

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 | LSCE and SCP Recognition

Recognition & Re-Registration

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 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. Training on these processes is given at the Sport Club Officer Trainings at the beginning of each semester but instructions are also found below.

2021 Fall Semester – Due September 1, 2021

- *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, email, and classification (student, faculty/staff, community member). Rosters should be populated on Engage.*

- *Monthly Events Form (September 1-October 10): 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 Risk Management to find out the appropriate number of club members that are required for your club.*

2022 Spring Semester – Due January 19, 2022

- *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 31-March 6): Provides the Sport Programs Office an event schedule for the first “month” of the semester.*

2022 Summer Session – Due May 16, 2022

- *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*

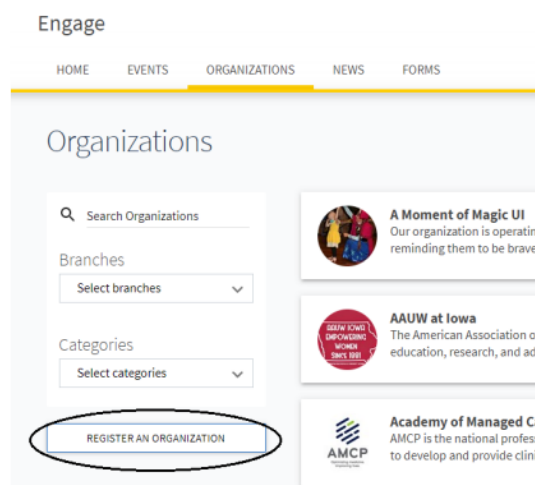
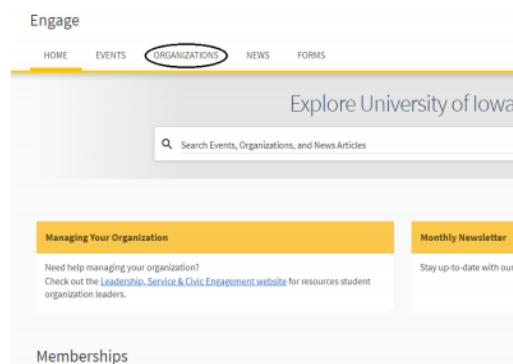
Form Upload” portion of the re-registration by selecting “No” when asked if the club has a coach/instructor.

- **Monthly Events Form (May 16-August 21):** Provides the Sport Programs Office an event schedule for the summer.

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 in the correct format. Correct formats include a) “University of Iowa {Insert Sport Name} Club” or b) “{Insert Sport Name} Club at the University of Iowa.”
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. Navigate to the Home page of Engage. Make sure the submitter is signed in before moving forward. Click on “Organizations” which should lead the submitter to a page to select “Register an Organization” – click on this button.



4. Under “Re-Register Existing,” search for the sport club you wish to re-register.
5. Once the sport club is found, click the “Re-register” button on the side. Submitters can also reach this re-registration form for the sport club’s Engage page by going to the club’s portal and navigating to the “Manage Organization” button. When on this screen, there should be a re-registration button for the club.

The screenshot shows the 'Engage' portal with a navigation bar containing 'HOME', 'EVENTS', 'ORGANIZATIONS' (highlighted), 'NEWS', and 'FORMS'. Below the navigation bar is the heading 'Register an Organization'. Underneath is the section 'Re-Register Existing'. A search bar contains the text 'TEST' with a magnifying glass icon on the left and a close 'X' icon on the right. Below the search bar, a result is listed: 'TEST 1 Available'. To the right of this result is a blue button labeled 'RE-REGISTER', which is circled in black.

The screenshot shows the 'RSO - Re-registration - Step 1 of 5' form. It begins with the instruction 'Provide some basic information about your organization.' followed by a horizontal line. Below this is the section 'General Information'. There are two input fields: '*Official Organization Name' with the text 'TEST 1' and '*Acronym/Nickname'. Below these is a larger text area for '*Organization Description Summary' with the text 'test'. At the bottom left of the text area, it says '250 characters remaining'.

6. 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 in order for them to be added to the roster. Ensure that old members are not included and that all officer positions are accurate.
7. Once submitted, the Sport Programs Staff will begin reviewing 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. Clubs will not be allowed to engage in activity until the re-registration is fully approved.

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:

- Serve as a liaison between their club and the Sport Clubs 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.
- Check the Club's mailbox located outside the Sport Programs office, Room E216, Field House at least weekly.
- Arrange for facility and/or field reservations for club functions.
- Either the President or the Vice President must attend each monthly SCAC meeting.

