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Introduction

Recent policy changes will appear in highlighted and italicized font.

University of Iowa Recreational Services Mission Statement

The University of Iowa Recreational Services mission is “To provide diverse recreational experiences that encourage active lifestyles.” We accomplish our mission by the following key strategic areas.

- *Student Learning and Engagement* - Create opportunities that encourage active learning, involvement and discovery.
- *Global Understanding and Diversity* - Develop inclusive opportunities that increases knowledge, experience, appreciation and respect of various perspectives.
- *Communication and Collaboration* - Develop partnerships which support purposeful communication, collaboration and mutual understanding.
- *Assessment* – Evaluate satisfaction, effectiveness and outcomes to improve programs, services, facilities and initiatives.
- *Personnel* - Provide competitive salaries and developmental opportunities to recruit, retain, and reward excellent employees.
- *Resource Management* - Secure, invest and utilize resources to enhance programs, services, facilities and initiatives.
- *Facilities* - Maintain, renovate and construct state-of-the-art facilities to enhance learning and encourage community. Projects demonstrate an appreciation for aesthetics, sustainability, and safety.

What is a Sport Club?

A Sport Club is a registered student organization that competes in athletic contests against other University club teams regionally and nationally. Sport Clubs practice weekly during the academic-year and travel throughout Iowa and the nation to compete in tournaments and matches.

Sport Programs Staff

The University of Iowa Recreational Services employs four full-time staff members to oversee the Intramural Sports, Sport Club, and Sport Camp Programs. These four full-time staff members include an Associate Director, two Assistant Directors, and a Coordinator. Each club will be assigned oversight of one of the Assistant Directors of Sport Programs. Each club’s assigned Assistant Director serves as a resource for the club to make sure club leadership understands requirements of the program and can help club leadership accomplish goals that the club has. Club officers are required to meet each semester with their assigned Assistant Director and should always consider them a place they can turn to get answers to questions they have. The Sport Programs staff is here to help clubs succeed, while making sure clubs meet Sport Club Program and University requirements.

Sport Programs Supervisors are students that are employed part-time by the Sport Programs office, and supervise Intramural Sports and Sport Club events, as well as conduct spot checks during Sport Club practices. Lead Supervisors help to answers questions of clubs, collect/review paperwork, and gather information about clubs. The Lead Supervisors serve as an extension of the Sport Programs

Office to help facilitate the communication between the full-time staff and the student leaders of the clubs. Clubs are required to provide information requested by the Lead Supervisors by the deadline provided during the inquiry.

Sport Programs Office

The Sport Programs Office is designed to help clubs function appropriately. The following services are available through the Sport Programs Office:

- Administrative assistance and guidance
- Practice and game facility reservations
- Equipment purchase, storage and check-out
- Budget tracking
- Photocopying and faxing
- Fundraising assistance
- Event hosting
- Travel reimbursement processing
- Publicity and promotion

The Sport Programs Office is located in E216 Field House. *Appointments can be requested by contacting your Assistant Director.*

Student Organization Business Office (SOBO)

SOBO provides financial assistance to all registered student organizations, the Undergraduate Student Government (USG), and the Graduate and Professional Student Government (GPSG) commissions and committees. SOBO assists sport clubs in approving events and travel, making purchases, and collecting income.

SOBO is located in IMU Room 157. Appointments can be requested by contacting sobo@uiowa.edu for student organization deposits and credit card (p-card) checkouts. All other business should be conducted through email and/or virtual conference meetings.

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(319) 335-9847

Hawkeye Tennis & Recreation Complex

(319) 384-1215

Campus Recreation & Wellness Center

(319) 335-9293

Links to Important Websites

[Sport Clubs Webpage](#)

[Engage Webpage](#)

[Sport Club Brand Standards](#)

[Mass Email Request](#)

[Accident/Injury Report Form](#)

[Facility Reservation Cancellation Form](#)

[Sport Club Social Media Request Form](#)

[SOBO Website](#)

[SOBO Forms Website](#)

Sport Club Guidebook

This Sport Club Guidebook contains policies and guidelines to be followed by all clubs currently affiliated with, or those requesting to be affiliated with, the University of Iowa Sport Club Program. This guidebook serves as a guide for club participants and officers in the daily management of their respective clubs. This guidebook should be used as a resource for all questions regarding conducting club business.

Sport Clubs are subject to discipline and even suspension from the Sport Club Program for not following the rules and regulations set forth in this Guidebook. Recreational Services governs these policies and procedures. Violations of a serious nature may be sent to the Office of Student Accountability (OSA).

Sport Club Webpage

The [Sport Club Webpage](#) is available as a resource for Sport Clubs to not only advertise their individual club, but also to access all the forms needed to conduct sport club business. There are resources available to aid sport clubs in planning events, traveling, or finding important information from other campus departments.

Mass Emails

Each Sport Club can send two mass emails per semester. To send a mass email follow these steps:

1. *If the request is related to an upcoming event outside of regular practice, submit and receive approval for the event by submitting a Sport Club Event Request on Engage.*
2. Fill out the online [Mass Email Request Form](#).
3. The Sport Programs Office will then approve or deny the request before passing along to the next approval person or informing the club that edits need to be made.
4. Clubs should be aware that it will take at least a week or longer for mass email requests to be approved and sent.

Recreational Services Promotional Services

To help promote Sport Club activities, Recreational Services can provide several promotional offerings including the following:

- Digital Displays in all five Recreational Services buildings with information about recruitment, events, or practices
- Tabling at the CRWC for 2 hours
- Social Media re-posting of club social media activity using #UISportClubs or by tagging @recserv and @IowaSportClubs *or by completing a [Sport Club Social Media Request Form](#)*

Section 1 | Policies and Procedures

Recent policy changes will appear in highlighted and italicized font.

I. Definitions

A. Sport Club Program Organization Requirements & Application Process

Admission into the Sport Club Program at the University of Iowa as part of Recreational Services is determined each year by the Recreational Services Sport Programs staff in conjunction with the Office of Leadership, Service, and Civic Engagement (LSCE). Groups wishing to return as Sport Clubs must meet the requirements for being a Sport Club in good standing according to the policies and procedures outlined in this Guidebook.

To be a member of the Sport Club Program, a student organization must meet all the following guidelines:

- Meet the expectations of the Sport Club Program and Recreational Services, as outlined in this document and any additional annual club agreements.
- Have an active Sport Club membership of ten or more members. 80% of club membership must be currently enrolled students at the University of Iowa.
- Must compete in a minimum of two contests per academic year including one contest outside of Johnson County
 - Must be competing against a group or club outside the University of Iowa
 - Must send at least four members (does not include coaches/instructors)
 - The event must be competitive in nature, in which there are winners and losers
 - Submit proper pre- and post-*event* paperwork for trips outside Johnson County
- *Have an affiliated governing body or parent organization for the sport/activity.*
- Remain in good standing with the University, Recreational Services, and Sport Programs
- Have four officers (President, Vice-President, Treasurer, Travel Officer) willing to dedicate time and effort into effectively and efficiently running club operation. The President, Vice President, or Treasurer may also serve as the Travel Officer. Officers are to be *determined by* early-April for the following *fall semester* to allow proper transition between outgoing and incoming officers.
- Club officers (President, Vice-President, Treasurer, Travel Officer) attend Fall and Spring Sport Club Officer Training meetings.
- Demonstrate proficient club leadership, including proper submission of paperwork and meeting other requirements of the Sport Club Program (returning clubs only).
- Have proper transition materials to help new club leadership function efficiently and effectively (returning clubs only).
- Require members to pay dues of at least \$50/semester or \$100/year.

Additional reasons for an organization not gaining or retaining admittance into the Sport Club Program include but are not limited to:

- Non-existent, or demonstration of ineffective, student leadership.
- Decline in student interest and support.

- Inability to abide by Sport Club, Recreational Services, and University policies and procedures.
- Violation(s) of Recreational Services and/or University facility policies.
- Inability of the Sport Club Program as part of Recreational Services to benefit the club through staff expertise or facility space.
- Purpose or goals no longer compatible with the goals and mission Recreational Services.
- Sport Club for that sport/activity already exists.

B. Re-Registration

To renew membership as an active sport club, all returning clubs *from the previous semester* must complete the Sport Club Re-Registration process on Engage *prior to* each fall and spring semester and summer session. Club practices or activities may not begin without the appropriate Re-Registration Form first being approved by the Sport Programs Office. Sport Clubs failing to complete the appropriate Re-Registration Form will not be allowed to return to activity for that given semester/session. See below for a breakdown of each semester's re-registration material and deadline.

2023 Fall Semester – Due August 2, 2023

- Constitution
- Officer Information Form
- Practice Schedule Information Form
- Dues Information Form
- *Governing Body Information Form*
- Coach/Instructor Agreement
- Club Roster
- Club Community Member Roster
- Monthly Events Schedule (*August 14 – October 8*)
- CPR/AED/First Aid Certificates for Safety Officers
- Concussion Certificates for Safety Officers

2024 Spring Semester – Due January 10, 2024

- Officer Information Form
- Practice Schedule Information Form
- Dues Information Form
- Coach/Instructor Agreement
- Club Roster
- Club Community Member Roster
- Monthly Events Schedule (*January 22 – March 10*)

2024 Summer Session – Due May 8, 2024

- Officer Information Form
- Practice Schedule Information Form
- Dues Information Form

- Coach/Instructor Agreement
- Club Roster
- Club Community Member Roster
- Monthly Events Schedule (*May 13 – August 18*)

C. Sport Club Allocations Board

The Sport Club Allocations Board (SCAB) is a committee of elected student club representatives that are assigned with the task of allocating funding to individual clubs. The Sport Club Program funding is allocated to the program through the Recreational Services master budget. The SCAB takes funding from Recreational Services and allocates to individual clubs based on their budget requests and presentations. The Sport Programs staff serves as advisors to the SCAB members during this process but have no votes in the allocation of funds. All members of the SCAB must remain in good standing with Sport Programs, Recreational Services, and the University. *Board members are not allowed to vote regarding allocations to their own clubs. In the event of a split vote involving a board member's club, the Ex-Officio will cast the deciding vote.*

II. Expectations

A. Accountability of Sport Club Officers

Club officers and members are responsible for all policies and procedures outlined in the Sport Club Guidebook. It is the student's responsibility to be familiar with its contents as they go about their business in administering the club. Failure to know is not an excuse for those not observing policies and procedures.

Clubs or individual members who fail to conduct themselves in an appropriate manner will be sanctioned. All cases of discipline will first be reviewed by the club's assigned Assistant Director of Sport Programs to determine appropriate actions. Clubs or its participants receiving sanctions may appeal the decision to the Associate Director of Sport Programs. Organizations or individual students filing such appeals should be aware that the Associate Director of Sport Programs might choose to levy a sanction greater than the one appealed. Extremely severe infractions will be referred to the Office of Student Accountability (OSA).

Sport Clubs function as part of the University of Iowa campus community and are representative of the University as they travel throughout the state or nationwide. Consequently, 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 Recreational Services, LSCE, the University of Iowa, 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.

B. Image and Perception

Sport Clubs, as with any organization, need to be aware of the image they may portray to the general public, campus community, and potential and current members. In addition to representing themselves, Sport Clubs represent the entire Sport Club Program, Recreational

Services, LSCE, Division of Student Life, and University of Iowa. Common sense and good taste should be employed when a club or its members divulge information about the club via websites, social media, message boards, chat rooms, or any other media. Sport Clubs that are discovered to be engaging in inappropriate behavior or are presenting the club in poor taste will be sanctioned. Examples of this type of behavior include, but are not limited to, lewd acts, irresponsible alcohol consumption, *unapproved* alcohol use during any club events, hazing, sexually explicit images, or a general disregard for a standard of decency.

III. Eligibility

A. Members

- All University of Iowa students are eligible for *membership* in the Sport Club Program. Students will be defined as those who have student status in the [University of Iowa Directory](#).
- Community members and University of Iowa faculty and staff are eligible for *membership*.
- Minors, those under the age of 18, are not eligible for *membership* in the Sport Club Program unless they are a currently enrolled student *at the University of Iowa*.
- Specific national, state, and/or local governing bodies may have eligibility requirements *for competition* that are not consistent with the eligibility requirements *for membership* in the University of Iowa Sport Club Program. Contact the governing body for specific eligibility requirements *for competition*.

B. Coaches/Instructors

- *Sport Clubs can have up to two approved non-member coaches/instructors. Approved coaches/instructors will be granted facility access to Recreational Services during club practice times.*
- *Clubs wishing to have more than two approved non-member coaches/instructors must appeal to do so by contacting their club's Assistant Director.*

IV. Facilities

A. Field House

Sport Clubs utilize many different areas of the Field House for practices, training, and special events. The following spaces are utilized by Sport Clubs:

- South Gym – Six basketball and volleyball courts
- Main Deck – Five badminton courts and two basketball and volleyball courts
- Activity Rooms – S461, S471, S481, S507 (Matted), S511 (Matted), S515, N464
- Meeting Rooms – 201 and E220
- Miscellaneous other spaces are utilized, such as converted racquetball courts
- The following policies must be followed when using the Field House:
 - All participants for any activity other than a special event must be eligible Sport Club *members* as stated in this Guidebook.

- All members must enter the facility by checking in at a Member Services Desk. If a member does not have a Recreational Services Membership, they must pay the Daily Walk-In Fee to enter the facility.
- Condition of the facility must be left better than it was found. This includes picking-up after club use.
- Clubs that are scheduled for space must use the space at the scheduled time unless prior notification/approval of the Sport Programs staff has been received.
- Equipment in the facility is not to be moved in any way without prior approval of Recreational Services staff.
- Members who enter a closed facility are subject to *sanctions by Recreational Services*. Additional charges may be filed with the OSA or University of Iowa Police.
- Harassment, or failure to follow the direction, of Recreational Services staff in any form will result in the immediate removal from the Field House and possible suspension from the facility.

B. Hawkeye Recreation Fields (HRF)

- The HRF consists of *six* natural turf outdoor recreation fields, *six synthetic turf outdoor recreation fields*, and four sand volleyball courts.
- The following policies must be followed when using the HRF:
 - Condition of the facility, other than normal wear and tear of field conditions based on specific activity, must be left better than it was found. This includes picking-up after club use.
 - Equipment at the facility is not to be moved in any way without prior approval of Recreational Services staff.
 - Alcohol is NOT permitted on the fields, in the parking lot, or in any other area of the facility. This includes alcohol that has been consumed (intoxicated participation is NOT permitted).
 - Members who enter a closed facility are subject to *sanctions by Recreational Services*. Additional charges may be filed with the OSA or University of Iowa Police.
 - Harassment, or failure to follow the direction, of Recreational Services staff in any form will result in the immediate removal from the Field House and possible suspension from the facility.

C. Hawkeye Tennis and Recreation Complex (HTRC)

Sport Clubs utilize many different areas of the HTRC for practices, training, and special events. The following spaces are utilized by Sport Clubs:

- Iowa Turf – Synthetic turf, often divided into north and south sections.
- Hawkeye Turf – Artificial, flat turf
- Tennis Courts – Eight indoor and 12 outdoor courts
- Meeting Rooms – N101 and 140
- The following policies must be followed when using the HTRC:
 - All participants for any activity other than a special event must be eligible Sport Club *members* as stated in this Guidebook.

- All members must enter the facility by checking in at a Member Services Desk. If a member does not have a Recreational Services Membership, they must pay the Daily Walk-In Fee to enter the facility.
- Food and drink other than water, including gum, are prohibited from the turf areas and tennis courts.
- Spitting is allowed in trash cans only.
- Condition of the facility must be left better than it was found. This includes picking-up after club use.
- Equipment at the facility is not to be moved in any way without prior approval of Recreational Services staff.
- Members who enter a closed facility are subject to *sanctions by Recreational Services*. Additional charges may be filed with the OSA or University of Iowa Police.
- Harassment, or failure to follow the direction, of Recreational Services staff in any form will result in the immediate removal from the Field House and possible suspension from the facility.

D. Campus Recreation and Wellness Center (CRWC)

Sport Clubs utilize many different areas of the CRWC for practices, training, and special events. The following spaces are utilized by Sport Clubs:

- Natatorium – Olympic-sized swimming pool and diving well
- Activity Rooms – AR1, AR2, AR3
- Meeting Rooms – 1A/1B
- The following policies must be followed when using the CRWC:
 - All participants for any activity other than a special event must be eligible Sport Club *members* as stated in this Guidebook.
 - All members must enter the facility by checking in at a Member Services Desk. If a member does not have a Recreational Services Membership, they must pay the Daily Walk-In Fee to enter the facility.
 - Condition of the facility must be left better than it was found. This includes picking-up after club use.
 - Clubs that are scheduled for space must use the space at the scheduled time unless prior notification/approval of the Sport Programs staff has been received.
 - Equipment in the facility is not to be moved in any way without prior approval of Recreational Services staff.
 - Members who enter a closed facility are subject to *sanctions by Recreational Services*. Additional charges may be filed with the OSA or University of Iowa Police.
 - Harassment, or failure to follow the direction, of Recreational Services staff in any form will result in the immediate removal from the CRWC and possible suspension from the facility.

E. Practice Facilities

Sport Clubs can request practice facility space on a recurring basis through Recreational Services and the Sport Club Program. Practice schedules for all Recreational Services facilities are determined at the beginning of each semester for all clubs turning in Practice Schedule

Request Forms. Additional schedules will be made as weather seasons change. Scheduling for Sport Clubs is based on the previous semester's Sport Club Program point standings and facility availability. Clubs must make use of their allotted practice space once it is scheduled to them, and not disrupt or interfere with activities taking place prior to, and after, their scheduled practice times. In all facilities, a limit may be placed on the number of regular weekly or monthly practice sessions scheduled to accommodate as many groups as possible with a practice schedule of reasonable frequency.

F. Special Events

Sport Clubs can request facility reservations for the hosting of a special event (anything other than a recurring practice) through Recreational Services and the Sport Club Program. To request to reserve a facility, clubs must submit a Facility Request Form on Engage at least two weeks in advance of the desired event. A request submitted less than two weeks in advance may not be considered. All standard facility policies apply for special events. Arrangements for participation by non-club members must be made with Recreational Services staff prior to the event and adhere to Sport Club Program policies. *NOTE: For any competition, or any other events in which a club is spending club funds, an Event must be submitted on Engage following the securing of facility space.*

V. Funding

- The allocation of funds to specific clubs within the Sport Club Program is the responsibility of the SCAB.
- A Sport Club is eligible for funding if it has been a recognized Sport Club for an entire semester (first day of classes through end of finals; summer sessions not included) before the funding process is to take place.
- Each eligible Sport Club can submit a Budget Request Form during the established time period prior to the SCAB annual fall allocation process. All clubs that submit a Budget Request Form will receive a Budget Request Hearing of a designated length before the SCAB to provide additional details regarding its request and to answer questions from the SCAB. Following the completion of all Budget Request Hearings, the SCAB enters budget deliberations and determines the amount of funds allocated to each club.
- Additional funding may be available throughout the year based on any available sweepings. Clubs will be made aware of any possible extra funding opportunities should they arise.
- *All funds allocated in the fall 2023 semester must be spent by March 27, 2024. Any unused funds will be swept for reallocation.*
- Any purchases made with University funding are for club-use only. Any funds deposited into the club's account is considered University funding. Purchases for personal use are not permitted. Purchases must be made using the proper process outlined in the Sport Club Guidebook.
- SCAB allocated funds are the first funds used during a club's spending in a given year.

VI. Travel

A. Definition

Sport Club travel for any event or club activity outside of Johnson County, Iowa.

B. Travel Eligibility

All club members wishing to travel to participate in club activities must be eligible for Sport Club *membership* as stated in the Sport Club Guidebook, be included on the Club Roster, and have properly completed the appropriate waiver. *Approved coaches/instructors may also travel and must be included on the Travel Roster.*

C. Travel Paperwork

*Sport Clubs must submit proper paperwork to the Student Organization Business Office (SOBO) before and after traveling for competition, or any other club function. Prior to any trip, the club must submit a Sport Club Event Request on Engage by three weeks before the event's date. Following the event, clubs must submit a Post-Event Form on Engage within two business days (i.e. a weekend trip ending on Saturday or Sunday would be due at 11:59 p.m. on Tuesday), **as well as turn in any applicable receipts or documents to the SOBO.***

D. Travel Expectations

- While traveling, Sport Club members are, as at all other times, expected to conduct themselves in an appropriate manner as stated in Article II.
- The purpose of travel is to participate in club activity.
- Clubs are encouraged not to travel at late hours or very early hours when it may be harder to stay alert.
- Drivers are required to know, obey, and uphold all traffic laws.

