

# **IOWA**

**Recreational Services**

# **2024-2025 Sport Club Guidebook**

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## Section 1 | Program Overview

*Recent policy changes will appear in highlighted and italicized font.*

### A. SPORT CLUB DEFINITION

*A sport club is a supported registered student organization that regularly practices and competes in athletic contests against other University club teams regionally and nationally. Sport clubs must compete in at least two contests each academic year with at least one of the contests being sanctioned by the club's associated governing body or league. The Department of Recreational Services sponsors all sport clubs, and as such, all sport clubs must be approved each semester before beginning activity.*

### B. SPORT CLUB PROGRAM ELIGIBILITY

For a club to be included in the Sport Club Program, a student organization must meet the following:

- 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. **100%** of club membership must be currently enrolled students at or students affiliated with the University of Iowa.
  - *Currently enrolled students at or students affiliated with the University of Iowa will appear as students in the [University Directory](#) or other University managed databases.*
  - In no aspect of the club shall there be any difference in the treatment of members on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification which would deprive the person of consideration as an individual. The club will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all persons.
- Have an affiliated governing body or parent organization for the sport/activity.
  - *Club must be associated with and be able to provide documentation of membership in a governing body that sanctions competitions and has activity standards.*
- Must compete in a minimum of two contests per academic year (*August – July*), including one contest outside of Johnson County.
  - *Must compete in a minimum of one sanctioned event by the clubs associated governing body.*
  - *Must compete against other university club teams.*
  - Must send at least four members (does not include coaches/instructors)
  - The event must be competitive in nature, in which there are winners and losers.
  - Submit proper pre- and post-event paperwork.
- 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.

- Club officers (President, Vice-President, Treasurer, Travel Officer) attend Fall and Spring Sport Club Officer Trainings.
- 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.

## C. RE-REGISTRATION PROCESS OVERVIEW

To renew membership as an active sport club, all returning clubs from the previous semester must complete the Sport Club Re-Registration process on Engage prior to each fall and spring semester and summer session. Club practices or activities may not begin without the appropriate Re-Registration Form first being approved by the Sport Programs Office. Sport clubs failing to complete the appropriate Re-Registration Form will not be allowed to return to activity for that given semester/session. Clubs that miss re-registration for two consecutive semesters (fall and spring, or vice versa) will be moved to frozen status and must be approved by the Student Organization Review Committee (SORC) to regain active status.

See below for a breakdown of each semester's re-registration material and deadline:

### 2024 Fall Semester – Due August 7, 2024

- Constitution
- Officer Information Form
- Practice Schedule Information Form
- Dues Information
- Governing Body Information Form
- Coach Agreement
- Club Roster
- Monthly Events Schedule (*August 19 – October 6*)
- CPR/AED/First Aid Certificates for Safety Officers
- Concussion Certificates for Safety Officers

### 2025 Spring Semester – Due January 15, 2025

- Officer Information Form
- Practice Schedule Information Form
- Dues Information
- Governing Body Information Form
- Coach Agreement
- Club Roster
- Monthly Events Schedule (*January 20 – March 9*)

### 2025 Summer Session – Due May 14, 2025

- Officer Information Form
- Practice Schedule Information Form
- Dues Information
- Governing Body Information Form
- Coach Agreement
- Club Roster
- Monthly Events Schedule (*May 12 – August 17*)

## **D. SPORT PROGRAMS OFFICE OVERSIGHT AND SUPPORT**

The University of Iowa Recreational Services and the Sport Programs Office employs four full-time staff members to oversee the Intramural Sport, 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 from one of the Assistant Directors* who serves as a resource for the club to make sure club leadership understands requirements of the program and can help club leadership accomplish their goals. Club officers are required to meet each semester with the Assistant Director and should always consider them a place they can turn to get answers. Sport Programs Supervisors are students that are employed part-time by the Sport Programs Office who supervise Intramural Sports and Sport Club events, as well as conduct spot checks during Sport Club practices. Lead Supervisors help to answer 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.

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
- Publicity and promotion

## **E. LEADERSHIP, SERVICE, AND CIVIC ENGAGEMENT (LSCE) OVERSIGHT AND SUPPORT**

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.

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

- Non-existent, or demonstration of ineffective, student leadership.
- Decline in student interest and support.
- Inability to abide by Sport Club, Recreational Services, and University policies.
- 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 of Recreational Services.
- Sport club for that sport/activity already exists.



## **F. STUDENT ORGANIZATION BUSINESS OFFICE (SOBO) OVERSIGHT AND SUPPORT**

SOBO provides financial oversight to all registered student organizations, the Undergraduate Student Government (USG), and the Graduate and Professional Student Government (GPSG) commissions and committees. SOBO assists sport clubs in approving events and travel, making purchases, and collecting income. All club funds need deposited with SOBO and all expenses paid for with club funds need processed through SOBO.

## **G. SPORT CLUB ADVISORY COUNCIL (SCAC) OVERVIEW**

The SCAC is made up of all President and/or Vice President members of active sport clubs. The group meets during the academic year 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. Below is the meeting schedule for 2024-2025 school year.

*Wednesday, October 15*

*Wednesday, November 20*

*Wednesday, March 26*

*Wednesday, April 30*

## **H. SPORT CLUB ALLOCATION BOARD (SCAB) OVERVIEW**

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. 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 SCAB members during this process but have no votes in the allocation of funds. All members of SCAB will be elected by the Sport Club Advisory Council (SCAC) in March of each school year and must remain in good standing with Sport Programs, Recreational Services, and the University. Board members are not allowed to vote regarding allocations to their own clubs. In the event of a split vote involving a board member's club, the Ex-Officio will cast the deciding vote.

Below are the requirements to be a member on SCAB:

- Must be a student returning for fall semester.
- Must be able to attend all budget hearings and deliberations.
- Only one student/club can run for election and only one student/club can be on the board.
- Maintain good standing with the Sport Club Program and the University as a club member.