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:

- Keep current, accurate financial records.
- Document expenditures with the use of receipts.
- Make sure Sport Club monies are used properly according to UI, Sport Club, and team policies.
- Attend Officer Training and complete the Cash Handling certification annually.
- Know and monitor the rules and regulations governing the financing of student organizations.
- Initiate and ensure that club members assume responsibility for generating funds.
- Regularly view and check the club's financial ledger.
- Make all club deposits; oversee that cash handling procedures are being followed.

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:

- Work with the club's Assistant Director to book fleet services vehicle reservations.
- Ensure team has correct number of certified drivers well in advance of travel.
- Complete proper travel paperwork on Engage for each trip, at least three business days prior to departure.
- Request reimbursements for travel-related purchases with assistance from Treasurer.
- Know and follow all University and Recreational Services travel policies and enforce among teammates.

Safety Officers

A minimum of two Safety Officers are required for all Sport Clubs. Any club member that is a student and already CPR/AED/First Aid certified *through American Red Cross* is qualified to act as Safety Officer. If no member of the club has his/her 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 *through American Red Cross* 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.

A blank Sport Club Monthly Event Form can be found under “Documents” by logging in to Engage and visiting the Sport Club home 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. Each due date is the same as an SCAC meeting date, *with the exception of the first due date which corresponds with the Fall 2021 Re-Registration deadline*. The dates required on the report are determined based on the SCAC meeting schedule and are outlined below.

Failure to submit a monthly event schedule will result in loss of points in the Sport Club Program Point System.

A blank copy of a monthly report 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>September 1 – October 10</i>	<i>Wednesday, September 1 (Re-Registration)</i>
<i>October 11 – November 7</i>	<i>Wednesday, September 29</i>
<i>November 8 – December 12</i>	<i>Wednesday, October 27</i>
<i>December 13 – January 30</i>	<i>Wednesday, December 1</i>
<i>March 7 – April 3</i>	<i>Wednesday, February 23</i>
<i>April 4 – May 15</i>	<i>Wednesday, March 23</i>



Recreational Services

SPORT CLUB MONTHLY EVENTS SCHEDULE

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

Club: _____

Person Completing Form: _____

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

HOME EVENTS

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

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

AWAY EVENTS (Outside Johnson County)

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

Fall Semester Breakdown and Due Dates

Due 9/1 September 1 - October 10
 Due 9/29 October 11 - November 7
 Due 10/27 November 8 - December 12
 Due 12/1 December 13 - January 30

Spring Semester Breakdown and Due Dates

Due 1/19 January 31 - March 6
 Due 2/23 March 7 - April 3
 Due 3/23 April 4 - May 15
 Summer Events Form Due Date TBD if Club is Active in Summer 2022

Other Paperwork

Throughout the year, other assignments are required to be turned in to the Sport Programs Office. Some of these requirements will count towards a club's point total within the Sport Club Point System. Such assignments include (Points in parentheses):

Fall Assignments

- SCAC Meeting Attendance (10/meeting)
- Schedule Meeting with Assistant Director (10)
- Meeting with Assistant Director (20)
- Spring Officer Information Form (10)
- End-of-Semester Survey – Completion by All Officers (10)
- Guidebook Agreement (0)
- Participant Waivers (0)
- Travel Paperwork – As necessary before and after club travel (0)
- Post-Event Form – As necessary after travel or hosting an event/match (0)

Spring Assignments

- SCAC Meeting Attendance (10/meeting)
- Schedule Meeting with Assistant Director (10)
- Meeting with Assistant Director (20)
- New Officers Meeting with Assistant Director (20)
- Fall Officer Information Form (10)
- End-of-Semester Survey – Completion by All Officers (10)
- Participant Waivers (0)
- Travel Paperwork – As necessary before and after club travel (0)
- Post-Event Form – As necessary after travel or hosting an event/match (0)

Final Assignment

- Transition Notebook/Drive & End-of-Year Meeting
 - The Transition Notebook is a compilation of important information in regard to 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 second 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 PM 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 guidebook.

Community Service

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.

Requirements & Expectations | Club Expectations & Discipline

Expectations and Discipline

Club Officers and members are accountable for all policies and procedures outlined in the Sport Club Guidebook, *annual agreements between the club and Recreational Services*, and the University of Iowa Code of Student Life. It is the students' responsibility to obtain copies 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 Clubs, followed by the Senior Associate Director of Recreational Services. Disciplinary procedures can also extend to *the Office of Student Accountability*. 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.*

Requirements & Expectations | Club Expectations & Discipline

Compliance Requirements

All Sport Clubs must comply with certain paperwork and meeting requirements each semester to remain a Sport Club in good standing. In general, 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.