VII. Alcohol

Sport Clubs are prohibited from consuming and/or possessing alcohol at any sanctioned club events, *unless otherwise approved*. Alcohol is prohibited at all Recreational Services facilities including on property owned (boats, vehicles, etc.) or rented (*facility and vehicle rentals, charter buses, etc.*) by the University. Further, clubs cannot sponsor, host, endorse, or promote any activities in which alcohol consumption is the prominent activity. This includes, but is not limited to:

- Hosting or promoting fundraisers, parties, bar crawls, etc.
- Allowing club members, visiting club members, and club event spectators to possess or consume alcohol while at Recreational Services facilities or site of competition/event, including events held off-campus.
- Allowing club members or visiting club members to participate in competition/event while intoxicated.

- Suggesting to potential and/or current members that the club hosts parties, bar crawls, campfires, meetings, or other events in which alcohol consumption is the prominent activity.
- Sport Clubs are also subject to the guidelines set forth by the University Illegal Drugs and Alcohol Policy. The University Illegal Drugs and Alcohol Policy can be found at <https://dos.uiowa.edu/policies/illegal-drugs-and-alcohol/>.

VIII. Equipment

A. Purchases

Clubs will find it necessary to make equipment purchases at various times throughout the year. Rules and policies set forth by the University of Iowa Purchasing Department will apply to all purchases made using Sport Club funds. The Purchasing Process is outlined in the Sport Club Guidebook. Purchases can be for club-owned equipment only; personal equipment purchases are not permitted with University funding.

B. Rentals

Rentals can be for club-used equipment only; personal equipment rentals are not permitted with University funding.

C. Donations

When a club proposes to acquire equipment via donation, such donation must be coordinated with the Sport Programs staff.

D. Equipment Ownership and Selling/Disposal

All equipment purchased with club funds, or obtained through donation to the club, are property of Recreational Services. Disposal or sale of any Recreational Services equipment must be communicated to, and coordinated by, the Sport Programs staff.

E. Maintenance

Clubs will hold responsibility for the repair, maintenance, and replacement of equipment for which they have purchased or have had donated to the University. Any costs incurred will be the responsibility of the club and must either be included in the club's annual budget request for allocation or be paid through fundraising activities by the club.

F. Storage

- Costs associated with off-campus storage of Recreational Services equipment are the responsibility of the club and must either be included in the club's annual budget request for allocation or be paid through fundraising activities by the club.
- The Sport Programs Office may, at any time, request to see Recreational Services equipment. If the equipment is being stored at an off-campus facility, Recreational Services administrators retain the right to access the equipment unannounced. For inventory and property records purposes, Recreational Services administrators may need to access the equipment without prior notification of the club and its members. For smaller equipment

stored at a club member's private residence, requested equipment must be produced to the Sport Programs Office within 48 hours of the request.

G. Recreational Services Equipment

Equipment owned by Recreational Services may be used for non-club related events as deemed necessary by the Recreational Services staff.

IX. Non-Travel Forms

After the Sport Club Re-Registration process is complete each semester/session, Sport Clubs are required to submit various forms by the deadlines stated in the Sport Club Guidebook and given to them by the Sport Programs Staff. These forms include:

- Monthly Event Schedule – All events for the reporting period must be included. If a club adds an event for the reporting period after the schedule has been submitted, the club must complete a new schedule and submit on Engage. If the club cancels an event for the reporting period after the schedule has been submitted, the club must email their Assistant Director to notify them of the cancellation.
- Club Community Member Roster
- Safety Officer Certifications (when approaching expiration)
- *Officer Information Form*
- *Post-Event Forms*

X: Insurance Clarification

Sport Clubs are encouraged, and sometimes required, to have their own insurance through a national governing body or another third-party organization. The University of Iowa does not provide insurance coverage to Sport Clubs or participants. Participants generally must rely on their own personal health insurance to respond to illness or injury.

XI: Hazing Policy

Hazing is not tolerated at the University of Iowa. See below for a statement on hazing from the University of Iowa Code of Student Life.

The Code of Student Life and the Policy on Violence prohibit harassment, assault, and other forms of threatening behavior. When threatening behavior takes place within the context of a student organization or club and is directed at a student interested in participating in group activities, sanctions will be imposed upon the group or club as well as the students. Sanctions up to and including de-recognition from the University are imposed upon a group or club when one or more members or associates of the group or club commit an act of hazing.

In addition to institutional sanctions, a person who commits an act of hazing may be subject to criminal sanctions under section 708.10 of the Code of Iowa. The University defines hazing more broadly than the Code of Iowa criminal definition. In applying the anti-hazing policy to

individual cases, the following standards will be utilized during the administrative process to determine whether a hazing violation did occur as alleged.

Hazing is any intentional or unintentional reckless action or situation – with or without consent – that endangers a student or creates risk of injury, mental or physical discomfort, harassment, embarrassment, and/or ridicule – whether on campus or off campus – for the purpose of initiation into, affiliation with, or as a condition for continued membership in any student organization or team registered by the University of Iowa Student Government or by any other University sponsor.

Acts of hazing include, but are not limited to: compulsory alcohol or drug consumption; physical brutality; psychological cruelty; public humiliation; morally degrading activities; forced confinement; creation of excessive fatigue; required removal or destruction of public or private property; or any other activity that endangers the physical, mental, psychological, or academic well being and/or safety of an individual. Any requirement imposed upon prospective, new, or current members which is not related to the organization's purpose is discouraged and will become the subject of a University investigation once the practice is brought to the attention of the Office of Student Life.

This policy applies to all UI students and all UI student organizations and clubs. Some University programs promulgate anti-hazing policies specifically for students participating in their programs. The Department of Athletics enforces a hazing policy, as does the UI Interfraternity Council and Panhellenic Council. Copies are available at the respective department offices.

XII: Recreational Services and Student Life Communications

To help promote Sport Club activities, Recreational Services and Student Life Communications can provide the following opportunities to clubs:

- Digital Displays in all four indoor Recreational Services buildings
 - The advertisement must be created by the Club and must be submitted to the marketing coordinator following the appropriate guidelines, found here: recserv.uiowa.edu/advertising
- Tabling in one of three facilities (CRWC, Field House, or HTRC) for up to two hours
 - Guidelines for requesting a table may be found here: recserv.uiowa.edu/advertising
- Social Media re-posting of Club social media activity using #UISportClubs or by tagging @UIRecServices and @IowaSportClubs
- Clubs can also request social media posts on the IowaSportClubs handle by including a picture and event details in their Post-Event Form, or by submitting a [Social Media Request Form](#).

It is strongly suggested that Sport Clubs take advantage of these promotional opportunities as they are free of cost as a benefit of being part of the Sport Club Program.

XIII. Licensing

Brand guidelines must be followed to ensure your club's connection to Iowa is clear. Please reference the [Sport Club Brand Standards](#) before ordering apparel or merchandise and before promoting your club using your club's name or any other University mark.

XIV. Penalties

Penalties for violations of policies set forth by the Sport Club Program, Recreational Services, LSCE, and the University of Iowa are outlined below. Penalties listed below are assessed by the Sport Programs administrative staff. Violators of any rule, regulation, or policy are subject to additional penalties set forth by the individual program, department, or entity in which the violation occurred.

A. Definitions

Suspension

Suspension of a Sport Club includes the loss of the club's ability to use allocated facility space for practice or for a special event, *to spend any club funds*, and to represent the University of Iowa in competition or any sort of travel. A club's suspension means immediate cease in club activity until the suspension is lifted. Upon suspension, the Sport Club will receive an official notification from their Assistant Director. *Upon return from semester suspension, a club will be on Probationary status for the following semester.*

Probation

A club that is put on probation must earn 90% of points possible in the Sport Club Points System during their semester of probation. Should the 90% not be reached, the club will be suspended for the following semester. Should the 90% be reached, probation will be lifted. Additionally, any club that is on probation is subject to suspension with or without warning in the event of a Sport Club Program, Recreational Services, or University policy violation. Upon probation, the Sport Club will receive an official notification from their Assistant Director. Summer does not qualify as a semester as it pertains to probation or suspension status.

Warning

A warning is issued to a club as stated in the Sport Club Policies and Procedures. A club that has received a warning may be suspended for a second violation without being subject to probation. A warning is not required prior to suspension for a major violation.

B. Assessment of Penalties

Expectations

Sport Clubs that portray a negative image during participation on or off campus will receive no less than a warning for improper behavior. Depending on the severity of the incident(s) a club in violation may be suspended from the Sport Club Program without warning, as a direct result of improper behavior.

Officer Training

Clubs that do not have all required officer positions attend the appropriate officer training sessions will be put on Probationary status for that semester. If a club is already on Probationary status for that semester, the club will be moved to Suspended status for that semester.

Participation

Clubs allowing an individual to participate that has not completed a waiver will receive no less than a warning. If the problem persists, or more than one ineligible participant is discovered, the club may be suspended from the Sport Club Program.

Registration

Sport Clubs that do not meet the re-registration requirements of the Sport Club Program by the deadline set forth by the Sport Club Program will be considered inactive for the semester/session. *Clubs that miss re-registration for two consecutive semesters (fall and spring, or vice versa) will be moved to frozen status and must be approved by the Student Organization Review Committee (SORC) to regain active status.*

Facilities

Anytime a club has reserved a facility, for practice or a special event, the facility must be utilized.

- If a club will not be using a scheduled practice space, to avoid a \$50 fine, the club must notify the Sport Programs Office of their practice cancellation no less than three business hours prior to the scheduled start time of a practice for weekday practices. Business hours are considered 8:00 a.m. – 5:00 p.m., Monday through Friday. For weekend practices, notification must be received by 10:00 a.m. the day of the practice. Notification must be done by completing the [Sport Club Facility Reservation Cancellation Form](#) on the Sport Club Website.
- If a club will not be using a facility space reserved for a special event (game, competition, etc.), to avoid a \$100 fine, the club must notify the Sport Programs Office of their reservation cancellation no less than 24 hours prior to the scheduled start of the reservation. Notification must be done by completing the [Sport Club Facility Reservation Cancellation Form](#) on the Sport Club Website.
- Clubs that utilize the CRWC Natatorium that need to cancel a practice/event scheduled in the CRWC Natatorium must notify the Sport Programs Office at least 48 hours in advance of the practice/event start time to avoid paying the lifeguard fees for the

scheduled practice(s). Notification must be done by completing the [Sport Club Facility Reservation Cancellation Form](#) on the Sport Club Website.

- The Sport Programs Staff reserves the right to waive the facility cancellation fine due to extenuating circumstances.

Funding

- A club that is funded by the SCAB that does not complete the Sport Club Program re-registration process by the deadline will lose all previously allocated funding, and such funds will be reallocated by the SCAB during special reallocations.
- Any club or individual club member that uses funds for the purchase of personal equipment, apparel, etc. *may* lose any remaining allocated funding for that academic school year. Other penalties may be enforced by Sport Club Program, Recreational Services, or University administrators.

Travel

- Travel Eligibility – A club that allows any individual that does not meet travel eligibility requirements as stated in the Sport Club Guidebook to travel with the club will be suspended from travel for a period of two weeks. A second offense will result in a travel suspension for up to six months. All suspensions will occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.
- Travel Paperwork – A club that does not turn in the proper paperwork required for a trip, as stated in the Sport Club Guidebook, by the given deadlines before and after traveling will receive five penalty points in the Sport Club Program Points Standings. If the form is not turned in after a week from the deadline, the club will be suspended and unable to participate until the form is submitted and approved.
- Travel Expectations – Upon review of the Travel Expectations by the Sport Programs staff as stated in the Sport Club Guidebook, violating clubs may be suspended from travel or suspended from the Sport Club Program. All suspensions will occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.

Alcohol

Potential Sport Club violations of the University of Iowa Code of Student Life Illegal Drugs and Alcohol Policy will be forwarded to the OSA. Any clubs found responsible for violations will be penalized 20 points in the Sport Club Program Points System in addition to any sanctions provided by OSA.

Recreational Services Equipment

Clubs that do not abide by the Recreational Services Equipment Policy, as stated in the Sport Club Guidebook, will lose the privilege of using such equipment. The Sport Club Program may require payment from the club for any repair costs, or any remaining costs on property or facility rentals for storage of equipment. If no funds are available to the club, and no

appropriate storage space is available for said equipment, the Sport Club Program as a part of Recreational Services retains the option of releasing the equipment via the University of Iowa Property Surplus process.

Sport Club Monthly Event Schedule

A club that has an outstanding Sport Club Monthly Event Schedule *will not receive points for that form* in the Sport Club Program Points Standings and the club will be notified that they still need to submit the Sport Club Monthly Event Schedule. The club has one week from the notification to submit the schedule. If the schedule is not submitted within one week, the club will be suspended until the schedule is submitted and approved.

Appeals

Clubs or individual members who fail to adhere to Sport Club-specific policies will be sanctioned by the Sport Programs staff. All cases of discipline will first be reviewed by the club's assigned Assistant Director of Sport Programs to determine appropriate actions. Clubs or its participants receiving sanctions from the Sport Programs staff may appeal the decision to the Associate Director of Sport Programs. Organizations or individual students filing such appeals should be aware that the Associate Director of Sport Programs might choose to levy a sanction greater than the one appealed. Violations of the Code of Student Life will be passed on to the OSA.

Point System

The following penalties will result in a loss of points in the Sport Club Program Points System. The deduction of points is in addition to any penalties previously outlined in the Penalties section of this manual.

- Major Offenses – loss of 20 points
 - Breaking the law
 - Violating major university policy
 - Major problems regarding conduct while representing the University of Iowa both in Iowa City and while traveling (i.e. holding an alcohol sponsored event, misconduct at tournament)
 - Misuse or abuse of a facility
 - Driving of Fleet Services vehicles by non-approved drivers
 - Travel without informing Sport Programs office
 - Any other offense deemed major

- Minor Offense – loss of 5 points
 - Failure to turn in paperwork that is not included in point system
 - Failure to properly notify Sport Programs staff of updated schedule
 - Failed spot check
 - Failure to follow University/campus signage rules
 - Any other offense deemed minor

Section 2 | Requirements & Expectations

Recent policy changes will appear in highlighted and italicized font.

This section will provide you with requirements and expectations of becoming a member of, or retaining membership in, the Sport Club Program. Failure to meet these requirements and expectations can result in not being a recognized Sport Club with the Sport Club Program.

Requirements & Expectations | Sport Club Program Recognition

Registration for New Sport Clubs

To start the process of registering as a new sport club, the proposed student group must follow the same procedures that all University groups do when interested in starting a student organization. Those procedures are outlined on the [Start a New Student Organization webpage](#). Once a registration is submitted, the Student Organization Review Committee (SORC) will meet to determine if the organization should be classified as a sport club or as a general student organization.

Re-Registration for Returning Sport Clubs

To renew membership as an active sport club, all returning clubs must complete the Sport Club Re-Registration process on Engage at the beginning of each fall and spring semester and summer session. Club practices or activities may not begin without the appropriate Re-Registration Form first being approved by the Sport Programs Office. Sport Clubs failing to complete the appropriate Re-Registration Form and receive approval by the given deadline will not be allowed to return to activity for that given semester. See below for a breakdown and description of each semester's re-registration material and deadline.

2023 Fall Semester – Due August 2, 2023

- **Constitution:** Upon creation of a Sport Club or any general student organization, a constitution must have first been made. Constitutions contain the basic, fundamental principles and procedures regarding the club's structure and membership. By-laws outline, in more detail, the rules of procedure by which a club's membership govern their organization. If needing assistance in editing the club's constitution before re-registration, seek assistance from the club's Assistant Director.
- **Officer Information Form:** Provides the Sport Programs Office with the most up-to-date officer contact information.
- **Practice Schedule Information Form:** Provides the Sport Programs Office with information on the club's practice schedule.
- **Dues Information Form:** Provides the Sport Programs Office with the club's plan and intentions regarding charging member dues for the semester.
- **Coach/Instructor Agreement:** Provides the Sport Programs Office with the club's coach or instructor information including details of the arrangement regarding pay and responsibilities. If the club does not have a Coach/Instructor, it must complete the "Coach/Instructor Agreement

Form Upload” portion of the re-registration by selecting “No” when asked if the club has a coach/instructor.

- Club Roster: Provides the Sport Programs Office with a list of each member’s name. Rosters should be populated on Engage.
- Community Member Roster: Provides the Sport Programs Office with a list of Community Members that are in the club. Community Members are defined as members who do not have access to Engage and cannot be included on the club’s engage roster (i.e. Non-Student/Faculty/Staff).
- Monthly Events Form (*August 14-October 8*): Provides the Sport Programs Office an event schedule for the first “month” of the semester.
- CPR/AED/First Aid Certificates for Safety Officers: Each club is required to have two Safety Officers that are currently certified in CPR/AED/First Aid through American Red Cross and have completed the NFHS Concussion signs and symptoms training. Current certifications must be uploaded to Engage. Safety Officers must be students.
- Concussion Certificates for Safety Officers: Each club is required to have both Safety Officers complete the NFHS Concussion signs and symptoms training. Clubs may be required to have more members take and complete the course, depending on level of risk. The required number of Proofs of Completion must be uploaded to Engage. Consult your Assistant Director or review the guidelines under the “Risk Management” portion of this section to find out the appropriate number of club members that are required for your club.
- Governing Body Information: Each sport club is required to have an affiliated governing body or parent organization for the sport/activity.

2024 Spring Semester – Due January 10, 2024

- Officer Information Form: Provides the Sport Programs Office with the most up-to-date officer contact information.
- Practice Schedule Information Form: Provides the Sport Programs Office with information on the club’s practice schedule.
- Dues Information Form: Provides the Sport Programs Office with the club’s plan and intentions regarding charging member dues for the semester.
- Coach/Instructor Agreement: Provides the Sport Programs Office with the club’s coach or instructor information including details of the arrangement regarding pay and responsibilities. If the club does not have a Coach/Instructor, it must complete the “Coach/Instructor Agreement Form Upload” portion of the re-registration by selecting “No” when asked if the club has a coach/instructor.

- Monthly Events Form (*January 22-March 10*): Provides the Sport Programs Office an event schedule for the first “month” of the semester.
- Club Roster: Provides the Sport Programs Office with a list of each member’s name. Rosters should be populated on Engage.
- Community Member Roster: Provides the Sport Programs Office with a list of Community Members that are in the club. Community Members are defined as members who do not have access to Engage and cannot be included on the club’s engage roster (i.e. Non-Student/Faculty/Staff).
- Governing Body Information: Each sport club is required to have an affiliated governing body or parent organization for the sport/activity.

2024 Summer Session – Due May 8, 2024

- Officer Information Form: Provides the Sport Programs Office with the most up-to-date officer contact information.
- Practice Schedule Information Form: Provides the Sport Programs Office with information on the club’s practice schedule.
- Dues Information Form: Provides the Sport Programs Office with the club’s plan and intentions regarding charging member dues the summer.
- Coach/Instructor Agreement: Provides the Sport Programs Office with the club’s coach or instructor information including details of the arrangement regarding pay and responsibilities. If the club does not have a Coach/Instructor, it must complete the “Coach/Instructor Agreement Form Upload” portion of the re-registration by selecting “No” when asked if the club has a coach/instructor.
- Monthly Events Form (*May 13-August 18*): Provides the Sport Programs Office an event schedule for the summer.
- Club Roster: Provides the Sport Programs Office with a list of each member’s name. Rosters should be populated on Engage.
- Community Member Roster: Provides the Sport Programs Office with a list of Community Members that are in the club. Community Members are defined as members who do not have access to Engage and cannot be included on the club’s engage roster (i.e. Non-Student/Faculty/Staff).
- Governing Body Information: Each sport club is required to have an affiliated governing body or parent organization for the sport/activity.

Sport Club Re-Registration Instructions

All steps below must be completed by each semester/session's deadline for the club to remain active.