## I. CONTACT INFORMATION

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Student Organization Business Office (SOBO)

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319-335-3059

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## J. HELPFUL LINKS

- [Sport Clubs Engage Page](#)
  - Central hub for finding all Sport Program specific documents and compliance forms.
- [Sport Clubs Rec Services Webpage](#)
  - Central hub for finding the Guidebook, meeting details, and non-compliance forms.
- [Sport Clubs Facility Reservation Cancellation Form](#)
  - To be submitted anytime a club needs to cancel a reservation through Recreational Services.
- [Sport Clubs Licensing and Brand Standards](#)
  - Cites all rules for designing and ordering club apparel and uniforms.
- [Sport Clubs Social Media Request Form](#)
  - To be submitted if the club wants anything promoted on Recreational Services social media.
- [SOBO Website](#)
  - Contains all SOBO specific guidelines for collecting and spending club funds.
- [SOBO Forms Website](#)
  - Central hub for finding all SOBO specific forms.
- [Accident/Injury Report Form](#)
  - To be filled out anytime an injury occurs during a club event (practice or competition).
- [Mass Email Request](#)
  - Lists instructions for sending mass email.

## K. 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).

## Section 2 | General Requirements

*Recent policy changes will appear in highlighted and italicized font.*

### A. CLUB EXPECTATIONS

Club officers and members are responsible for following all policies and procedures outlined below and throughout this Guidebook. *Additionally, each club must adhere to any club-specific requirements as outlined in their annual MOU (Memorandum of Understanding) with the Department of Recreational Services. Each club's MOU will have requirements specific to their club's activity and must be signed by both the club and the Department of Recreational Services before the club can begin activity each fall and spring semester and summer session.* It is the responsibility of all club officers to be familiar with all policies and requirements in administering the club. Failure to know is not an excuse for those not observing policies and procedures.

- 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 *and complete their MOU with Recreational Services* 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 trainings.

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 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. RE-REGISTRATION INSTRUCTIONS

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. Clubs that miss re-registration for two consecutive semesters (fall and spring, or vice versa) will be moved to frozen status and must be approved by the Student Organization Review Committee (SORC) to regain active status.

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. *The official name must be either: "The University of Iowa {Insert Sport Name} Club" OR "Iowa {Insert Sport Name} Club."*
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 Agreement, are all found on the [Sport Clubs Engage Page](#) under "Documents." Download, complete, and save these documents so that they can be uploaded within the re-registration process.
3. Prepare Safety Officer certifications to upload. 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.
  - Depending on level of risk, clubs may be required to have more members complete the NFHS Concussion Signs and Symptoms Training. Review the guidelines under the "Risk Management" section of this Guidebook to find out how many are needed.
4. Prepare Governing Body Information. Each sport club is required to have an affiliated governing body or parent organization for the sport/activity. *Each year, the club must compete in at least one sanctioned event under the governing body.* Within re-registration, you will need to name and link the governing body.

5. 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.
6. Complete the necessary steps for re-registration as outlined on the form and make sure to click submit. Make sure the club's roster is updated as much as possible. Invitations must be sent to members and accepted by members for them to be added to the roster. Ensure that old members are not included and that all officer positions are accurate.
7. Once submitted, the Sport Programs Staff will 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. *If the submission is approved, the final step before being active is completing the club's MOU with Recreational Services which will be sent to the club by their Assistant Director. Once the MOU is signed and returned, the club will be notified about resuming activity.*

## C. OFFICER POSITIONS

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 President and Vice President are elected positions. The following duties are required to be performed by the President or Vice President of each sport club:

- Complete Officer Training for each semester
- Serve as a liaison between their club and the Sport Programs Staff
- Inform their club officers and members of all information pertaining to sport clubs
- Ensure that their sport club is complying with the rules and regulations of the University of Iowa and Recreational Services
- Complete and submit all necessary forms pertaining to their sport club including the submission of a waiver form for each member
- Report the results of all sport club-sponsored activities either on or off-campus.
- Arrange for facility and/or field reservations for club functions
- Either the President or the Vice President must attend each SCAC meeting
- Complete semesterly meetings with the club's Assistant Director

### Treasurer

The treasurer must keep complete, documented, and updated financial records. The treasurer should assume the following responsibilities:

- Complete Officer Training each semester
- Complete the Cash Handling certification annually

- Keep current, accurate financial records
- Document expenditures with the use of receipts
- Make sure sport club monies are used properly according to University, sport club, and team policies
- Know and monitor the rules and regulations governing the financing of student organizations
- Initiate and ensure that club members assume responsibility for generating funds
- Make all club deposits; oversee that cash handling procedures are being followed
- Complete semesterly meetings with the club's Assistant Director

## Travel Officer

The President, Vice President, or Treasurer may also serve as the Travel Officer. The Travel Officer should assume the following responsibilities:

- Complete Officer Training each semester
- Book rental vehicle reservations if the club decides to not use personal vehicles during travel
  - If using Fleet Services, ensure club has correct number of certified drivers well in advance
- Complete proper event paperwork on Engage for each trip, at least three weeks prior to the trip's departure date
- Request reimbursements for travel-related purchases with assistance from Treasurer
- Know and follow all University and Recreational Services travel policies and enforce among club members
- Complete semesterly meetings with the club's Assistant Director

## Safety Officers

A minimum of two Safety Officers is required for all sport clubs. Any club member that is a student and already CPR/AED/First Aid certified through American Red Cross or another reputable organization approved by Recreational Services is qualified to act as Safety Officer. If no member of the club has their certifications, classes are offered by Recreational Services free of charge. Safety Officers must also become concussion certified through NFHS or another reputable group approved by Recreational Services. The Safety Officers will assume the following responsibilities:

- Maintain current CPR/AED/First Aid certifications and upload new certifications to Engage as necessary
- Re-certify in concussion signs and symptoms annually and ensure that all additional concussion certification requirements are met by other club members as necessary
- At least one Safety Officer is required to be present at all practices and events
- File an Accident Report to the Sport Programs staff for club members who are injured during on or off campus practice, competition, informal recreation, or instruction related to the sport club. Accident Reports must be submitted within 48 hours of the accident
- *Attend the semesterly Safety Officer Training*
  - *NOTE: The Safety Officer Training is separate from the Officer Training that Presidents, Vice Presidents, Treasurers, and Travel Officers attend*

## Optional Positions

Some additional, optional, officer possibilities include Fundraising Chair, Community Service Chair, Publicity & Advertisement Manager, Event Manager, Recruitment Chair, and/or Historian.

