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Introduction

Recent policy changes will appear in highlighted and italicized font.

University of Iowa Recreational Services Mission Statement

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

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

What is a Sport Club?

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

Sport Programs Staff

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

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

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

Sport Programs Office

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

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

The Sport Programs Office is located in E216 Field House.

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

Adam Walsh

Phone: 319-467-0313

E-Mail: adam-walsh@uiowa.edu

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 (OSA).

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.

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 @recrev 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.

Section 1 | Policies and Procedures

Recent policy changes will appear in highlighted and italicized font.

I. Definitions

A. Sport Club Program Organization Requirements & Application Process

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

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

- Meet the expectations of the Sport Club Program and Recreational Services, as outlined in this document and any additional annual club agreements.
- Have an active Sport Club membership of ten or more members. 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 Club for that sport/activity already exists.

B. 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. Re-Registration Forms for each semester/session will be found on the Home page of Engage under “Organizations.” Club practices or activities may not begin without the appropriate Re-Registration Form first being approved by the Sport Programs Office. Sport Clubs failing to complete the appropriate Re-Registration Form will not be allowed to return to activity for that given semester/session. See below for a breakdown of each semester’s re-registration material and deadline.

2022 Fall Semester – Due August 10, 2022

- *Constitution*
- *Officer Information Form*
- *Practice Schedule Information Form*
- *Dues Information Form*
- *Coach/Instructor Agreement*
- *Club Roster*
- *Club Community Member Roster*
- *Monthly Events Schedule (August 22 – October 2)*
- *CPR/AED/First Aid Certificates for Safety Officers*
- *Concussion Certificates for Safety Officers*

2023 Spring Semester – Due January 11, 2023

- *Officer Information Form*
- *Practice Schedule Information Form*
- *Dues Information Form*
- *Coach/Instructor Agreement*
- *Club Roster*
- *Club Community Member Roster*
- *Monthly Events Schedule (January 23 – March 5)*

2023 Summer Session – Due May 10, 2023

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

- *Coach/Instructor Agreement*
- *Club Roster*
- *Club Community Member Roster*
- *Monthly Events Schedule (May 15 – August 20)*

C. Sport Club Allocations Board

The Sport Club Allocations Board (SCAB) is a committee of elected *student* club representatives that are assigned with the task of allocating funding to individual clubs. The Sport Club Program funding is allocated to the program through the Recreational Services master budget. The SCAB takes funding from Recreational Services and allocates to individual clubs based on their budget requests and presentations. The Sport Programs staff serves as advisors to the SCAB members during this process but have no votes in the allocation of funds. All members of the SCAB must remain in good standing with Sport Programs, Recreational Services, and the University.

II. Expectations

A. Accountability of Sport Club Officers

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

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

Sport Clubs function as part of the University of Iowa campus community and are representative of the University as they travel throughout the state or nationwide. Consequently, they are held to a high level of conduct both as collective organizations and as individuals. The parameters of acceptable behavior have been established by Recreational Services, LSCE, the University of Iowa, and the governing bodies of each individual sport. Club officers need to be aware of these expectations and ensure their members adhere to all policies and procedures.

B. Image and Perception

Sport Clubs, as with any organization, need to be aware of the image they may portray to the general public, campus community, and potential and current members. In addition to representing themselves, Sport Clubs represent the entire Sport Club Program, Recreational Services, LSCE, Division of Student Life, and University of Iowa. Common sense and good taste should be employed when a club or its members divulge information about the club via

websites, social media, message boards, chat rooms, or any other media. Sport Clubs that are discovered to be engaging in inappropriate behavior or are presenting the club in poor taste will be sanctioned. Examples of this type of behavior include, but are not limited to, lewd acts, irresponsible alcohol consumption, alcohol use during any club events, hazing, sexually explicit images, or a general disregard for a standard of decency.

III. Eligibility

A. Participants

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

IV. Facilities

A. Field House

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

- South Gym – Six basketball and volleyball courts
- Main Deck – *Five* badminton courts and two basketball and volleyball courts
- Activity Rooms – S461, S471, S481, S507 (Matted), S511 (Matted), S515, N464
- Meeting Rooms – 201 and E220
- Miscellaneous other spaces are utilized, such as converted racquetball courts
- The following policies must be followed when using the Field House:
 - All participants for any activity other than a special event must be eligible Sport Club participants as stated in this Guidebook.
 - All members must enter the facility by checking in at a Member Services Desk. If a member does not have a Recreational Services Membership, they must pay the Daily Walk-In Fee to enter the facility.
 - Condition of the facility must be left better than it was found. This includes picking-up after club use.
 - Clubs that are scheduled for space must use the space at the scheduled time, unless prior notification/approval of the Sport Programs staff has been received.
 - Equipment in the facility is not to be moved in any way without prior approval of Recreational Services staff.

- Members who enter a closed facility are subject to immediate suspension from all Sport Club activities and banishment from all Recreational Services facilities for a period of up to one year. Additional charges may be filed with the OSA or University of Iowa Police.
- Harassment, or failure to follow the direction, of Recreational Services staff in any form will result in the immediate removal from the Field House and possible suspension from the facility.

B. Hawkeye Recreation Fields (HRF)

- The HRF consists of 12 natural turf outdoor recreation fields and four sand volleyball courts.
- The following policies must be followed when using the HRF:
 - Condition of the facility, other than normal wear and tear of field conditions based on specific activity, must be left better than it was found. This includes picking-up after club use.
 - Equipment at the facility is not to be moved in any way without prior approval of Recreational Services staff.
 - Alcohol is NOT permitted on the fields, in the parking lot, or in any other area of the facility. This includes alcohol that has been consumed (intoxicated participation is NOT permitted).
 - Members who enter a closed facility are subject to immediate suspension from all Sport Club activities and banishment from all Recreational Services facilities for a period of up to one year. Additional charges may be filed with the OSA or University of Iowa Police.
 - Harassment, or failure to follow the direction, of Recreational Services staff in any form will result in the immediate removal from the HRF and possible suspension from the facility.

C. Hawkeye Tennis and Recreation Complex (HTRC)

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

- Iowa Turf – Synthetic turf, often divided into north and south sections.
- Hawkeye Turf – Artificial, flat turf
- Tennis Courts – Eight indoor and 12 outdoor courts
- Meeting Rooms – N101 and 140
- The following policies must be followed when using the HTRC:
 - All members must enter the facility by checking in at a Member Services Desk. If a member does not have a Recreational Services Membership, they must pay the Daily Walk-In Fee to enter the facility.
 - Food and drink other than water, including gum, are prohibited from the turf areas and tennis courts.
 - Spitting is allowed in trash cans only.
 - Condition of the facility must be left better than it was found. This includes picking-up after club use.

- Members who enter a closed facility are subject to immediate suspension from all Sport Club activities and banishment from all Recreational Services facilities for a period of up to one year. Additional charges may be filed with the OSA or University of Iowa Police.
- Harassment, or failure to follow the direction, of Recreational Services staff in any form will result in the immediate removal from the HTRC and possible suspension from the facility.

D. Campus Recreation and Wellness Center (CRWC)

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

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

E. Practice Facilities

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

F. Special Events

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

V. Funding

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

VI. Travel

A. Definition

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

B. Travel Eligibility

All club members wishing to travel to participate in club activities must be eligible for Sport Club participation as stated in the Sport Club Guidebook, be included on the Club Roster, and have properly completed the appropriate waiver.

C. Travel Paperwork

Sport Clubs must submit proper paperwork to the Sport Club Office before and after traveling for competition, or any other club function. The deadline for the Pre-Travel *Form* is *11:59 p.m.* three business days before departure. If it is a weekend trip (leaving Iowa City on Friday, Saturday, or Sunday) the Pre-Travel *Form* is due at *11:59 p.m.* on Tuesday the week of the trip. The deadline for the Post-Travel *Form* is *11:59 p.m.* two *business days* after return to Iowa City.

D. Travel Expectations

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

E. “High-Risk” Trips

Trips deemed to be “high-risk” by University *General Counsel, administration, Risk Management, and/or Recreational Services staff* will require the attendance of a University full-time faculty or staff member as a chaperone to the trip or may be disallowed completely. “High-risk” trips include those in which the propensity to drink *alcohol* or to display inappropriate behavior is at a higher-level than standard trips. A chaperone is required because the nature of such trips subject club members to bad decision-making or dangerous elements.

VII. Alcohol

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

- Hosting or promoting an event in which alcohol consumption is the prominent activity (including fundraisers, parties, bar crawls, etc.).
- Allowing club members, visiting club members, and club event spectators to possess or consume alcohol while at Recreational Services facilities or site of competition/event, including events held off-campus.
- Allowing club members or visiting club members to participate in competition/event while intoxicated.
- Suggesting to potential and/or current members that the club hosts parties, bar crawls, campfires, meetings, or other events in which alcohol consumption is the prominent activity.

- Sport Clubs are also subject to the guidelines set forth by the University Illegal Drugs and Alcohol Policy. The University Illegal Drugs and Alcohol Policy can be found at <https://dos.uiowa.edu/policies/illegal-drugs-and-alcohol/>.

VIII. Equipment

A. Purchases

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

B. Rentals

All rental agreements are subject to the approval of the Sport Programs Office. Rentals can be for club-used equipment only; personal equipment rentals are not permitted with University funding.

C. Donations

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

D. Equipment Ownership and Selling/Disposal

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

E. Maintenance

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

F. Storage

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

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

G. Recreational Services Equipment

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

IX. Non-Travel Forms

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

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

X: Insurance Clarification

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

XI: Hazing Policy

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

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

In addition to institutional sanctions, a person who commits an act of hazing may be subject to criminal sanctions under section 708.10 of the Code of Iowa. The University defines hazing more broadly than the Code of Iowa criminal definition. In applying the anti-hazing policy to individual cases, the following standards will be utilized during the administrative process to determine whether a hazing violation did occur as alleged.

Hazing is any intentional or unintentional reckless action or situation – with or without consent

– that endangers a student or creates risk of injury, mental or physical discomfort, harassment, embarrassment, and/or ridicule – whether on campus or off campus – for the purpose of initiation into, affiliation with, or as a condition for continued membership in any student organization or team registered by the University of Iowa Student Government or by any other University sponsor.

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

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

XII: Recreational Services and Student Life Communications

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

- Digital Displays in all four indoor Recreational Services buildings
 - The advertisement must be created by the Club and must be submitted to the marketing coordinator following the appropriate guidelines, found here: recserv.uiowa.edu/advertising
- Tabling in one of three facilities (CRWC, Field House, or HTRC) for up to two hours
 - Guidelines for requesting a table may be found here: recserv.uiowa.edu/advertising
- Social Media re-posting of Club social media activity using #UISportClubs or by tagging @UIRecServices and @IowaSportClubs

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

XIII. Licensing

A. Policy Overview

Use of the University of Iowa's word marks, trademarks, logos, and/or symbols creates an association with the University that needs to be protected. With that in mind, the University allows usage only by Sport Clubs officially recognized by the University's Recreational Services and only after an Internal Application and Agreement has been submitted and approved by the University of Iowa Trademark Licensing Office

All Sport Clubs have a select person or persons who are authorized to represent Sport Clubs. The [Engage Student Site](#) has a listing of the authorized officers for coordination with University departments. If Sport Clubs do not have an advisor, then the officer listed on the Engage Student Site must preapprove the desired products and design concept prior to any submission of the licensing application and artwork to the Trademark Licensing Office. It should be noted that final approval of all products and artwork bearing word marks, trademarks, logos and/or symbols associated with the University of Iowa are at the discretion of the Trademark Licensing Office consistent with the Iowa Visual Brand Standards Manual and the Trademark Licensing Office's policies.

Word marks, trademarks, logos and/or symbols associated with the University of Iowa are the intellectual properties of the University and are registered both at the state and federal levels. To protect the intellectual properties and traditions of the University, the Trademark Licensing Office reviews all applications, and requires that all products bearing word marks, trademarks, logos, and/or symbols associated with the University of Iowa to be manufactured by an officially licensed vendor of the University.

Please allow two weeks for processing of your request and note that the beginning of each academic semester is a peak time for application submissions. Additional processing time may be required in those periods.

B. Requirements and Restrictions

Licensed Vendor

It is imperative that an officially licensed vendor is used for the production and manufacture of any products bearing word marks, trademarks, logos and/or symbols associated with the University of Iowa. Officially licensed vendors are required by the Trademark Licensing Program to be members of the Fair Labor Association (FLA), which ensures that their products are made by the most trusted manufacturers. Furthermore, unlicensed vendors who produce and manufacture products bearing word marks, trademarks, logos, and/or symbols of the University may be liable to significant legal penalties under the Lanham Act of Federal Trademark Law. Please call the Trademark Licensing Office at 319-384-2000 for help on selecting an officially licensed vendor to suit your product needs.