1. Ensure your club's name is the official name as listed on your club's engage page.
2. Prepare documents to upload. The club's Constitution can be found on the club's Engage page under "Documents." Templates or blank documents for Officer Information, Practice Schedule Information, and Monthly Events Forms, as well as the Coach/Instructor Agreement, are all found on the [Sport Club Engage Page](#) under "Documents." Download, complete, and save these documents so that they can be uploaded within the re-registration process.
3. An existing officer, as listed on the club's engage page, will need to login to Engage and navigate to the club's page. Click on "Manage Organization" which should lead the submitter to a page to select "Re-Register,". Click the Re-Register button to begin the corresponding semester/period's Re-Registration form.
4. Complete the necessary steps for re-registration as outlined on the form and make sure to click submit. Make sure the club's roster is updated as much as possible. Invitations must be sent to members and accepted by members for them to be added to the roster. Ensure that old members are not included and that all officer positions are accurate.
5. Once submitted, the Sport Programs Staff will review the submission. Clubs will be notified if the submission is approved or denied. If the submission is denied, the submitter will receive reasoning as to why and then be able to edit the existing submission.

Sport Club Officer Position Descriptions

Each club must have the following elected officers who must be full-time University of Iowa students. Contact information for each officer must be kept up to date with the Sport Programs Office. The positions are President, Vice President, Treasurer, and Travel Officer. Two Safety Officers are also required. The President, Vice President, or Treasurer may also serve as the Travel Officer. The four elected officers may also serve as Safety Officers.

President and Vice President

The Sport Club President and Vice President are elected positions. The following duties are required to be performed by the President or Vice President of each Sport Club:

- Complete Officer Training for each semester.
- Serve as a liaison between their club and the Sport Programs Staff.
- Inform their club officers and members of all information pertaining to Sport Clubs.
- Ensure that their Sport Club is complying with the rules and regulations of the University of Iowa and Recreational Services.
- Complete and submit all necessary forms pertaining to their Sport Club including the submission of a waiver form for each member.
- Report the results of all Sport Club-sponsored activities either on or off-campus.
- Arrange for facility and/or field reservations for club functions.

- Either the President or the Vice President must attend each monthly SCAC meeting.
- *Complete regular meetings with the club's assigned Assistant Director*

Treasurer

Treasurer is a required, critical officer position for each Sport Club. The treasurer must keep complete, documented, and updated financial records. The treasurer should assume the following responsibilities:

- Complete Officer Training each semester.
- Complete the Cash Handling certification annually.
- Keep current, accurate financial records
- Document expenditures with the use of receipts.
- Make sure Sport Club monies are used properly according to University, Sport Club, and team policies.
- Know and monitor the rules and regulations governing the financing of student organizations.
- Initiate and ensure that club members assume responsibility for generating funds.
- Make all club deposits; oversee that cash handling procedures are being followed.
- *Complete regular meetings with the club's assigned Assistant Director*

Travel Officer

The Travel Officer position is a required position for all Sport Clubs and is of particular importance for clubs that travel frequently for competitions. The President, Vice President, or Treasurer may also serve as the Travel Officer. The Travel Officer should assume the following responsibilities:

- Book fleet services vehicle reservations.
- Ensure club has correct number of certified drivers well in advance of travel.
- Complete proper *event* paperwork on Engage for each trip, at least *three weeks* prior to the trip's departure date.
- Request reimbursements for travel-related purchases with assistance from Treasurer.
- Know and follow all University and Recreational Services travel policies and enforce among club members.
- *Complete regular meetings with the club's assigned Assistant Director*

Safety Officers

A minimum of two Safety Officers is required for all Sport Clubs. Any club member that is a student and already CPR/AED/First Aid certified through American Red Cross or another reputable organization approved by Recreational Services is qualified to act as Safety Officer. If no member of the club has their certifications, classes are offered by Recreational Services free of charge. Safety Officers must also become concussion certified through NFHS or another reputable group approved by Recreational Services. The Safety Officers will assume the following responsibilities:

- Maintain current CPR/AED/First Aid certifications and upload new certifications to Engage as necessary.
- Re-certify in concussion signs and symptoms annually and ensure that all additional concussion certification requirements are met by other club members as necessary.
- At least one Safety Officer is required to be present at all practices and events.

- File an Accident Report to the Sport Programs staff for club members who are injured during on or off campus practice, competition, informal recreation, or instruction related to the Sport Club. Accident Reports must be submitted within 48 hours of the accident.

Some additional, optional, officer possibilities include Fundraising Chair, Community Service Chair, Publicity & Advertisement Manager, Event Manager, Recruitment Chair, and/or Historian.

Requirements & Expectations | Monthly and Semesterly Paperwork

Monthly Event Schedule

Each club is required to submit a monthly event schedule. The purpose of the monthly event schedule is to make sure the Sport Programs Office knows the schedule of each club, so we can make sure we are assisting clubs in whatever is needed for their events. All events for the reporting period must be included. If a club adds an event for the reporting period after the schedule has been submitted, the club must complete a new schedule and submit on Engage. If the club cancels an event for the reporting period after the schedule has been submitted, the club must email their Assistant Director to notify them of the cancellation.

A blank Sport Club Monthly Event Form can be found under “Documents” by logging in to Engage and visiting the [Sport Club Engage Page](#). Download the blank form, complete it, and upload the completed form to Engage by the stated deadline. Monthly event schedules should include any activities/events outside of regular practice or meetings. Due dates correspond with SCAC meeting dates and re-registration. The due dates are outlined below.

A club that has an outstanding Sport Club Monthly Event Schedule will receive zero points in the Sport Club Program Points Standings and be notified that they still need to submit the Sport Club Monthly Event Schedule. The club has one week from the notification to submit the schedule. If the schedule is not submitted within one week, the club will be suspended until the schedule is submitted.

A blank copy of a monthly event schedule is included in the following pages of this manual.

Monthly Event Form Due Dates

<i>Events Occurring During</i>	<i>Due Date</i>
<i>August 14 – October 8</i>	<i>August 2 (Within Fall Re-Registration)</i>
<i>October 9 – November 5</i>	<i>September 27</i>
<i>November 6 – December 10</i>	<i>October 25</i>
<i>December 11 – January 21</i>	<i>November 29</i>
<i>January 22 – March 10</i>	<i>January 10 (Within Spring Re-Registration)</i>
<i>March 11 – April 7</i>	<i>February 28</i>
<i>April 8 – May 12</i>	<i>March 27</i>
<i>May 13 – August 18</i>	<i>May 8 (Within Summer Re-Registration)</i>

IOWA

Recreational Services

SPORT CLUB MONTHLY EVENTS SCHEDULE

Please list all club events for the month in the appropriate table (Home or Away). Include competitions, clinics, try-outs, etc. Include all information requested. For competitions, include who your opponents will be. If you need more space, feel free to insert new rows, or duplicate the entire report.

Club: _____ Person Completing Form: _____

Time Period You Are Reporting (See Breakdown at Bottom of Page) _____

HOME EVENTS

For events occurring over multiple dates, use a different line for each date.

Date	Event	Location (Facility/Venue)	Start Time	End Time	Opponents/Other Participating Clubs

AWAY EVENTS (Outside Johnson County)

Fleet Services?	Event	Location (City/State)	Departure Date	Return Date	Opponents/Other Participating Clubs

Other Paperwork

Throughout the fall and spring semesters, other assignments are required to be turned in to, or done with, the Sport Programs Office. Some of these requirements will count towards a club's point total within the Sport Club Point System. Such assignments are below:

Fall Assignments

- Officer Training (attendance required by all officers)
- Update Club Engage Page with Current Information
- SCAC Meeting Attendance (attendance required by President OR Vice President)
- Monthly Event Schedules
- Schedule and attend Officer Meetings with Assistant Director
- *Schedule and attend Officer Meetings with Assistant Director*
- Spring Officer Information Form
- End-of-Semester Survey – Completion by All Officers
- *Regularly update the club's roster on Engage and Community Member Roster*
- *Ensure waivers have been submitted for the academic year*
- *Event Submission* – As necessary prior to every club event/match
- Post-Event Form – As necessary after every club event/match

Spring Assignments

- Officer Training (attendance required by all officers)
- SCAC Meeting Attendance (attendance required by President OR Vice President)
- Monthly Event Schedules
- Schedule/Attend Officer Meeting with Assistant Director
- *Schedule/Attend Officer Meetings with Assistant Director*
- Schedule/Attend New Officers Meeting with Assistant Director
- Fall Officer Information Form
- End-of-Semester Survey – Completion by All Officers
- *Regularly update the club's roster on Engage and Community Member Roster*
- *Ensure waivers have been submitted for the academic year*
- *Event Submission* – As necessary prior to every club event/match
- Post-Event Form – As necessary after every club event/match

Final Assignment

- Transition Notebook/Drive & End-of-Year Meeting
 - The Transition Notebook is a compilation of important information regarding club business. It can be a notebook, a file, or saved electronically. This should include information such as past budget information, contact information, alumni contacts, fundraising records, and any other pertinent club information. This notebook should be designed to be passed between outgoing and incoming club officers from year to year.

- This notebook will be presented to the club's assigned Assistant Director at the end of each spring at each club's final Club Officer Meeting with the club's Assistant Director. It is preferred that the club's current officers and incoming officers all meet with the Assistant Director to discuss how the year went and what the club can work on going into the following year.

Paperwork must be turned in by 11:59 p.m. on the due date. A list of due dates can be found in the Summary of Points Available section in the following pages of this section.

Community Service Bonus Points

Each club will have the opportunity to earn extra points by doing community service projects throughout the year. Community service is deemed as services volunteered by individuals or an organization to benefit a community or its institutions. Some examples are the American Heart Association's Heart Walk, sport clinics, Habitat for Humanity, or doing a neighborhood cleanup.

Clubs can earn up to 20 bonus points for community service. To earn the first 10 points, the number of community service hours performed by the club must be equivalent to the number of club members. Once those hours are documented and turned in to the Sport Club Office, the club will receive 10 bonus points. If the club does this again, it will earn an additional 10 bonus points.

Prior to doing community service, a Sport Club Community Service Pre-Event Approval Form must be completed. This will allow the Sport Club Staff to review to make sure it will count towards necessary hours. Once the community service has been performed, a Sport Club Community Service Post-Event Form must be completed to document the community service performed. Verification of the community service must be provided by a representative from the organization that was served.

Intramural Officiating Bonus Points

Each club will have the opportunity to earn extra points through members obtaining employment as Intramural Sport Officials with the Department of Recreational Services. Club members who officiate Intramural Sports would be required to fulfill the job duties as any other employee would. Members who choose to join the officiating staff for one of the officiated Intramural Sports (Flag Football, Slow-Pitch Softball, Indoor Soccer, Volleyball, Futsal, Outdoor Soccer, or Basketball) will accumulate points for their clubs. Below outlines how bonus points would be accumulated for clubs that have members employed as Intramural Sport Officials.

1. For each sport club member that officiates, their associated sport club shall receive two bonus points for every sport in which the member officiates.
 - a. For example: A student who is a member of the Baseball Club is employed as an Intramural Sport Official for both Flag Football and Slow-Pitch Softball. They will accumulate four points.

2. Sport club members will gain an additional one point if they officiate an intramural championship game.
3. The maximum number of points that a member can earn for their club is five per semester.
4. The maximum number of points that a club can earn is 20 per semester.
5. Members that are associated with multiple sport clubs will only be able to give points to one club and will not be able to split points between their clubs.
6. If a sport club member is terminated from employment as an Intramural Sports Official, the member will forfeit any points earned throughout the semester for their club.

Bonus points from officiating with Intramural Sports will be calculated at the end of the semester.

Requirements & Expectations | Club Expectations & Discipline

Club Officers and members are accountable for all policies and procedures outlined in the Sport Club Guidebook and the University of Iowa Code of Student Life. It is the students' responsibility to access and effectively utilize the Sport Club Guidebook. Failure to "know" is not an excuse for those not observing policies and procedures. Clubs or individual members that fail to conduct themselves in an appropriate manner may be sanctioned.

Disciplinary procedures start with the club's assigned Assistant Director of Sport Programs. Appeals of club discipline can be made to the Associate Director of Sport Programs, followed by the Senior Associate Director of Recreational Services. Disciplinary procedures can also extend to the Office of Student Accountability (OSA). Sanctions may include, but are not limited to, loss of privileges and suspensions. In very serious situations, clubs may be disbanded and/or individuals banned from participation. Students are encouraged to discuss sanctions with their assigned Assistant Director of Sport Programs.

Club Expectations

- In all club-sponsored activities, club members must assume full responsibility for following local, state, and federal laws as well as university regulations such as the Code of Student Life.
- Each club must maintain goals and objectives that are consistent with the educational mission of the university.
- Clubs must re-register on Engage each semester/session before resuming activity.

- Each club must regularly update the club’s page on Engage. This includes managing the roster when members are added or removed, editing officer positions each semester, and updating general information such as practice schedules in the club’s description.
- Each club must review and update its constitution annually.
- Each club is responsible for completing and submitting proper forms.
- Each club is responsible for assuring representation at the monthly SCAC meetings and mandatory workshops.
- Each club is responsible for abiding by the guidelines, policies, and procedures set forth in the Sport Club Guidebook in addition to any specific policies and procedures set forth in any annual agreement with Recreational Services.

Roster Management

Engage Roster Management

As listed as one of the club expectations above, it is important that clubs regularly update their rosters when members are added or removed and when officer positions change. All members who are students/faculty/staff members need to be on the club’s roster on Engage. To manage the club’s roster, follow the steps below:

1. Login to Engage.
2. Go to the club’s page by searching in the search bar on the home page.
3. Once on the club’s page, click the “Manage Organization” tab.
4. From the side panel, click “Roster”.
5. From there, student/faculty/staff members can be sent invitations to join the club’s roster. Members that already have requested to join the club can be approved or declined via the “prospective” tab.
6. Officer positions can be edited by adding or removing different positions under each rostered member’s name.

NOTE: Only current officers can manage the roster. Before leaving, outgoing officers should update the roster alongside new officers.

Community Member Roster Management

Community members do not have access to Engage and thus, need to be on the club’s Community Member Roster. The Community Member Roster should be included in the Re-Registration Form before each semester/period but also needs sent to the club’s Assistant Director should new community members join after re-registration. The blank template can be found on the Sport Club Engage page under “Documents.”

Registrar Authorization Form

Governing bodies or tournament/game administrators have their own roster requirements and may need to verify student classifications through the Registrar’s Office. The Registrar’s Office Service Center is located at 2700 University Capitol. They may also be contacted via email at

registrar@uiowa.edu. To approve/stamp classifications of members, they will need a Registrar's Sport Club Authorization Form. The club's Assistant Director will need to sign the form before the club can provide it to the Registrar. The blank template can be found on the Sport Club Engage page under "Documents."

Compliance Requirements

All Sport Clubs must comply with certain paperwork and meeting requirements each semester to remain a Sport Club in good standing. Sport Clubs must maintain at least 80% compliance in the Sport Club Program Point System, though the expectation is that all Sport Clubs will be 100% compliant every semester.

Non-Compliance Sanctions

Probationary Status

If a sport club does not complete at least 80% of compliance requirements during a semester, the club will be put on probation for the following semester. *Additionally, if a sport club fails to have each officer attend the Sport Club Officer Training at the beginning of a semester, the club will be put on probation for that semester.*

During the probationary semester, the Sport Club must complete 90% compliance in the Sport Club Program Point System to be removed from probationary status. The Sport Programs Office reserves the right to add additional sanctions as necessary.

Suspended Status

Failure to complete the requirements to be removed from probationary status will result in the Sport Club being considered suspended. A Sport Club labeled as suspended will not receive any funding, will not travel, and will not have practice space or times. Suspended clubs will not have access to their Engage page or their University accounts. Suspended clubs may not recruit or utilize the University of Iowa name to compete during their suspension. All club activity must cease during suspension.

The Sport Club may request to return to probationary status after one semester of suspended status with approval of the Sport Programs Staff. *The Sport Club will be required to complete 90% of requirements for the first semester of return. Following the completion of the semester of return with adequate compliance, the club may return to an 80% compliance requirement with approval of the Sport Programs Staff and be considered a club in good standing.*

Requesting a Review of Club Status

Sport Clubs may request a review of the Sport Programs Office's decision for the Sport Club to be placed on probationary or suspended status by completing the following:

1. Request a Review of Club Status in writing (email is acceptable) to your assigned Assistant Director within 48 hours of being notified of club change-in-status.

2. The Assistant Director will set-up a meeting with the club officers and the Associate Director of Sport Programs to discuss the review within one-week.
3. The Associate Director of Sport Programs will make a final decision regarding the club's status within three business days following the meeting.

Role of Sport Club Coaches/Instructors

If desired, it is the responsibility of the Sport Club to secure the services of a coach/instructor for their club. Clubs can have up to two non-student coaches/instructors. *Clubs wishing to have more than two approved non-member coaches/instructors must appeal to do so by contacting their club's Assistant Director.* Coaches/instructors should preferably be experienced within the specific area of instruction, and possess the necessary certifications and licenses, if they are required. For each coach/instructor that a club has, a Coach/Instructor Agreement must be completed during the re-registration process. If your club plans to pay your coach/instructor for their services, you must fill out the "Paid Coach/Instructor Agreement Form". If your club plans to use a volunteer coach/instructor, you must fill out the "Volunteer Coach/Instructor Agreement Form".

Each form (paid and volunteer) will consist of two different sections but only the first section will be found on the Sport Club Engage page under "Documents". Section One must be filled out by the Sport Club Officer(s) and then submitted to their assigned Assistant Director for approval. When/If Section One of the form has been approved, the Sport Club Officer can then begin Section Two of the Coach/Instructor Agreement Form which will be given to the club by their Assistant Director and must be physically completed by the coach/instructor and Sport Club Officer(s). Once completed, Section Two can then be submitted back to their assigned Assistant Director for final approval. Examples of both paid and volunteer agreement forms are below. The Sport Programs Office reserves the right to deny the club's request to hire a specific coach/instructor.

Once approved, sport club coaches/instructors will be granted facility access to Recreational Services during the club practice times, if needed.

Coach/Instructor Regulations

1. The maximum number of coaches/instructors per each club is two. *If you have an exception and need more than two coaches/instructors, contact your club's Assistant Director to appeal.*
2. The Coach/Instructor must be aware of and follow all University and Sport Club policies and procedures.
3. The Coach/Instructor must restrict their contributions to coaching and/or instruction and should refrain from activities involved in the club's management. A Sport Club is first and foremost a student organization and, as such, the student representatives (not

the coach/instructor) should serve as the liaison between the club and the Sport Programs staff, the University, and all non-university agencies. The philosophy and key to the success of the Sport Club Program has been the continued emphasis placed on student leadership and participation.

4. The student members must handle club business matters (hosting tournaments, submitting forms, equipment requests, etc.) with the coach/instructor serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach/instructor or the student representative.
5. Coaches/Instructors must always help to ensure good sportsmanship. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University of Iowa. This includes behavior in game situations, contact with other teams, and interaction with event staff. When involved in off-campus events or when traveling, coaches must be aware that they are still representing the University of Iowa and must act in a professional manner.
6. Paid coaches can be reimbursed using club funds for their time and efforts. However, the amount for payment must be determined prior to the work being done and must be documented on the Coach/Instructor Agreement each semester/session.
7. It is recommended that all coaches/instructors purchase medical and liability insurance, as they are not covered by the University of Iowa.
8. Coaches/Instructors should refrain from making appointments with the Sport Programs staff without a club officer.
9. The Sport Programs Office has the right and obligation to protect the club, and if, in the staff's opinion, the coach/instructor is not working in the best interests of the club, the coach/instructor will be relieved of his/her duties.
10. Coaches should not, under any circumstances, allow hazing to take place within the club, nor should they allow an environment of hazing to exist.
11. Coaches that are volunteer (not paid) must complete the appropriate volunteer paperwork required by University of Iowa Risk Management.
12. Coaches that are paid must complete paperwork with University of Iowa Division of Student Life Human Resources.

