

Table of Contents

Section 1 | Policies and Procedures

Definitions	1
Expectations	4
Eligibility	5
Facilities	5
Funding.....	8
Travel.....	8
Alcohol.....	9
Social Networking Sites	10
Equipment	10
Non-Travel Forms	11
Intramural Sports Participation Policy.....	12
Insurance Clarification	12
Hazing Policy.....	12
Recreational Services and Student Life Marketing + Design	13
Licensing	13
Penalties	18

Section 2 | Requirements & Expectations

Sport Club Registration

Recognition and Re-Registration	23
Sport Club Re-Registration Instructions	25
Sport Club Officer Position Descriptions	27

Monthly and Semesterly Paperwork

Monthly Event Schedule.....	29
Monthly Report Due Dates.....	29
Blank Monthly Events Schedule Form	30
Other Paperwork.....	31
Community Service.....	32

Club Expectations and Discipline

Expectations and Discipline	33
Club Expectations	33
Compliance Requirements	34
Non-Compliance Sanctions.....	34
Role of Sport Club Coaches/Instructors.....	35
Example of a Properly Completed Coach/Instructor Agreement.....	37

SCP Points System

Point System.....	43
Failure to Follow Policies and Procedures.....	45

Risk Management

Required Certifications and Trainings	46
How-To Complete Online Concussion Training	46
Spot Checks	47
Waivers.....	47
Accident Reports.....	47

Section 3 | Sport Club Program

Quick Tips

What is the Sport Club Program?	48
Who makes up the SCP?	48
What is the SCAC?	48
What is the SCAB?	48
When does the SCAC meet?	48

Definitions and SCP Policies

Sport Club Program	49
Sport Club Allocations Board (SCAB)	49
Equipment, Materials, and Supplies	49

Section 4 | Hazing and Liabilities

Quick Tips

What is Hazing?	51
Does the University of Iowa have a hazing policy?	51
What are the consequences of hazing?	51
Does the University of Iowa provide insurance for Sport Club members?	51

Definitions and SCP Policies

What is Hazing?	52
University of Iowa Hazing Policy – Code of Student Life	52
In the State of Iowa, Hazing is a Criminal Offense	52
It is not a defense to a charge of hazing that:	52
How Do We Eliminate Hazing?	53
Questions to Ask Yourself	53

Danger of Social Networking Sites..... 53

Insurance and Medical Considerations

Insurance and Medical Considerations 54

Section 5 | Budget and Allocations

Quick Tips

Who determines each club’s budget? 55
What does my club need to do to get money? 55
When do I need to turn anything in or give my club’s presentation? 55
Where do I find the form? 55
Where do I turn in the paperwork? 55
What does the SCAB take into consideration when making allocations? 55
What other accounts are there for managing club money? 55
What other opportunities are there for additional University funding? 55

Definitions

Sport Club Allocations Board (SCAB) 56

Budget and Funding Requests

Sport Club Allocations Board and Budget Hearings & Deliberations 57

How to Complete the Budget / Funding Request Process

How do I fill out the Budget Request Form properly? 58
Example of a Properly Completed Budget Request Form 60

Fundraising and Accounting

SCP End-of-Year Sweepings 61

Depositing Funds into Sport Club Account 61

Dues..... 61

U-Bill Dues Payments 61

Fundraisers 61

Cash Box for Fundraisers/Events 61

Fundraising and Accounting

How to Process U-Bill Payments..... 62

Example of a Properly Completed U-Bill Dues Form 62

How to Navigate the Budget Hearing / Deliberation Process

Budget Hearings 63

Budget Deliberations 63

Sport Club Program Reallocations 63

Section 6 | Non-Travel/Non-Coach Expenses

Quick Tips

What type of expenditure am I dealing with? 64

What needs to be turned in to make a purchase? 64

Where do I find the form? 64

When do I need to turn in the paperwork?..... 64

Where do I turn in the paperwork? 64

Why do I have to complete the form? 64

Definitions

Different Types of Expenditures 65
What Happens After I Turn in the Paperwork to the Sport Club Office?.....65

How to Complete the Request to Use Club Funds Form

One-Time Expenditures 66
Recurring Expenditures 68
Paying Officials or Guest Speakers 72
Example of a Properly Completed Officials Payment Form..... 73

Section 7 | Travel Expenses

Quick Tips

What types of travel are there? 74
What needs to be turned in for any organization travel (trips)?..... 74
What needs to be turned in if club funds are being used for travel?..... 74
Where do I find the forms? 74
When do I need to turn in the paperwork?..... 75
Where do I turn in the paperwork?..... 75
Can my club use University vehicles to travel? 75

Definitions and SCP Policies

Different types of travel 75

Basic Travel Timelines

Basic Travel Timelines 76

How to Complete the Travel Process

How Do I Begin the Process of Taking a Trip? 77

How to Complete the Pre-Travel Form For a Trip Using Club Funds 78

How to Complete the Pre-Travel Form For a Trip Not Using Club Funds 81

How to Complete the Post Event Form

How Do I Fill Out the Post Event Form Correctly? 83

Example of Properly Completed Sport Club Travel Reimbursement Request.....87

How to Reserve Fleet Services Vehicles

How Do I Get Club Members Authorized to Drive Fleet Services Vehicles?..... 88

How Do I Properly Complete a Fleet Services Vehicle Request? 89

Section 8 | Facility Reservations & Hosting an Event

Quick Tips

What type of request am I making? 92

What facilities are available for use from Recreational Services?..... 92

What needs to be turned in to make a facility request? 92

Where do I find the forms? 92

When do I need to turn in the paperwork?..... 92

Where do I turn in the forms? 92

What do I need to do to host an event?..... 93

Can my club request to use Athletics Facilities?..... 93

How do I reserve non-Recreational Services facility space? 93

Definitions & SCP Policies

Different Types of Facility Requests 94
Recreational Services Facilities 94
Facility Use..... 95
Athletic Trainers 95