Artwork

In all cases, when recognized Sport Clubs would like to use word marks, trademarks, logos, and/or symbols associated with the University of Iowa, the proposed artwork design must feature the official name of the Sport Club. To maintain the design integrity of the University brand, it is mandatory that all marks be applied as indicated in the [Iowa Visual Brand Standards Manual](#). Trademarks may not be altered in any way, nor are amalgamations with other trademarks permitted.

- **Uniforms for Competition**

- All uniforms that do not include the official club name must feature the “IOWA Sport Clubs Patch” as it is the primary identifier of Sport Clubs at the University of Iowa. Furthermore, the “IOWA Sport Clubs Patch” serves to differentiate Iowa Sport Clubs from an intercollegiate athletic team affiliated with the University of Iowa Department of Athletics.
- Contact the Sport Programs Office of Recreational Services for the “IOWA Sport Clubs Patch”.
- The official Sport Club name does not need to be on competition uniform when the “IOWA Sport Clubs Patch” is applied to the uniform.
- The Tigerhawk logo is the primary University Athletics Department brand. The Tigerhawk logo shall be made available for Sport Clubs competition uniforms use, but only after prior approval from the Sport Programs Office of Recreational Services and the Trademark Licensing Program.
- **All Other Iowa Sport Clubs Items (For Example: Promotional, Apparel, Marketing, etc.)**

Sport Clubs are required to follow branding guidelines provided by the Office of Strategic Communications when designing promotional apparel and merchandise items. The ™ symbol is required to appear with the block IOWA logo on all promotional merchandise and apparel. Visit brand.uiowa.edu for additional information.

- All promotional items must feature the official name of the Sport Club.
 - Example: XYZ Sport Club and the block IOWA logo
- The “IOWA Sport Clubs Patch” shall not to be used on any non-competition items.
- The Tigerhawk is the primary brand of the University of Iowa Athletic Department and shall not be used in association with non-competition items for Iowa Sport Clubs.
- Other trademarks and logos are available for Sport Club’s use only after prior approval from Recreational Services and the Trademark Licensing Office.

Prohibited Products and Artwork

The University of Iowa explicitly prohibits products from making reference to drugs or paraphernalia; alcohol, consumption or abuse; tobacco products and usage; sexual conduct, imagery or inferences; profanity or inappropriate insensitive language; gambling; firearms and weapons; political and religious endorsements; and any other subject found to be inappropriate, unacceptable, or inconsistent with the standard licensing practice of the University of Iowa.

Use of a current student-athlete’s name or likeness on products is a violation of NCAA rules and can result in the student-athlete being declared ineligible. Any use of a student-athlete’s name, nickname, likeness must be approved by both the University of Iowa Trademark Licensing Office and the University of Iowa Athletics Department Compliance Office.

Co-Branding and Trade Dress

Combinations of University marks with other intellectual properties and/or trade dress not associated with the University of Iowa are prohibited. This means that any colors, fonts, images, and/or partial indicia which call to mind the brand of another organization or company may not be used in conjunction with the University's word marks, trademarks, logos and/or symbols. This includes references to other schools. Unauthorized use of third-party intellectual properties is a violation of federal and state law and such artwork will not be approved for use.

- Example A: XYZ Sport Club using the National Football League (NFL) logo but changing the letters to read "XYZ" instead.
- Example B: ABC Sport Club using the Coca-Cola font on a shirt that reads "ABC Sport Club at the University of Iowa."

Sponsorship Use

When Sport Clubs engage in third party businesses, organizations, and/or individuals as sponsors of their Sport Club, the following guidelines shall apply in all instances if word marks, trademarks, logos, and/or symbols associated with the University of Iowa are intended to be used:

- Sponsorship recognition shall appear as plain text only.
 - The University reserves the right to refuse sponsors. Prior to engaging sponsors, it is advised to check with your sport club administrator(s) first.
- Sponsorship recognition shall not include taglines and/or slogans associated with the sponsor name.
- Sponsorship recognition shall not appear adjacent to word marks, trademarks, logos and/or symbols associated with the University of Iowa.
- Sponsorship recognition shall include accompanying sponsorship indicia, which identifies the relationship between the student organization and the sponsor(s) and include the official Sport Club's name.
 - Examples: Proud sponsor of XYZ Sport Club at the University of Iowa
- Businesses, organizations, and/or individuals shall not apply a designation to Sport Clubs sponsorship, which implies a relationship and/or endorsement by the University of Iowa.
- Sponsorship recognition on promotional items shall be limited for the purpose of Sport Clubs sponsorship recognition only and shall not be used as sponsor's sales incentives or marketing efforts.
 - Permitted: Sponsor pays for promotional item in exchange for sponsorship recognition per aforementioned guidelines.
 - Not Permitted: Regardless of who pays for the promotional item, sponsor shall not benefit directly from the sales and/or distribution of the promotional item.

Artwork Approval Process

- **Step 1:** Sport Clubs shall select an officially licensed vendor to assist them in producing artwork.
- **Step 2:** Artwork shall be submitted to their assigned Assistant Director of Sport Programs for approval.
- **Step 3:** Once approved by the Sport Program staff, the Assistant Director of Sport Programs will assist Sport Clubs in completing the Internal Application and Agreement and sending the form and artwork to the Trademark Licensing Office for preapproval.
 - Note: not all requests will be approved by the Sport Programs staff and/or the Trademark Licensing Office.
- **Step 4:** The officially licensed vendor will submit Sport Club's artwork to the Trademark Licensing Office.
- **Step 5:** Production shall **only** begin once the officially licensed vendor has received approval and the Internal Application and Agreement is signed and returned to the Sport Club.
 - The Internal Application and Agreement may be found [here](#).

Royalties

Royalties are charges assessed by the University to the officially licensed vendor for the approved uses of the University's word marks, trademarks, logos, and/or symbols. The standard royalty rate is currently 15%. Royalty rates are subject to change at the discretion of the University. Non-competition items intended for purpose of resale, fundraising, philanthropy, and promotional use shall carry the official Sport Club name in accordance with this policy. Please reference the definitions below for more information on determining your type of use.

Royalty-Exempt Uses:

- **Internal Use:** Sport Club's Internal use items bearing word marks, trademarks, logos and/or symbols associated with the University of Iowa for its members. Internal use items shall be for the use of membership only and shall not be distributed to non-club members.
 - Note: No additional Sport Club's Internal Use items shall be ordered for the purpose of resale. Payment for Sport Club's Internal Use items shall be for the original invoiced cost of items produced only.
 - Examples: Member t-shirts, officer/exec board apparel, competition uniforms
- **Philanthropy:** All profits from the Sport Club's products sold bearing word marks, trademarks, logos, and/or symbols associated with the University of Iowa go directly to a charity, non-profit organization, or philanthropic cause. Sport Club does not receive any monetary profit from the sale of these products and/or use any of the money for internal use.
 - Examples: All proceeds from the sale are donated to animal shelters, Boys & Girls Club of America, Ronald McDonald House, etc.

Royalty-Bearing Uses:

- **Fundraising/Resale:** The profits from the sale of Sport Club's products bearing word marks, trademarks, logos, and/or symbols associated with the University of Iowa fund the Sport Club's activities.
 - Note: While sport clubs may be doing activities that are volunteerism in nature (alternative spring break, mission trips, etc.), they are not categorized as a philanthropic royalty exemption.
 - Example: Setting up a team store with swag apparel featuring the official Sport Club name for family, friends, and/or the public to purchase.
- **Promotional:** Sport Clubs that purchase products bearing word marks, trademarks, logos and/or symbols associated with the University of Iowa with organization funds to be used to promote the Sport Club.
 - Examples: Promotional item giveaway to all students who visit the sport club booth at the student organization fair, giveaway of t-shirts to the first 100 fans at a sport club event, etc.

AgoraXC and IgniteXC

The University recognizes that it's often a priority for student led Sport Clubs to find the best possible pricing on items and create easy access purchasing for club members, families, and friends.

The University Trademark Licensing Program is pleased to introduce two resources (AgoraXC and IgniteXC) which are available to facilitate competitive resourcing and custom merchandising.

With a "click of the button" Sport Clubs are able to compare prices from multiple officially licensed vendors and set up a team store to share with friends, family, and other Sport Club fans.

Visit brand.uiowa.edu to log into either AgoraXC or IgniteXC.

Bidding and Ordering Platform – AgoraXC

The AgoraXC platform helps units get the bulk purchase pricing by sending quote requests to multiple approved vendors at once. Sport Clubs can review all quotes, select a vendor, and submit artwork directly within the system.

- Bulk merchandise orders
- Comparing supply prices in one place
- Easy ordering and fulfillment

Storefront Platform – IgniteXC

The IgniteXC platform allows Sport Clubs to create online storefronts to sell their own merchandise to friends, family, and other Sport Club fans. IgniteXC handles all payment processing, order fulfillment, and shipping.

- Sport Club merchandise
- Selling gear to customers or supporters

- Raising awareness for a Sport Club
- Donation-based fundraisers

XIV. Penalties

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

A. Definitions

Suspension

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

Probation

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

Warning

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

B. Assessment of Penalties

Expectations

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

Participation

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

Registration

Sport Clubs that do not meet the re-registration requirements of the Sport Club Program by the deadline set forth by the Sport Club Program will be considered inactive for the semester/session.

Facilities

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

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

Funding

- A club that is funded by the SCAB that does not complete the Sport Club Program re-registration process by the deadline will lose all previously allocated funding, and such funds will be reallocated by the SCAB during special reallocations.
- Clubs that do not spend all their allocated funding by the deadline(s) set forth by the Sport Club Program will lose any available funding at the time of the deadline. SCAB allocated funds are the first funds used during a club's spending in a given year.
- Any club or individual club member that uses funds for the purchase of personal equipment, apparel, etc. will lose any remaining allocated funding for that academic school year. Other penalties may be enforced by Sport Club Program, Recreational Services, or University administrators.

Travel

- Travel Eligibility – A club that allows any individual that does not meet travel eligibility requirements as stated in the Sport Club Guidebook to travel with the club will be suspended from travel for a period of two weeks. A second offense will result in a travel suspension for up to six months. All suspensions will occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.
- Travel Paperwork – A club that does not turn in the proper paperwork required for a trip, as stated in the Sport Club Guidebook, by the given deadlines before and after traveling will receive five penalty points in the Sport Club Program Points Standings. *If the form is not turned in after a week from the deadline, the club will be suspended and unable to participate until the form is submitted and approved.* Reimbursements cannot be granted if properly completed paperwork is not submitted to the Sport Club Office.
- Travel Expectations – Upon review of the Travel Expectations by the Sport Programs staff as stated in the Sport Club Guidebook, violating clubs may be suspended from travel or suspended from the Sport Club Program. All suspensions will occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.
- “High-Risk” Trips – Sport clubs that violate the Sport Club Program “High-Risk” Trips Policy as stated in the Sport Club Guidebook will be suspended indefinitely from the Sport Club Program (time-period determined by Sport Club Program, Recreational Services, and/or University administrators). Severe violations may result in forwarding of the case and supporting evidence to the OSA for further sanctioning.

Alcohol

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

Recreational Services Equipment

Clubs that do not abide by the *Recreational Services* Equipment Policy, as stated in the Sport Club Guidebook, will lose the privilege of using such equipment. The Sport Club Program may require payment from the club for any repair costs, or any remaining costs on property or facility rentals for storage of equipment. If no funds are available to the club, and no appropriate storage space is available for said equipment, the Sport Club Program as a part of Recreational Services retains the option of releasing the equipment via the University of Iowa Property Surplus process.

Sport Club Monthly Event Schedule

A club that has an outstanding Sport Club Monthly Event Schedule will receive five penalty 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 and approved. Clubs that do not submit the schedule by the stated deadline will not receive points for submission.

Appeals

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

Point System

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

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

- Minor Offense – loss of 5 points
 - Failure to turn in paperwork that is not included in point system (i.e. travel paperwork, Request to Use Club Funds forms, etc.)
 - *Failure to properly notify Sport Programs staff of updated schedule*
 - *Failed spot check*
 - Failure to follow University/campus signage rules
 - Any other offense deemed minor

Section 2 | Requirements & Expectations

Recent policy changes will appear in highlighted and italicized font.

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

Requirements & Expectations | Sport Club Program Recognition

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 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.

2022 Fall Semester – Due August 10, 2022

- **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.

- *Community Member Roster: Provides the Sport Programs Office with a list of Community Members. 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 15-October 2)*: 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.

2023 Spring Semester – Due January 11, 2023

- 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 23-March 5)*: 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, email, and classification (student, faculty/staff, community member). Rosters should be populated on Engage.
- *Community Member Roster: Provides the Sport Programs Office with a list of Community Members. 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).*

2023 Summer Session – Due May 10, 2023

- 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 15-August 13): 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, email, and classification (student, faculty/staff, community member). Rosters should be populated on Engage.
- *Community Member Roster: Provides the Sport Programs Office with a list of Community Members. 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).*

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 in order 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:

- 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 club 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 club members.