## D. COMPLIANCE POINTS SYSTEM

The compliance points system is in place to determine 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 (good standing, probation, suspension). Clubs earn points by turning paperwork in on time, attending meetings and events, and good standing throughout the year. Clubs must maintain at least 80% compliance in the Sport Club Program Point System to remain in good standings. Below are the points systems for *Fall 2024, Spring 2025, and Summer 2025.*

### Fall 2024

	Item	Method	Due Date	Points Possible	Points Earned
<b>FALL RE-REGISTRATION</b>	Constitution Updated	Upload to Engage	8/7/2024		
	Club Roster Updated	Populate on Engage	8/7/2024		
	Safety Officer CPR/AED/First Aid Certifications (2)	Upload to Engage	8/7/2024		
	Concussion Certifications (2+)	Upload to Engage	8/7/2024		
	Dues Information Form	Upload to Engage	8/7/2024		
	Coach/Instructor Agreement(s)	Upload to Engage	8/7/2024		
	Officer Information Form	Upload to Engage	8/7/2024		
	Practice Schedule Information Form	Upload to Engage	8/7/2024		
	Governing Body Information Form	Upload to Engage	8/7/2024		
	Monthly Events Form (August 18 - October 6)	Upload to Engage	8/7/2024		
<b>OFFICER TRAINING</b>	Officer Policy and Procedures Training (No Points - Required to Avoid Probation/Suspension)	Each Officer Needs to Attend ONE Meeting for their position	8/27/2024 through 8/29/2024		
<b>SCAB</b>	Budget Allocation Request Form (No Points - Required to Receive Funding)	Upload to Engage	9/4/2024		
	Budget Hearings (No Points - Required to Receive Funding)	Representative(s) Needs to Attend Given Time	9/9/2024 through 9/11/2024		
	SCAB Members to Decide Allocations	N/A	9/11/2024		
<b>SEP.</b>	Monthly Events Form (October 7 - November 3)	Upload to Engage	9/18/2024	10	
	Safety Officer Training - Any Safety Officer(s) Can Attend	Attend Meeting	9/18/2024	10	
	Semesterly Executive Officer Meeting Scheduled	<a href="https://calendly.com/mschfr/sport-club-fall-2022-officer-meetings">Matt's Calendly at https://calendly.com/mschfr/sport-club-fall-2022-officer-meetings</a>	9/18/2024	10	
<b>OCT.</b>	Monthly Events Form (November 4 - December 15)	Upload to Engage	10/16/2024	10	
	SCAC Meeting Attendance	Attend Meeting	10/16/2024	10	
	Club Equipment Inventory Form	Upload to Engage	10/18/2024	10	
<b>NOV.</b>	Monthly Events Form (December 16 - January 19)	Upload to Engage	11/20/2024	10	
	Spring 2024 Officer Info Form	Upload to Engage	11/20/2024	10	
	SCAC Meeting Attendance	Attend Meeting	11/20/2024	10	
	Semesterly Executive Officer Meeting Attended	Attend Meeting	11/22/2024	20	
<b>DEC.</b>	End-of-Semester Survey (All Officers)	Complete on Qualtrics	12/11/2024	10	

## Spring 2025

	Item	Method	Due Date	Point s Possi	Point s Earne
<b>SPRING RE-REGISTRATION</b>	Club Roster	Populate on Engage	1/15/2025		
	Dues Information Form	Upload to Engage	1/15/2025		
	Coach/Instructor Agreement(s)	Upload to Engage	1/15/2025		
	Officer Information Form	Upload to Engage	1/15/2025		
	Practice Schedule Information Form	Upload to Engage	1/15/2025		
	Governing Body Information Form	Upload to Engage	1/15/2025		
	Monthly Events Form (January 20 - March 9)	Upload to Engage	1/15/2025		
<b>OFFICER TRAINING</b>	Officer Training (No Points - Required to Be Active for Spring)	Each Officer Needs to Attend ONE Meeting	Complete on ICON		
<b>JAN-&gt;</b>	Semesterly Executive Officer Meeting Scheduled	<a href="https://calendar.google.com/calendar/ical/maschl@sport-club-fall-2022-officer-meetings">https://calendar.google.com/calendar/ical/maschl@sport-club-fall-2022-officer-meetings</a>	1/29/2025	10	
<b>FEB.</b>	Monthly Events Form (March 10 - April 6)	Upload to Engage	2/26/2025	10	
	Safety Officer Training - Any Safety Officer(s) Can Attend	Attend Meeting	2/26/2025	10	
<b>MAR.</b>	Monthly Events Form (April 7 - May 11)	Upload to Engage	3/26/2025	10	
	SCAC Meeting	Attend Meeting	3/26/2025	10	
<b>SCAB</b>	Remaining Budget Allocation Request Form (No Points - Required to Receive Funding)	Upload to Engage	3/5/2025		
	SCAB Members to Decide Remaining Allocations	N/A	3/12/2025		
<b>APR.</b>	Semesterly Executive Officer Meeting Attended	Attend Meeting	4/9/2025	20	
	Fall 2025 Officer Info Form	Upload to Engage	4/16/2025	10	
	SCAC Meeting Attendance - NEW President or VP Must Attend	Attend Meeting	4/30/2025	10	
<b>MAY</b>	Club Engage Page is Updated (Roster, Officers, and Contact Info)	Complete on Engage	5/7/2025	10	
	End-of-Semester Survey (All Officers)	Complete on Qualtrics	5/7/2025	10	
	Incoming Fall Executive Officers Meeting Attended	Attend Meeting	5/23/2025	20	

## Summer 2025

<b>SUMMER RE-REGISTRATION</b>	Club Roster	Populate on Engage	5/14/2025		
	Dues Information Form	Upload to Engage	5/14/2025		
	Coach/Instructor Agreement(s) - Required Before Coaches Work with Your Club	Upload to Engage	5/14/2025		
	Officer Information Form	Upload to Engage	5/14/2025		
	Practice Schedule Information Form	Upload to Engage	5/14/2025		
	Governing Body Information Form	Upload to Engage	5/14/2025		
	Monthly Events Form (May 12 - August 17)	Upload to Engage	5/14/2025		



## Failure to Submit Forms

In cases where forms are not submitted, the club will receive zero points and have one week from the time they were notified by their Assistant Director to submit an approved form.

Failure to submit an approved form within one week past the stated deadline will result in club suspension until at least the time of the form being submitted and approved.

## Failure to Submit Approved Forms

In cases where forms are not submitted correctly and are denied by the Sport Programs Office, the club will have one week from the time they were notified by the Sport Programs Office to submit an approved form. Failure to submit an approved form within one week from the time they were notified will result in club suspension until at least the time of the form being submitted and approved.

