

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><u>Events Occurring During</u></i>	<i><u>Due Date</u></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>

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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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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

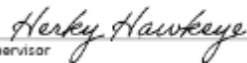
Authorizing Department or Commission: Recreational Services

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.