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 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 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. 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 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. Clubs that do not submit the schedule by the stated deadline will not receive points for submission.

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

Monthly Event Form Due Dates

<u>Events Occurring During</u>	<u>Due Date</u>
August 15 – October 2	August 10 (Within Fall Re-Registration)
October 3 – October 30	September 21
October 31 – December 11	October 19
December 12 – January 22	November 30
January 23 – March 5	January 11 (Within Spring Re-Registration)
March 6 – April 2	February 22
April 3 – May 14	March 22
May 15 – August 13	May 10 (Within Summer Re-Registration)

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Recreational Services

SPORT CLUB MONTHLY EVENTS SCHEDULE

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

Club: _____ Person Completing Form: _____

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

HOME EVENTS

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

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

AWAY EVENTS (Outside Johnson County)

<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>

Other Paperwork

Throughout the fall and spring semesters, 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 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 Meeting with Assistant Director
- Attend Meeting with Assistant Director
- Spring Officer Information Form
- End-of-Semester Survey – Completion by All Officers
- Participant Waivers
- Travel Paperwork – As necessary before and after club travel
- Post-Event Form – As necessary after travel or hosting an 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 Meeting with Assistant Director
- Attend Meeting with Assistant Director
- New Officers Meeting with Assistant Director
- Fall Officer Information Form
- End-of-Semester Survey – Completion by All Officers
- Participant Waivers
- Travel Paperwork – As necessary before and after club travel
- Post-Event Form – As necessary after travel or hosting an event/match

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 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, Softball, Indoor Soccer, Volleyball, Futsal, 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 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, annual agreements between the club and Recreational Services, 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-Reregistration 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. In order 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. 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 (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.

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 (Page 1 is Section One. Pages 2 and 3 are Section Two)

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Recreational Services

SPORT CLUBS PAID COACH/INSTRUCTOR AGREEMENT FORM

Instructions:

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

PRIOR APPROVAL

SECTION 1 (Completed by Sport Club Officer)

Club Name: Rock Climbing Academic Semester: Fall 2021

Instructor/Coach Name: John Smith

Instructor/Coach Address: E216 Field House

City: Iowa City State: IA Zip: 52242

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

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

May not exceed end of semester date

Amount to Be Paid: \$1,200.00

MFK for payment (office use only): _____

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

Jane Doe
Club President Name

Jane Doe
Signature

8/1/2021
Date

Herky Hawkeye
UI Sport Program Staff Name

Herky Hawkeye
Signature

8/2/2021
Date

SPORT CLUBS

PAID COACH/INSTRUCTOR AGREEMENT FORM

SECTION 2 (Agreement completed by Instructor/Coach)

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

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

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Recreational Services

SPORT CLUBS

PAID COACH/INSTRUCTOR AGREEMENT FORM

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

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

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

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

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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

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Recreational Services

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

Herky Hawkeye

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 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. Below are the points system for *Fall 2022, Spring 2023, and Summer 2023.*

	<u>Item</u>	<u>Method</u>	<u>Due Date</u>	<u>Points Possible</u>	<u>Points Earned</u>
FALL RE-REGISTRATION	Constitution	Upload to Engage	8/10/2022		
	Club Roster	Populate on Engage	8/10/2022		
	Club Community Member Roster	Upload to Engage	8/10/2022		
	Safety Officer CPR/AED/First Aid Certifications (2)	Upload to Engage	8/10/2022		
	Concussion Certifications (2+)	Upload to Engage	8/10/2022		
	Dues Information Form	Upload to Engage	8/10/2022		
	Coach/Instructor Agreement(s)	Upload to Engage	8/10/2022		
	Officer Information Form	Upload to Engage	8/10/2022		
	Practice Schedule Information Form	Upload to Engage	8/10/2022		
	Monthly Events Form (August 15 - October 2)	Upload to Engage	8/10/2022		
OFFICER TRAINING	Officer Training (No Points - Required to Be Active for Fall)	Each Officer Needs to Attend ONE Meeting	8/22/2022, 8/23/2022, or 08/24/2022		
SCAB	Budget Allocation Request Form (No Points - Required to Receive Funding)	Upload to Engage	8/24/2022		
	Budget Hearings (No Points - Required to Receive Funding)	Representative(s) Needs to Attend Given Time	8/29/2022 or 08/30/2022		
	SCAB Members to Decide Allocations	N/A	8/31/2022		
AUGUST	Update Club Engage Page with Current Information	Update On Engage	8/31/2022	10	

SEPTEMBER	Schedule October Officer Meeting w/ Assistant Director	Schedule with Assistant Director	9/21/2022	10	
	SCAC Meeting Attendance	Attend Meeting	9/21/2022	10	
	Monthly Events Form (October 3 - October 30)	Upload to Engage	9/21/2022	10	
OCTOBER	SCAC Meeting Attendance	Attend Meeting	10/19/2022	10	
	Monthly Events Form (October 31 - December 11)	Upload to Engage	10/19/2022	10	
	Attend October Officer Meeting w/ Assistant Director	Attend Meeting	10/31/2022	20	
NOVEMBER	SCAC Meeting Attendance	Attend Meeting	11/30/2022	10	
	Spring Officer Information Form	Upload to Engage	11/30/2022	10	
	Monthly Events Form (December 12 - January 22)	Upload to Engage	11/30/2022	10	
DECEMBER	End-of-Semester Survey (All Officers)	Complete on Qualtrics	12/16/2022	10	

SPRING RE-REGISTRATION	Club Roster	Populate on Engage	1/11/2023		
	Club Community Member Roster	Upload to Engage	1/11/2023		
	Dues Information Form	Upload to Engage	1/11/2023		
	Coach/Instructor Agreement(s)	Upload to Engage	1/11/2023		
	Officer Information Form	Upload to Engage	1/11/2023		
	Practice Schedule Information Form	Upload to Engage	1/11/2023		
	Monthly Events Form (Jan. 23 - March 5)	Upload to Engage	1/11/2023		
OFFICER TRAINING	Officer Training (No Points - Required to Be Active for Fall) (Returning Officers May Test Out)	Each Officer Needs to Attend ONE Meeting	1/16/2023 or 1/17/2023		
FEBRUARY	Schedule March Meeting with Assistant Director	Schedule with Assistant Director	2/22/2023	10	
	SCAC Meeting Attendance	Attend Meeting	2/22/2023	10	
	Monthly Events Form (March 6 - April 2)	Upload to Engage	2/22/2023	10	

MARCH	SCAC Meeting Attendance	Attend Meeting	3/22/2023	10	
	Monthly Events Form (April 3 - May 14)	Upload to Engage	3/22/2023	10	
	Attend March Officer Meeting w/ Assistant Director	Attend Meeting	3/22/2023	20	
SCAB	Remaining Budget Allocation Request Form (No Points - Required to Receive Funding)	Upload to Engage	3/22/2023		
	SCAB Members to Decide Remaining Allocations	N/A	3/29/2023		
APRIL	SCAC Meeting Attendance	Attend Meeting	4/19/2023	10	
	Fall Officer Information Form	Upload to Engage	4/19/2023	10	
MAY	Current and New Officers Meet with Assistant Director to Transition Over Materials and Review Summer/Fall Plans	Attend Meeting	5/5/2023	20	
	End-of-Semester Survey (All Officers)	Complete on Qualtrics	5/12/2023	10	
SUMMER RE-REGISTRATION	Club Roster	Populate on Engage	5/10/2023		
	Club Community Member Roster	Upload to Engage	5/10/2023		
	Dues Information Form	Upload to Engage	5/10/2023		
	Coach/Instructor Agreement(s) - Required Before Coaches Work with Your Club	Upload to Engage	5/10/2023		
	Officer Information Form	Upload to Engage	5/10/2023		
	Practice Schedule Information Form	Upload to Engage	5/10/2023		
	Monthly Events Form (May 15 -August 13)	Upload to Engage	5/10/2023		

Failure to Submit Forms

In cases where forms are not submitted, the club will receive zero points and have one week past the stated deadline 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 Club office
 - Any other offense deemed major

- Minor Offense – loss of 5 points
 - Failure to turn in paperwork that is not included in point system (i.e. travel paperwork, Request to Use Club Funds forms, etc.)
 - *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 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 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, 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, Quidditch, Women's Soccer, Women's Rugby

How-To Complete Online Concussion Training

In addition to being certified in CPR/AED/First Aid, Safety Officers will also need certified in 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 Fall 2022, Spring 2023, and Summer 2023, each waiver needs to be dated July 1, 2022 or later to be accepted.*

Completing and Finding Waivers

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

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

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

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

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

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

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

Accident Reports

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

Section 3 | Sport Club Program

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

QUICK TIPS

What is the Sport Club Program?

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

Who makes up the Sport Club Program?

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

What is the SCAB?

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

What is the SCAC?

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

When does the SCAC meet?

SCAC meetings for the **2022-2023** school year are below. Each meeting will be held at Field House, Room E220 beginning at 6:30pm.

Wednesday, September 21

Wednesday, October 19

Wednesday, November 30

Wednesday, February 22

Wednesday, March 22

Wednesday, April 19

Sport Club Program | Definitions and SCP Policies

Sport Club Program

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

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

Sport Club Allocations Board (SCAB)

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

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

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

Funding

The Sport Club Program receives an allocation from the general Recreational Services budget each year and the SCAB acts as a funding board under Recreational Services to allocate the money to the member clubs for travel, equipment, and other expenditures. The budget hearings are conducted at the beginning of the fall semester and the SCAB will determine where the funding goes during the budget deliberations in the fall.

Sport Clubs Advisory Council (SCAC)

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

Equipment, Materials and Supplies

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

Purchases

Clubs will find it necessary to make equipment purchases at various times throughout the year. Rules and policies set forth by the University of Iowa Purchasing Department will apply to all purchases made using Sport Club funds. All purchases are subject to the approval of the Sport Programs Office.

Purchases can be for club-owned equipment only; personal equipment purchases are not permitted with University-allocated funding. Purchases will only be approved if there is a place to store and utilize the equipment.

Donations

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

Maintenance

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

Inventory

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

Semester/Annual Equipment Checkout

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

Section 4 | Hazing and Liabilities

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

QUICK TIPS

What is Hazing?

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

Does the University of Iowa have a hazing policy?

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

What are the consequences of hazing?

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

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

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

Hazing and Liabilities | Definitions and SCP Policies

What is Hazing?

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

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

University of Iowa Hazing Policy – Code of Student Life

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

In the State of Iowa, Hazing is a Criminal Offense

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

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

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

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

How Do We Eliminate Hazing?

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

Questions to Ask Yourself

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

Danger of Social Networking Websites

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

Hazing and Liabilities | Insurance and Medical Considerations

Insurance and Medical Considerations

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

Section 5 | Budget and Allocations

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

QUICK TIPS

Who determines each club's allocated budget?

The Sport Club Allocations Board (SCAB).

Who determines the members of SCAB?

The Sport Club Advisory Council (SCAC) elects five *student* members each *March*.

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

- Fill out Budget Request Form and submit by given deadline.
- Give Budget Presentation to Sport Club Allocations Board.

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

The Budget Request Form submission deadline is *August 24* at 11:59 p.m. Clubs that properly submit a Budget Request Form will be scheduled for a Budget Hearing to present the club's budget in front of the SCAB. Budget Hearings will take place on *August 29-30*.

Where do I find the form?

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

Where do I turn in the paperwork?

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

What does the SCAB take into consideration when making allocations?

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

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

None. All club revenue is required to be deposited to the club's account through Recreational Services.

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

Unspent SCAB funds may be available for clubs who have qualified for regional or national competitions. These additional funds may be made available in the spring semester by requesting additional funding through SCAB.

Budget & Allocations | Definitions

Sport Club Allocations Board (SCAB)

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

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

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

Sport Club Allocations Board (SCAB) Election

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

Budget & Allocations | Budget and Funding Requests

SCAB Budget Requests

A club that wishes to be funded through SCAB must be a Recognized Student Organization (RSO) and must be accepted to, and active with, the SCP for an entire semester before any funds will be allocated. *“Active” is defined as having an approved Sport Club Re-Registration Form for that semester.* Budget hearings are held at the beginning of the fall semester.

Budget Request Forms are due *August 24* and serve to outline the expenses that a club anticipates for the year. An attached explanation may accompany the request form to show the specific breakdown of how the club is going to use the funds they are requesting (i.e. item, quantity, and cost).

SCAB Budget Hearings & Deliberations

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

The SCAB also meets to review member organization requests for additional funding, when such funds are made available through End-of-the-Year Reallocation.

SCAB Allocated Budget

Once the SCAB has finished the allocation process, each club awarded allocation money has the given amount to spend on club needs, pending being in good status with the SCP. It is the responsibility of each club to keep track of that club’s expenditures throughout the year and keep an accurate balance of what funds are left in this account.