## Failure to Follow Policies and Procedures

Points can be deducted, and additional penalties enforced for violations of University of Iowa, Recreational Services, or Sport Club Program policies and procedures. Possible point deductions are listed below:

### Major Offenses – loss of 20 points

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

### Minor Offense – loss of 5 points

- Failure to turn in travel paperwork
- Failure to properly notify Sport Programs Office of updated schedule
- Failed spot check
- Any other offense deemed minor

## 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 into the Sport Programs Office, the club will receive 10 bonus points. If the club does this again, it will earn an additional 10 bonus points.

Prior to doing community service, a Sport Club Community Service Pre-Event Approval Form must be completed. This will allow the sport club staff to review to make sure it will count towards necessary hours. Once the community service has been performed, a Sport Club Community Service Post-Event Form must be completed to document the community service performed. Verification of the community service must be provided by a representative from the organization that was served.

### Intramural Officiating Bonus Points

Each club will have the opportunity to earn extra points through members obtaining employment as Intramural Sport Officials with the Department of Recreational Services. Club members who officiate Intramural Sports would be required to fulfill the job duties as any other employee would. Members who choose to join the officiating staff for one of the officiated Intramural Sports (Flag Football, Slow-Pitch Softball, Indoor Soccer, Volleyball, Futsal, Outdoor Soccer, or Basketball) will accumulate points for their clubs.

Below outlines how bonus points would be accumulated for clubs that have members employed as Intramural Sport Officials.

1. For each sport club member that officiates, their associated sport club shall receive two bonus points for every sport in which the member officiates.
  - a. For example: A student who is a member of the Baseball Club is employed as an Intramural Sport Official for both Flag Football and Slow-Pitch Softball. They will accumulate four points.
2. Sport club members will gain an additional one point if they officiate an intramural championship game.
3. The maximum number of points that a member can earn for their club is five per semester.
4. The maximum number of points that a member can earn for their club is five per semester. 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.

## **E. CLUB STATUS**

From the Compliance Points System, clubs will be categorized into one of three status each semester.

### Good Standing Status

To remain in good standing, all club officers must attend the Sport Club Officer Training at the beginning of the semester in addition to completing at least 80% of the compliance requirements during a semester.

## Probationary Status

If a sport club does not complete at least 80% of compliance requirements during a semester, the club will be put on probation for the following semester. Additionally, if a sport club fails to have each officer attend the Sport Club Officer Training at the beginning of a semester, the club will be put on probation for that semester. Upon probation, the sport club will receive an official notification from their Assistant Director.

During the probationary semester, the sport club must complete 90% compliance in the Sport Club Program Points 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. Upon suspension, the sport club will receive an official notification from their Assistant Director. A sport club labeled as suspended will not receive any funding, use any club funds, will not travel, and will not have practice space. Suspended clubs will not have access to their Engage page or their account. Suspended clubs may not recruit nor utilize the University name to compete. 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 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.

## 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.

## F. SEMESTERLY ASSIGNMENTS

As seen in the Compliance Points System, points are given for meeting the deadlines of assignments. A breakdown of the Monthly Events Schedule and other assignments are seen below:

### 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 Clubs Engage Page](#). Download the blank form, complete it, and upload the completed form to Engage by the stated deadline. Monthly event schedules should include any activities/events outside of regular practice or meetings. Due dates correspond with SCAC meeting dates and re- registration. The due dates are outlined below.

A club that has an outstanding Sport Club Monthly Event Schedule will receive zero points in the Sport Club Program Points Standings and be notified that they still need to submit the Sport Club Monthly Event Schedule. The club has one week from the notification to submit the schedule. If the schedule is not submitted within one week, the club will be suspended until the schedule is submitted.

*A blank copy of a monthly event schedule is included in Appendix Section.*

### Monthly Event Form Due Dates

<u>Events Occurring During</u>	<u>Due Dates</u>
August 19 – October 6	August 7 (Within Fall Re-Registration)
October 7 – November 3	September 18
November 4 – December 15	October 16
December 16 – January 19	November 20
January 20 – March 9	January 15 (Within Spring Re-Registration)
March 10 – April 6	February 26
April 7 – May 11	March 26
May 12 – August 17	May 14 (Within Summer Re-Registration)

## Other Paperwork and Meetings

Throughout the fall and spring semesters, other assignments are required to be turned in to, or done with, the Sport Programs Office. Some of these requirements will count towards a club's point total within the Sport Club Point System. Such assignments are below:

### Fall Assignments

- Officer Training (attendance required by all officers)
- *Safety Officer Training Attendance (attendance required by at least one Safety Officer)*
- SCAC Meeting Attendance (attendance required by President OR Vice President)
- Monthly Event Schedules
- Schedule/Attend Semesterly Officer Meetings with Assistant Director
- Spring Officer Information Form
- *Club Equipment Inventory Form*
- End-of-Semester Survey – Completion by All Officers
- Regularly update the club's roster on Engage and Community Member Roster
- Ensure waivers have been submitted for the academic year
- Event Submission – As necessary prior to every club event/match
- Post-Event Form – As necessary after every club event/match

### Spring Assignments

- Officer Training (attendance required by all officers)
- *Safety Officer Meeting Attendance (attendance required by at least one Safety Officer)*
- SCAC Meeting Attendance (attendance required by President OR Vice President)
- Monthly Event Schedules
- Schedule/Attend Semesterly Officer Meeting with Assistant Director
- Schedule/Attend New Officers Meeting with Assistant Director
- Fall Officer Information Form
- Update Club Engage Page with Current Information
- End-of-Semester Survey – Completion by All Officers
- Regularly update the club's roster on Engage and Community Member Roster
- Ensure waivers have been submitted for the academic year
- Event Submission – As necessary prior to every club event/match
- Post-Event Form – As necessary after every club event/match

### Final Assignment

- Transition Notebook/Drive and End-of-Year Meeting
  - The Transition Notebook is a compilation of important information regarding club business. It can be a notebook, a file, or saved electronically. This should include information such as past budget information, contact information, alumni contacts, fundraising records, and any other pertinent club information. This notebook should be designed to be passed between outgoing and incoming club officers from year to year.

Paperwork must be turned in by 11:59 p.m. on the due date. A list of due dates is found in the Points Spreadsheet above in this section which will also be sent to all officers at the beginning of the Fall Semester.