Example of A Properly Completed Paid Coach/Instructor Agreement (Page 1 is Section One. Pages 2 and 3 are Section Two)

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Recreational Services

SPORT CLUBS PAID COACH/INSTRUCTOR AGREEMENT FORM

Instructions:

1. Sport Club officer completes Section 1, and submits to the club's assigned UI Sport Programs Assistant Director.
2. Once approved by the UI Sport Programs Assistant Director, the form will be returned to the club officer, along with Section 2.
3. Section 2 is completed by the instructor/coach.
4. Upon completion of Section 2, the club officer re-submits the form to the club's assigned UI Sport Programs Assistant Director.
5. The UI Sport Programs Assistant Director submits the completed form to Division of Student Life HR. DSL HR will contact the coach/instructor to inform them of what employment paperwork is required of them.
6. **If employment paperwork is required, the coach/instructor must meet with HR prior to the start date of service (125 N. Madison Street, 253 IMU; HR-studentlife@uiowa.edu).**
7. Approved payment will be made at the end of the semester on determination of complete and satisfactory performance

PRIOR APPROVAL

SECTION 1 (Completed by Sport Club Officer)

Club Name: Rock Climbing Academic Semester: Fall 2021

Instructor/Coach Name: John Smith

Instructor/Coach Address: E216 Field House

City: Iowa City State: IA Zip: 52242

Phone: 319-467-0044 E-Mail: John-Smith-Climber@gmail.com

Date Service Begins: 8/23/2021 Date Service Ends: 12/15/2021

May not exceed end of semester date

Amount to Be Paid: \$1,200.00

MFK for payment (office use only): _____

Completed prior approval must be submitted to the UI Sport Programs Assistant Director. If approved, Section 2 of the form will be completed by the Coach/Instructor for final processing.

Jane Doe
Club President Name

Jane Doe
Signature

8/1/2021
Date

Herky Hawkeye
UI Sport Program Staff Name

Herky Hawkeye
Signature

8/2/2021
Date

SPORT CLUBS

PAID COACH/INSTRUCTOR AGREEMENT FORM

SECTION 2 (Agreement completed by Instructor/Coach)

Instructor/Coaching services will be provided at the discretion of the club members and the UI Sport Program Professional Staff for a period of one semester. All coaches must reapply for their positions at the beginning of each semester regardless of how long they have been affiliated with the club. Please initial next to each item to acknowledge your understanding and agreement to each.

- JS 1. The instructor/coach shall restrict his/her involvement to instructing and coaching and shall not have an active involvement in club management. A sport club is first and foremost a student organization and as such, the student officers must serve as the liaison between the club and the Sport Programs staff, not the instructor/coach. The key to the success of Sport Clubs is the emphasis placed on student leadership and participation.
- JS 2. The instructor/coach agrees to abide by all rules and policies of the University of Iowa, the club, the Sport Program staff, the Department of Recreational Services, any national governing body of the sport, and any on-campus or off-campus department/agency.
- JS 3. The instructor/coach is considered a role model for participants in the Sport Club; therefore, the instructor/coach will conduct him/herself in a professional manner maintaining the highest integrity and ethical standards of the sport. The instructor/coach will not make any demands on a participant that is inconsistent with the Sport Club Program guidelines and/or University of Iowa Policies or that in any way compromises the participant's academic requirements.
- JS 4. The instructor/coach will provide organized and safe instruction and training for various skill levels and will monitor performance for purposes of evaluating skill levels for recognition or assignment of competitive entries. The safety and welfare of the participants shall always be the utmost priority above winning or prestige associated with competing.
- JS 5. The instructor/coach shall notify the Sport Program Professional Staff of any club/participant actions, activities, etc. which may potentially cause harm to the participants, the club, the sport club program or to the University of Iowa.

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Recreational Services

SPORT CLUBS

PAID COACH/INSTRUCTOR AGREEMENT FORM

- JS 6. The instructor/coach may not solicit money from any source, and may not purchase, rent, or make any commitment in the name of the University of Iowa. Instructors/coaches shall not handle any club funds for any reason.
- JS 7. The instructor/coach may be dismissed from this Agreement at any time if the club or the Sport Program Professional Staff believes the Sport Club is being neglected or misled, or if the coach/instructor is not working in the club's best interest. The coach/instructor will be paid a prorated amount based on time served up to the time of dismissal.
- JS 8. As a condition of employment the instructor/coach must complete all paperwork requirements as determined by the Division of Student Life Human Resources department **prior** to the start date on the agreement. This appointment is a temporary appointment at less than 50%. This appointment does not include University's employee benefits. As a condition of employment, you will be required to receive all payments by direct deposit. You are also required by federal law to complete an I-9 form to verify your eligibility for employment. The University expects this form to be completed prior to your employment whenever possible, or on the day you begin work. Please be prepared to present the documents necessary to complete this form and confirm your eligibility (refer to I-9 information <http://hr.uiowa.edu/immigration/i-9-information>).

Please indicate your acceptance of this agreement by signing below. I understand that any infraction of the policies and procedures of the University of Iowa or Recreational Services subjects me to dismissal as coach of the club. I also understand that this agreement must be renewed each semester.

<u>JOHN SMITH</u> Coach/Instructor Name (Please Print)	<u>John Smith</u> Signature	<u>8/3/2021</u> Date
<u>JANE DOE</u> Club President Name	<u>Jane Doe</u> Signature	<u>8/4/2021</u> Date
<u>HERKY HAWKEYE</u> UI Sport Program Staff Name	<u>Herky Hawkeye</u> Signature	<u>8/5/2021</u> Date
_____ Human Resources Representative	_____ Signature	_____ Date

Example of A Properly Completed Volunteer Coach/Instructor Agreement. (Page 1 is Section One. Pages 2, 3, 4, and 5 are Section Two)

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Recreational Services
SPORT CLUBS
VOLUNTEER COACH/INSTRUCTOR AGREEMENT FORM

Instructions:

1. Sport Club officer completes Section 1, and submits to the club's assigned UI Sport Programs Assistant Director.
2. Once approved by the UI Sport Programs Assistant Director, the form will be returned to the club officer, along with Section 2 of the form.
3. Section 2 is completed by the instructor/coach. Section 2 includes the University of Iowa Volunteer Authorization Form.
5. Upon completion of Section 2 of this form the club officer submits both forms to the club's assigned UI Sport Programs Assistant Director.
6. If everything is properly completed, the coach/instructor will be approved to begin working with the club.
7. A coach/instructor is prohibited from working with the club prior to the approval of this process.

PRIOR APPROVAL

SECTION 1 (Completed by Sport Club Officer)

Club Name: Rock Climbing Academic Semester: Fall 2021

Instructor/Coach Name: John Smith

Instructor/Coach Address: E216 Field House

City: Iowa City State: IA Zip: 52242

Phone: 319-467-0044 E-Mail: John-Smith-Climber@gmail.com

Date Service Begins 8/23/2021 Date Service Ends: 12/15/2021
May not exceed end of semester date

Completed prior approval must be submitted to the UI Sport Programs Assistant Director. If approved, Section 2 of the form will be completed by the Coach/Instructor for final processing.

<u>Jane Doe</u> Club President Name	<u>Jane Doe</u> Signature	<u>8/1/2021</u> Date
<u>Herky Hawkeye</u> UI Sport Program Staff Name	<u>Herky Hawkeye</u> Signature	<u>8/2/2021</u> Date

SPORT CLUBS

VOLUNTEER COACH/INSTRUCTOR AGREEMENT FORM

SECTION 2 (Agreement completed by Instructor/Coach)

Instructor/Coaching services will be provided at the discretion of the club members and the UI Sport Program Professional Staff for a period of one semester. All coaches must reapply for their positions at the beginning of each semester regardless of how long they have been affiliated with the club. Please initial next to each item to acknowledge your understanding and agreement to each.

- JS 1. The instructor/coach shall restrict his/her involvement to instructing and coaching and shall not have an active involvement in club management. A sport club is first and foremost a student organization and as such, the student officers must serve as the liaison between the club and the Sport Programs staff, not the instructor/coach. The key to the success of Sport Clubs is the emphasis placed on student leadership and participation.
- JS 2. The instructor/coach agrees to abide by all rules and policies of the University of Iowa, the club, the Sport Program staff, the Department of Recreational Services, any national governing body of the sport, and any on-campus or off-campus department/agency.
- JS 3. The instructor/coach is considered a role model for participants in the Sport Club; therefore, the instructor/coach will conduct him/herself in a professional manner maintaining the highest integrity and ethical standards of the sport. The instructor/coach will not make any demands on a participant that is inconsistent with the Sport Club Program guidelines and/or University of Iowa Policies or that in any way compromises the participant's academic requirements.
- JS 4. The instructor/coach will provide organized and safe instruction and training for various skill levels and will monitor performance for purposes of evaluating skill levels for recognition or assignment of competitive entries. The safety and welfare of the participants shall always be the utmost priority above winning or prestige associated with competing.
- JS 5. The instructor/coach shall notify the Sport Program Professional Staff of any club/participant actions, activities, etc. which may potentially cause harm to the participants, the club, the sport club program or to the University of Iowa.

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Recreational Services

SPORT CLUBS

VOLUNTEER COACH/INSTRUCTOR AGREEMENT FORM

- JS 6. The instructor/coach may not solicit money from any source, and may not purchase, rent, or make any commitment in the name of the University of Iowa. Instructors/coaches shall not handle any club funds for any reason.
- JS 7. The instructor/coach may be dismissed from this Agreement at any time if the club or the Sport Program Professional Staff believes the Sport Club is being neglected or misled, or if the coach/instructor is not working in the club's best interest.
- JS 8. As a condition of serving in a volunteer position, the coach/instructor must complete the University of Iowa Volunteer Authorization Form. Once complete, the coach/instructor should give the completed form to club officers, who will then submit the form to the UI Sport Programs Assistant Director. This must be complete before coach/instructor begins any work with the club.

Please indicate your acceptance of this agreement by signing below. I understand that any infraction of the policies and procedures of the University of Iowa or Recreational Services subjects me to dismissal as coach of the club. I also understand that this agreement must be renewed each semester.

JOHN SMITH
Coach/Instructor Name (Please Print)

John Smith
Signature

8/3/2021
Date

JANE DOE
Club President Name

Jane Doe
Signature

8/4/2021
Date

HERKY HAWKEYE
UI Sport Program Staff Name

Herky Hawkeye
Signature

8/5/2021
Date

University of Iowa Volunteer Authorization

Volunteer Name: John Smith

Address: E216 Field House

Email: John-Smith-Climber@gmail.com

Start Date: 8/23/2021

End Date: 12/15/2021

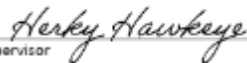
Authorizing Department or Commission: Recreational Services

Responsibilities (Volunteer Services Description):

Coach of the Rock Climbing Club

Signature

Departmental Supervisor



Phone Number 319-467-0602

Volunteer Information

You are a Volunteer if you provide services to or on behalf of the University and have no legal duty to do so, have no personal interest or gain from the activity, and receive no compensation or consideration (except expense reimbursement) for the services you provide.

Criminal Background Check: In connection with your application to volunteer at The University of Iowa, a criminal background check may be requested or made on you.

Liability Coverage: Subject to the determination of the Iowa Attorney General in a particular case, Chapter 669 of the Code of Iowa provides for defense and indemnification of University of Iowa employees, volunteers and agents while they are acting within the scope of their authorized volunteer duties, and while under the direction and supervision of the University.

Health & Safety: The University cannot guarantee an environment free of the risk of transmission of COVID-19. Your volunteer role may include possible exposure to and illness from infectious diseases including but not limited to COVID-19. In addition, due to the nature of our facilities, services, and programs offered, the University cannot ensure everyone's compliance with CDC recommendations. Volunteers are expected to self-monitor their behavior and adhere to CDC recommendations on preventing the spread of COVID-19, including but not limited to physical distancing measures, the wearing of appropriate face coverings, and frequent handwashing. While cleaning efforts, special procedures, and personal discipline may reduce the risk of infection, the risk of serious illness, disability, and even death does exist and cannot be eliminated. All volunteers should consult with their personal health care provider before volunteering. By providing volunteer services, volunteers acknowledge and assume all risks related to exposure to COVID-19 or any other communicable disease, condition, or malady however defined, and agree to abide by all health and safety rules.

Revised 07/13/2020

Use of Personal Autos Is Not Authorized: Generally, volunteers are not authorized to use their own personal vehicles in service to the University. However, if the volunteer is authorized **in writing** by the University to use their own personal vehicle, then the owner of the vehicle has primary financial responsibility for accidents. Therefore, if you are involved in an accident, the personal auto policy of the vehicle owner must respond.

Medical Coverage: Volunteers may be eligible for medical coverage for injury sustained during the course of their volunteer services. Note: If you are injured in the course of your volunteer duties please report the injury to your supervisor immediately.

Student Volunteers: If academic credit is received by the student for participating in a University event or providing services associated with the student's academic study, the student is deemed to have a personal benefit in the activity. In these cases, the student is not covered by the University for medical coverage. The student must rely on his/her own personal health insurance to respond to illness or injury.

Volunteer Signature: John Doe **Date:** 8/2/2021
*If you are not 18 years old, this form must be signed by a parent or guardian.

I grant my child permission to volunteer for the University of Iowa as described above.

Parent/Guardian Signature: _____ **Date:** _____

Requirements & Expectations | SCP Points System

Point System

The point system has been put into place to determine the upcoming practice reservation priority, to be a measure of performance of the clubs for the Sport Clubs Allocation Board to use when deciding budget allocations, and to help determine a club's status. Clubs earn points by turning paperwork in on time, attending meetings and events, and good standing throughout the year. There are also penalty points for not submitting proper paperwork on time, or at all. Below are the points system for *Fall 2023, Spring 2024, and Summer 2024.*

Fall 2023

	<u>Item</u>	<u>Method</u>	<u>Due Date</u>	<u>Points Possible</u>
FALL RE-REGISTRATION	Constitution	Upload to Engage	8/2/2023	0
	Club Roster	Populate on Engage	8/2/2023	0
	Club Community Member Roster	Upload to Engage	8/2/2023	0
	Safety Officer CPR/AED/First Aid Certifications (2)	Upload to Engage	8/2/2023	0
	Concussion Certifications (2+)	Upload to Engage	8/2/2023	0
	Dues Information Form	Upload to Engage	8/2/2023	0
	Coach/Instructor Agreement(s)	Upload to Engage	8/2/2023	0
	Officer Information Form	Upload to Engage	8/2/2023	0
	Practice Schedule Information Form	Upload to Engage	8/2/2023	0
	Governing Body Information Form	Upload to Engage	8/2/2023	0
	Monthly Events Form (August 14 - October 8)	Upload to Engage	8/2/2023	0
OFFICER TRAINING	Officer Training (No Points - Required to Avoid Probation/Suspension)	Each Officer Needs to Attend ONE Meeting for their position	8/22/2023 OR 8/23/2023	0
AUGUST	Update Club Engage Page with Current Information	Update On Engage	8/25/2023	10
SCAB	Budget Allocation Request Form (No Points - Required to Receive Funding)	Upload to Engage	8/30/2023	0

	Budget Hearings (No Points - Required to Receive Funding)	Representative(s) Needs to Attend Given Time	9/5/2023 OR 9/6/2023	0
	SCAB Members to Decide Allocations	N/A	9/7/2023	0
SEPTEMBER	Schedule Monthly Officer Meetings w/ Assistant Director (September, October, November)	Schedule with Assistant Director	9/8/2023	10
	SCAC Meeting Attendance	Attend Meeting	9/27/2023	10
	Monthly Events Form (October 9 - November 5)	Upload to Engage	9/27/2023	10
	Attend September Officer Meeting w/ Assistant Director	Attend Meeting	9/29/2023	10
OCTOBER	SCAC Meeting Attendance	Attend Meeting	10/25/2023	10
	Monthly Events Form (November 6 - December 10)	Upload to Engage	10/25/2023	10
	Attend October Officer Meeting w/ Assistant Director	Attend Meeting	10/31/2023	10
NOVEMBER	SCAC Meeting Attendance	Attend Meeting	11/29/2023	10
	Spring Officer Information Form	Upload to Engage	11/29/2023	10
	Monthly Events Form (December 11 - January 21)	Upload to Engage	11/29/2023	10
	Attend November Officer Meeting w/ Assistant Director	Attend Meeting	11/30/2023	10
DECEMBER	End-of-Semester Survey (All Officers)	Complete on Qualtrics	12/15/2023	10

Spring 2024

	<u>Item</u>	<u>Method</u>	<u>Due Date</u>	<u>Points Possible</u>
SPRING RE-REGISTRATION	Club Roster	Populate on Engage	1/10/2024	0
	Club Community Member Roster	Upload to Engage	1/10/2024	0
	Dues Information Form	Upload to Engage	1/10/2024	0
	Coach/Instructor Agreement(s)	Upload to Engage	1/10/2024	0
	Officer Information Form	Upload to Engage	1/10/2024	0
	Practice Schedule Information Form	Upload to Engage	1/10/2024	0

	Governing Body Information Form	Upload to Engage	1/10/2024	0
	Monthly Events Form (Jan. 23 - March 5)	Upload to Engage	1/10/2024	0
OFFICER TRAINING	Officer Training (No Points - Required to Be Active for Spring) (Returning Officers May Test Out)	Each Officer Needs to Attend ONE Meeting	1/16/2024 OR 1/17/2024	0
FEBRUARY	Schedule Monthly Officer Meetings w/ Assistant Director (February, March, April/May)	Schedule with Assistant Director	2/2/2024	10
	SCAC Meeting Attendance	Attend Meeting	2/28/2024	10
	Monthly Events Form (March 11 - April 7)	Upload to Engage	2/28/2024	10
	Attend February Officer Meeting w/ Assistant Director	Attend Meeting	2/28/2024	10
MARCH	SCAC Meeting Attendance	Attend Meeting	3/27/2024	10
	Monthly Events Form (April 8 - May 12)	Upload to Engage	3/27/2024	10
	Attend March Officer Meeting w/ Assistant Director	Attend Meeting	3/29/2024	10
SCAB	Remaining Budget Allocation Request Form (No Points - Required to Receive Funding)	Upload to Engage	3/27/2024	0
	SCAB Members to Decide Remaining Allocations	N/A	4/3/2024	0
APRIL	SCAC Meeting Attendance	Attend Meeting	4/24/2024	10
	Fall Officer Information Form	Upload to Engage	4/24/2024	10
MAY	Current and New Officers Meet with Assistant Director to Transition Over Materials and Review Summer/Fall Plans	Attend Meeting	5/3/2024	20
	End-of-Semester Survey (All Officers)	Complete on Qualtrics	5/10/2024	10

Summer 2024

	<u>Item</u>	<u>Method</u>	<u>Due Date</u>	<u>Points Possible</u>
SUMMER RE-REGISTRATION	Club Roster	Populate on Engage	5/8/2024	0
	Club Community Member Roster	Upload to Engage	5/8/2024	0
	Dues Information Form	Upload to Engage	5/8/2024	0

Coach/Instructor Agreement(s) - Required Before Coaches Work with Your Club	Upload to Engage	5/8/2024	0
Officer Information Form	Upload to Engage	5/8/2024	0
Practice Schedule Information Form	Upload to Engage	5/8/2024	0
Governing Body Information Form	Upload to Engage	5/8/2024	0
Monthly Events Form (May 13-August 18)	Upload to Engage	5/8/2024	0

Failure to Submit Forms

In cases where forms are not submitted, the club will receive zero points and have one week from the time they were notified by their Assistant Director to submit an approved form. Failure to submit an approved form within one week past the stated deadline will result in club suspension until at least the time of the form being submitted and approved.

Failure to Submit Approved Forms

In cases where forms are not submitted correctly and are denied by the Sport Programs Office, the club will have one week from the time they were notified by the Sport Programs Office to submit an approved form. Failure to submit an approved form within one week from the time they were notified will result in club suspension until at least the time of the form being submitted and approved.

Failure to Follow Policies and Procedures

Points can be deducted, and additional penalties enforced for violations of University of Iowa, Recreational Services, or Sport Club Program Policies and Procedures. Possible point deductions are listed below while other penalties are included in the Policies and Procedures section of the Sport Club Guidebook.

- Major Offenses – loss of 20 points
 - Breaking the law
 - Violating major university policy
 - Major problems regarding conduct while representing the University of Iowa both in Iowa City and while traveling (i.e. holding an alcohol sponsored event, misconduct at tournament)
 - Misuse or abuse of a facility
 - Driving of Fleet Services vehicles by non-approved drivers
 - Travel without informing Sport Programs office
 - Any other offense deemed major

- Minor Offense – loss of 5 points
 - Failure to turn in travel paperwork

- Failure to properly notify Sport Programs staff of updated schedule
- Failed spot check
- Failure to follow University/campus signage rules
- Any other offense deemed minor

At any point in time a club accumulates 20 points in deductions, the Sport Programs Office reserves the right to suspend organizations and/or members or take additional disciplinary action including referral to the Office of Student Accountability.