Deadline for Spending Allocated Budget

All clubs must spend or submit an expense request form by *March 22*. Unspent funds are swept into the general Sport Club Program account for reallocation. Clubs can submit a funding request to the Sport Club Allocations Board by *March 22* to receive funding from SCP reallocations.

SCP End-of-the-Year Reallocations

In addition to any reserved funds from SCAB, the Sport Club Program sweeps all unspent allocated budget funds by *March 22* and makes these funds available to active organizations for reallocation. Clubs can submit a funding request to the Sport Club Allocations Board by *March 22* to potentially receive funding from SCP sweepings.

Budget & Allocations | How to Complete the Budget / Funding Request Process

How do I fill out the Budget Request Form properly?

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

Club Name

Make sure to include your sport club’s name.

Date of Request

Put the date on which you are completing the form.

President’s Name

Put the Club President’s name.

Treasurer’s Name

Put the Club Treasurer’s name.

BUDGET CATEGORIES

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

Personnel Payment

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

Transportation

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

Hotel Rooms

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

Equipment

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

Facility Rentals

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

Affiliation Dues

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

Workshops and Clinics

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

Miscellaneous

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

Total Projected Expenses

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

Income

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

Total Projected Income

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

Total Request for Allocated Funds

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

Example of a Properly Completed Budget Request Form

SPORT CLUB BUDGET REQUEST FORM



Recreational Services

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

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

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

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

Total Request for Allocated Funds: \$ 4,000.00

Budget & Allocations | Fundraising and Accounting

Depositing Funds into Sport Club Account

Deposits must be made in-person at the Field House Member Services counter. It is encouraged to submit deposits on the same day that they are received to prevent loss. Member Services will complete the deposit transaction and then hand you a receipt for your records.

Once you have a receipt, submit it to your club's Assistant Director noting what the deposits were for, and the amounts. This will ensure accurate record keeping on your club's account ledger, should questions arise later.

Dues

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

Dues can be paid through check, cash or U-Bill.

U-Bill Dues Payments

Club members can pay their dues via U-Bill. In order to do so, the club Treasurer must collect a U-Bill Dues Form from the club member wishing to pay their dues via U-Bill. Completed forms must be legible and submitted to the club's Assistant Director. If there are multiple club members wishing to pay dues via U-Bill, all forms should be submitted to the Assistant Director at the same time.

Fundraisers

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

Cash Box for Fundraisers/Events

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

Budget & Allocations | Fundraising and Accounting

How to Process U-Bill Payments

1. Print the U-Bill Dues form located under “Documents” on the Sport Club home page on Engage. A separate form is required for each club member who wishes to pay using this method.
2. Have each member complete the form and sign the form.
3. Submit all the physical copies of the U-Bill Dues Forms to your assigned Assistant Director.

Example of a Properly Completed U-Bill Dues Form:



UNIVERSITY OF IOWA SPORT CLUB U-BILL DUES FORM

Handwriting must be legible. If completed information cannot be read, the form will not be processed.

Club Name: ROCK CLIMBING

Total Dollar Amount to be Charged for Dues: \$ 200.00

U-Bill Information:

Full Name on Iowa One Card: CARRIE A. CARD

UI ID Number: 01234567 (include all leading zeros)

By signing this form, I agree to pay membership dues in the amount of \$ 200.00 to be charged to my University of Iowa U-Bill

Printed Name: CARRIE CARD

Signature: Carrie Card

Date: 9/2/2021

This form will not be accepted if:

- Information is not legible.
- The form is not entirely and properly completed.
- 90 or more days have passed since the person being charged has signed.

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

Budget Hearings

1. The budget hearings will be held *August 29-30*.
2. All SCAB members are required to be present for hearings.
3. Clubs will sign up for 15-minute blocks of time at the submission of its budget request to the Sport Club Office.
4. Each club will provide a detailed budget request to the Sport Club Allocations Board prior to the budget hearing. This budget request will be due *August 24*. These requests will be compiled into a binder for the SCAB prior to the hearings.
5. Each club will have the 15-minute block of time to present their budget and answer any questions from the committee.
6. SCAB will hear every budget request prior to the Budget Deliberations.
7. Expected information to be provided would include; fundraising details, club dues, price quotes, and any other information that will aid the committee in allocating money fairly.
8. All budget hearings will be open to the rest of the SCP to attend, though conversation will only be allowed between the committee and the presenting club.
9. An Assistant Director of Sport Programs will sit in on all hearings and will be available to answer any questions about past or future budget expenditures or any other club-related business.

Budget Deliberations

1. Budget Deliberations will take place as soon as possible following the Budget Hearings.
2. They will be open to the rest of the SCP members to attend, though conversation will be limited to the committee and clubs that are asked a specific question.
3. The committee will consider the point system and information provided in the budget packets and at the budget hearing in deciding how to allocate funds.
4. Each SCAB member will have one vote in deciding allocations. A minimum of three votes from committee members is needed in order to make any approvals.
5. The Assistant Director will sit in on the deliberations as an advisor to the SCAB, however, the Assistant Director will not possess a vote in the process.

Sport Club Program Reallocations

Each Spring, active SCP organizations can request additional funding from the Sport Club Allocations Board from unspent funds from other SCP organizations. Clubs can submit a funding request to the Sport Club Allocations Board by *March 22*. The same process for fall allocations will be followed for SCP Sweepings Reallocation each Spring.

Section 6 | Non-Travel/Non-Coach Expenses

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

QUICK TIPS

What type of expenditure am I dealing with?

- One-Time
 - Equipment (Balls, Nets, etc.)
 - Non-recurring Facility Reservation
 - Uniforms
 - League Membership Dues
 - *Non-Travel Event Registration (within Johnson County)*
- Recurring
 - Facility Rental
 - Recurring Equipment Rental

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

1. Request to Use Club Funds Form (Non-Travel/Non-Coach)
2. If requesting reimbursement, either a Travel Reimbursement Request Form or Non-Travel Reimbursement Request Form with associated receipts.

Where do I find the form?

You can find the form on Engage under “Forms” on the Sport Club home page.

When do I need to turn in the paperwork?

Forms must be submitted prior to placing an order or entering into an agreement that will result in one-time or recurring expenditures.

Where do I turn in the paperwork?

The Request to Use Club Funds Form (Non-Travel/Non-Coach) will be completed and submitted on Engage.

Why do I have to complete the form?

The Sport Programs Office must approve all expenditures to make sure clubs have enough money in their accounts to pay for everything they are trying to purchase/pay.

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

Yes, but reimbursements should be done as a last resort as the process to be reimbursed requires additional paperwork and time than paying directly with club funds.

Non-Travel/Non-Coach Expenses | Definitions

Different Types of Expenditures

One-Time Expenditures

A One-Time Purchase is an expenditure made by a club for something relatively common, such as equipment (balls, nets, etc.), a non-recurring facility rental/reservation, uniforms, or league membership dues. These purchases are made with off-campus vendors using money from the club's account. In order to begin the process of making a One-Time Purchase, the Request to Use Club Funds Form (Non-Travel/Non-Coach) must be completed and submitted on Engage.

Recurring Expenditures

A Recurring Purchase is an expenditure made by a club that will not be made only once. Such expenditures include recurring facility rentals, recurring equipment rentals, etc. Before you enter into an agreement in which you will be invoiced regularly, you must complete a Request to Use Club Funds Form (Non-Travel/Non-Coach) to get approval to enter into that agreement.

What Happens After I Turn in the Paperwork to the Sport Club Office?

One-Time Expenditures

After the required, and properly completed, paperwork is turned into the Sport Programs Office, the administrative process of ordering can begin. Upon receiving the completed form, your club's assigned Assistant Director will review the form to make sure it is completed properly. Once it is determined the form is completed properly, your Assistant Director will contact you to set-up a time to work on the next steps of this expenditure. A University P-Card should be used whenever possible to place orders or make payments. If, for some reason, the order cannot be placed with a University P-Card, or payment is not due until an invoice comes after the order, facility rental, etc., your Assistant Director will go over with you the process that will be used for payment.

If ordering equipment or uniforms, once that equipment has been received in the Sport Programs office, you will be contacted to come pick-up the equipment. If the request is to pay for something that requires an invoice, it will need to be passed along to the Assistant Director for payment, once the invoice is received.

Recurring Expenditures

After the required, and properly completed, paperwork is turned into the Sport Programs Office, the administrative process can begin. Your Assistant Director will contact you to provide approval of the form and go over the next steps of entering into an agreement that results in recurring payments. Your Assistant Director will make sure that your club has the appropriate funds to enter into this agreement, or that there is a plan in place for the club to deposit the appropriate funds into the club's account. The club will be required to pass along any invoices received relating to these payments for the Assistant Director to process.

Non-Travel/Non-Coach Expenses | How to Complete the Request to Use Club Funds Form for One-Time Expenditures

How Do I Fill Out the Request to Use Club Funds Form (Non-Travel/Non-Coach) correctly? One-Time Expenditures

The Request to Use Club Funds Form (Non-Travel/Non-Coach) can be found on the Sport Club home page on Engage by clicking Forms. Provided below are explanations of the different fields required on the forms, what they are, and why they are needed.

Please note the form will not be approved without ALL of the required fields completed.

Required Fields

Name of Person Completing This Form

Enter your name.

E-Mail Address of Person Completing This Form

Enter your Ulowa email address.

Phone Number of Person Completing This Form

Enter your phone number.

Sport Club

The name of the club requesting to use club funds.

What type of purchase/expenditure is this?

Select "One-Time".

What is the purchase for?

Provide a brief explanation of what the expenditure is for. (Ex. League Dues, Apparel, etc.)

Please give a detailed description of what needs to be ordered

This is mostly for something that needs to be ordered from a vendor (equipment, uniforms) rather than league dues. If you have identified the specific items that you want ordered, include that information here, including item name, item numbers, colors, quantity, etc. If it is for league dues or something other than equipment/uniforms, provide an explanation (may be the same as the previous field).

Estimated total amount requesting to be spent

Enter the amount that you are requesting to spend. The Sport Programs Office will check your club's account to make sure you have enough funds before approving this expenditure.

Vendor Name

Name of company/organization that will be paid.

Vendor E-Mail Address

E-Mail address of company/organization that will be paid. An email address of a sales rep or individual contact at that company/organization is more beneficial than a general email.

Vendor Phone Number

Phone number of company/organization that will be paid. A phone number of a sales rep or individual contact at that company/organization is more beneficial than a general phone number.

Vendor Address

Address of company/organization that will be paid.

Vendor Website/URL (Not Required)

If you know the website for the vendor, please include it here.

Does this vendor accept credit card payment?

Contact the vendor to determine if it accepts credit card payments. University credit card is the preferred method of payment, if possible.

How will you be paying?

Select how you plan to pay for this expenditure. Payment with University credit card or check is the preferred method whenever possible. If, for some reason, this is not possible, a club member can pay the charges and be reimbursed by the University using club funds. *NOTE: Reimbursements should be done as a last resort as the process to be reimbursed requires additional paperwork and time than paying directly with club funds. If reimbursement is the only option, keep all receipts and complete a Non-Travel Reimbursement Request which is found on the Sport Club Engage page under "Documents." The receipts and request should then be sent to the club's Assistant Director for processing.*

Please upload a quote from the vendor if you have one

If you have a quote for this expenditure, please upload it here.

Request to Use Club Funds Agreement

Read the statement on the form and click "I Agree" to confirm that you understand.

Add Reviewers

Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be reviewed.

When Do I Need to Turn in the Information I Just Read About?

In order to process orders as quickly as possible, paperwork must be turned in as soon as possible. Once all the properly completed paperwork is turned in, and approved by a second officer, the administrative process of making a purchase can begin. Most orders will be placed, with items received, within 2-4 weeks of the proper paperwork being turned in. However,

forms must be turned in a MINIMUM of two weeks before the desired outcome, although at least four weeks is recommended. If the University must reimburse a club member with a check, or pay the vendor with a check, the process will take significantly longer.

Non-Travel/Non-Coach Expenses | How to Complete the Request to Use Club Funds Form for Recurring Expenditures

How Do I Fill Out the Request to Use Club Funds Form (Non-Travel/Non-Coach) correctly? Recurring Expenditures

The Request to Use Club Funds Form (Non-Travel/Non-Coach) can be found on the Sport Club home page on Engage by clicking Forms. Provided below are explanations of the different fields required on the forms, what they are, and why they are needed.

Please note the form will not be approved without ALL the required fields completed.

Required Fields

Name of Person Completing This Form

Enter your name.

E-Mail Address of Person Completing This Form

Enter your Ulowa email address.

Phone Number of Person Completing This Form

Enter your phone number.

Sport Club

The name of the club requesting to use club funds.

What type of purchase/expenditure is this?

Select "Recurring".

What is the expenditure for?

Provide a brief explanation of what the expenditure is for (ex. Monthly payments for facility rental).