## G. ROSTER MANAGEMENT

*100% of club membership must be currently enrolled students at or students affiliated with the University of Iowa. Currently enrolled students at or students affiliated with the University of Iowa will appear as students in the [University Directory](#) or other University managed databases.*

### 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 active members need to be on the club's roster on Engage. If any members graduate or are no longer active within the club, they need to be removed.

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, 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.

### 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](mailto:registrar@uiowa.edu). To approve/stamp classifications of members, they will need a Registrar's Sport Club Authorization Form. The club's Assistant Director will need to sign the form before the club can provide it to the Registrar. The blank template can be found on the [Sport Clubs Engage Page](#) under "Documents."

## H. ALCOHOL

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

1. Hosting or promoting fundraising, parties, bar crawls, etc.
2. 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.
3. Allowing club members or visiting club members to participate in an event while intoxicated.
4. 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.
5. 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/>.

Potential sport club violations of the University of Iowa Code of Student Life Illegal Drugs and Alcohol Policy will be forwarded to the Office of Student Accountability (OSA). Any clubs found responsible for violations will be penalized 20 points in the Points System in addition to any sanctions from OSA.

## I. EQUIPMENT

When equipment purchases are made using any club funds, the acquisitions become property of Recreational Services which inherits certain risks and obligations. To help protect Recreational Services, the University, the sport club, and its members, such acquisitions must be consistent with University policy. If the equipment will require maintenance, storage, or any insurance costs, contact your Assistant Director before the purchase is requested.

### Rentals

Rentals can be for club-used equipment only; personal equipment rentals are not permitted with University funding.

### Donations

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

### 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.

## 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.

## 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.

## Recreational Services Equipment

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



## Section 3 | Risk Management

*Recent policy changes will appear in highlighted and italicized font.*

### A. REQUIRED CERTIFICATIONS AND TRAININGS

As noted in the Re-Registration Instructions, clubs will upload their Safety Officer certifications before being approved for activity. If any certifications expire after Re-Registration or during the semester, the certifications will need to be renewed and uploaded to Engage.

#### 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.

1. Lowest-Level Clubs (Two Safety Officers required to have concussion training) – Badminton, Bowling, Color Guard, Cycling, Disc Golf, Fencing, Golf, Men's Volleyball, Pickleball, Shooting Sports, Table Tennis, Taekwondo, Tennis, Track and Field, Triathlon, Women's Basketball, Women's Volleyball
2. 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
3. High-Level Clubs (Two Safety Officers required to have concussion training, plus four more members) – Boxing, Cheerleading, Gymnastics, Olympic Weightlifting, Men's Ice Hockey, Men's Lacrosse, Men's Rugby, Men's Soccer, Women's Soccer, Women's Rugby, Wrestling

## How-To Complete Online Concussion Training

To complete online concussion training the Club member will need to follow these steps:

1. Go to <https://nfhslearn.com/courses/61059/concussion-for-students>
2. Register for NFHS by clicking the “Register” button on the top right corner
  - Fill out personal information
3. 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”
4. On the order receipt page click on “Click Here” in the top text or click on dashboard on the top of the page
5. Begin the course
6. At the completion of the course a certificate will be available to download/save
7. Certifications are valid for one year from the date of the certification.

## **B. WAIVERS**

All sport club members must have a new waiver submitted annually. Members must 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.

## **C. SPOT CHECKS**

Spot checks for all clubs, *on-campus and off-campus*, will take place at various points throughout the 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:

1. Everyone present at the practice is on the club's roster.
2. Every present at the practice has a waiver on file.
3. At least one Safety Officer is present (with current 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:

1<sup>st</sup> Fail: 5 Penalty Points and a Warning to Correct the Issue.

2<sup>nd</sup> Fail: 10 Additional Penalty Points and a Suspension Until Issue is Rectified

3<sup>rd</sup> Fail: 10 Additional Penalty Points and a Suspension for Remainder of Semester

#### D. 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/Injury Report](#) found here or on the Sport Club Website.

#### E. HAZING POLICY

##### 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 is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student's willingness to participate in the activity.

In the State of Iowa, 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 hazing charge if consent of the victim had been obtained, if the conduct or activity that resulted in the death or injury of a person was not part of an official organizational event, nor if the conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

##### 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.

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?

Hazing is a climate and culture problem. 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, Tik Tok, 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.

## F. 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. For higher risk activities and as directed by the Office of Risk Management and General Counsel, a sport club may be required to purchase their own general liability insurance for club practices and events. Oftentimes, insurance can be obtained through the club's national governing body as part of the club's membership.
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 Club 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 Programs Office.

## Section 4 | Coaches / Instructors

*Recent policy changes will appear in highlighted and italicized font.*

### A. ELIGIBILITY AND REGULATIONS

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 *four* non-student coaches. *Clubs wishing to have more than four approved non-member coaches must appeal to do so by contacting their club's Assistant Director.* Coaches should be experienced within the specific area of instruction, *and possess the necessary certifications and licenses, as outlined in the club's MOU.*

Below outlines regulations that each coach must follow:

- The coach must be aware of and follow all University and sport club policies and procedures.
- The coach 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) 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. The student members must handle club business matters (hosting tournaments, submitting forms, equipment requests, etc.) with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or the student representative.
- Coaches 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.
- Clubs may pay coaches 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 Agreement each semester/session.
- It is recommended that all coaches purchase medical and liability insurance, as they are not covered by the University of Iowa
- Coaches should refrain from making appointments with the Sport Programs staff without a club officer.
- The Sport Programs Office has the right and obligation to protect the club, and if, in the staff's opinion, the coach is not working in the best interests of the club, the coach will be relieved of their duties.

- Coaches should not, under any circumstances, allow hazing to take place within the club, nor should they allow an environment of hazing to exist.
- For each semester/session of work, coaches must complete the appropriate paperwork required by University of Division of Student Life Human Resources.