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. 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 will consist of two different sections; the first section 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 must be completed by the coach/instructor and Sport Club Officer(s) and then submitted to their assigned Assistant Director for final approval. Examples of both forms are below. The Sport Programs Office reserves the right to deny the club's request to hire a specific coach/instructor.

Coach/Instructor Regulations

1. The maximum number of coaches/instructors per each club is two.
2. If you have an exception and need more than two coaches/instructors, a written appeal must be filed in the Sport Club Office and approved by the Sport Programs Staff.
3. The Coach/Instructor must be aware of and follow all University and Sport Club policies and procedures.
4. 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.
5. 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.
6. 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.

7. 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.
8. It is recommended that all coaches/instructors purchase medical and liability insurance, as they are not covered by the University of Iowa.
9. Coaches/Instructors should refrain from making appointments with the Sport Programs staff without a club officer.
10. 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.
11. Coaches should not, under any circumstances, allow hazing to take place within the club, nor should they allow an environment of hazing to exist.
12. Coaches that are volunteer (not paid) must complete the appropriate volunteer paperwork required by University of Iowa Risk Management.
13. 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

Your coach/instructor must physically sign and initial the document, you cannot use computer generated signatures.

IOWA

Recreational Services

SPORT CLUBS

PAID COACH/INSTRUCTOR AGREEMENT FORM

Instructions:

1. Sport Club officer completes Section 1, and submits to the club's assigned UI Sport Programs Assistant Director.
2. Once approved by the UI Sport Programs Assistant Director, the form will be returned to the club officer.
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 him/her 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 (may be prorated if agreement is not satisfactorily fulfilled).

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

8/11/2021
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.



PAID COACH/INSTRUCTOR AGREEMENT FORM

- 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.

8/3/2021
Date

8/4/2021
Date

8/5/2021
Date

Date

Example of A Properly Completed Volunteer Coach/Instructor Agreement Your coach/instructor must physically sign and initial the document, you cannot use computer generated signatures.

IOWA

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.
3. Section 2 is completed by the instructor/coach.
4. Coach/Instructor must also complete the University of Iowa Volunteer Authorization Form (https://uiowa.edu/riskmanagement/sites/uiowa.edu.riskmanagement/files/volunteer_authorization_06-06-2018-fillable.pdf)
5. Upon completion of Section 2 of this form, as well as the University of Iowa Volunteer Authorization 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>8/11/2021</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

Requirements & Expectations | SCP Points System

Point System

The point system has been put into place to determine the next year's 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 SCAC meetings and events, and good standing throughout the year. There are also penalty points for not submitting proper paperwork on time, or at all.

	<u>Item</u>	<u>Method</u>	<u>Due Date</u>	<u>Points Possible</u>	<u>Points Earned</u>
SCAB	Budget Request (No Points - Required to Receive Funding)	Upload to Engage	8/27/2021		
RE-REGISTRATION	Constitution	Upload to Engage	9/1/2021		
	Club Roster	Populate on Engage	9/1/2021		
	Safety Officer CPR/AED/First Aid Certifications (2)	Upload to Engage	9/1/2021		
	Concussion Certifications (2+)	Upload to Engage	9/1/2021		
	Dues Information Form	Upload to Engage	9/1/2021		
	Coach/Instructor Agreement(s) - Required Before Coaches Work with Your Club	Upload to Engage	9/1/2021		
	Officer Information Form	Upload to Engage	9/1/2021		
	Practice Schedule Information Form	Upload to Engage	9/1/2021		
	Monthly Events Form (September 1 - October 10)	Upload to Engage	9/1/2021		
SEPTEMBER	Update Club Engage Page with Current Information	Update on Engage	9/1/2021	10	
	Schedule October Officer Meeting w/ Assistant Director	Schedule with Assistant Director	9/29/2021	10	
	SCAC Meeting Attendance	Attend Meeting	9/29/2021	10	
	Monthly Events Form (October 11 - November 7)	Upload to Engage	9/29/2021	10	
OCTOBER	SCAC Meeting Attendance	Attend Meeting	10/27/2021	10	
	Monthly Events Form (November 8 - December 12)	Upload to Engage	10/27/2021	10	
	Attend October Officer Meeting w/ Assistant Director	Attend Meeting	10/29/2021	20	
DECEMBER	SCAC Meeting Attendance	Attend Meeting	12/1/2021	10	
	Spring Officer Information Form	Upload to Engage	12/1/2021	10	
	Monthly Events Form (December 13 - January 30)	Upload to Engage	12/1/2021	10	
	End-of-Semester Survey (All Officers)	Complete on Qualtrics	12/17/2021	10	
FALL BONUS POINTS FOR COMMUNITY SERVICE (MAX 2 PER ACADEMIC YEAR)					
FALL SEMESTER PENALTY POINTS					