How often will payments be required? How many total payments will there be?

Include information on how often payments will need to be made, and how many total payments there will be. The Sport Programs Office uses this information to help determine if the club has enough funds and knows what to expect in terms of recurring expenditures.

What is the estimated amount of each payment?

Enter the estimated amount of each payment. The Sport Programs Office uses this information to help determine if the club has enough funds and knows what to expect in terms of recurring expenditures.

Vendor Name

Name of company/organization that will be paid.

Vendor E-Mail Address

E-Mail address of company/organization that will be paid. An email address of a sales rep or individual contact at that company/organization is more beneficial than a general email address.

Vendor Phone Number

Phone number of company/organization that will be paid. A phone number of a sales rep or individual contact at that company/organization is more beneficial than a general phone number.

Vendor Address

Address of company/organization that will be paid.

Vendor Website/URL (Not Required)

If you know the website for the vendor, please include it here.

Does this vendor accept credit card payment?

Contact the vendor to determine if it accepts credit card payments. University credit card is the preferred method of payment, if possible.

How will you be paying?

Select how you plan to pay for this expenditure. Payment with University credit card or check is the preferred method whenever possible. If, for some reason, this is not possible, a club member can pay the charges and be reimbursed by the University using club funds. *NOTE: Reimbursements should be done as a last resort as the process to be reimbursed requires additional paperwork and time than paying directly with club funds. If reimbursement is the only option, keep all receipts and complete a Non-Travel Reimbursement Request which is found on the Sport Club Engage page under "Documents." The receipts and request should then be sent to the club's Assistant Director for processing.*

Please upload a quote from the vendor if you have one

If you have a quote for this expenditure, please upload it here.

Request to Use Club Funds Agreement

Read the statement on the form and click "I Agree" to confirm that you understand.

Add Reviewers

Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

When Do I Need to Turn in the Information I Just Read About?

You need to submit the Request to Use Club Funds Form (Non-Travel/Non-Coach) before you enter into an agreement that requires recurring payment. Once the properly completed form has been submitted, and approved by a second officer, the Sport Programs staff will review the form, and will contact you to go over the next steps.

Non-Travel/Non-Coach Expenses | How to Complete the Request to Use Club Funds Form for an Event Registration *Within Johnson County*

How Do I Fill Out the Request to Use Club Funds Form (Non-Travel/Non-Coach) correctly? Event Registration *Within Johnson County*

The Request to Use Club Funds Form (Non-Travel/Non-Coach) can be found on the Sport Club home page on Engage by clicking Forms. Provided below are explanations of the different fields required on the forms, what they are, and why they are needed.

Please note the form will not be approved without ALL the required fields completed.

Required Fields

Name of Person Completing This Form

Enter your name.

E-Mail Address of Person Completing This Form

Enter your UIowa email address.

Phone Number of Person Completing This Form

Enter your phone number.

Sport Club

The name of the club requesting to use club funds.

What type of purchase/expenditure is this?

Select "Event Registration"

Event Name

Enter the name of the event for which you are registering.

Address of Event

Include the address at which the event will be held. This information is required for the Sport Programs Office to process payment through University purchasing.

Date of Event

Enter the date(s) of the event for which you are registering.

Request to Use Club Funds Agreement

Read the statement on the form and click "I Agree" to confirm that you understand.

Add Reviewers

Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

When Do I Need to Turn in the Information I Just Read About?

In order to process orders as quickly as possible, paperwork must be turned in as soon as possible. Once all the properly completed paperwork is turned in, and approved by a second officer, the administrative process of paying for the event registration can begin. Your club's Assistant Director will contact you for next steps. Most payments can be made within a week of receiving a properly completed form. However, forms must be turned in a MINIMUM of two weeks before the desired outcome, although at least four weeks is recommended. If the University must reimburse a club member with a check, or pay the vendor with a check, the process will take significantly longer.

Non-Travel/Non-Coach Expenses | Paying Officials or Guest Speakers

Paying Officials or Guest Speakers

All officials/guest speakers must be paid through your sport club account, you cannot pay officials in cash. Below are the steps to pay an official or guest speaker:

1. Submit the Request to Use Club Funds Form (Non-Travel/Non-Coach).
2. Once the Request to Use Club Funds Form is approved by the Sport Programs Office, download and print the Officials Payment Form. This form is found *under "Financial and Payment Forms"* under "Documents" on the Sport Club home page on Engage. Print one for each official.
3. Print blank copies of a W-9 for each official. These can be found under "Documents" on the Sport Club home page on Engage.
4. Have each official complete and sign the payment form and the W-9 *upon arrival at the event.*
 - a. *It is not recommended that officials complete the paperwork prior to leaving for the event or in the week(s) prior to the event due to the regularity of changes or cancellations from officials. Completing the paperwork on-site ensures the information from the official(s) will be submitted accurately. However, if needed or required by the officials, checks can be made available for pick up for the officials on site provided the paperwork is submitted at least two weeks prior to the event.*
5. The club treasurer should sign the form and make sure all information is completed.
6. Bring the W-9 and completed form to the Sport Programs Office for a signature and submission.
7. Submitting properly completed paperwork ahead of time will expedite the payment process.

Example of a Properly Completed Officials Payment Form



Recreational Services

SPORT CLUBS – SERVICES eVOUCHER PAYMENT REQUEST

TO SUBMIT PAYMENT REQUEST:

1. Attach a completed W-9 (US Citizen), or W-8BEN (Non-US Citizen).
2. Once all sections are completed, return to the Sport Programs Office (Field House, Room E216)

CONTACT INFORMATION

Name: Jeff Smith	
Address: 1234 Hawkeye Drive	
City, State, Zip: Iowa City, IA 52242	
Phone: (319) 123-4567	Email: iowahawkeyes@uiowa.edu
Social Security # (Required by IRS) 123-45-6789	

PAYMENT DETAILS

Name of Sport Club for which services were provided: Men's Basketball Club

Description of Service Officiated 6 basketball games
Items that are routinely paid for using a services eVoucher are: • Officials • Guest Speaker

Dates of Service: 10/21/2022 to 10/21/2022

Amount to be paid: \$150.00

Check to provide at event. Contact to notify when check is ready:

Name: _____ Phone: _____

NOTE: This option is only possible if completed documents are submitted at least two weeks prior to event.

PAYEE TYPE

Please check the following that apply:

- UI Student
 Relative of a Recreational Services Employee; _____
 UI Part-time Employee
 UI Full-time Employee; Supervisor's Name _____
 Employee of State of Iowa Agency (examples include Regent Institution, Iowa DOT)

SIGNATURES

Independent Contractor Signature: Tommy Schorer Date: 10/21/2022

Signature of Club Officer: John Smith Date: 10/22/2022

Signature of Assistant Director of Sport Programs Matthew Schaefer Date 10/23/2022

Section 7 | Travel

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

QUICK TIPS

What constitutes a travel/trip?

A Sport Club trip is defined as any travel outside of Johnson County. Regardless of if club members travel together or separately and regardless of if the travel is for a competition or practice, travel forms need to be submitted.

What types of travel are there?

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

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

What needs to be turned in for any organization travel?

1. Before the Trip – At Least Three Business Days Prior (Previous Tuesday for weekend trips)
 - Pre-Travel Form
 - Travel Roster
2. Upon Return – Within Two Business Days of Return (Following Tuesday for weekend trips)
 - Post-Event Form

What needs to be turned in if club funds are being used for travel?

1. Before the Trip – At Least Three Business Days Prior (Previous Tuesday for weekend trips)
 - Pre-Travel Form
 - Travel Roster
2. Upon Return – Within Two Business Days of Return (Following Tuesday for weekend trips)
 - Post Event Form
 - Completed and signed Sport Club Travel Reimbursement Request *with associated receipts* for each club member seeking reimbursement, if applicable.
 - Additional section(s) for expenses paid on University credit card, if applicable.

Where do I find the forms?

The Pre-Travel Form and Post Event Form can all be found under “Forms” on the Sport Club page on Engage. A blank Travel Roster Form, required to be uploaded to the Pre-Travel Form, can be found under “Documents” on the Sport Club page on Engage. A blank Sport Club Travel Reimbursement Request, required to be uploaded to the Post Event Form if any member(s) is/are seeking reimbursement, can be found under “Documents” on the Sport Club page on Engage. Each member seeking reimbursement will need to complete and sign a Sport Club Reimbursement Request before uploading.

When do I need to turn in the paperwork?

Pre-travel forms must be turned in a minimum of three business days before travel takes place. Thus, Pre-travel forms are due the Tuesday prior to a weekend trip. Post-travel forms need to be turned in within two business days of return from travel. Thus, Post-travel forms are due the Tuesday after a weekend trip. *If a Pre-Travel Form is not submitted nor approved, the club may not travel. If a Post-Event Form is not turned in after a week from the deadline, the club will be suspended and unable to participate until the form is submitted and approved.*

Where do I turn in the paperwork?

All forms and paperwork are to be submitted on Engage.

Can my club use University vehicles to travel?

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

Travel | Definitions & SCP Policies

Different Types of Travel

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

It is preferred that all charges that can be paid in advance are paid in advance using a University credit card. Hotel costs should always be paid using the University credit card.

Money from Sport Club accounts can be used to pay event registration and hotel charges in advance utilizing the University credit card, provided the host of the event accepts credit card payment. Costs paid in advance must remain unchanged from the amount agreed upon. Any increase will result in additional charges to the club account.

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

2. Traveling with Reimbursement from Club Funds

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

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

- Entry/registration fees
- Gas
- Airfare
- Lodging costs (rooms only, no incidentals)
- Food and/or meal

3. Traveling without Using Club Funds

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

Travel | Basic Travel Timelines and Travel Reservations

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

- Set-up a meeting with your Assistant Director to book the hotel or have hotel charges transferred to the University credit card, and to pay any applicable registration fees. *This step is recommended at least two weeks prior to departure.*
- Turn in Pre-Travel Form (Including Travel Roster) – Minimum of Three Business Days Before Departure
- Turn in Post Event Form– Maximum of Two Business Days After Return
 - Include All Receipts and signed Reimbursement Requests, if applicable
- If all the steps in the process are followed correctly, reimbursement of any remaining travel expenses will take at least two-three weeks for the check to be received, if applicable.

Traveling with Reimbursement from Club Funds

- Turn in Pre-Travel Form (Including Travel Roster) – Minimum of Three Business Days Before Departure
- Turn in Post Event Form– Maximum of Two Business Days After Return
 - Include All Receipts and signed Reimbursement Requests
- If all the steps in the process are followed correctly, reimbursement of any remaining travel expenses will take at least two-three weeks for the check to be received in the mail.

Traveling without Using Club Funds

- Turn in Pre-Travel Form (Including Travel Roster) – Minimum of Three Business Days Before Departure
- Turn in Post Event Form– Maximum of Two Business Days After Return

Reserving Hotel Rooms

Clubs are encouraged to make hotel reservations as far in advance as possible. Hotel reservations should be made with a University credit card in order to avoid reimbursements to members. It is best to set up a meeting with the club's Assistant Director to make the reservation or to switch the already made reservation's credit card to a University credit card to be billed at check-out. The Sport Club Program does not use a third-party billing company (Expedia, Hotels.com, etc.) and it is required to book directly with the hotels if using club funds. For all reservations paid with club funds, receipts from each room need to be collected at check-out and uploaded into the Post-Event Form.

Reserving Fleet Services Vehicles

Reserving a vehicle from University of Iowa Fleet Services can be a lengthy process, often including Driver's License reviews for designated drivers, to be approved to drive a University vehicle. If you want to use a University vehicle for a trip, complete the Pre-Travel paperwork and meet with your Assistant Director as far in advance as possible for assistance in approving drivers and in completing the Fleet Services Requisition Form. *For complete information on this process, proceed to the "How to Reserve Fleet Services Vehicles" portion of this section.*

Reserving Flights

Clubs are encouraged to make flight reservations as far in advance as possible. Flight reservations should be made with a University credit card in order to avoid reimbursements to members. It is best to set up a meeting with the club's Assistant Director to make the reservation. The Sport Club Program does not use a third-party billing company (Expedia, Kayak, etc.) and it is required to book directly with the airlines if using club funds. For all reservations paid with club funds, receipts and flight itineraries from each traveler need to be collected and sent to the club's Assistant Director once purchased.

Travel | How to Complete the Pre-Travel Form for a Trip Using Club Funds

The Pre-Travel Form can be accessed by looking under “Forms” on the Sport Club page on Engage. Please note that no travel can take place without all applicable fields being properly completed. Please pay attention to the descriptions of these fields, as some will only be required depending on certain selections that are made.

Name of Person Submitting This Form: Enter your name.

Phone Number of Person Submitting This Form: Enter your phone number.

Hawk ID of Person Submitting This Form: Enter your Hawk ID.

Sport Club: Enter your club’s name.