## **B. PRE-EMPLOYMENT REQUIREMENTS**

*Coaches may not begin working with clubs until each of their pre-employment requirements are met. It is recommended that clubs work with coaches to fulfill these requirements well in advance of the first day of club activity.*

### Coach Agreement Forms

*For each coach that a club has, a Coach Agreement Form must be completed during the Re-Registration process. If your club plans to pay your coach for their services, you must fill out the "Paid Coach Agreement Form". If your club plans to use a volunteer coach, you must fill out the "Volunteer Coach 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. The Sport Programs Office reserves the right to deny the club's request to hire a specific coach. When/If Section One of the form has been approved, the Sport Club Officer can then begin Section Two of the Coach Agreement Form which will be given to the club by their Assistant Director and must be physically completed by the coach and Sport Club Officer(s). Once completed, Section Two can then be submitted back to their assigned Assistant Director for final approval.*

*Blank copies of both paid and volunteer agreement forms are found in the Appendix Section.*

### Criminal Background Checks

*All coaches, paid and volunteer, must each complete and pass a criminal background check for each semester/session of work. Upon approval of the appropriate Coach Agreement Form, University of Iowa Division of Student Life Human Resources will be in contact with instructions on how to complete the background check. The time of completing the background check varies, but normally takes three weeks.*

### I-9 Documentation

*Paid coaches are assigned a "temporary appointment" with the University and must have I-9 Documentation for each semester/session of work. Paid coaches should be prepared to present documents necessary to complete the I-9 form. University of Iowa Division of Student Life is in Room 253 of the Iowa Memorial Union (IMU) where documentation can be presented. Complete I-9 Information and acceptable forms to present can be found [HERE](#).*

### Final Approval

*Once coach agreements, criminal background checks, and I-9s, as applicable, have been completed, the Assistant Director will notify each club's coach that they may begin work. Sport club coaches will be granted facility access to Recreational Services during the club's practice times, if needed.*

## C. PAYMENTS

*Coach payments will be paid completely with the club's funds. The payment amount must be determined prior to the work being done and must be documented on the Coach Agreement Form for each semester/session. As a condition of employment, coaches are required to receive payment by direct deposit. The payment is solely monetary and does not include University employee benefits. Coaches are not permitted to be paid weekly nor monthly, but rather, shall be paid with a lump sum at the conclusion of their work. One payment date shall be indicated within the Coach Agreement Form. If a coach is dismissed by the club prior to concluding their work, they will be paid a prorated amount based on time served up to the time of dismissal.*

### Fringe Benefits

*Any transaction paid through Human Resources must include fringe "benefits." Fringe benefit rates represent the additional costs beyond an employee's base salary that a business incurs (worker's compensation, incidentals, payroll tax, etc.). For all coach payments, the club will pay the fringe benefit expense at the conclusion of the coach agreement. The University's fringe benefit rates fluctuate year-to-year but as seen [HERE](#), the approved fringe benefit rate for the 2024-2025 school year is 11.8% for temporary employees like sport club coaches. When budgeting, clubs should include an additional 11.8% of the agreed upon payment amount on top of what the coach will be paid.*

## Section 5 | Facility Reservations & Hosting Events

*Recent policy changes will appear in highlighted and italicized font.*

## A. RECREATIONAL SERVICES FACILITIES

Below outlines the available spaces that can be reserved through Recreational Services.

### Field House (FH)

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
- Olympic Weightlifting Room
- Activity Rooms – S461, S471, S481, S507 (Matted), S511 (Matted), S515, N464
- Meeting Rooms – 201 and E220
- Miscellaneous other spaces are utilized, such as converted racquetball courts
- The following policies must be followed when using the Field House:
  - All participants for any activity other than a special event must be eligible sport club members as stated in this Guidebook.
  - All members must enter the facility by checking in at a Member Services Desk. If a member does not have a Recreational Services Membership, they must pay the Daily Walk-In Fee to enter the facility.
  - Condition of the facility must be left better than it was found. This includes picking-up after club use.
  - Clubs that are scheduled for space must use the space at the scheduled time unless



- prior notification/approval of the Sport Programs staff has been received.
- Equipment in the facility is not to be moved in any way without prior approval of Recreational Services staff.
- Members who enter a closed facility are subject to sanctions by Recreational Services. Additional charges may be filed with the OSA or University of Iowa Police.
- Harassment, or failure to follow the direction, of Recreational Services staff in any form will result in the immediate removal from the Field House and possible suspension from the facility.

## Hawkeye Recreation Fields (HRF)

The HRF consists of five natural turf outdoor recreation fields, six synthetic turf outdoor recreation fields, and four sand volleyball courts. The HRF is open from *March through November*, depending on weather conditions.

The following policies must be followed when using the HRF:

- Condition of the facility, other than normal wear and tear of field conditions based on specific activity, must be left better than it was found. This includes picking-up after club use.
- Equipment at the facility is not to be moved in any way without prior approval of Recreational Services staff.
- Alcohol is NOT permitted on the fields, in the parking lot, or in any other area of the facility. This includes alcohol that has been consumed (intoxicated participation is NOT permitted).
- Members who enter a closed facility are subject to sanctions by Recreational Services. Additional charges may be filed with the OSA or University of Iowa Police.
- Harassment, or failure to follow the direction, of Recreational Services staff in any form will result in the immediate removal from the Field House and possible suspension from the facility.

## Hawkeye Rugby Fields

This facility consists of two rugby pitches and one cricket pitch.

## Hawkeye Tennis and Recreation Complex (HTRC)

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

- Iowa Turf – Synthetic turf, often divided into north and south sections.
- Hawkeye Turf – Artificial, flat turf
- Tennis Courts – Eight indoor and 12 outdoor courts
- Meeting Rooms – N101 and 140
- The following policies must be followed when using the HTRC:
  - All participants for any activity other than a special event must be eligible sport club members as stated in this Guidebook.
  - All members must enter the facility by checking in at a Member Services Desk. If a member does not have a Recreational Services Membership, they must pay the Daily Walk-In Fee to enter the facility.
  - Clubs that are scheduled for space must use the space at the scheduled time unless

- prior notification/approval of the Sport Programs staff has been received.
- Equipment in the facility is not to be moved in any way without prior approval of Recreational Services staff.
- Members who enter a closed facility are subject to sanctions by Recreational Services. Additional charges may be filed with the OSA or University of Iowa Police.
- Harassment, or failure to follow the direction, of Recreational Services staff in any form will result in the immediate removal from the Field House and possible suspension from the facility.

### Hawkeye Softball Complex (HSC)

The Hawkeye Softball Complex consists of three recreation softball fields and one intercollegiate fastpitch softball field.

### Campus Recreation and Wellness Center (CRWC)

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

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

## B. PROCESS OF RESERVING SPACE

### 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.

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 the [Sport Club Engage Page](#) 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.

Below is the process to reserving a meeting space:

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 Engage Page](#).

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

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.