Requirements & Expectations | Risk Management

Required Certifications and Trainings

CPR/AED and First Aid Requirements

All clubs are required to have at least two student Safety Officers certified in CPR/AED/First Aid from the American Red Cross or another reputable organization approved by Recreational Services. At least one Safety Officer must be at every club practice and event, including travel. CPR/AED and First Aid Certifications will be uploaded to Engage annually in the fall during re-registration. It is the club's responsibility to renew certifications before they expire and re-upload the updated certification to Engage. Sport Club Officers can get CPR/First Aid/AED certified for free through Recreational Services. Certifications are valid for two years from the date of the certification. To find out about upcoming classes, contact your club's assigned Assistant Director. Courses offered by Recreational Services are through American Red Cross and are in "blended learning" format meaning that an online training (2-3 hours) needs to be completed prior to the in-person skills assessment and first aid course (2-3 hours). Information on how to complete the online training and in-person skills assessment/training will be communicated upon enrollment into the course.

Concussion Training Requirements

Each Sport Club has been assessed for risk of concussion and injury and placed into a tier system for concussion certification requirements.

- The lowest-level of concussion risk Sport Clubs will need their two (2) safety officers to complete the two required concussion trainings.
- The mid-level concussion risk Sport Clubs will need to complete four (4) concussion certifications, two of which must be completed by the Safety Officers.
- The highest-level concussion risk for Sport Clubs will need to complete six (6) concussion certifications, two of which must be completed by the Safety Officers.

Lowest-Level Clubs (Two Safety Officers required to have concussion training) – Badminton, Bowling, Color Guard, Cycling, Disc Golf, Fencing, Golf, Men’s Volleyball, *Pickleball*, Shooting Sports, Table Tennis, Taekwondo, Tennis, Track and Field, Triathlon, Women’s Basketball, Women’s Volleyball

Mid-Level Clubs (Two Safety Officers required to have concussion training, plus two more members) – Baseball, Brazilian Jiu Jitsu, Figure Skating, Men’s Ultimate, Men’s Water Polo, Sailing, Softball, Waterski & Wakeboard, Women’s Ice Hockey, Women’s Lacrosse, Women’s Ultimate, Women’s Water Polo

High-Level Clubs (Two Safety Officers required to have concussion training, plus four more members) – Boxing, Cheerleading, Gymnastics, Olympic Weightlifting, Men’s Ice Hockey, Men’s Lacrosse, Men’s Rugby, Men’s Soccer, Women’s Soccer, Women’s Rugby, *Wrestling*

How-To Complete Online Concussion Training

To complete online concussion training the Club member will need to follow these steps:

- Go to <https://nfhslearn.com/courses/61059/concussion-for-students>
- Register for NFHS by clicking the “Register” button on the top right corner
 - Fill out personal information
- Go back to the <https://nfhslearn.com/courses/61059/concussion-for-students> page and click “Order Course”
 - Select “Myself” when asked who you are ordering the course for
 - Put in the “State of Iowa” when prompted
 - Click “Check-Out”
 - Agree to policy by clicking the box
 - Click “Continue”
- On the order receipt page click on “Click Here” in the top text or click on dashboard on the top of the page
- Begin the course
- At the completion of the course a certificate will be available
 - Download and save the certification to your computer
- Upload the certification onto Engage under forms – Concussion Certification Upload
- Certifications are valid for one year from the date of the certification.

Spot Checks

Spot checks for all clubs will take place at least three times a semester by the Sport Program Supervisors. Spot checks should not take more than five minutes of the club’s time during practice. The following will be checked and documented during spot checks:

- Club roster compared with those present at practice. Both the club’s roster on Engage and the club’s Community Member Roster will be used.
- Waivers for each member at practice.

- Safety Officer present at practice (with CPR/AED/First Aid and Concussion Certifications on file)

Anyone practicing who is not on the roster and does not have a waiver signed will be required to fulfill these requirements prior to continue practicing or will be required to leave. If there is not a certified Safety Officer at practice, the practice will be immediately ended, and practices will not continue until there is a Safety Officer on file. No exceptions. The penalty for failing a spot check is as outlined below:

- 1st Fail: 5 Penalty Points
- 2nd Fail: 5 Additional Penalty Points and Suspension Until Issue is Rectified
- 3rd Fail: 5 Additional Penalty Points and Suspension for Remainder of Semester

Waivers

Waivers must be signed annually by anyone participating in Sport Club activities, including practices. All students, faculty, and staff must complete the waiver on Engage. Community members must sign paper waivers. For the **2023-2024** academic year, including summer, each waiver needs to be dated **July 1, 2023** or later to be accepted.

Completing and Finding Waivers

Students/Faculty/Staff members need to submit waivers on Engage by following the steps below:

1. Login to Engage.
2. Go to the club's page by searching in the search bar on the home page.
3. Once on the club's page, scroll down to the "Forms" section.
4. Click the "Assumption of Risk" form to make a submission (disregard the date labeled on the form as that is when the waiver was last updated or created).
5. Click "New Submission".
6. After reading the document, check the required "I Agree" box.
7. Click "Next" to submit and save the waiver.

Once waivers have been submitted on Engage, the club's officers can verify which members have completed them by following the steps below:

1. Login to Engage.
2. Go to the club's page by searching in the search bar on the home page.
3. Once on the club's page, click the "Manage Organization" tab .
4. From the side panel, click "Forms".
5. Under the "Assumption of Risk" form, click the ellipsis symbol to view submissions.
6. Submissions can then be viewed by date and name.

Those without access to Engage are considered community members. Community members will need to complete a physical copy of the waiver and return it to the Sport Programs Office.

Physical copies of the waiver can be printed and provided to the community members by the club's officers. Officers can access physical copies of the waivers by following the steps below:

1. Login to Engage.
2. Go to the club's page by searching in the search bar on the home page.
3. Once on the club's page, scroll down to the "Documents" section.
4. Click the "Community Waiver" document to download and print.

Accident Reports

Accident Reports must be completed within 48 hours following any injury or incident. When the Sport Club is on-campus in a Recreational Services-staffed facility, they should have the Facility Supervisor fill out the form. When the Sport Club is off-campus, or when a Facility Supervisor cannot be located, including while traveling or off-campus, the Safety Officer should complete the [Accident Report](#) on the Sport Club website.

Section 3 | Sport Club Program

Recent policy changes will appear in hi-lighted and italicized font.

QUICK TIPS

What is the Sport Club Program?

The Sport Club Program (SCP) refers to the governing body of sport clubs at the University of Iowa through Recreational Services.

Who makes up the Sport Club Program?

The SCP is comprised of the Associate Director of Sport Programs, two Assistant Directors of Sport Programs, Sport Programs Supervisors, the Sport Club Allocations Board (SCAB), the Sport Club Advisory Council (SCAC), Club Officers, and the recognized student organizations who have been admitted as member clubs.

What is the SCAB?

The Sport Club Allocations Board is a group of students elected by, and from, the representatives that attend SCAC meetings each month.

What is the SCAC?

The Sport Club Advisory Council is made up of the Presidents and/or Vice Presidents from Sport Clubs within the Sport Club Program that attend the monthly SCAC meetings.

When does the SCAC meet?

SCAC meetings for the **2023-2024** school year are below. Unless otherwise noted, each meeting will be held at Field House, Room E220 beginning at 6:30pm.

Wednesday, September 27

Wednesday, October 25

Wednesday, November 29

**Wednesday, February 28*

Wednesday, March 27

Wednesday, April 24

**Indicates the meeting will be held at CRWC, Room 1a/1b*

Sport Club Program | Definitions and SCP Policies

Sport Club Program

The Sport Club Program (SCP) is the governing body of Sport Clubs at the University of Iowa.

The Sport Club Program administrative staff consists of the Associate Director of Sport Programs and two Assistant Directors of Sport Programs with student assistance from Sport Programs Supervisors. The SCP administrative staff oversees the SCP membership application process, assists member organizations with navigating University administrative processes including risk management and budgetary issues, provides support to the Sport Club Allocations Board (SCAB), and handles disciplinary issues for member organizations.

Sport Club Allocations Board (SCAB)

The SCAB is responsible for hearing budget requests and deciding allocations after budget hearings in the fall and after additional funding requests in the spring. Members on the SCAB will be elected by the Sport Club Advisory Council (SCAC) in March of each school year.

Requirements for the members of the Sport Club Allocations Board (SCAB)

- a. Must be a student returning for the fall semester.
- b. Must be able to attend all budget hearings and deliberations.
- c. Only one student per club can run for election and only one student per club can be on the board.
- d. Maintain good standing with the SCP and the University as a club member throughout term.

Funding

The Sport Club Program receives an allocation from the general Recreational Services budget each year and the SCAB acts as a funding board under Recreational Services to allocate the money to the member clubs for travel, equipment, and other expenditures. Budget hearings are conducted at the beginning of the fall semester and the SCAB will determine where the funding goes during the budget deliberations in the fall. *Any funds that SCAB chooses not to allocate in the fall will be kept for any additional funding applications in the spring during the Spring Supplemental Funding process.*

Sport Clubs Advisory Council (SCAC)

The SCAC is made up of all President and/or Vice President members of active sport clubs. The group meets once each month to review Sport Club Program policies and to hear any updates. Attendance is required for each Sport Club President or Vice President at every SCAC meeting.

Equipment, Materials and Supplies

SCAB allocates a portion of its funds to the clubs for the purchase of equipment and supplies, such as soccer balls, hockey pucks, and various other items. SCAB does not fund the purchase of personal equipment.

Purchases

Clubs will find it necessary to make equipment purchases at various times throughout the year. Rules and policies set forth by the University of Iowa *Student Organization Business Office (SOBO)* will apply to all purchases made using Sport Club funds. Purchases can be for club-owned equipment only; personal equipment purchases are not permitted with University-allocated funding. Purchases will only be approved if *the club has enough funds to cover the expense and* there is a place to store and utilize the equipment.

Donations

When a club proposes to acquire equipment via donation, such donation must be coordinated with the Sport Programs Office. Donations become property of the University and are subject to the checkout procedures established by the Sport Club Program.

Maintenance

Clubs will hold responsibility for the repair, maintenance, and replacement of equipment for which they have purchased or have had donated to the University. Any costs incurred will be the responsibility of the club and must either be included in the club's annual budget request for allocation or be paid through fundraising activities by the club.

Inventory

Equipment purchased for club use is considered property of both the club and the University of Iowa and must remain either with returning club members or the University.

Semester/Annual Equipment Checkout

Clubs may request to checkout equipment on a semesterly or annual basis from Recreational Services. Clubs will hold responsibility, including financial liability, for the repair, maintenance, and proper storage of equipment that they have checked out. Recreational Services retains the right to access, with or without prior notification of the club, or require the return of, any checked out equipment at any time for the purposes of inventory, safety verification, or other needs.

Section 4 | Hazing and Liabilities

Recent policy changes will appear in hi-lighted and italicized font.

QUICK TIPS

What is Hazing?

- Any act committed against a student or non-student who is trying to join a new group that is humiliating, demeaning, or endangers the person's health and safety.
- Occurs regardless of consent or willingness to participate. If you choose not to take part but knew what was going on, you are part of the problem. It's called passive participation.
- Even the creation of an environment that promotes or allows hazing can be considered hazing.

Does the University of Iowa have a hazing policy?

Yes, the University of Iowa has a hazing policy that applies to all students, faculty, and staff of the University.

What are the consequences of hazing?

Iowa law can charge someone up to a serious misdemeanor for hazing acts.

Does the University of Iowa provide insurance for Sport Club members?

Sport Clubs are encouraged, and sometimes required, to have their own insurance through a national governing body or another third-party organization. The University of Iowa does not provide insurance coverage to Sport Clubs or participants. Participants generally must rely on their own personal health insurance to respond to illness or injury. *For higher risk activities and as directed by the Office of Risk Management and General Counsel, a sport club may be required to purchase their own general liability insurance for club practices and events.*

Hazing and Liabilities | Definitions and SCP Policies

What is Hazing?

A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, blindfolding, or any other forced activity which endangers the physical health or safety of the student.

“Forced activity” means any activity which is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student’s willingness to participate in the activity.

University of Iowa Hazing Policy – Code of Student Life

Any intentional or reckless action or situation, with or without consent, that endangers a student or creates risk of injury, mental or physical discomfort, harassment, embarrassment, and/or ridicule for the purpose of initiation into, affiliation with, or as a condition for continued membership in any student organization, fraternity, sorority, or team recognized by the University of Iowa Student Government or by any other University sponsor or department. Hazing may occur on or off campus. Acts of hazing include, but are not limited to: compulsory alcohol or drug consumption; physical brutality; psychological cruelty; public humiliation; morally degrading activities; forced confinement; creation of excessive fatigue; required removal or destruction of public or private property; or any other activity that endangers the physical, mental, psychological, or academic well-being and/or safety of an individual. Officers and members of a student organization who knowingly permit such prohibited activity to occur without taking reasonable preventative measures are subject to the Code of Student Life as an individual, even if they did not administer the hazing activity.

In the State of Iowa, Hazing is a Criminal Offense

- A person who commits an act of hazing is guilty of a simple misdemeanor.
- A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor.

It is not a defense to a charge of hazing that:

- The consent of the victim had been obtained.
- The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization.
- The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

Hazing does not achieve	Hazing does achieve
Discipline	Distrust and anger
Bonding or togetherness	A power trip for perpetrator
Group strength	Humiliation
Respect for members	Victimization and abuse
Better job performance	Injuries and possibly death

How Do We Eliminate Hazing?

- Climate and environment change.
- Incoming club members will model after what they see from veteran club members. Veterans need to change the culture now, so that in the future young club members will not allow a hazing culture to exist.

Questions to Ask Yourself

- Is this a group activity where members are encouraged to attend and where any members are consuming alcohol?
- Will current group members refuse to do exactly what new members are asked to do?
- Is there risk of emotional or physical abuse?
- Is there any risk for injury or is safety a question?
- Would you invite your parents, supervisor, or university official?
- Would you object to being photographed or videotaped by the media or school paper?

Danger of Social Networking Websites

Sport Clubs need to be especially careful when posting club related pictures or material on social networking web sites (i.e., Facebook, Twitter, Instagram, Snapchat, *Tik Tok*, etc.) These sites are open to the public and the content on these sites can be directly associated with your club, including any photos that appear to be hazing. Please remember to only post content that is suitable for public exposure. Educate all members of the club to use caution when using these sites.

Hazing and Liabilities | Insurance and Medical Considerations

Insurance and Medical Considerations

1. The university holds no blanket insurance policy for sport club participants. Consequently, all club members are strongly encouraged to purchase some type of personal comprehensive accident-health insurance. An injured participant is responsible for all financial obligations incurred and any treatment necessitated by injury. Club officers should notify their members of this fact. *For higher risk activities and as directed by the Office of Risk Management and General Counsel, a sport club may be required to purchase their own general liability insurance for club practices and events.*
2. The university does not provide insurance for club members while traveling. Club members are responsible for their own auto insurance and passengers if traveling with private vehicle. Passengers in private vehicles that are driven by club members are at the sole risk of the driver.
3. Sport Clubs at the University of Iowa are responsible for their events and activities, as well as the actions or negligence of the organization membership.
4. Each participant is always responsible for their own well-being when participating with the group with which they are affiliated.
5. Each participant shares with the other members the concern and responsibilities of safety and agrees to follow safe procedures and to avoid any unnecessary, hazardous situations.
6. Participants are encouraged to discuss with the University of Iowa Student Health medical staff or with their family doctor any known physical problems which may limit participation in the Sport Clubs Program. This should be handled before participation.
7. It is highly recommended that all participants in Sport Clubs receive a physical examination from a physician prior to participation.
8. Participants are encouraged to wear proper dress and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that they are doing so at their own risk.
9. Participants are responsible for proper conditioning as a prerequisite for participation.
10. Arrangements will be made to have proper supervision at home club contests to be held on campus that have been properly scheduled through the Sport Programs Office.

Section 5 | Budget and Allocations

Recent policy changes will appear in hi-lighted and italicized font.

QUICK TIPS

Who determines each club's allocated budget?

The Sport Club Allocations Board (SCAB).

Who determines the members of SCAB?

The Sport Club Advisory Council (SCAC) elects *six* student members each March. *One of the six members will be an Ex-Officio member.*

What does my club need to do to get money allocated from Recreational Services?

- *Been classified as an active sport club or recognized student organization for at least one semester.*
- *Have an approved Sport Club Re-Registration or Registration Form for that semester.*
- Fill out a Budget Request Form and submit it by the given deadline.
- Give a Budget Presentation to the SCAB.

When do I need to turn anything in or give my club's presentation?

The Budget Request Form submission deadline is *August 30* at 11:59 p.m. Clubs that properly submit a Budget Request Form will be scheduled for a Budget Hearing to present the club's budget in front of the SCAB. Budget Hearings will take place on *September 5 and 6.*

Where do I find the form?

Budget Request Forms can be found on Engage under the "Documents" section on the Sport Club home page.

Where do I turn in the paperwork?

Completed Budget Request Forms should be uploaded on Engage to the "Budget Request Form Upload" form under Forms on the Sport Club home page.

What does the SCAB take into consideration when making allocations?

The SCAB will take into consideration the previous year's point standings, the effectiveness of each club's presentation, the previous year's performance, and each club's needs for each particular year.

What other accounts are there for managing club money (allocations, donations and expenses)?

None. All club revenue is required to be deposited to the club's account through *the Student Organization Business Office (SOBO).*

What other opportunities are there for requesting additional SCAB or University funding?

If SCAB chooses to save funds from the fall semester, additional funding may be made available in the spring semester by applying through the spring supplemental funding request process.

Additionally, Undergraduate Student Government (USG) may allocate funding to sport clubs only in circumstances when funds are needed for the sport club to attend a regional or national event. For complete information on USG funding periods and how to apply, go to the [USG webpage](#).

Budget & Allocations | Definitions

Sport Club Allocations Board (SCAB)

- a. Elections are held within the SCAC to vote in five *student* members each year.
- b. This committee will meet for budget hearings at a to be determined time by the Sport Programs Office. During this time, the SCAB will listen to each club that has submitted a Budget Request Form give a budget request presentation *to last no more than 15 minutes*. After hearing every budget request, this committee will determine how to allocate money for every Sport Club based on the budget request hearings. The budget hearings and budget deliberations will be open to anyone who would like to attend.
- c. This committee will also evaluate additional requests for funding in the spring semester based on any additional available funding.

Requirements for the Student Members of the Sport Club Allocations Board (SCAB)

- a. *Must be a student* returning for the fall semester with plans to be enrolled in spring.
- b. Must be able to attend all budget hearings and deliberations.
- c. Only one student per club can run for election and only one student per club can be on the board.
- d. Maintain good standing with the SCP and the University as a club member throughout term.

Sport Club Allocations Board (SCAB) Election

- a. Will be held annually at the *March* SCAC meeting.
- b. Five students will be elected to the committee.
- c. From election results, there will also be alternates selected in case committee members leave the committee.
- d. The election will be by secret ballot. There will be a list of names provided to the voting representatives, *one per club from SCAC*, and they will check off those they want to vote for.
- e. Members who want to run for a position will have the opportunity to make a brief speech to the SCAC, making a case for themselves.

Budget & Allocations | Budget and Funding Requests

SCAB Budget Requests

A club that wishes to be funded through SCAB must have been an active sport club or an active recognized student organization for at least one semester. Additionally, the club must be active within the Sport Club Program (SCP) for the current semester. "Active" is defined as having an approved Sport Club Re-Registration Form or Registration Form for that semester. Budget hearings are held at the beginning of the fall semester.

Budget Request Forms are due **August 30** and serve to outline the expenses that a club anticipates for the year. An attached explanation may accompany the request form to show the specific breakdown of how the club is going to use the funds they are requesting (i.e. item, quantity, and cost).

SCAB Budget Hearings & Deliberations

The Budget Hearings are held in the fall semester to determine budget allocations for each club. Clubs will be given 15 minutes to present their budget to the SCAB. The SCAB will hear each club's budget presentation and then meet to deliberate on how much to fund each club for the entire year. The SCAB will determine how much to fund each club based on the previous year's point standings, the effectiveness of each club's presentation, the previous year's performance, and each club's needs for each particular year.

The SCAB also meets to review member organization requests for additional funding when such funds are made available through the Spring Supplemental Funding process.

