommended that club members can share rooms but should not share beds.

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.

UNA Club Sports Manual

- 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/Compete 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

UNA Club Sports Manual

Appendix A: Club Tier System

This tier system is in place to set a standard for which funds will be allocated. Clubs can receive funding from Campus Recreation to support the operation of the organization by presenting to the Competitive Sports staff their proposed current budget and anticipated budget for the next year. Club's tier level, fundraising, dues, community service, membership, etc., will be considered for the club allocation. **If a club is in the grey tier, the club will not be eligible for funding. New clubs will not be eligible for funding in their first year.** Allocated funding is not designed to cover all club expenses. Tier calculation runs from August 1, to July 31 each calendar year.

Purple Tier

- Club must fundraise at least 75% of its allocated budget from current academic year
 - If clubs receive additional funds for national championships or events they will be required to raise 10% of that amount
 - Member dues do not count towards fundraising totals
- Club must participate in five (5) competitions not including National Tournaments
- Club must complete 125 total hours of community service in a minimum of 3 unique community service events. A minimum of 6 members in attendance at each event
 - Only one community service event may be directly related to the club's sport
 - Community service events must take place within Lauderdale County unless prior written approval is received from Competitive Sports staff
- Must attend all scheduled monthly advisory meetings with Competitive Sports primary contact. These meetings will be 30-60 minutes long scheduled monthly during the fall and spring semesters
- Must host two on campus recruitment, educational, or entertainment events per year outside of tabling at the Big Deal
- All paperwork and forms must be submitted with none being late

Gold Tier

- Club must fundraise at least 50% of its allocated budget from current academic year
 - If clubs receive additional funds for national championships or events they will be required to raise 10% of that amount
 - Member dues do not count towards fundraising totals
- Club must participate in four (4) competitions not including National Tournaments
- Club must complete 75 total hours of community service in a minimum of 2 unique community service events. A minimum of 6 members in attendance at each event.
 - Only one community service event may be directly related to the club's sport
 - Community service events must take place within Lauderdale County unless prior written approval is received from Competitive Sports staff

UNA Club Sports Manual

- Must attend all scheduled monthly advisory meetings with Competitive Sports primary contact. These meetings will be 30-60 minutes long scheduled monthly during the fall and spring semesters
- Must host one on campus recruitment, educational, or entertainment event per year outside of tabling at the Big Deal
- All paperwork and forms must be submitted with none being late

White Tier

- Club must fundraise at least 25% of its allocated budget from current academic year
 - If clubs receive additional funds for national championships or events they will be required to raise 10% of that amount
 - Member dues do not count towards fundraising totals
- Club must participate in two (2) competitions not including National Tournaments
- Club must complete 50 total hours of community service in a minimum of 2 unique community service events. A minimum of 6 members in attendance at each event.
 - Only one community service event may be directly related to the club's sport
 - Community service events must take place within Lauderdale County unless prior written approval is received from Competitive Sports staff
- Must attend all scheduled monthly advisory meetings with Competitive Sports primary contact. These meetings will be 30-60 minutes long scheduled monthly during the fall and spring semesters
- Must host one on campus recruitment, educational, or entertainment event per year outside of tabling at the Big Deal

Grey Tier – Clubs in the Grey Tier are not eligible for funding from UNARec

- Club fundraised less than 25% of its allocated budget from the current academic year
- Club participated in less than 2 competitions unless a written excuse is issued from the club's primary contact for reasons outside of the club's control
- A club did not complete 50 hours of community service
- A club missed a scheduled monthly advisory meeting and did not reschedule with their primary contact
- A club did not host one recruitment, educational, or entertainment event
- A club misses deadlines on paperwork