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 the [Sport Club Engage Page](#) at least two weeks in advance of the desired event. A request submitted less than two weeks in advance may not be considered. All standard facility policies apply for special events. Arrangements for participation by non-club members must be made with Recreational Services staff prior to the event and adhere to Sport Club Program policies. NOTE: While the Facility Request Form is due two weeks before the event date, for sport club events, a Sport Club Event Request is due three week before the competition and an approved Facility Request Form is needed prior to submitting a Sport Club Event Request.

In addition to providing space for a sport club event, Sport Programs will generally provide a Sport Programs Supervisor for competitions that are within 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.

Below is the process to reserving a competition space:

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 Engage Page](#).

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.

Once the facility space is reserved, the club will then need to complete a Sport Club Event Request prior to hosting the event. See the “How to Complete a Sport Club Event Request” portion of this section for complete details.

### 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 schedule.

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 the [Sport Club Engage Page](#) 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 to accommodate as many groups as possible with a practice schedule of reasonable frequency.

Below is the process to reserving a one-time practice space:

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

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

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/session - 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.

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. Scheduling for sport clubs is based on the previous semester’s Sport Club Program point standings and facility availability. 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 to accommodate as many groups as possible with a practice schedule of reasonable frequency.

Below is the process to reserving a recurring practice space:

1. Complete the Sport Club Practice Schedule Request Form by the designated deadline. Details of the form and deadlines will be made known to officers throughout the year.

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.

## C. FACILITY REQUEST FORM INSTRUCTIONS

The Facility Request Form is found by going to the [Sport Club Engage Page](#) and scrolling down to “Forms.”

### Content

The Facility Request Form is to only be used when requesting to use facility space within Recreational Services. The form summarizes what the club would like to reserve. Be specific when requesting different spaces and allow for flexibility if that desired space is not available. For example, if the club would like to reserve basketball courts in the Field House, the club should indicate which gym (Main Deck or South Gym), how many courts, and which court numbers are desired first. Be specific and giving options allows for less back and forth and a quicker approval. Below outlines just some of what is asked within the form:

- Type of Event (practice, meeting, competition)
- Details of the Event
- Dates/Times of the Event
- Desired Location(s) of the Event
- Will Food be Available?

### Deadline

Facility Request Forms are due a minimum of two weeks before the requested date for consideration. Facility Request Forms submitted within two weeks of the requested date may not be considered. Reservations are generally made 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. NOTE: While the Facility Request Form is due two weeks before the event date, for sport club events, a Sport Club Event Request is due three weeks before the competition and an approved Facility Request Form is needed prior to submitting a Sport Club Event Request.

## D. SPORT CLUB EVENT REQUEST INSTRUCTIONS

The Event Request is a form within Engage which must be submitted and approved prior to any club event, excluding recurring practices.

### Finding the Form

The Sport Club Event Request is found by going to your club’s page on Engage. From there, navigate to “Manage Organization” followed by “Organization Tools” and then “Events.” From there, click “Create Event” to start your submission. Only a sport club officer, as listed on Engage, may submit the Sport Club Event Request

### Content

The Sport Club Event Request summarizes the club’s proposed event and gives the Sport Programs Office and SOBO, if necessary, the ability to review and approve the club’s event. Before submitting, the club should ensure they know all event specifics (dates, times, location, opponents, etc.) and has enough funds to cover the event. Once submitted, if all sections of the form are completed correctly and if there no financial, risk management, or other concerns, it will be approved, and the club will be able to proceed. Below outlines just some of what is asked within the form:

- Event Title
- Event Description
- Event Location
- Date/Time of Event
- Will club funds be used? If so, on what and for how much?

## Uploads

If any on-campus facility reservations are made for the event, the reservation confirmation needs uploaded within the form. Thus, the club first needs approval to use on-campus space prior to submitting this form. If you have reserved facility space within Recreational Services, a copy of the approved Facility Request Form should be uploaded. Similarly, if you have reserved space elsewhere on campus, verification that the space is reserved needs uploaded.

## Deadline

The Sport Club Event Request is due at least three weeks prior to the event. It is recommended that the form is submitted as far in advance as possible to allow adequate time to review and to ensure any associated expense can be paid in a timely manner. If the form is not submitted and approved, the club may not host the event.

## **E. RESERVING SPACE OUTSIDE OF RECREATIONAL SERVICES**

### Non-Recreational Services and Non-Athletics

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/](http://imu.uiowa.edu/event-services/meetings/)
- Banquet/Ballroom Spaces: [imu.uiowa.edu/event-services/spaces/](http://imu.uiowa.edu/event-services/spaces/)
- Outdoor Spaces: [imu.uiowa.edu/event-services/outdoor-spaces/](http://imu.uiowa.edu/event-services/outdoor-spaces/)

### Athletics

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.

### Off-Campus

If sport clubs choose to reserve space off-campus, they are subject to following the reservation processes of such entity.

## **F. 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 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.

## **G. PROVIDING FOOD AND 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.

## **H. CANCELLATION PROCESS AND CANCELLATION FEES FOR RECREATIONAL SERVICES FACILITIES**

Anytime a club has reserved a facility, for practice or a special event, the facility must be utilized. If not using a Recreational Services facility, the club must adhere to any processes and penalties set forth. Below outlines the cancellation process and late cancellation fees set forth by Recreational Services in their facilities. The Sport Programs Staff reserves the right to waive the facility cancellation fine due to extenuating circumstances.

### Practice Cancellation

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 Practice Cancellation Form](#) found on the [Sport Club Webpage](#).

### Special Event/Competition Cancellation

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 Practice Cancellation Form](#) found on the [Sport Club Webpage](#).

### CRWC Natatorium Practice and/or Special Event Cancellation

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](#) found on the [Sport Club Webpage](#).



## I. FACILITY RESERVATION EXPECTATIONS

Below outlines the expectations once a University facility is reserved:

1. 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 sport club Program.
2. A Safety Officer is required at all sport club practices and events.
3. Any club using a facility is obligated to clean up after the activity. Fines can be assessed for failure to clean the facility.
4. 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.
5. Alcoholic beverages and other illegal substances are not permitted in or at Recreational Services facilities.
6. 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.
7. Activity will be delayed until the problem is corrected and may be canceled if the situation is not addressed appropriately and in a timely manner.
8. 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.
9. Any club member entering a Recreational Services facility must have a Recreational Services membership or pay the daily walk-in fee (\$10) unless other arrangements have been made with Recreational Services to grant access.