	Item	Method	Due Date	Points Possible	Points Earned
SPRING RE-REGISTRATION	Dues Information Form	Upload to Engage	1/19/2022		
	Coach/Instructor Agreement(s) - Required Before Coaches Work with Your Club	Upload to Engage	1/19/2022		
	Officer Information Form	Upload to Engage	1/19/2022		
	Practice Schedule Information Form	Upload to Engage	1/19/2022		
	Monthly Events Form (January 31 - March 6)	Upload to Engage	1/19/2022		
JAN	Update Club Engage Page with Current Information	Update on Engage	1/19/2022	10	
FEBRUARY	Schedule Officer Meeting w/ Assistant Director	Schedule with Assistant Director	2/11/2022	10	
	SCAC Meeting Attendance	Attend Meeting	2/23/2022	10	
	Monthly Events Form (March 7 - April 3)	Upload to Engage	2/23/2022	10	
MARCH	Attend Scheduled Officer Meeting w/ Assistant Director	Attend Meeting	3/11/2022	20	
	SCAC Meeting Attendance	Attend Meeting	3/23/2022	10	
	Monthly Events Form (April 4 - May 15)	Upload to Engage	3/23/2022	10	
APRIL	SCAC Meeting Attendance (Fall 2022 Officers)	Attend Meeting	4/20/2022	10	
	Fall 2022 Officer Information Form	Upload to Engage	4/20/2022	10	
MAY	New Officers Meet with Assistant Director	Attend Meeting	5/6/2022	20	
	Transition Notebook/Drive	Submitted to Assistant Director	5/6/2022	10	
	End-of-Semester Survey (All Officers)	Complete on Qualtrics	5/6/2022	10	
SPRING BONUS POINTS FOR COMMUNITY SERVICE (MAX 2 PER ACADEMIC YEAR)					
SPRING SEMESTER PENALTY POINTS					
SUMMER RE-REGISTRATION	Dues Information Form	Upload to Engage	5/16/2022		
	Coach/Instructor Agreement(s) - Required Before Coaches Work with Your Club	Upload to Engage	5/16/2022		
	Officer Information Form	Upload to Engage	5/16/2022		
	Practice Schedule Information Form	Upload to Engage	5/16/2022		
	Monthly Events Form (May 16-August 21)	Upload to Engage	5/16/2022		

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.

Minor offense: 5-point deduction

Examples of minor offenses

- Failure to turn in paperwork that is not included in point system (i.e. travel paperwork, Request to Use Club Funds forms, etc.)
- Club caught practicing with ineligible player (5 pts each player) - A player is ineligible if not on roster and has not completed participant waiver
- Failure to follow posting rules
- Illegal participation in Intramural Sports
- Any other offense deemed minor

Major offense: Up to 20-point deduction

Examples of major offenses

- 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 facility
- Failure to report all drivers
- Travel without informing Sport Club office
- Any other offense deemed major

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 Dean of Students Office.

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 American Red Cross CPR/First Aid/AED. 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. To find out about upcoming classes, contact your club's assigned Assistant Director.

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, Golf, Fencing, Shooting Sports, Volleyball, Basketball, Tennis, Taekwondo, Cycling, Triathlon, Track and Field, Color Guard, Disc Golf

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

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

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

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 officer’s time during practice. The following will be checked and documented during spot checks:

- Number of people at practice
- Most recent Sport Club roster compared with those at practice
- Waivers for each member at practice
- Safety Officer at practice (with CPR/AED/First Aid and Concussion Certifications on file)

Sport Clubs without at least ten people at practice will be re-checked to ensure the required minimum number of members is being met and will receive a “Minor Offense Penalty” in the Sport Club Program Point System. 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.

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 which can be printed from the club’s Engage page.

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, the Safety Officer should complete the *Accident Report Google Form found on the Sport Club website*.