Event for Which You are Traveling: Enter the name of the tournament, event, or matches that will take place (i.e. match vs. Iowa State).

Event Location: Enter the city and state of the event.

Event Contact Name: Provide the name of a person from the host organization/site/event.

Event Contact Email Address: Provide the email address of the person from the host organization/site/event entered above.

Event Contact Phone Number: Provide the phone number of the person from the host organization/site/event entered above.

Travel Roster Upload: Upload your travel roster. This is required for all trips. All members that are traveling must be included on this form. All members listed must also be on the Club Roster on Engage, or on the Community Member Roster on file, and have a waiver on file. If approved coaches/instructors are traveling, they must be listed as well. A blank Travel Roster Form can be found under “Documents” on the Sport Club home page on Engage.

Date and Time Leaving Iowa City: Enter the date and time you anticipate leaving Iowa City. This is required information for University staff to provide the travel office to approve the use of club funds.

Date and Time of Anticipated Return to Iowa City: Enter the date and time you anticipate returning to Iowa City. This is required information for University staff and students to provide the travel office to approve the use of club funds.

If This is an Overnight Trip, Where Will Club Members be Staying?: Select “Hotel” or “Other”.

If you selected “Hotel” on the previous question....

Name and Address of Hotel – Enter the name and the address of the hotel. If the hotel is not yet booked because you are waiting to meet with your Assistant Director, note that in this section, and that information can be updated after the meeting with the Assistant Director.

Phone Number of Hotel - Enter the phone number of the hotel. If the hotel is not yet booked because you are waiting to meet with your Assistant Director, note that in this section, and that information can be updated after the meeting with the Assistant Director. Still submit this form prior to the deadline.

If you selected “Other” to the question about where club members will be staying....

Please Elaborate on Where Club Members Will be Staying – Share with us the details of where club members will be staying.

What Type of Vehicles? – Select Personal Cars, Fleet Services, or Both.

NOTE: If you select Fleet Services, additional paperwork will need to be completed with your Assistant Director in order to reserve the vehicles. Information on that process can be found later in this Guidebook. *Vehicle types from Fleet Services can be viewed [HERE](#).*

Are you using club funds for this trip?

Select “Yes”.

If you selected “Yes” to the question about whether you are using club funds on this trip....

How are you planning on using club funds?

Select Paid in Advance by University Credit Card, Club Member Reimbursement, or Both.

Cost of Hotel Including Taxes (Include Number of Rooms, Nightly Rate Per Room, Number of Nights, Total Cost)

Enter the requested hotel information. Make sure to break down all costs as listed in the question. If the hotel is not yet booked because you are waiting to meet with your Assistant Director, note that in this section, and that information can be updated after the meeting with the Assistant Director. Still submit this form prior to the deadline. Reimbursements require the names of those staying in the room(s) and itemized receipts.

Cost of Registration

Enter the cost of registration into the tournament/event. If there is no registration cost, enter \$0.

Estimated Cost of Gas (Total and Per Vehicle)

Enter how much you expect to incur in gas expenses. Break down per vehicle and include the total.

Estimated Cost of Fleet Services (Total and Per Vehicle)

Enter the estimated cost of reserving Fleet Services vehicles. Break down per vehicle and include the total. If you are not reserving Fleet Services vehicles, enter \$0. *Vehicle rates from Fleet Services can be viewed [HERE](#).*

Estimated Cost of Airfare (Total and Per Ticket)

Enter the cost of airfare. Break down per ticket and include the total. Note that you must have approval from your Assistant Director to make airline reservations.

Additional Costs

- Provide a brief description and amounts for any charges not already documented on this form.
- Reimbursement for transportation to the airport and/or parking requires the names of the car owner and riders.
- Reimbursement to Non-UI affiliated travelers requires the following information: Name, address, phone or email.

Total Cost Estimate for Trip: Enter the total estimated expenses needed for this trip.

Any additional information the Sport Programs Office should know about your trip:

If there is any other relevant information you would like/think you should share with the Sport Programs Office, please do so.

University of Iowa Code of Student Life Acknowledgement

All clubs represent the University of Iowa and must always abide by the University of Iowa Code of Student Life while traveling. Click "I Agree" to acknowledge that you understand this.

Add Reviewers

Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

When do I need to submit the Pre-Travel Form?

The Pre-Travel Form must be submitted no later than three business days prior to departure.

Travel | How to Complete the Pre-Travel Form for a Trip Not Using Club Funds

The Pre-Travel Form can be accessed by looking under “Forms” on the Sport Club page on Engage. Please note that any travel cannot take place without all applicable fields being properly completed. Please pay attention to the descriptions of these fields, as some will only be required depending on certain selections that are made.

Name of Person Submitting This Form: Enter your name.

Phone Number of Person Submitting This Form: Enter your phone number.

Hawk ID of Person Submitting This Form: Enter your Hawk ID.

Sport Club: Name of your Sport Club.

Event for Which You are Traveling: Enter the name of the tournament, event, or matches that will take place (i.e. match vs. Iowa State).

Event Location: Enter the city and state of the event.

Event Contact Name: Provide the name of a person from the host organization/site/event.

Event Contact Email Address: Provide the email address of the person from the host organization/site/event entered above.

Event Contact Phone Number: Provide the phone number of the person from the host organization/site/event entered above.

Travel Roster Upload:

Upload your travel roster. This is required for all trips. All members that are traveling must be included on this form. All members listed must also be on the Club Roster on Engage, *or on the Community Member Roster on file*, and have a waiver on file. If approved coaches/instructors are traveling, they must be listed as well. A blank Travel Roster Form can be found under “Documents” on the Sport Club home page on Engage.

Date and Time Leaving Iowa City:

Enter the date and time you anticipate leaving Iowa City. This is required information for University staff to provide the travel office to approve the use of club funds.

Date and Time of Anticipated Return to Iowa City:

Enter the date and time you anticipate returning to Iowa City. This information is required for University staff and students to provide the travel office to approve the use of club funds.

If This is an Overnight Trip, Where Will Club Members be Staying?

Select “Hotel” or “Other”

If you selected “Hotel” on the previous question....

Name and Address of Hotel – Enter the name and the address of the hotel. If the hotel is not yet booked because you are waiting to meet with your Assistant Director, note that in this section, and that information can be updated after the meeting with the Assistant Director.

Phone Number of Hotel - Enter the phone number of the hotel. If the hotel is not yet booked because you are waiting to meet with your Assistant Director, note that in this section, and that information can be updated after the meeting with the Assistant Director. Still submit this form prior to the deadline.

If you selected “Other” to the question about where club members will be staying....

Please Elaborate on Where Club Members Will be Staying, Including Address (This is Required by the University Travel Office)

Share with us the details of where club members will be staying.

What Type of Vehicles Are You Taking?

Select “Personal Cars.”

NOTE: Fleet Services vehicles cannot be used on a trip in which club funds are not being used, as club funds would be used to pay for the Fleet Services vehicles.

Are you using club funds for this trip? - Select “No”.

Any additional information the Sport Programs Office should know about your trip

If there is any other relevant information you would like/think you should share with the Sport Programs Office, please do so.

University of Iowa Code of Student Life Acknowledgement

All clubs represent the University of Iowa and must always abide by the University of Iowa Code of Student Life while traveling. Click “I Agree” to acknowledge that you understand this.

Add Reviewers

Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

When do I need to submit the Pre-Travel Form?

The Pre-Travel Form must be submitted no later than three business days prior to departure.

Travel | How to Complete the Post-Event Form

How Do I Fill Out the Post Event Form Correctly?

The Post Event Form can be found under “Forms” on the Sport Club page on Engage. The event information provides the Sport Programs Office with a recap of your trip, receipts, reimbursement information, *and official’s payment information*. Complete all required fields before submitting. Required fields for the Post Event Form are outlined below.

Name of Person Submitting This Form: Enter your name.

Sport Club: Enter the name of your club.

Event: Enter the name of the event to which you traveled to compete. If the travel was just for individual matches, list opponents.

Date(s) of Events: List the date(s) of the competition(s).

Event Location: Enter the city and state in which the event was held.

Host School/Club/Organization: Enter the name of the school, club, or organization that hosted the event.

Please list the other schools/clubs/organizations that participated

List the names of other schools, clubs, or organizations that participated in this event.

Please list any club or individual honors/recognition received form the event

We want to know how your club did at this event. Include overall winner(s) of event as well as results for University of Iowa team(s) or member(s).

Please list any injuries/incidents that occurred during the event

Enter brief information for any injuries or incidents that occurred. If no injuries/incidents, put “N/A”. An Accident Report is required to be submitted to the Sport Programs Office for any injuries that occur to University of Iowa students.

How many University of Iowa student members participated in this event?

Enter the number of student members that participated.

Photo Upload. *Please share any photos you have from the event. We will use these for marketing purposes for the Sport Clubs program, and/or on social media.*

This is not required but is desired. Upload any pictures you have of your club participating in this event. We want to showcase our clubs!

Did you travel outside of Iowa City for this event, and if so, did you use club funds for the trip (including reimbursements)?

Possible answers:

- “Traveled outside of Iowa City and our club if using club funds to pay for part, or all, of the trip expenses (including reimbursements)” OR
- “Traveled outside of Iowa City and our club is not using club funds for any expenses” OR
- “This event was in Iowa City”

If you selected “Traveled outside of Iowa City and our club is not using club funds for expenses” OR “This event was in Iowa City” on the previous question....

Review and Submit – Please review your submission and click the “Submit” button to finish this form. You may also leave a comment for the reviewer if you have any additional information you would like to add to the form.

Add Reviewers

Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

If you selected “Traveled outside of Iowa City and our club is using club funds to pay for part, or all, of the trip expenses (including reimbursements)” on the previous question....

Check the “I understand” checkbox after the statement, “All information asked of you following this page is required by the Travel Office in order to process uses of club funds. If incomplete information is provided, it will cause a delay in any requested reimbursements or payment processing. Properly completed forms, with all required information, typically result in reimbursements provided in 1-2 weeks.”

How were/are club funds being used? - Possible Answers....

- “Were paid in advance by Assistant Director using P-Card” OR
- “Were paid by club members who need reimbursement” OR
- “Some charges paid in advance by Assistant Director using P-Card, some paid by club members needing reimbursement”

If you selected “Were paid by club members who need reimbursement” on the previous question....

How many people need to be reimbursed for expenses? – Choose a number from the dropdown list.

- The limit is six people that can be reimbursed via the same Post Event Form submission.

Is ANYONE being reimbursed for hotel expenses? – Yes or No

- If answered “Yes”, the next page will prompt you to upload a list of who roomed with whom in the hotel. This is required by our travel office.

Is ANYONE being reimbursed for gas charges for their personal vehicle? – Yes or No

- If answered “Yes”, the next page will prompt you to upload a list of who rode in what vehicles with whom. Please designate who drove each vehicle.

Upload the Complete Sport Club Travel Reimbursement Request Form for Traveler Needing to be Reimbursed #1. This form must be completely filled out, legibly, and signed by the traveler needing reimbursed. A blank copy of this form can be in the “Documents” section of the Sport Club page on Engage.

- The limit is six people that can be reimbursed for each trip. Each member requesting reimbursement needs to complete and sign the Sport Club Travel Reimbursement Request Form which is found on the Sport Club home page under “Documents.” The completed and signed form is to be uploaded in this section.

Upload ALL receipts for expenses that need to be reimbursed for Traveler Needing to be Reimbursed #1. The total amount of receipts must be at least the amount of reimbursement requested on the Sport Club Travel Reimbursement Request Form. Each receipt file needs to be uploaded into a separate “Receipt Upload” section, although there can be multiple receipts in each file as long as they are all legible.

- The limit is six receipts that may be uploaded for each traveler requesting reimbursement. Club can be reimbursed for the following expenses. Note that pictures of a gas pump will not suffice as receipts for gas. Actual, itemized receipts are required for all reimbursements.
 - Entry/registration fees
 - Gas
 - Airfare
 - Lodging costs (rooms only, no incidentals)
 - Food and/or meal

Do you need to pay officials for this event? – Yes or No

- *If answered “Yes”, the next page will prompt you to upload the Officials Payment Request Form and W-9 for each Official. The limit is six Officials for each event. Each official requesting payment needs to complete and sign an Officials Payment Request Form and a W-9 which are found on the Sport Club page under “Documents.” The completed and signed form is to be uploaded in this section.*

- ***Please upload the W9 for Official 1.***

- ***Please upload the Officials Payment Request Form for Official 1***

Add Reviewers - Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

Review and Submit – Review the Post Event Form and click “Submit” when ready. There is a “comments” section if you would like to leave a note for the reviewer.

When Do I Need to Turn in the Post-Travel Paperwork?

The Post Event Form must be turned in no later than two business days following the trip. If form is not turned in by the deadline, five points penalty will be assessed. *If the form is not turned in after a week from the deadline, the club will be suspended and unable to participate until the form is submitted and approved.*

Properly Completed Sport Club Travel Reimbursement Request Form – Found on the Sport Club home page under “Documents.”