Club Expectations

Expectations When Using University Facilities 96

How to Request Facility Space

What is the process of requesting reservation of a facility? 97
What Happens After I Submit the Required Forms to the Sport Club Office? 97
Special Event Conflicts..... 97

How to Complete a Facility Request Form

How Do I Fill Out the Facility Request Form Correctly?..... 98

How to Complete a Post Event Form

How Do I Fill Out the Post Event Form Correctly..... 99

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

How do I pay for the Athletic Trainer who attended my club’s event?..... 100

Suggested Special Events Checklist..... 102

Introduction

Recent policy changes will appear in highlighted and italicized font.

University of Iowa Recreational Services Mission Statement

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

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

What is a Sport Club?

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

Sport Club Program Organization Requirements & Application Process

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

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

- Meet the expectations of the Sport Club Program and Recreational Services, as outlined in this document *and any additional annual club agreements.*
- Have an active Sport Club membership of ten or more members. All members must be currently enrolled students at the University of Iowa.

- Must compete in a minimum of two contests per academic year including one contest outside of Johnson County
 - Must be competing against a group or club outside the University of Iowa
 - Must send at least four members (does not include coaches/instructors)
 - The event must be competitive in nature, in which there are winners and losers
 - Submit proper pre- and post-travel paperwork for trips outside Johnson County
- Remain in good standing with the University, Recreational Services, and Sport Programs
- Have four officers (President, Vice-President, Treasurer, Travel Officer) willing to dedicate time and effort into effectively and efficiently running club operation. The President, Vice President, or Treasurer may also serve as the Travel Officer. Officers are to be elected in early-April for the following school year to allow proper transition between outgoing and incoming officers.
- Club officers (President, Vice-President, Treasurer, Travel Officer) attend Fall and Spring Sport Club Officer Training meetings.
- Demonstrate proficient club leadership, including proper submission of paperwork and meeting other requirements of the Sport Club Program (returning clubs only).
- Have proper transition materials to help new club leadership function efficiently and effectively (returning clubs only).
- Require members to pay dues of at least \$50/semester or \$100/year.

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

- Non-existent or demonstration of ineffective student leadership.
- Decline in student interest and support.
- Demonstration of club mismanagement.
- Inability to abide by Sport Club, Recreational Services, and University policies and procedures.
- Violation(s) of Recreational Services and/or University facility policies.
- Inability of the Sport Club Program as part of Recreational Services to benefit the club through staff expertise or facility space.
- Purpose or goals no longer compatible with the goals and mission Recreational Services.

Sport Programs Staff

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

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

gather information about clubs. The **Lead Supervisors** serve as an extension of the Sport Programs Office to help facilitate the communication between the full-time staff and the student leaders of the clubs. Clubs are required to provide information requested by the **Lead Supervisors** by the deadline provided during the inquiry.

Sport Programs Office

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

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

The Sport Programs Office is located in E216 Field House.

Contact Information and Important Websites

Assistant Director of Sport Programs

Matt Schaefer

Phone: 319-467-0602

E-Mail: matthew-schaefer-1@uiowa.edu

Assistant Director of Sport Programs

Vacant as of July 16

Phone: TBD

E-Mail: TBD

Coordinator of Sport Programs

Chris Spencer

Phone: 319-467-1922

E-Mail: Christopher-Spencer@uiowa.edu

Associate Director of Sport Programs

Tommy Schorer

(319) 335-8032

thomas-schorer@uiowa.edu

Senior Associate Director of Recreational Services Brian Baxter
(319) 335-8313

brian-baxter@uiowa.edu

Director of Recreational Services JT Timmons
(319) 335-9286

jt-timmons@uiowa.edu

Field House Member Services Desk (319) 335-9847

Hawkeye Tennis & Recreation Complex (319) 384-1215

Campus Recreation & Wellness Center (319) 335-9293

Recreational Service Rain Line (319) 333-7032

Sport Clubs Website recserv.uiowa.edu/sport-clubs

Engage Website uiowa.campuslabs.com/engage

Mass Email Request <https://apps.its.uiowa.edu/dispatch/massmail>

Sport Club Guidebook

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

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

Sport Club Webpage

The sport club webpage recserv.uiowa.edu/sport-clubs is available as a resource for Sport Clubs to not only advertise their individual club, but also to access all the forms needed to conduct sport club business. There are resources available to aide sport clubs in planning events, traveling, or finding important information from other campus departments.

Field House Mailbox

Each club has use of a mailbox located outside of the Sport Programs Office in E216 Field House. Club representatives are expected to check their mail at least once a week. Many clubs use this mailbox as their club address for things such as recruiting letters and/or an address for other clubs to send correspondence. Use the following for the address:

(Club Name)
E216 Field House
Iowa City, IA, 52242

Mass Emails

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

1. Fill out the online mass email request form (see the Contact Information and Important Websites section on the previous page)
2. The Sport Programs Office will then approve or deny the request before passing along to the next approval person or informing the club that edits need to be made.
3. Clubs should be aware that it will take at least a week or longer for mass email requests to be approved and sent

Recreational Services Promotional Services

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

- Digital Displays in all five Recreational Services buildings with information about recruitment, events, or practices
- Tabling at the CRWC for 2 hours
- Social Media re-posting of Club social media activity using #UISportClubs or by tagging @recserv and @IowaSportClubs

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