SCAB Allocated Budget

Once the SCAB has finished the allocation process, each club awarded allocation money has the given amount to spend on club needs, pending being in good status with the SCP. It is the responsibility of each club to keep track of that club's expenditures throughout the year and keep an accurate balance of what funds are left in this account. *The Sport Programs Office will not be responsible for reviewing each club's transactions, but purchases will not be approved if the club does not have the funds to pay.*

Deadline for Spending Allocated Budget

All clubs must spend their allocated funds from SCAB by **March 27**. Unspent funds are swept into the general Sport Club Program account for reallocation. Clubs can submit a funding request to the Sport Club Allocations Board by **March 27** to receive funding through the Spring Supplemental Funding process.

Spring Supplemental Funding

In addition to any reserved or unspent SCAB funds from fall semester, the Sport Club Program sweeps all unspent allocated budget funds by **March 27** and makes these funds available to active organizations for reallocation. Clubs can submit a funding request to the SCAB by **March**

27 to potentially receive funding through this reallocation process. *This form can be found through Engage on the Sport Club page and under the “Forms” section.*

Budget & Allocations | How to Complete the Budget Request Form

How do I fill out the Budget Request Form properly?

A Budget Request Form can be obtained by visiting the Sport Clubs home page on Engage and looking under “Documents.” Download the form, complete it in its entirety, and upload the form to Engage by going to the Sport Clubs home page on Engage under “Forms” and “Budget Request Form Upload.” When filling out a Budget Request Form properly, particular fields must be completed before submission. One purpose of the form is to allow clubs to think critically about their club’s budget for the year to make sure they are being financially responsible and planning ahead. The second purpose of the form is to provide a snapshot of the club’s budget to the SCAB. Provided below are overviews of the different categories and why they are needed.

Club Name

Make sure to include your sport club’s name.

Date of Request

Put the date on which you are completing the form.

President’s Name

Put the Club President’s name.

Treasurer’s Name

Put the Club Treasurer’s name.

BUDGET CATEGORIES

For all categories, if you need to add additional lines, please do so by right clicking on the row number on the far left and clicking “Insert”.

Personnel Payment

Include a breakdown of how much you plan to pay to coaches/instructors, officials, *athletic trainers*, staffing for any tournaments/matches/competitions that you will host this year.

Transportation

Sport Clubs are required to travel for competition. Include estimated costs that will be spent on paying for gas for trips, renting vehicles from fleet services, or for airfare to national competitions.

Hotel Rooms

Include estimated costs for hotel rooms for different trips the club plans to take for the year.

Equipment

Sport clubs are often in need of equipment for their sport. Include an estimate of what equipment will be needed in the upcoming year, and the associated costs.

Facility Rentals

If your club rents facilities for practices or to host games/matches, include the estimated number of costs for those rentals.

Affiliation Dues

If you are required to pay membership dues in a governing body or organization, include those costs here.

Workshops and Clinics

Your club may attend workshops and clinics throughout the year. Include estimated costs for those in this section.

Miscellaneous

If there are any costs that your club will incur that do not fall within these categories, include brief descriptions and costs here.

Total Projected Expenses

The formula in this cell should automatically total the amounts you have entered in all the categories above.

Income

Clubs are required to collect member dues and are encouraged to fundraise. Please include how much you estimate your club will receive in income from these two methods. Include each fundraising activity as a separate line.

Total Projected Income

The formula in this cell should automatically total the amounts you have entered in the income categories above.

Total Request for Allocated Funds

Include the amount your club would like to request from the SCAB. This amount cannot be more than your expenses minus your income.

Example of a Properly Completed Budget Request Form

SPORT CLUB BUDGET REQUEST FORM



Club Name: Rock Climbing Date of Request: 8/20/21
 President's Name: Jane Doe Treasurer's Name: Jessica Jones

Provide a detailed description of your clubs projected expenses for the 2021-2022 academic year:

Expense Category	Item Detail	Cost
Personnel Payment (Coach's/Instructors/Officials/ Trainers/Lifeguards)	Coach/Instructor Fall Semester	\$ 500.00
	Coach/Instructor Spring Semester	\$ 500.00
Transportation (Gas, Vehicle Rentals, Flights)	Gas for Trip to Iowa State Competition	\$ 100.00
	Gas for Trip to Marshall Competition	\$ 300.00
	Gas for Trip to Oklahoma State Competition	\$ 500.00
Hotel Rooms (Trips and Estimated Costs)	2 Hotel Rooms x 1 Night in Ames	\$ 200.00
	2 Hotel Rooms x 2 Nights in Huntington	\$ 400.00
	2 Hotel Rooms x 2 Nights in Stillwater	\$ 400.00
Equipment (Pieces of Equipment and Cost)	Helmets	\$ 100.00
	Chalk	\$ 75.00
Facility Rentals (# of Reservations and Cost)	Rock Wall at CRWC x 2 nights/week - Fall Semester	\$ 1,000.00
	Rock Wall at CRWC x 2 nights/week - Spring Semester	\$ 1,000.00
Affiliation Dues (Conferences, Regional/National)	National Rock Climbing Association Membership	\$ 1,500.00
Workshops & Clinics	N/A	\$ -
Miscellaneous (Items Outside of Categories)	Awards for Hosting Rock Climbing Competition	\$ 500.00
	Registration Fees for Iowa State Competition	\$ 100.00
	Registration Fees for Marshall Competition	\$ 100.00
	Registration Fees for Oklahoma State Competition	\$ 100.00
Total Projected Expenses:		\$ 7,375.00

Income (Dues Collection, Fundraising)	Fall Semester Member Dues - 15 members - \$50/each	\$ 750.00
	Spring Semester Member Dues - 15 members - \$50/each	\$ 750.00
	Entry Fees from Rock Climbing Competition	\$ 1,000.00
Total Projected Income:		\$ 2,500.00

Total Request for Allocated Funds: \$ 4,000.00

Dues

It is required that all Sport Clubs charge their members' dues at least \$50 per semester (average). Dues should cover the costs of running the club successfully including travel, equipment, operational costs, uniforms, etc. The dues amount should be reconsidered each year in development of the club's financial plan. Rates of dues may vary among club members provided the level of participation also varies. For example, clubs may choose to charge based on the number of tournaments each player attends rather than having the same rate for members that do not attend the same number of tournaments. An outline of how dues are determined should be included in each club's constitution. Dues can be paid through check, cash, or [Cashnet](#).

Cashnet

Cashnet is a University contracted vendor that allows student organizations to collect money by credit/debit card payments online. Once set up, deposits will be routed to the club's account within 3-5 business days of each transaction. There is not a setup fee to use Cashnet, but a 3% transaction fee will be deducted from each deposit. Before setting up Cashnet, if the deposits are in support of an upcoming event and not for general club use, a Sport Club Event Submission must be submitted and approved through Engage.

To setup a Cashnet page, SOBO will need the following information:

- 1. A brief description of what the deposits support (semester dues, upcoming trip, equipment, etc.)
 - a. If the deposits are in support of an event or trip, those details will also be needed (departure date, return date, location, purpose, etc.)**
- 2. For tracking purposes, include what information from the depositors that you would like to record (name, email address, phone, etc.).*

Depositing Funds into a Sport Club Account

All checks and cash will need to be deposited with SOBO and should be hand-delivered to Room 157 of the IMU. Making deposits each day that funds are collected is recommended. Additionally, to ensure proper segregation of duties, cash deposits should be prepared by someone who did not collect the cash. All collected funds should be deposited at once. Checks should be made out to, "University of Iowa: {Insert Sport Club Name}." Lastly, when making deposits, a [Deposit Form](#) will need completed with SOBO.

Fundraisers

Fundraising by Sport Clubs is actively encouraged to add additional funds to the club account. All fundraised monies must be put into the Sport Club's account. Should a club need a W-9 or Tax ID number, this can be found online through a search for the University's tax information which is public record. However, Sport Clubs do not fall under the University's non-profit status which means fundraisers/donations are not tax-deductible.

Cash Box for Fundraisers/Events

Cash Boxes can be rented from the Student Organization Business Office (SOBO) for fundraising events where you will be collecting cash and/or making change. If you wish to rent a cash box, contact your Assistant Director.

Budget & Allocations | How to Navigate the Budget Hearing / Deliberation Process

Budget Hearings

1. The budget hearings will be held *September 5 and 6*.
2. All SCAB members are required to be present for budget hearings.
3. *By completing the Budget Request Form*, clubs will sign up for 15-minute blocks of time for their budget hearing.
4. *By completing the Budget Request Form*, each club will provide a detailed budget request to the Sport Club Allocations Board prior to the budget hearing. This budget request will be due *August 30*. These requests will be compiled into a binder for the SCAB prior to the hearings.
5. Each club will have the 15-minute block of time to present their budget and answer any questions from the committee.
6. Prior to budget deliberations, SCAB will hear every budget request.
7. Expected information to be provided would include; fundraising details, club dues, price quotes, and any other information that will aid the committee in allocating money fairly.
8. All budget hearings will be open to the rest of the SCP to attend, though conversation will only be allowed between the committee and the presenting club.
9. An Assistant Director of Sport Programs will sit in on all hearings and will be available to answer any questions about past or future budget expenditures or any other club-related business.

Budget Deliberations

1. Budget deliberations will take place as soon as possible following the budget hearings.
2. They will be open to the rest of the SCP members to attend, though conversation will be limited to the committee and club members that are asked a specific question.
3. The committee will consider the point system and information provided in the budget packets and at the budget hearing in deciding how to allocate funds.
4. Each SCAB member will have one vote in deciding allocations. A minimum of three votes from committee members is needed to make any approvals.
 - a. *A SCAB member may not vote in determining the allocation amount for their own club. The Ex-Officio member will cast the fifth vote when a SCAB member is also a member of the sport club requesting an allocation.*
5. The Assistant Director will sit in on the deliberations as an advisor to the SCAB, however, the Assistant Director will not possess a vote in the process.

Spring Supplemental Funding

If unspent or reserved funds are available through SCAB in the spring semester, there will not be budget hearings. Rather, clubs will submit a Spring Supplemental Funding Request Form. This form can be found through Engage on the Sport Club page and under the “Forms” section. The deadline to request supplemental funding is March 27. SCAB decisions for supplemental funding will be made by April 3.

Section 6 | Non-Event/Non-Coach Expenses

Recent policy changes will appear in hi-lighted and italicized font.

QUICK TIPS

What are common non-travel/non-coach related expenses?

- *Equipment (Balls, Nets, etc.)*
- *Uniforms*
- *League Membership Dues*

What do I need from the vendor prior to making a purchase?

To use club funds, you will need the vendor to provide a valid invoice to document the purchase and the associated expense(s).

Are sport clubs tax exempt?

Yes, sport clubs are exempt from paying sales tax when utilizing University-based forms of payment (i.e., procurement cards, checks/ACH, etc.).

What payment options do I have to make a purchase with club funds?

With assistance from SOBO, sport club purchases can be made with University procurement/credit cards, checks/ACH, or a University Amazon Business account.

What needs to be turned in to make a purchase with club funds?

A Credit Card Request Form and invoice should be prepared for SOBO when requesting to purchase with a University procurement or credit card. A Check/ACH Voucher and invoice should be prepared for SOBO when requesting to purchase with a check/ACH. An Amazon Order Form should be prepared for SOBO when requesting to purchase with a University Amazon Business account.

Where do I find the forms?

Forms for SOBO can be found on the [SOBO Forms Webpage](#).

Where do I turn in the paperwork and receipts?

SOBO will review and process all forms and receipts for sport club payments. During business hours, you may visit them in Room 157 of the IMU. If needed, they can also be emailed at sobo@uiowa.edu or called at 319-335-3059.

Can I be reimbursed for non-travel/non-coach related expenses?

Yes, as a last resort, paying with personal funds and then requesting reimbursement using club funds could also be an option when arranging sport club payments.

Non-Event/Non-Coach Purchases – Equipment

Equipment Purchases

When equipment purchases are made using any club funds, the acquisitions become property of Recreational Services which inherits certain risks and obligations. To help protect Recreational Services, the University, the sport club, and its members, such acquisitions must be consistent with University policy. If the equipment will require maintenance, storage, or any insurance costs, contact your Assistant Director before the purchase is requested.

Restricted Purchases

Most anything that is intended to support the club can be purchased with club funds. However, the following types of purchases cannot be made, or can only be made with certain qualifications (as listed in parentheses):

- Equipment items with a cost of \$5,000 or more that are placed on the University's inventory (must have a full-time faculty or staff person designated as custodian, must attach capital asset tag);
- Printing and copying jobs done outside the University (must be done through UI Printing Services)
- Ordering or printing goods with a design that references the University of Iowa (must order from a licensed vendor and obtain UI Licensing approval)
- Personal items or services
- Alcohol/firearms/ammunition
- Telephones (other than University campus phone service)
- Animals
- Radioactive or hazardous materials
- Wagers or gambling of any sort
- Other equipment or services identified by the Office of Risk Management, Insurance & Loss Prevention that have liability exposure. When a question exists regarding liability exposure, the office of Risk Management will be contacted.

Non-Event/Non-Coach Purchases | Prior to Paying

Verification of Funds

Before requesting purchasing assistance from SOBO, the club first needs to verify that sufficient funds are available in the club's account. If the club's current account balance will not cover the proposed purchase, the club will not be able to pay. For recurring expenses or other circumstances that lead to a club having a negative account balance, the club will be responsible to cover the deficit.

Invoices For Check Requests

When a club is requesting to pay with a University check/ACH, a valid invoice needs prepared for SOBO to process the check. Invoices are bills that document the order and associated expense(s) and should be sent to the club from the vendor prior to paying. Vendors should provide the club with a valid invoice that includes the vendor's name, vendor's contact info/ mailing address, and an itemized breakdown of what was purchased and for how much. If the invoice includes a charge for sales tax, the vendor will need to remove it prior to the club paying.

Sales Tax Removal

Sport clubs are exempt from paying sales tax when utilizing University-based forms of payment (i.e., procurement cards, checks/ACH, etc.). When purchasing anything with club funds, the vendor will need to first remove all sales tax from the order or invoice. To do so, the vendor will likely request the University's Tax Exemption Form or the University's W9. To receive these up-to-date documents, contact SOBO.

Shipping

Before an order or invoice can be made, if the purchase needs shipped, it needs to be shipped to a University address. Off-campus or personal addresses are not considered valid shipping locations. It is recommended that all sport club packages be sent to the Sport Programs Office. Once delivered to the Sport Programs Office, the club's Assistant Director will notify the club. The address below may be used:

University of Iowa {Insert Sport Club Name}
225 South Grand Avenue
Field House, Room E216
Iowa City, IA 52242

Non-Event/Non-Coach Purchases | Payment Methods

Using a Procurement/Credit Card

Procurement/Credit card checkouts are available on an appointment-only basis. To schedule an appointment, contact SOBO at least 2 business days before your desired appointment day with a completed Credit Card Request Form (from SOBO's webpage).

After the procurement/credit card was used, for SOBO to reconcile the expense, they need to be given an associated receipt that exactly matches the amount paid. Unpaid invoices that document the expenses may also be used as receipts. A valid receipt includes the vendor's name, vendor's contact info/ mailing address, and an itemized breakdown of what was purchased and for how much.

Using Amazon Business

Orders through Amazon should be made using the University's Amazon Business account. To do so, contact SOBO with a completed Amazon Order Form (from SOBO's webpage).

Requesting a Check/ACH

Check requests should be made well in advance. Allow for at least 4-6 weeks for SOBO to process a check. Contact SOBO with a completed Check/ACH Voucher (from SOBO's webpage) and state whether you would like the check to be mailed to the vendor or be held for pick-up from SOBO by a club officer.

Non-Event/Non-Coach Purchases | Paying Independent Contractors

Non-Event/Non-Coach Contractors

Occasionally, sport clubs may need to pay a photographer or other individuals who are not associated with a club event and are also not coaches. To pay these individuals, send a Contract Template (from SOBO's webpage) to the contractor(s) to have them complete. Once completed, a club officer should send the form to SOBO who will review and then send to University Purchasing. If the payment is going to a business rather than an independent contractor, the vendor should complete and return Check/ACH Voucher (from SOBO's webpage).

Once the contract(s) have been sent to SOBO, a club officer will then need to have the contractor(s) complete a services voucher (from SOBO's webpage) before returning to SOBO. There are separate vouchers for both non-students and students.

Once all information is submitted, SOBO will use both the contract(s) and the voucher(s) to request a check. Non-student contractors should expect 4-6 weeks to receive the check in the mail. Student contractors will be paid on the monthly cycle through Human Resources.

Non-Event/Non-Coach Purchases | Food Orders

Non-Event Food Order Reimbursements

For food orders when less than 20 people ate such food, the receipt and Member Reimbursement Form (from SOBO's webpage) need to be accompanied with a list of names of those that ate the food.

Non-Event/Non-Coach Purchases | Requesting Reimbursement

Non-Event Reimbursements

As a last resort, club members may opt to pay for club orders using personal funds. While this is not the preferred nor quickest method, club members may still be reimbursed with club funds. Each club member that is requesting reimbursement needs to keep all receipts. A valid receipt includes the vendor's name, vendor's contact info/ mailing address, and an itemized breakdown of what was purchased and for how much.

In addition to keeping receipts, each club member that is requesting reimbursement needs to complete a Member Reimbursement Form (form SOBO's webpage) which asks for a description of the expense. Once the form is completed by each member requesting reimbursement, it then needs sent to the club's treasurer to approve before sending everything to SOBO. If the club's treasurer is requesting reimbursement, the president needs to approve it on the form before sending everything to SOBO.

Once SOBO receives the receipt(s) and form(s), club members should expect 4-6 weeks to receive a reimbursement check in the mail. If interested in receiving payment through direct deposit rather than a mailed check, contact SOBO.

Section 7 | Travel

Recent policy changes will appear in hi-lighted and italicized font.

QUICK TIPS

What constitutes a travel/trip?

A Sport Club trip is defined as any travel outside of Johnson County. It will be deemed a trip regardless of if club members travel together or separately and regardless of if the travel is for a competition or practice.

What types of travel are there?

1. Traveling with applicable costs paid in advance using club funds via a University credit card or check.
2. Traveling with reimbursement from club funds.
3. Traveling without using club funds.

NOTE: Some trips may be considered both Type 1 and Type 2 above.

What needs to be turned in for any club travel?

1. *Before the Trip – Due At Least Three Weeks Prior*
 - *Sport Club Event Request on Engage (includes Travel Spreadsheet to be uploaded within form)*
2. Upon Return – Due Within Two Business Days of Return (Following Tuesday for weekend trips)
 - Post-Event Form on Engage
 - If applicable, uploaded W9(s) and Payment Request Form(s) for any officials, referees, judges that need paid from the trip.
3. *Upon Return – Due Within One Week of Return*
 - *If applicable, Reimbursement Requests to SOBO*
 - *Uploaded Travel Expense Voucher and associated receipts for any members that are requesting reimbursement.*

Where can I find the Sport Club Event Request and the information to upload within it?

The Sport Club Event Request is found by going to your club's page on Engage. From there, navigate to "Manage Organization" followed by "Organization Tools" and then "Events." From there, click "Create Event" to start your submission. Within the form, you will need to upload a Travel Spreadsheet detailing the members travelling. The Travel Spreadsheet is found on the [SOBO Forms Webpage](#).

Where can I find the Post-Event Form and the information to upload within it?

The Post-Event Form is found by going to the [Sport Club Engage Page](#) and scrolling down to "Forms." If applicable, W9 Forms and Official Payment Forms can be found on the [Sport Club Engage Page](#) scrolling down to "View All Documents."

What forms do I need for travel reimbursement and where do I submit them?

When requesting reimbursement for expenses incurred during a sport club trip, a Travel Expense Voucher (Found on the [SOBO Forms Webpage](#)) and associated receipts need submitted to SOBO.

What happens if I don't submit the proper forms on time?

If a Sport Club Event Request is not submitted nor approved, the club may not travel. If a Post-Event Form is not turned in on time, the club will receive 5 penalty points. If a late Post-Event Form is then not turned in after a week from being notified by the club's Assistant Director, the club will be suspended and unable to participate until the form is submitted and approved. *If any applicable reimbursement requests are not submitted within a week from the trip's return, it will not be prioritized and take more time to approve and receive reimbursements.*

How do I pay for travel related expenses?

Most travel expenses should be pre-paid by using either a University credit card or check before the trip's departure. Expenses like gas, parking, and food on trip will only be able to be paid by requesting reimbursement.

What booking site do I use to reserve hotel rooms?

Lucid Travel is used to reserve hotel rooms for sport club trips. However, if required by the governing body or tournament hosts to stay at a certain hotel or utilize a certain reservation code, only then may a credit card be checked out from SOBO to complete the room reservations outside of Lucid.