SPORT CLUB TRAVEL REIMBURSEMENT REQUEST FORM

The completed information below will be used, along with the completed Post-Event Form on Engage, to reimburse a student traveler for expenses claimed on behalf of his/her sport club. Completing the information below acknowledges permission to be reimbursed. All expenses claimed below should be accompanied by receipts which must be included in the club’s post-event form. At least one other sport club member will be responsible for verifying that all of information below is accurate. Sport club members requesting a reimbursement must complete and sign separate forms for each trip.

Traveler’s Name: JOHN SMITH

Phone Number: (319) 123-4567

UI Email Address: john.smith-129@uiowa.edu

Hawk ID (Letters, not ID#): jsmith129

Status:

- UI Student
- Non-UI Student

*Note: Reimbursements to UI employees are processed through Workflow and not this form

Sport Club Name: ROCK CLIMBING

Dates of Travel: 11/5/2021 - 11/7/2021

Travel Purpose: COMPETITION @ IOWA STATE

Address to Send Reimbursement Check: 1234 HAWKEYE DRIVE, IOWA CITY, IA, 52242

Amount to Reimburse:

\$62.38 Gas

\$0 Airfare

\$219.74 Lodging

\$0 Other – Please explain: _____

Total Amount to Reimburse: \$282.12

Traveler’s Signature: John Smith Date: 11/8/2021

By signing, the traveler signifies that the claims are an accurate representation of actual travel costs and the expenses claimed here will not be claimed in duplicate from the sport club, the University of Iowa, any other source, or claimed as a business expense for IRS tax purposes.

Travel | How to Reserve Fleet Services Vehicles

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

If you plan to take fleet services vehicles on your trip you need to have certified drivers. To become certified a driver must complete a one-time online *Defensive Driving Course (\$10)* and have their driver's license reviewed yearly (*cost varies by state but is between \$5-\$25/driver*). All costs associated with authorizing drivers will be taken out of the club's account.

Defensive Driving Course Registration:

1. Download the Fleet Services Driver Training Participant List. This can be found under "Documents" on the Sport Club page on Engage.
2. Complete the form for all drivers who need to take the online test.
3. Email the completed form to your club's assigned Assistant Director.
4. The Sport Programs Staff will send this form to Fleet Services.
5. All listed drivers who need to complete the *Defensive Driver Course* will receive an email from Fleet Services with instructions on how to complete the course and test.

Drivefleet Course Assignments						
Organization Name	First Name	Last Name	Email (Required) Personal or University default	University ID #	Course	Due Date (Date of the Trip)
University of Iowa	Jeff	Example	jeff-example@uiowa.edu	11122233	Defensive Driving Practices	4/25/2014
University of Iowa						
University of Iowa						
University of Iowa						
University of Iowa						
University of Iowa						
University of Iowa						
University of Iowa						
University of Iowa						
University of Iowa						
University of Iowa						
University of Iowa						
University of Iowa						
University of Iowa						

Driver's License Review Instructions:

1. Compile the following information for all drivers who have not driven within the past year:
 - a. Driver's Name
 - b. Hawk ID
 - c. State of Licensure
 - d. Driver's License Number
 - e. Number of years the individual has held a license in that state (including permits)

2. Email the above compiled information to your club's assigned Assistant Director.
3. The Sport Programs Staff will enter the information into the Driver License Review System.
4. Drivers that need to be reviewed will receive an email requesting permission to check their license history.
5. The Sport Programs Staff will forward the emails from Fleet Services to the club's Travel Officer informing whether a driver has been authorized based on the review system.

How do I Properly Complete a Fleet Services Vehicle Request?

In order to make a Fleet Services Request, you must contact your club's assigned Assistant Director. A meeting with your Assistant Director will need to be scheduled to complete the Requisition Form. This must be done at least two weeks prior to your trip, but further in advance is ideal. Below are explanations of the fields required to be completed for a Fleet Services Requisition Form.

General Trip Information

Vehicle will be picked up: This is the date and time you plan to pick a vehicle up from the Fleet Services lot. The time must be during Fleet Services operation hours (7:00 a.m. – 6:00 p.m. Monday- Friday; 9:00 - 11:00 a.m. on Saturdays).

Vehicle will be returned: The date and time you plan to drop the vehicle back off at Fleet Services following your trip. This time can be outside of Fleet Services operation hours.

I will be leaving my personal vehicle at the pickup location: If you want to leave your own personal vehicle at the Fleet Services lot during your trip so you have transportation to and from the lot, you may do so. Make sure to select "yes" in response to this question as your car will be ticketed and towed if Fleet Services is unaware you are leaving your personal vehicle.

Destination: List the City and State where you are traveling to for the trip. If you are traveling to multiple locations on the same trip, enter the furthest destination.

Purpose: List your Sport Club name and what you are doing on the trip. Ex: Women's Volleyball Tournament at Purdue or Brazilian Jiu Jitsu Seminar at Iowa State.

I would like a GPS Navigation Assistance Device: If you do not want to use your personal phone as a GPS, you can rent a GPS through Fleet Services. If you want to rent a GPS, select "Yes". If you do not need a GPS, select "No". There is an additional charge for including a GPS.

I would like an IPASS transponder: If you are traveling through, or to, the Chicago area, you may want to consider renting an IPASS. This will let you through the tolls without stopping and paying for them out of pocket. You will be charged \$5 for the IPASS plus the cost of tolls. If you want to rent an IPASS, select "Yes". If you do not need an IPASS, select "No".

Type of Vehicle Request: Select what type of vehicle you want to rent for the trip – Mid-Sized Sedan (5 passenger), Mini-Van (7 Passenger), Cargo Van (2 passenger), Large SUV (7-8 passenger) Pickup (3 passenger). The number of passengers listed by each vehicle type includes the driver.

I will be hauling a trailer with this vehicle: Larger vehicle selections to the previous question will prompt this question. If you plan to haul a trailer, additional questions about trailer dimensions and weight will be asked. Most clubs will answer “No” to this question.

Driver #1 Information

Driver Type: Select type of driver from the drop-down list. All students driving for Sport Club purposes are considered “Non-Employee Students”. If you plan to have a coach drive, you will select “Other”. Selecting “Other” will require you to include additional information, so it is best to use student drivers.

ID/Name: Click the “Driver Search” button. Enter the Last Name and First Name of your driver and click “Search”. If your drivers are already certified and in the Fleet Services system, they will pop up from the search. Select “Choose this User”. If you cannot find the driver in the system, you will need to complete the Driver Authorization process detailed in the previous pages of the Travel section of this Guidebook.

How old is the driver: Select the correct age of the driver using the drop-down list.

D/L# - This field may auto populate from selecting the driver in the system previously. If not, you will need to correctly enter the person’s driver’s license number.

D/L State – This field may also auto populate. If not, you will need to correctly select the person’s state of licensure.

Driver #2 Information

After completing the Driver Info #1 section CLICK THE ADD DRIVER BUTTON found right above to create fields for entering information for your mandatory second driver. Complete the fields the same as above. If you need a third driver, click the Add Driver button to create fields for Driver #3.

Passenger Information

Number of Passengers – Enter the number of passengers not including the drivers you have listed above. Ex: In a five-passenger vehicle with two drivers and three non-drivers, you will enter “3” into this field.

Passengers Are: You will select the student box and may also select staff if you have a University of Iowa Faculty or Staff member attending as a coach/instructor of your club. If your coach/instructor is not affiliated with the University of Iowa, select “other” and enter “Coach” or “Instructor” in the box provided.

Whom May We Contact Regarding this Request?

Contact Person: This must be a member of the Sport Programs Professional Staff and should be your assigned Assistant Director. Click “Employee Search” to change the name to the correct contact. Search by First and Last name and once you have found your Sport Programs contact in the system, click “Choose this User”.

Secondary Contact: This should be your contact information as the person filling out the form. Click “Employee Search” and enter your information to locate yourself in the system. Then click “Choose this User”

MFK Info

Enter your club’s MFK number. It should be listed as the following: 450-49-4685-404XX-00000000-6058-000-00000-00-0000

FND	ORG	DEPT	SDEPT	GRANTPG	IACT	OACT	DPACT	FN	CCTR	% of Total	
450	49	4685	██████	00000000	6058	000	00000	00	0000	100	Delete MFK

The SDEPT is unique to each individual club. Your Treasurer or President should be able to provide you with this number if you do not know it. Or, you can contact your club’s assigned Assistant Director.

Route Form – This must be completed by your Assistant Director

Select “Route Form” in Workflow once you have completed the form.

Choose Workflow Routing: On the following page make sure slif-Rec Services is selected. If this does not automatically pop up you will need to search through the drop-down menu for 49-4685 (Slif-Rec Services). Select “Continue”.

Workflow Routing: Do not change the pre-selected approval level. Select “Continue”.

Confirm Workflow Routing: Select “Continue”.

Finish Workflow Routing: You have now completed one fleet services request. If you have additional requests to make, click the link to return to Fleet Services Requisition Home and create another requisition. Otherwise, you are finished.

Section 8 | Facility Reservations & Hosting an Event

Recent policy changes will appear in highlighted and italicized font.

QUICK TIPS

What type of request am I making?

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

What facilities are available for use from Recreational Services?

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

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

1. *Meeting Space Request*
 - *Facility Request Form*
2. Competition Space Request
 - Facility Request Form
3. *One-Time Practice Request*
 - *Facility Request Form*
4. Recurring Practice Space Request
 - Sport Club Practice Request Form due by the stated deadline for the upcoming period. Deadlines will be communicated by the Sport Programs Office throughout each semester.

Where do I find the forms?

Forms can be found under “Forms” on the Sport Club page on Engage

When do I need to turn in the paperwork?

Facility Request Forms are due a minimum of two weeks before request date for consideration. Events are scheduled on a first-come, first-served basis. Sport Clubs are encouraged to turn in requests as one of the first steps of planning their events.

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

What do I need to do to host an event?

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

Can my club provide food/beverages at our events?

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

Can my club request to use Athletics facilities?

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

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

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

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

Facility Reservations & Hosting an Event | Definitions & SCP Policies

Different Types of Facility Requests

Meeting Space Request

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

Competition Space Request

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

One-Time Practice Space Request

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

Recurring Practice Space Request

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

Recreational Services Facilities

Field House

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

Hawkeye Tennis and Recreation Complex

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

Campus Recreation and Wellness Center

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

Hawkeye Recreation Fields

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

Hawkeye Softball Complex

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

Hawkeye Rugby Fields

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

Facility Use

Meeting Space Request

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

Competition Space Requests

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

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

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

One-Time Practice Space

Sport Clubs can request practice facility space on a one-time basis through Recreational Services and the Sport Club Program. To request a facility for a one-time practice, clubs must submit a Facility Request Form on Engage at least two weeks in advance of the desired event. A request submitted less

than two weeks in advance may not be considered. Clubs must make use of their allotted practice space once it is scheduled to them, and not disrupt or interfere with activities taking place prior to, and after, their scheduled practice time. In all facilities, a limit may be placed on the number of regular weekly or monthly practice sessions scheduled in order to accommodate as many groups as possible with a practice schedule of reasonable frequency.

Recurring Practice Space

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

Providing Food/Beverages

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

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

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

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

Athletic Trainers

Recreational Services has contracted with Athletico to provide Athletic Trainers for certain high-risk clubs at a reduced cost to the club.

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

Reserving Athletic Trainers is managed by the Sport Programs Office and does not need to be requested. Because we contract with a 3rd party company (Athletico), there may be a rare instance in which a listed club does not have an Athletic Trainer on-site during an event. Similarly, events not scheduled at least two weeks out may not be provided with an Athletic Trainer. *In cases that Athletico cannot provide an Athletic Trainer and if that club's governing body requires the host to provide an Athletic Trainer, the club should contact its Assistant Director for an alternative arrangement.*

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

Athletico bills Recreational Services for all services provided. The Sport Programs Professional Staff will then bill each club who was provided services by Athletico based on the total number of service hours. *Athletico provides a discount for the SCP at \$25 per hour for each Athletic Trainer contracted.* This money will be automatically withdrawn from the relevant club's sport club bank account. Clubs will be billed for service hours of an Athletic Trainer if the event was cancelled or moved off-campus without 24 hours' notice to the Sport Programs Professional Staff.

Those clubs requiring Athletic Trainers for home competitions are as follows:

- Basketball
- Baseball
- Boxing
- Brazilian Jiu Jitsu
- Gymnastics
- Ice Hockey
- Lacrosse
- Olympic Weightlifting
- Quidditch
- Rugby
- Soccer
- Softball
- Taekwondo
- Track & Field
- Triathlon
- Ultimate
- Volleyball

Facility Reservations & Hosting an Event | Club Expectations

Expectations When Using University Facilities

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

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

What is the process of requesting reservation of a facility?

