

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