Can my club use University vehicles to travel?

Sport Clubs may reserve University vehicles from Fleet Services. Clubs will be required to pay all applicable charges and must have sufficient University-approved drivers.

Travel | Types of Travel

Types of Travel

A trip entails any club activity outside of Johnson County. It will be deemed a trip regardless of if club members travel together or separately and regardless of if the travel is for a competition or practice. There are three types of travel as seen below. Some trips may be considered both Type 1 and Type 2.

1. Traveling with Costs Paid in Advance Using Club Funds via a University Credit Card or Check.

It is preferred that all charges that can be paid in advance are paid in advance using a University credit card or check.

Money from Sport Club accounts can be used to pay event registration and hotel charges in advance utilizing a University credit card, provided the host of the event

accepts credit card payments. If not, checks are also a payment option. Costs paid in advance must remain unchanged from the amount agreed upon.

The Sport Programs Office *and SOBO* must be notified of any cancelled trips prior to any cancellation deadlines related to entry fees paid in advance. Any costs borne by the Sport Programs Office related to cancelled trips (cancellation fee, etc.) will be the responsibility of the club and will be charged to the club's account.

2. Traveling with Reimbursement from Club Funds

This type of travel is when a club plans to be reimbursed for costs experienced while traveling. Reimbursement for costs comes from the traveling club's account.

Clubs can be reimbursed for the following expenses. Note that pictures of a gas pump will not suffice as receipts for gas. Actual, itemized receipts are required for all reimbursements.

3. Traveling without Using Club Funds

This type of travel is when the club does not plan to use any club funds for the trip.

Travel | Basic Travel Timelines

Traveling with Costs Paid in Advance Using Club Funds via a University Credit Card or Check

1. *Turn in Sport Club Event Request (Including Travel Spreadsheet) - Minimum of Three Weeks Before Departure but is recommended to do as early as possible.*
2. *If applicable, reserve lodging through Lucid Travel to prepay/reserve rooms.*
3. *If applicable, set up a meeting with SOBO to check out a credit card to pay any applicable event registration fees.*
4. *Turn in Post-Event Form – Maximum of Two Business Days After Return.*
5. *Submit all receipts from paid in advance expenses to SOBO to reconcile the charges.*

Traveling with Reimbursement from Club Funds

1. *Turn in Sport Club Event Request (Including Travel Spreadsheet) - Minimum of Three Weeks Before Departure but is recommended to do as early as possible.*
2. *Turn in Post-Event Form – Maximum of Two Business Days After Return*
3. *For each member requesting reimbursement, submit a Travel Expense Voucher Form and associated receipts to SOBO – Maximum of One Week After Return*
 - *If all the steps in the process are followed correctly, reimbursement of any remaining travel expenses will take at least four weeks for the check to be received.*

Traveling without Using Club Funds

1. Turn in Sport Club Event Request (Including Travel Spreadsheet) - Minimum of Three Weeks Before Departure but is recommended to do as early as possible.
2. Turn in Post-Event Form – Maximum of Two Business Days After Return

Travel | Completing the Sport Club Event Request

Finding the Form

The Sport Club Event Request is found by going to your club's page on Engage. From there, navigate to "Manage Organization" followed by "Organization Tools" and then "Events." From there, click "Create Event" to start your submission. Only a sport club officer, as listed on Engage, may submit the Sport Club Event Request.

Content

The Sport Club Event Request summarizes the club's proposed event and gives the Sport Programs Office and SOBO, if necessary, the ability to review and approve the club's event. Before submitting, the club should ensure they know all event specifics (dates, times, location, etc.) and has enough funds to cover the event and any associated travel. Once submitted, if all sections of the form are completed correctly and if there are no financial, risk management, or other concerns, it will be approved, and the club will be able to proceed. Below outlines just some of what is asked within the form:

- Event Title
- Event Description
- Event Location/Address
- Host(s)
- Time/Date of Event
- Time/Date of Departure and Return
- Attendees (upload Travel Spreadsheet)
- Will club funds be used? If so, on what and for how much?

Uploads

If travelling, within the form, an officer will need to upload a Travel Spreadsheet detailing the members travelling. The Travel Spreadsheet is found on the [SOBO Forms Webpage](#).

Deadline

The Sport Club Event Request is due at least three weeks prior to the trip's departure date. It is recommended that the form is submitted as far in advance as possible to allow adequate time to review and to ensure any associated expenses can be paid in a timely manner. If the form is not submitted and approved, the club may not travel.

Travel | Completing the Sport Club Post-Event Form

Finding the Form

The Post-Event Form is found by going to the [Sport Club Engage Page](#) and scrolling down to “Forms.”

Content

The Sport Club Post-Event Form summarizes the results from the club’s trip and gives the club an opportunity to promote any positive outcomes. Below outlines just some of what is asked within the form:

- Event Title
- Event Location
- Host(s)
- Time/Date of Event
- Other clubs that participated
- Any pertinent recognition and results
- Any injuries that occurred
- Number of club participants
- Information about completing a Social Media Request

Uploads

If any event personnel (officials, judges, etc.) need paid from the event, each individual’s completed W9 and Payment Request Form needs to be uploaded within the form. Both of those forms can be found by going to the [Sport Club Engage Page](#) and scrolling down to “View All Documents.”

Deadline

The Post-Event Form is due two business days from the trip’s return to Iowa City. If the form is not turned in on time, the club will receive 5 penalty points. If a late Post-Event Form is then not turned in after a week from being notified by the club’s Assistant Director, the club will be suspended and unable to participate until the form is submitted and approved.

Travel | Travel Related Expenses & Payment Methods

Only after a Sport Club Event Request has been submitted and approved may a club begin the process to make payments associated with the trip. The most common types of travel expenses and methods of payment for each are outlined below.

1. Event Registration

It is common for the host school or host site to require attendees to pay a registration fee prior to participation. Once the Sport Club Event Request for the associated trip has been approved, there are two payment options:

- **Using a Credit Card**

Credit card checkouts are available on an appointment-only basis. To schedule an appointment, contact SOBO at least two business days before your desired appointment day with a completed Credit Card Request Form (from the [SOBO Forms Webpage](#)).

After the procurement/credit card is used, for SOBO to reconcile the expense, they need to be given an associated receipt that exactly matches the amount paid. Unpaid invoices that document the expenses may also be used as receipts. A valid receipt includes the vendor's name, vendor's contact info, and an itemized breakdown of what was purchased and for how much.

- **Requesting a Check/ACH**

Check requests should be made well in advance. Allow at least 4-6 weeks for SOBO to process a check. If a check is the preferred/only option to pay the host, an invoice from the host is needed. Invoices are bills that document the order and associated expense(s) and should be sent to the club from the host. Before requesting payment with club funds, the invoice needs sent to SOBO. Valid invoices include the host's name, host's contact info/ mailing address, and an itemized breakdown of the charge(s). If the invoice includes a charge for sales tax, the vendor will need to remove it prior to the club paying.

Once an invoice is obtained, contact SOBO with a completed Check/ACH Voucher (from the [SOBO Forms Webpage](#)) and state whether you would like the check to be mailed to the vendor or be held for pick-up from SOBO by a club officer.

2. **Rental Vehicles**

If clubs would like to pay for rental vehicles rather than drive their personal vehicles on a trip, they may do so. University vehicles may be reserved by utilizing Fleet Services. See the "Reserving Vehicles" portion of this section for a complete explanation of using Fleet Services. Clubs are not required to use Fleet Services for rental vehicles and may reserve rental vehicles off-campus. If so, the rental company's policies will need followed. When using off-campus rental vehicles, a University credit card will need used to pay.

- **Using a Credit Card**

Credit card checkouts are available on an appointment-only basis. To schedule an appointment, contact SOBO at least two business days before your desired appointment day with a completed Credit Card Request Form (from the [SOBO Forms Webpage](#)).

After the procurement/credit card is used, for SOBO to reconcile the expense, they need to be given an associated receipt that exactly matches the amount paid. Unpaid invoices that document the expenses may also be used as receipts. A valid receipt includes the vendor's name, vendor's contact info, and an itemized breakdown of what was purchased and for how much.

3. Lodging

When clubs know they will need to stay overnight on a trip, lodging expenses should be paid in advance before the trip's departure. To do, clubs should select their hotel, room types, and request approval and payment by using Lucid Travel. See the "Reserving Hotel Rooms" portion of this section for an explanation of Lucid Travel.

4. Gas

When clubs use personal vehicles or when a gas card is not included with rental vehicles, it is common to request gas reimbursements since prepayment cannot be arranged for gas. Reimbursement amounts will be determined from either the amount paid, as indicated on the receipt, or the mileage travelled, both ways. If the latter, the federal mileage rate will be used.

Each club member that is requesting gas reimbursement needs to keep all receipts. Pictures of a gas pump are not considered valid gas receipts. Rather, members should have the gas receipt printed from the pump or cashier. Additionally, gas receipts that are dated outside the approved trip dates, as indicated on the Sport Club Event Request, will not be accepted.

In addition to keeping gas receipts, each club member that is requesting reimbursement for gas needs to complete a Travel Expense Voucher (from the [SOBO Forms Webpage](#)) which asks for a description of the expense. Once the voucher is completed by each member requesting reimbursement, it then needs sent to the club's treasurer to approve before sending the voucher and associated receipts to SOBO. If the club's treasurer is requesting reimbursement, the president needs to approve it on the form before it can be submitted to SOBO.

Once SOBO receives the receipt(s) and voucher(s), club members should expect 4-6 weeks to receive a reimbursement check in the mail. If interested in receiving payment through direct deposit rather than a mailed check, contact SOBO.

5. Parking

Like gas reimbursement requests, members may also be reimbursed for parking fees since prepayment usually cannot be arranged. Each member that is requesting reimbursement should keep the receipts and complete a Travel Expense Voucher (from the [SOBO Forms Webpage](#)) which asks for a description of the expense.

Once the voucher is completed by each member requesting reimbursement, it then needs sent to the club's treasurer to approve before sending the voucher and associated receipts to SOBO. If the club's treasurer is requesting reimbursement, the president needs to approve it on the form before it can be submitted to SOBO.

Once SOBO receives the receipt(s) and voucher(s), club members should expect 4-6 weeks to receive a reimbursement check in the mail. If interested in receiving payment through direct deposit rather than a mailed check, contact SOBO.

6. Food

Because prepayment cannot usually be arranged for food orders on trips, members may request reimbursement. Each member that is requesting reimbursement should keep the receipts and complete a Travel Expense Voucher (from the [SOBO Forms Webpage](#)) which asks for a description of the expense.

Once the voucher is completed by each member requesting reimbursement, it then needs sent to the club's treasurer to approve before sending the voucher and associated receipts to SOBO. If the club's treasurer is requesting reimbursement, the president needs to approve it on the form before it can be submitted to SOBO.

Once SOBO receives the receipt(s) and voucher(s), club members should expect 4-6 weeks to receive a reimbursement check in the mail. If interested in receiving payment through direct deposit rather than a mailed check, contact SOBO. NOTE: For food orders when less than 20 people ate such food, the receipt, and Travel Expense Voucher (from SOBO's webpage) need to be accompanied with a list of names of those that ate the food.

Travel | Reserving Hotel Rooms

Lucid Travel

Lucid Travel is primarily a hotel booking site that several universities, like the University of Iowa, use as their hotel booking company for student organizations. Clubs are encouraged to make hotel reservations as far in advance as possible but need a submitted and approved Sport Club Event Request first. Once the Sport Club Event Request is approved, hotel rooms can be requested and paid through Lucid Travel. Sport Clubs are required to utilize Lucid Travel as their booking site for each trip. However, if required by the governing body or tournament hosts to stay at a certain hotel or utilize a certain reservation code, only then may a credit card be checked out from SOBO to complete the room reservations outside of Lucid. Lucid is set up so that all payment requests go directly from the club to SOBO for approval.

The Lucid booking site provides discounted rates while also allowing clubs to earn cash back (2-7%) for each trip's purchase. Friends, family, and alumni members of the club are also able to utilize the same Lucid booking site to give cash back rewards to the associated club by selecting the appropriate sport club when making the reservation.

See below for the steps to reserve hotels using Lucid:

1. Clubs do not need to login. Simply go to the University of Iowa Sport Club Booking Link at <https://uiowa.lucidhotels.us/>
2. Once on the booking link page, search and select the desired hotel and rooms for the dates of travel.
 - a. NOTE: All available rooms will be categorized as "pre-paid" rather than "pay at hotel."
3. Once the hotel is selected, you will be directed to the booking check-out page where the officer can search and select your club from the drop-down menu. Be sure to select the correct club to ensure you receive the cash back rewards.
4. Once the club is selected, payment will need set up. There's an option to "Send to admin for approval & payment" which will need selected. Once selected, SOBO will be sent a notification to review the hotel and pay while using the club's funds.
5. Prior to the stay and before leaving campus, it is recommended that the club call the hotel to verify the reservation.
6. At check-in, personal credit cards should be filed with the hotel front desk and be used for any incidentals while on the trip. Club funds will only be used for the room and tax.

After the trip, receipts can be found by going back to the club's Lucid page or they can be found in email notifications sent from Lucid. Cash back earnings will continue to accumulate with each club until ready to cash out. When ready to cash out, notify SOBO who will arrange payment from Lucid Travel to the club's account.

Travel | Reserving Rental Vehicles

Fleet Services

Fleet Services is the University's primary vehicle rental service, and all University groups are encouraged to utilize them when travelling. Clubs are encouraged to make vehicle reservations as far in advance as possible but need a submitted and approved Sport Club Event Request first. Before reserving vehicles, club members will need to approve drivers. Each reserved vehicle will need at least two approved drivers and maybe more depending on the length of the trip. Each driver will need to be reviewed in the University's Driver's License Review System (DLRS). Additionally, each driver must have completed the one-time Defensive Driving Course through ICON. If your club is needing to haul a trailer on the trip, the drivers will also need to complete the one-time Trailer Towing Training Course through ICON. Once the necessary number of drivers are approved, the vehicle reservations may be made.

A benefit of using Fleet Services is that all expenses are included on the reservation (gas, tolls, etc.). Thus, at the conclusion of the trip, the club should not have any reimbursement requests as all the expenses will be routed from the club's account. Additionally, club members are allowed to park their personal vehicles in the on-campus Fleet Services lot while on the trip.

See below for steps to approve drivers and reserve vehicles with Fleet Services:

1. Email sobo@uiowa.edu with an attached [Driver Training and License Review Form](#).
2. Once SOBO inputs drivers into the DLRS, drivers will receive an email from Risk Management asking for authorization to review their license. If any driver thinks they did not receive the email, have them verify that the email did not send to their spam folder.
3. Once enrolled in the Defensive Driving Course, Fleet Services will email all drivers with instructions on taking the course in ICON.
4. Once drivers have been approved, clubs should determine the vehicle type for their reservation. Vehicle types and rates can be viewed publicly on the [Fleet Services Webpage](#).
5. Once the vehicles types are determined, email sobo@uiowa.edu with an attached [Vehicle Request Form](#). Once reservations are made, a confirmation email will be sent from Fleet Services.
6. At the conclusion of the trip, the club will be emailed a receipt of all charges including gas and any tolls.

Off-Campus Rental Vehicles

Clubs are not required to use Fleet Services and will not be able to do so if needing a rental vehicle from an airport. If needing to utilize an off-campus vehicle rental service, the club will be required to follow their requirements. Oftentimes, rental companies require that all drivers are at least 25 years old. National and Enterprise are the preferred off-campus vehicle rental companies. If using National or Enterprise, contact SOBO to receive the University's discount code.

Travel | Reserving Flights

Flights

While not required to utilize, [Student Universe](#) is a booking company that offers discounted flights for student organizations and can also connect the club with a travel agent to assist in making flight reservation. Clubs are encouraged to make flight reservations as far in advance as possible. Once reservation details are set, payment should be made with a University credit card from SOBO in order to avoid reimbursements to members. For all reservations paid with club funds, receipts and flight itineraries from each traveler need to be collected and sent to SOBO once purchased.

Section 8 | Facility Reservations & Hosting an Event

Recent policy changes will appear in highlighted and italicized font.

QUICK TIPS

What type of request am I making?

1. Meeting Space Request
 - Request for a one-time meeting at a Recreational Services facility.
2. Competition Space Request
 - Request for a one-time game, tournament, or competition at a Recreational Services facility.
3. Recurring Practice Space Request
 - Request for recurring practice time at a Recreational Services facility.
4. One-Time Practice Space Request
 - Request for a one-time practice at a Recreational Services facility which may be in addition to any recurring practices already scheduled.

What facilities are available for use from Recreational Services?

1. Outdoor Facilities
 - Hawkeye Recreation Fields (HRF)
 - Hawkeye Softball Complex (HSC)
 - Hawkeye Rugby Fields
2. Indoor Facilities
 - Field House
 - Hawkeye Tennis & Recreation Complex
 - Campus Recreation and Wellness Center

What needs to be turned in to make a facility request?

1. Meeting Space Request
 - Facility Request Form
2. Competition Space Request
 - Facility Request Form
3. One-Time Practice Request
 - Facility Request Form
4. Recurring Practice Space Request
 - Sport Club Practice Request Form

Where do I find the forms to make reservations?

Forms can be found under “Forms” on the [Sport Club Engage Page](#).

When do I need to turn in the paperwork?

Facility Request Forms are due a minimum of two weeks before the requested date for consideration. Facility Request Forms submitted within two weeks of the requested date may not be considered. Reservations are generally made on a first-come, first-served basis. Sport Clubs are encouraged to turn in requests as one of the first steps of planning their events. *NOTE: While the Facility Request Form is due two weeks before the event date, for sport club events, a Sport Club Event Request is due three weeks before the competition and an approved Facility Request Form is needed prior to submitting a Sport Club Event Request.*

Recurring Practice Space Requests are due by the designated deadlines each period, for the following period. Deadlines will be communicated by the Sport Programs Office throughout each semester.

What do I need to do to host an event?

To host an event, many tasks need to be handled. A checklist for holding an event is included in the "How-To" portion of this section.

Can my club provide food/beverages at our events?

Yes, but a food license may need to be obtained depending on the event details. Johnson County Public Health should be contacted for more guidance as their regulations will need followed.

Can my club request to use Athletics facilities?

Sport Clubs can request to use facilities overseen by the Athletic Department; however, the percentage of approved requests is much lower than Recreational Services facilities. To request use of an Athletics facility, complete the Facility Request Form.

How do I reserve non-Recreational Services or non-Athletics facility space on campus?

To reserve space on campus that is not overseen by Recreational Services nor Athletics, visit one of the following webpages:

- IMU Meeting Rooms: imu.uiowa.edu/event-services/meetings/
- Banquet/Ballroom Spaces: imu.uiowa.edu/event-services/spaces/
- Outdoor Spaces: imu.uiowa.edu/event-services/outdoor-spaces/

What do I need to do to pay officials/referees or event staff?

Officials and event staff will need to complete both a W9 and an Official Payment Request Form prior to working the event. A club officer will then need to upload those documents into the Post-Event Form after the event.

Facility Reservations & Hosting an Event | Definitions & Policies

Different Types of Facility Requests

Meeting Space Request

A Meeting Space Request is a request made with the intent to have a non-recurring club meeting at that facility. Examples include hosting a clinic or social gathering. These requests are made in classrooms or meeting rooms.

Competition Space Request

A Competition Space Request is a request made with the intent to host a one-time event at that facility. Examples include hosting a tournament or game. These requests are typically made for weekends as regular Recreational Services programming takes place during the week.

One-Time Practice Space Request

A One-Time Practice Space Request is a request made with the intent to host a one-time practice at that facility. These requests are typically made in addition to any recurring practices that have already been scheduled.

Recurring Practice Space Request

A Recurring Practice Space Request is a request for a Recreational Services facility space used for regular, recurring practice times. The Recreational Services facilities included in this process are the Field House, Hawkeye Tennis & Recreation Complex, Campus Recreation and Wellness Center, Hawkeye Recreation Fields, Hawkeye Softball Complex, and Hawkeye Rugby Fields. Practice schedules are made at the beginning of each semester/session - Fall, Spring and Summer - and continue throughout that term. Practice schedules for some facilities may be adjusted mid-semester due to changes in weather or other Recreational Services programming.