Meeting Space Request

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

Competition Space Request

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

One-Time Practice Space Request

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

Recurring Practice Space Request

1. Complete the Sport Club Practice Schedule Request Form by the designated deadline.

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

Meeting Space Request

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

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

Competition Space Request

After the Facility Request Form is submitted on Engage, the form is reviewed by the Associate Director of Sport Programs. If the form is completed correctly, the Associate Director of Sport Programs will pass the form along to the appropriate Recreational Services staff member to check space availability.

If the form is not completed correctly, it will be returned to the person that submitted the form for revisions, before being passed along to the appropriate facility manager for Recreational Services.

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

One-Time Practice Space Request

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

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

Recurring Practice Space Request

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

Special Event Conflicts

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

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

How Do I Fill Out the Facility Request Form Correctly?

The Facility Request Form can be found under “Forms” on the Sport Club home page on Engage. This form must be completed in order to request use of a Recreational Services facility for a special event. Once you have completed all the required fields, click submit. The Associate Director of Sport Programs will then reach out to you regarding your request.

Required Fields

Club Name

Person Completing Request

Person Completing Request's E-Mail Address:

Person Completing Request's Phone Number:

What type of event are you planning?

Select - Practice, Meeting, Competition

If Selected “Meeting”

Please explain the details of this meeting.

What space would you like to reserve?

On what date(s) would you like to request space? Please use a different form for each date requested unless you are requesting multiple dates for one specific event.

Will your club be providing and/or selling food or beverage at this meeting?

Select – Yes or No

What times would you like to reserve each date (beginning and end)? The times approved are the times that you can access the space. Time needed for set-up and tear down should be included in this timeframe.

Will you have any meeting related expenses? (i.e. food and/or beverages, awards, etc.)

Please list any special requests/needs for set-up of the event, including equipment (you may need to meet with the Sport Programs staff to discuss and finalize details).

If Selected "Competition"

Please explain the details of your event.

What space would you like to reserve?

On what date(s) would you like to request space? Please use a different form for each date requested, unless you are requesting multiple days for one event.

What times would you like to reserve each date? Include any set-up and tear down times. (Ex: 8:00 a.m. - 4:00 p.m. - Participants/Teams may not arrive until 8:00 a.m., and contests must be ended, equipment picked-up, and the space clear by 4:00 p.m.).

What time will the event begin/games start? (If you do not know at the time of completing the Facility Request Form, you must submit this information to the Sport Programs office no later than one-week prior to the event).

At approximately what time will the event/games end? (If you do not know at the time of completing the Facility Request Form, you must submit this information to the Sport Programs office no later than one-week prior to the event).

If required for your event, what times should the Athletic Trainer be scheduled (minimum thirty minutes prior to the start of the first game/match)? If you want the Athletic Trainer available to tape ankles, etc. prior to the start of games/the event, make sure the information entered below allows time for that. If you do not need an Athletic Trainer for this event, enter "N/A" below. NOTE: The Sport Programs office reserves the right to overrule whether or not an Athletic Trainer is needed for the event/reservation.

What visiting groups/clubs will be competing/participating?

Is this a league sanctioned match/event?

Select - Yes, No, N/A

Please list any special requests/needs for set-up of the event, including equipment (you may need to meet with the Sport Club staff to discuss and finalize details).

Will your club be providing and/or selling food or beverage at this event?

Select - Yes or No

Will you be collecting money at/for this event? (i.e. charging admissions, selling tickets, collecting registration fees, collecting membership fees, collecting donations, selling food or merchandise, etc.)

Select – Yes or No

Will an external vendor be selling items at your event? (i.e. T-shirts, food truck, merchandise, etc.)

Select – Yes or No

Will you have any event-related expenses? (i.e. Officials, equipment, awards, food and/or beverages, etc.)

Select – Yes or No

If Selected “Yes” you will be collecting money at/for this event.

What money will be collected at your event? (Check all that apply)

Checkboxes - Registration Fees, Membership Fees, Donations, Selling Raffle Tickets, Selling Items (Merchandise, Food, etc.)

Do you need to/Will you be renting a cash box from the Student Organization Business Office (SOBO)? A cash box is required to be rented from SOBO if you plan on making change at your event, and costs \$10)?

Select – Yes or No

Would you like to collect registration fees online?

Select - Yes, No, or Maybe

If Selected “Yes” an external vendor will be selling items at this event.

You indicated that an external vendor will be selling items at your event. Please explain what vendor(s) will be there and what they will be selling.

If Selected “Yes” you will provide/sell food or beverage at this event.

I understand that if providing food or beverage to the public (including potential members of my club), I must follow all State of Iowa Food and Safety requirements as enforced by Johnson County Public Health. I know that I can find more information these requirements by visiting Section 8 of the Sport Club Guidebook, and/or speaking with my club's Assistant Director.

Check that you agree

If Selected “Yes” you will have event-related expenses.

What expenses will your club incur for this event? (i.e. officials, awards/prizes, food or beverage, etc.)

I understand that if there are anticipated expenses, I must complete a Request to Use Club Funds (Non-Travel/Non-Coach) form on Engage to gain approval prior to spending club funds.

Check that you agree

If Selected “Practice”

Please explain the details of this practice.

What space would you like to reserve?

On what day(s) would you like to request space? Please use a different form for each date requested, unless you are requesting multiple days for one specific event?

What times would you like to reserve each date (beginning and end)? The times approved are the times that you can access the space. Time needed for set-up and tear down should be included in this timeframe.

Please list any special requests/needs for set-up of the event, including equipment (you may need to meet with the Sport Programs staff to discuss and finalize details).

I understand that if this practice is approved, and my club must cancel after it is approved, that a club officer must complete the Practice Cancellation Form by the stated deadline in order to avoid a \$50 fine.

Check that you agree

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

How Do I Fill Out the Post Event Form Correctly?

The Post Event Form can be found under “Forms” on the Sport Club page on Engage. The event information provides the Sport Programs Office with a recap of your trip, receipts, reimbursement information, *and official’s payment information*. Complete all required fields before submitting. Required fields for the Post Event Form are outlined below.

Name of Person Submitting This Form: Enter your name.

Sport Club: Enter the name of your club.

Event: Enter the name of the event to which you traveled to compete. If the travel was just for individual matches, list opponents.

Date(s) of Events: List the date(s) of the competition(s).

Event Location: Enter the city and state in which the event was held.

Host School/Club/Organization: Enter the name of the school, club, or organization that hosted the event.

Please list the other schools/clubs/organizations that participated

List the names of other schools, clubs, or organizations that participated in this event.

Please list any club or individual honors/recognition received from the event

We want to know how your club did at this event. Include overall winner(s) of event as well as results for University of Iowa team(s) or member(s).

Please list any injuries/incidents that occurred during the event

Enter brief information for any injuries or incidents that occurred. If no injuries/incidents, put “N/A”. An Accident Report is required to be submitted to the Sport Programs Office for any injuries that occur to University of Iowa students.

How many University of Iowa student members participated in this event?

Enter the number of student members that participated.

Photo Upload. *Please share any photos you have from the event. We will use these for marketing purposes for the Sport Clubs program, and/or on social media.*

This is not required but is desired. Upload any pictures you have of your club participating in this event. We want to showcase our clubs!

Did you travel outside of Johnson County for this event, and if so, did you use club funds for the trip (including reimbursements)?

Possible answers:

- "This event was in Iowa City"
- "We traveled outside of Johnson County and yes, we did use club funds"
- "We traveled outside of Johnson County and yes, no did not use club funds"

If you selected "Traveled outside of Johnson County and our club is not using club funds for expenses" OR "This event was in Johnson County" on the previous question....

Review and Submit – Please review your submission and click the "Submit" button to finish this form. You may also leave a comment for the reviewer if you have any additional information you would like to add to the form.

Add Reviewers

Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

If you selected "Traveled outside of Johnson County and our club is using club funds to pay for part, or all, of the trip expenses (including reimbursements)" on the previous question....

Check the "I understand" checkbox after the statement, "All information asked of you following this page is required by the Travel Office in order to process uses of club expenses. If incomplete information is provided, it will cause a delay in any requested reimbursements or payment processing. Properly completed forms, with all required information, typically result in reimbursements provided in 1-2 weeks."

How were/are club funds being used? - Possible Answers....

- "Were paid in advance by Assistant Director using P-Card" OR
- "Were paid by club members who need reimbursement" OR
- "Some charges paid in advance by Assistant Director using P-Card, some paid by club members needing reimbursement"

If you selected "Were paid by club members who need reimbursement" on the previous question....

How many people need to be reimbursed for expenses? – Choose a number from the dropdown list.

- The limit is six people that can be reimbursed via the same Post Event Form submission.

Is ANYONE being reimbursed for hotel expenses? – Yes or No

- If answered “Yes”, the next page will prompt you to upload a list of who roomed with whom in the hotel. This is required by our travel office.

Is ANYONE being reimbursed for gas charges for their personal vehicle? – Yes or No

- If answered “Yes”, the next page will prompt you to upload a list of who rode in what vehicles with whom. Please designate who drove each vehicle.

Upload the Complete Sport Club Travel Reimbursement Request Form for Traveler Needing to be Reimbursed #1. This form must be completely filled out, legibly, and signed by the traveler needing reimbursed. A blank copy of this form can be in the “Documents” section of the Sport Club page on Engage.

- The limit is six people that can be reimbursed for each trip. Each member requesting reimbursement needs to complete and sign the Sport Club Travel Reimbursement Request Form which is found on the Sport Club home page under “Documents.” The completed and signed form is to be uploaded in this section.

Upload ALL receipts for expenses that need to be reimbursed for Travel Needing to be Reimbursed #1. The total amount of receipts must be at least the amount of reimbursement requested on the Sport Club Travel Reimbursement Request Form. Each receipt file needs to be uploaded into a separate “Receipt Upload” section, although there can be multiple receipts in each file as long as they are all legible.

- The limit is six receipts may be uploaded for each traveler requesting reimbursement. Club can be reimbursed for the following expenses. Note that pictures of a gas pump will not suffice as receipts for gas. Actual, itemized receipts are required for all reimbursements.
 - Entry/registration fees
 - Gas
 - Airfare
 - Lodging costs (rooms only, no incidentals)
 - Food and/or meal

Do you need to pay officials for this event? – Yes or No

- *If answered “Yes”, the next page will prompt you to upload the Officials Payment Request Form and W-9 for each Official. The limit is six Officials for each event. Each official requesting payment needs to complete and sign an Officials Payment Request Form and a W-9 which are found on the Sport Club page under “Documents.” The completed and signed form is to be uploaded in this section.*

- ***Please upload the W9 for Official 1.***

- ***Please upload the Officials Payment Request Form for Official 1***

Add Reviewers - Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

Review and Submit – Review the Post Event Form and click “Submit” when ready. There is a “comments” section if you would like to leave a note for the reviewer.

When Do I Need to Turn in the Post-Event Paperwork?

The Post Event Form must be turned in no later than two business days following the trip. If form is not turned in by the deadline, a points penalty will be assessed. *If the form is not turned in after a week from the deadline, the club will be suspended and unable to participate until the form is submitted and approved.*

Facility Reservations & Hosting an Event | Suggested Special Events Checklist

Reserving a Facility

- See the previous pages of this section to properly reserve a facility for your event

Pre-Event Planning

- Visiting Teams/Participants
 - Confirm event start time(s)
 - Confirm driving directions to event, including parking information and travel time
 - Confirm event time length
 - Confirm directions to back-up site in case of inclement weather (if applicable)
 - Confirm uniform colors in case of conflict
- Contingency plan in case of inclement weather
 - Obtain back-up site and confirm directions to site for all parties (if applicable)
- Referee/Officials Arrangements
 - Payment arranged for officials
 - Officials meet minimum qualifications for officiating event
 - Confirm driving/parking directions for officials, as well as travel time
 - Confirm start time and duration of event
- Plans for equipment setup – day of or night before event
 - Coordinate with Sport Programs Office the set-up of materials/equipment as necessary
 - *Responsibility for set-up falls with the club
- Insurance
 - Obtain proof of insurance if necessary
- Tournament Bracket/Format
 - Bracket/format prepared and ready with all teams accounted for
 - Contingency plan ready in case team backs out or weather causes change
 - Teams/participants ensured time for meals/rest in between competition
- Athletic Trainer
 - Double check to make sure the Sport Programs Staff has arranged for an Athletic Trainer to be present at your event if your club is deemed high-risk.
- Your club considerations
 - Arrangements to have club members help supervise events, run scoreboards, scorebook, keep trash picked up, etc.
 - Confirm event start time and what time members should arrive
 - Confirm event time length
 - Confirm what uniform to wear
 - Confirm who is bringing what equipment
 - Arrange to have club stay after to clean-up complex and put equipment away

Day of Event Checklist

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

Post Event Checklist

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