Recreational Services Facilities

Field House

The Field House is the home to the Sport Programs Office, and spaces within the Field House are utilized by many clubs. This facility consists of a variety of activity rooms, 16 racquetball courts, 8 basketball and volleyball courts, 5 badminton courts, as well as an Olympic Weightlifting room.

Hawkeye Tennis and Recreation Complex

The Hawkeye Tennis and Recreation Complex is located out on West/Hawkeye Campus. The HTRC consists of eight indoor tennis courts, 12 outdoor tennis courts, an indoor AstroTurf space (Hawkeye Turf), and a sport turf activity space the size of a football field (Iowa Turf). The Iowa Turf hosts many Sport Club practices and events, as it is large enough to fit an entire regulation soccer match. This space is shared with other Recreational Services programming, Intercollegiate Athletics, and outside rentals.

Campus Recreation and Wellness Center

The Campus Recreation and Wellness Center is the flagship facility of Recreational Services. It is home to an Olympic-sized swimming pool, a diving well, three basketball courts (one being a multi-activity court), three activity rooms, and an extensive amount of cardio and strength-training space.

Hawkeye Recreation Fields

The Hawkeye Recreation Fields facility is located on West/Hawkeye campus and consists of four sand volleyball courts, seven Flag Football/Ultimate-sized fields, and five regulation soccer fields. *Half of the fields are synthetic turf while the other half are natural grass.* This facility is home to Sport Club practices, Intramural Sports programming, outside rentals, and drop-in use. The HRF is open from *late-March* through late-October, depending on weather conditions.

Hawkeye Softball Complex

The Hawkeye Softball Complex is located on West/Hawkeye campus and consists of three recreation softball fields and one intercollegiate fastpitch softball field. This facility is home to Sport Club practices, Intramural Sports programming, outside rentals, and Iowa Softball. This facility is available only by reservation.

Hawkeye Rugby Fields

The Hawkeye Rugby Fields are located on West/Hawkeye campus. This facility consists of two rugby pitches and one cricket pitch.

Facility Use

Meeting Space Request

Sport Clubs can request facility reservations for the hosting of a meeting through Recreational Services and the Sport Club Program. To request to reserve a facility, clubs must submit a Facility Request Form on the [Sport Club Engage Page](#) at least two weeks in advance of the desired event. A request submitted less than two weeks in advance may not be considered. All standard facility policies apply for special events. Arrangements for participation by non-club members must be made with Recreational Services staff prior to the event and adhere to Sport Club Program policies.

Competition Space Requests

Sport Clubs can request facility reservations for the hosting of a competition through Recreational Services and the Sport Club Program. To request to reserve a facility, clubs must submit a Facility Request Form on the [Sport Club Engage Page](#) at least two weeks in advance of the desired event. A request submitted less than two weeks in advance may not be considered. All standard facility policies apply for special events. Arrangements for participation by non-club members must be made with Recreational Services staff prior to the event and adhere to Sport Club Program policies. *NOTE: While the Facility Request Form is due two weeks before the event date, for sport club events, a Sport Club Event Request is due three weeks before the competition and an approved Facility Request Form is needed prior to submitting a Sport Club Event Request.*

In addition to providing space for a Sport Club event, Sport Programs will generally provide a Sport Programs Supervisor for competitions that are within Recreational Services facilities. The Sport Programs Supervisor can assist with set-up and tear down as necessary, communication between the club officers and the Facility Supervisor, and Risk Management duties.

When hosting competitions, clubs are required to submit a Post-Event Form. The Post Event Form can be found under “Forms” on the Sport Clubs home page on Engage.

One-Time Practice Space

Sport Clubs can request practice facility space on a one-time basis through Recreational Services and the Sport Club Program. To request a facility for a one-time practice, clubs must submit a Facility Request Form on the [Sport Club Engage Page](#) at least two weeks in advance of the desired event. A request submitted less than two weeks in advance may not be considered. Clubs must make use of their allotted practice space once it is scheduled to them, and not disrupt or interfere with activities taking place prior to, and after, their scheduled practice time. In all facilities, a limit may be placed on the number of regular weekly or monthly practice sessions scheduled to accommodate as many groups as possible with a practice schedule of reasonable frequency.

Recurring Practice Space

Sport Clubs can request practice facility space on a recurring basis through Recreational Services and the Sport Club Program. Recurring practice schedules for all Recreational Services facilities are determined at the beginning of each semester for all clubs turning in Practice Schedule Request Forms. Additional schedules will be made as weather seasons change. Scheduling for Sport Clubs is based on the previous semester's Sport Club Program point standings and facility availability. Clubs must make use of their allotted practice space once it is scheduled to them, and not disrupt or interfere with activities taking place prior to, and after, their scheduled practice time. In all facilities, a limit may be placed on the number of regular weekly or monthly practice sessions scheduled to accommodate as many groups as possible with a practice schedule of reasonable frequency.

Providing Food/Beverages

Providing food to anyone outside of your club at a Sport Club event (tournament, game, recruitment event, etc.) will likely require a temporary food establishment license from Johnson County Public Health, however, there are many factors that go into determining what is required. For more information on requirements in the State of Iowa, enforced by Johnson County Public Health, please visit:

- [Iowa Department of Inspections & Appeals – Temporary Food Establishments and Events](#)
- [Iowa Food Safety Task Force – Temporary Event Food Stands](#)

For specific information on your event, and to get even more guidance on how to obtain the proper license, contact Johnson County Public Health by completing the form found [here](#). Explain what your organization is, what your event is, and what you would like to do in terms of providing and/or selling food or beverage. They will help guide you as to what you need to complete. This process should be started at least two months in advance of your event.

A license is not required to provide food to club members at a club meeting.

Facility Reservations & Hosting an Event | Athletic Trainers

Athletic Trainers

Recreational Services and Iowa Sports Medicine work together to fill athletic training needs for sport clubs. Athletic Trainers from Sports Medicine will always be utilized first over other athletic training providers. If Sports Medicine is unable to provide an Athletic Trainer for any contest(s), the club may then attempt to find an alternative provider.

How do I request an Athletic Trainer for my club's event?

Reserving Athletic Trainers is managed by the Sport Programs Office and does not need to be requested. Events not scheduled at least two weeks out may not be provided with an Athletic Trainer and the club may not be able to host the event as a result. In cases that *Sports Medicine* cannot provide an Athletic Trainer and if that club's governing body requires the host to provide an Athletic Trainer, the club should contact its Assistant Director.

How do I pay for the Athletic Trainer who attended my club's event?

Sports Medicine bills Recreational Services for all services provided. The Sport Programs Office will then bill each club who was provided services based on the total number of service hours. *Sports Medicine charges \$40.00/hour for each Athletic Trainer contracted.* This money will be withdrawn from the club's account. Clubs will be billed for service hours of an Athletic Trainer if the event was cancelled or moved off-campus without 24 hours' notice to the Sport Programs Professional Staff.

Facility Reservations & Hosting an Event | Paying Event Personnel and Officials

Event Personnel

Some common individuals that are paid to work sport club home competitions or events are officials/referees, judges, and guest speakers. All event personnel that are owed payment must be paid through the club's account and not with cash.

Paying Event Personnel

Below are the steps to pay event personnel:

1. *Submit a Sport Club Event Request for the event and wait for approval.*
2. Upon approval and prior to the event, download and print the Officials Payment Request Form(s). This form is found under "Financial and Payment Forms" which is under "View All Documents" on the [Sport Club Engage Page](#). Print one for each official.
3. Upon approval and prior to the event, download and print the Federal W-9 Form(s). This form is found under "Financial and Payment Forms" which is under "View All Documents" on the [Sport Club Engage Page](#). Print one for each official.
4. Upon arrival at the event, have each official complete and sign the Officials Payment Request Form and the W-9.
5. The club treasurer should then sign the Officials Payment Request Form(s) and make sure all information is completed.
6. After the event, upload the Officials Payment Request Form(s) and W-9 Form(s) within the Post-Event Form. Upon receiving the submission, the club's Assistant Director will review and sign the form before sending the information to the University Shared Services Office for payment.
7. It generally will take 4-6 weeks for the individuals to receive the payment in the mail. Submitting properly completed paperwork ahead of time will expedite the payment process.
 - a. *If the individual is a University of Iowa employee, the payment will be deposited into their account at the end of the month with taxes taken out.*

Facility Reservations & Hosting an Event | Club Expectations

Expectations When Using University Facilities

1. Anytime a club has reserved a facility, for practice or a special event, the facility must be utilized.
 - If a club will not be using a scheduled practice space, to avoid a \$50 fine, the club must notify the Sport Programs Office of their practice cancellation no less than three business hours prior to the scheduled start time of a practice for weekday practices. Business hours are considered 8:00 a.m. – 5:00 p.m. Monday through Friday. For weekend practices, notification must be received by 10:00 a.m. the day of the practice. *Notification must be done by completing the [Sport Club Practice Cancellation Form](#) found on the [Sport Club Webpage](#).*
 - If a club will not be using a facility space reserved for a special event (game, competition, etc.), to avoid a \$100 fine, the club must notify the Sport Programs Office of their reservation cancellation no less than 24 hours prior to the scheduled start of the reservation. *Notification must be done by completing the [Sport Club Practice Cancellation Form](#) found on the [Sport Club Webpage](#).*
 - Clubs that utilize the CRWC Natatorium that need to cancel a practice/event scheduled in the CRWC Natatorium must notify the Sport Programs Office at least 48 hours in advance of the practice/event start time to avoid paying the staff fees for the scheduled practice(s). *Notification must be done by completing the [Sport Club Practice Cancellation Form](#) found on the [Sport Club Webpage](#).*
 - The Sport Programs Staff reserves the right to waive the facility cancellation fine due to extenuating circumstances.
2. Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures, i.e., leaving debris or equipment in a facility) as well as inappropriate conduct and actions while participating in any Sport Club related activity, will jeopardize the club's continued status as a member of the Sport Club Program.
3. A Safety Officer is required at all Sport Club practices and events.
4. Any club using a facility is obligated to clean up after the activity. Fines can be assessed for failure to clean the facility.
5. Facility Supervisors are responsible for Recreational Services facilities. They have the authority to deny unauthorized persons or persons abusing facilities or equipment access to the facility.
6. Alcoholic beverages and other illegal substances are not permitted in or at Recreational Services facilities.
7. It is the club's responsibility to monitor all club events (including the actions of spectators) to ensure that alcoholic beverages or other food and drink (if not allowed) are not on site.
8. Activity will be delayed until the problem is corrected and may be canceled if the situation is not addressed appropriately and in a timely manner.
9. Clubs must follow all guidelines issued by each facility that they use. For example, the clubs that use the Hawkeye Tennis and Recreation Complex Iowa Turf must follow all guidelines set forth by the HTRC staff.

10. Any club member entering a Recreational Services facility must have a Recreational Services membership or pay the daily walk-in fee (\$10) unless other arrangements have been made with Recreational Services to grant access.

Facility Reservations & Hosting an Event | How to Request Facility Space

What is the process of requesting reservation of a facility?

Meeting Space Request

1. Determine the date(s) for which you would like to reserve the facility.
2. Determine what the event is for which you would like to reserve the facility. Be prepared to share details of the proposed event when completing the Facility Request Form.
3. Complete the Facility Request Form. This form can be found under “Forms” on the [Sport Club Engage Page](#)

Competition Space Request

1. Determine the date(s) for which you would like to reserve the facility.
2. Be prepared to share details of the proposed event when completing the Facility Request Form.
3. Complete the Facility Request Form. This form can be found under “Forms” on the [Sport Club Engage Page](#).

One-Time Practice Space Request

1. Determine the date(s) for which you would like to reserve the facility.
2. Be prepared to share details of the proposed practice when completing the Facility Request Form.
3. Complete the Facility Request Form. This form can be found under “Forms” on the [Sport Club Engage Page](#).

Recurring Practice Space Request

1. Complete the Sport Club Practice Schedule Request Form by the designated deadline. Details of the form and deadlines will be made known to officers throughout the year.

What Happens After I Submit the Required Forms to the Sport Club Office?

Meeting Space Request

After the Facility Request Form is submitted on Engage, the form is reviewed by the Associate Director of Sport Programs. If the form is completed correctly, the Associate Director of Sport Programs will pass the form along to the appropriate Recreational Services staff member to check space availability. If the form is not completed correctly, it will be returned to the person that submitted the form for revisions, before being passed along to the appropriate facility manager for Recreational Services.

After the Associate Director of Sport Programs has checked with the appropriate staff member regarding the reservation request, the request will be either approved or denied. If approved, the

club's assigned Assistant Director may contact the club representative if more information regarding the event is needed.

Competition Space Request

After the Facility Request Form is submitted on Engage, the form is reviewed by the Associate Director of Sport Programs. If the form is completed correctly, the Associate Director of Sport Programs will pass the form along to the appropriate Recreational Services staff member to check space availability. If the form is not completed correctly, it will be returned to the person that submitted the form for revisions, before being passed along to the appropriate facility manager for Recreational Services.

After the Associate Director of Sport Programs has checked with the appropriate staff member regarding the reservation request, the request will be either approved or denied. If approved, the club's assigned Assistant Director may contact the club representative if more information regarding the event is needed.

Once the facility space is reserved, the club will then need to complete a Sport Club Event Request prior to hosting the event. See the "How to Complete a Sport Club Event Request" portion of this section for complete details.

One-Time Practice Space Request

After the Facility Request Form is submitted on Engage, the form is reviewed by the Associate Director of Sport Programs. If the form is completed correctly, the Associate Director of Sport Programs will pass the form along to the appropriate Recreational Services staff member to check space availability. If the form is not completed correctly, it will be returned to the person that submitted the form for revisions, before being passed along to the appropriate facility manager for Recreational Services.

After the Associate Director of Sport Programs has checked with the appropriate staff member regarding the reservation request, the request will be either approved or denied. If approved, the club's assigned Assistant Director may contact the club representative if more information regarding the event is needed.

Recurring Practice Space Request

All Sport Club Practice Request Forms that are properly completed and turned in by the deadline will be used to determine the next semester's practice schedules. As much as possible, priority will be given to clubs with higher point totals in the Sport Club Program Points System. Space is often limited, and the Sport Programs Staff will do the best they can at accommodating all requests.

Special Event Conflicts

On occasion, special events by Iowa Athletics, Intramural Sports, other Sport Clubs, or outside groups may require certain practice sessions to be canceled for groups. Please be prepared to make accommodations for your group in these cases. A schedule of affected dates will be released in advance, when possible.

Facility Reservations & Hosting an Event | How to Complete a Facility Request Form

Finding the Form

The Facility Request Form is found by going to the [Sport Club Engage Page](#) and scrolling down to “Forms.”

Content

The Facility Request Form is to only be used when requesting to use facility space within Recreational Services. The form summarizes what the club would like to reserve. Be specific when requesting different spaces and allow for flexibility if that desired space is not available. For example, if the club would like to reserve basketball courts in the Field House, the club should indicate which gym (Main Deck or South Gym), how many courts, and which court numbers are desired first. Be specific and giving options allows for less back and forth and a quicker approval. Below outlines just some of what is asked within the form:

- Type of Event (practice, meeting, competition)
- Details of the Event
- Dates/Times of the Event
- Desired Location(s) of the Event
- Will Food be Available?

Deadline

Facility Request Forms are due a minimum of two weeks before the requested date for consideration. Facility Request Forms submitted within two weeks of the requested date may not be considered. Reservations are generally made on a first-come, first-served basis. Sport Clubs are encouraged to turn in requests as one of the first steps of planning their events. *NOTE: While the Facility Request Form is due two weeks before the event date, for sport club events, a Sport Club Event Request is due three weeks before the competition and an approved Facility Request Form is needed prior to submitting a Sport Club Event Request.*

Facility Reservations & Hosting an Event | How to Complete a Sport Club Event Request

Finding the Form

The Sport Club Event Request is found by going to your club's page on Engage. From there, navigate to "Manage Organization" followed by "Organization Tools" and then "Events." From there, click "Create Event" to start your submission. Only a sport club officer, as listed on Engage, may submit the Sport Club Event Request.

Content

The Sport Club Event Request summarizes the club's proposed event and gives the Sport Programs Office and SOBO, if necessary, the ability to review and approve the club's event. Before submitting, the club should ensure they know all event specifics (dates, times, location, etc.) and has enough funds to cover the event. Once submitted, if all sections of the form are completed correctly and if there are no financial, risk management, or other concerns, it will be approved, and the club will be able to proceed. Below outlines just some of what is asked within the form:

- Event Title
- Event Description
- Event Location
- Time/Date of Event
- Will club funds be used? If so, on what and for how much?

Uploads

If any on-campus facility reservations are made for the event, the reservation confirmation needs uploaded within the form. Thus, the club first needs approval to use on-campus space prior to submitting this form. If you have reserved facility space within Recreational Services, a copy of the approved Facility Request Form should be uploaded. Similarly, if you have reserved space elsewhere on campus, verification that the space is reserved needs uploaded.

Deadline

The Sport Club Event Request is due at least three weeks prior to the event. It is recommended that the form is submitted as far in advance as possible to allow adequate time to review and to ensure any associated expenses can be paid in a timely manner. If the form is not submitted and approved, the club may not host the event.

Facility Reservations & Hosting an Event | How to Complete a Post-Event Form

Finding the Form

The Post-Event Form is found by going to the [Sport Club Engage Page](#) and scrolling down to “Forms.”

Content

The Sport Club Post-Event Form summarizes the results from the club’s event and gives the club an opportunity to promote any positive outcomes. Below outlines just some of what is asked within the form:

- Event Title
- Event Location
- Time/Date of Event
- Other clubs that participated
- Any pertinent recognition and results
- Any injuries that occurred
- Number of club participants
- Information about completing a Social Media Request

Uploads

If any event personnel (officials, judges, etc.) need paid from the event, each individual’s completed W9 and Payment Request Form needs to be uploaded within the form. Both of those forms can be found by going to the [Sport Club Engage Page](#) and scrolling down to “View All Documents.”

Deadline

The Post-Event Form is due two business days after the event concludes. If the form is not turned in on time, the club will receive 5 penalty points. If a late Post-Event Form is then not turned in after a week from being notified by the club’s Assistant Director, the club will be suspended and unable to participate until the form is submitted and approved.

Facility Reservations & Hosting an Event | Suggested Special Events Checklist

Reserving a Facility

- See the previous pages of this section to properly reserve a facility and submit a Sport Club Event Form for your event

Pre-Event Planning

- Complete a Sport Club Event Request and receive approval*
- Event Registration*
 - Contact SOBO if CashNet is needed to set up registration/payment for visiting teams/participants*
 - Contact visiting teams/participants about how to register/pay*
- Visiting Teams/Participants
 - Confirm event start time(s)
 - Confirm driving directions to event, including parking information and travel time
 - Confirm event time length
 - Confirm directions to back-up site in case of inclement weather (if applicable)
 - Confirm uniform colors in case of conflict
- Contingency plan in case of inclement weather
 - Obtain back-up site and confirm directions to site for all parties (if applicable)
- Event Personnel/Officials Arrangements
 - Payment arranged for officials
 - Officials meet minimum qualifications for officiating event
 - Confirm driving/parking directions for officials, as well as travel time
 - Confirm start time and duration of event
- Plans for equipment setup – day of or night before event
 - Coordinate with Sport Programs Office the set-up of materials/equipment as necessary
 - *Responsibility for set-up falls with the club
- Insurance
 - Obtain proof of insurance if necessary
- Tournament Bracket/Format
 - Bracket/format prepared and ready with all teams accounted for
 - Contingency plan ready in case team backs out or weather causes change
 - Teams/participants ensured time for meals/rest in between competition
- Athletic Trainer
 - If an Athletic Trainer is needed, receive the trainer's contact information from your Assistant Director*
- Your club considerations
 - Arrangements to have club members help supervise events, run scoreboards, scorebook, keep trash picked up, etc.
 - Confirm event start time and what time members should arrive
 - Confirm event time length
 - Confirm what uniform to wear

- ___ Confirm who is bringing what equipment
- ___ Arrange to have club stay after to clean-up complex and put equipment away

Day of Event Checklist

- Set-up is complete (tables, goals, water coolers, etc.)
- Beginning meeting for: ground rules, facility guidelines, event format, get visiting consents
- Club works together to enforce facility rules for both participants and spectators
- Club works together to staff event, with at least two club members always present

Post Event Checklist

- Club works together to clean up complex
- Club takes down all equipment and puts it away
- Collect jerseys, uniforms, equipment from members as necessary
- Complete Post-Event Form on Engage