## J. ATHLETIC TRAINERS

As able, Recreational Services and Iowa Sports Medicine work together to fill athletic training needs for sport clubs. Athletic Trainers from Sports Medicine will always be utilized first over other athletic training providers. If Sports Medicine is unable to provide an Athletic Trainer for any contest(s), the club may then attempt to find an alternative provider.

### Reserving Athletic Trainers

Reserving Athletic Trainers is managed by the Sport Programs Office and does not need to be requested. Events not scheduled at least two weeks out may not be provided with an Athletic Trainer and the club may not be able to host the event as a result. In cases that Sports Medicine 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.

### Paying for Athletic Trainers

Sports Medicine bills Recreational Services for all services provided. The Sport Programs Office will then bill each club who was provided services based on the total number of service hours. Sports Medicine charges \$40.00/hour for each Athletic Trainer contracted. This money will be withdrawn from the club's 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.

## K. PAYING OFFICIALS AND EVENT PERSONNEL

Some common individuals that are paid to work sport club home competitions or events are officials/referees, judges, and guest speakers. All event personnel that are owed payment must be paid through the club's account and not with cash.

Steps to paying event personnel:

1. Submit a Sport Club Event Request for the event and wait for approval.
2. Upon approval and prior to the event, download and print the Officials Payment Request Form(s). This form is found under "Financial and Payment Forms" which is under "View All Documents" on the [Sport Club Engage Page](#). Print one for each official.
3. Upon approval and prior to the event, download and print the Federal W-9 Form(s). This form is found under "Financial and Payment Forms" which is under "View All Documents" on the [Sport Club Engage Page](#). Print one for each official.
4. Upon arrival at the event, have each official complete and sign the Officials Payment Request Form and the W-9. *Examples of each form can be found in the Appendix Section of this document.*
5. The club treasurer should then sign the Officials Payment Request Form(s) and make sure all information is completed.
6. After the event, upload the Officials Payment Request Form(s) and W-9 Form(s) within the Post-Event Form. Upon receiving the submission, the club's Assistant Director will review and sign the form before sending the information to the University Shared Services Office for payment.
7. It generally will take 4-6 weeks for the individuals to receive the payment in the mail. Submitting properly completed paperwork ahead of time will expedite the payment process. If the individual is a University of Iowa employee, the payment will be deposited into their account at the end of the month with taxes taken out.

## L. POST-EVENT FORM INSTRUCTIONS

The Post-Event Form is found by going to the [Sport Club Engage Page](#) and scrolling down to "Forms."

### Content

The Sport Club Post-Event Form summarizes the results from the club's event and gives the club an opportunity to promote any positive outcomes. Below outlines just some of what is asked within the form:

- Event Title
- Event Location
- Time/Date of Event
- Other clubs that participated
- Any pertinent recognition and results
- Any injuries that occurred
- Number of club participants
- Information about completing a Social Media Request

## Uploads

If any event personnel (officials, judges, etc.) need paid from the event, each individual's completed W9 and Payment Request Form needs to be uploaded within the form. Both of those forms can be found by going to the [Sport Club Engage Page](#) and scrolling down to "View All Documents."

## Deadline

The Post-Event Form is due two business days after the event concludes. If the form is not turned in on time, the club will receive 5 penalty points. If a late Post-Event Form is then not turned in after a week from being notified by the club's Assistant Director, the club will be suspended and unable to participate until the form is submitted and approved.

## **M. SUGGESTED SPECIAL EVENT CHECKLIST**

When planning an event, it is recommended to reference the checklist below:

### Reserving a Facility

- See the previous pages of this section to properly reserve a facility and submit a Sport Club Event Form for your event

### Pre-Event Planning

- Complete a Sport Club Event Request and receive approval
- Event Registration
  - \_Contact SOBO if CashNet is needed to set up registration/payment for visiting teams/participants
  - \_Contact visiting teams/participants about how to register/pay
- 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)
- Event Personnel/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
  - If an Athletic Trainer is needed, receive the trainer's contact information from your Assistant Director
- 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

## Section 6 | Travel

*Recent policy changes will appear in highlighted and italicized font.*

### A. TRAVEL EXPECTATIONS AND ELIGIBILITY

*Sport club travel includes any trip 30 miles or more from the University of Iowa campus.* It will be deemed a trip regardless of if club members travel together or separately and regardless of if the travel is for a competition or practice. Below outlines some travel expectations:

1. While traveling, club members are, as at all other times, expected to conduct themselves in an appropriate manner as they are representing the University of Iowa.
2. The purpose of travel is to participate in club activity and not for personal ventures.
3. Club are encouraged not to travel at late hours or very early hours when it may be harder to stay alert.
4. Drivers are required to know, obey, and uphold all traffic laws.

#### Eligibility

All club members wishing to travel to participate in club activities must be eligible for sport club membership, be included on the club's roster, and have properly completed the appropriate waiver. Approved coaches/instructors may also travel and must be included on the Travel Roster.

### B. STEPS TO EACH TYPE OF TRAVEL

There are three types of travel as seen below. Some trips may be considered both Type 1 and Type 2.

1. Traveling with 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 or check. Money from sport club accounts can be used to pay event registration and hotel charges in advance utilizing a University credit card, provided the host of the event accepts credit card payments. If not, checks are also a payment option. Costs paid in advance must remain unchanged from the amount agreed upon.

The Sport Programs Office and SOBO 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.

Below outlines the steps in this type of travel:

- Turn in Sport Club Event Request (Including Travel Spreadsheet) - Minimum of Three Weeks Before Departure but is recommended to do as early as possible.
- If applicable, reserve lodging through Lucid Travel to prepay/reserve rooms.
- If applicable, set up a meeting with SOBO to check out a credit card to pay any applicable event registration fees.
- Turn in Post-Event Form – Maximum of Two Business Days After Return.
- Submit all receipts from paid in advance expenses to SOBO to reconcile the charges.

## 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.

Below outlines the steps for this type of travel:

- Turn in Sport Club Event Request (Including Travel Spreadsheet) - Minimum of Three Weeks Before Departure but is recommended to do as early as possible.
- Turn in Post-Event Form – Maximum of Two Business Days After Return
- For each member requesting reimbursement, submit a Travel Expense Voucher Form and associated receipts to SOBO – Maximum of One Week After Return
- If all the steps in the process are followed correctly, reimbursement of any remaining travel expenses will take at least four weeks for the check to be received.

## 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.

Below outlines the steps for this type of travel:

- Turn in Sport Club Event Request (Including Travel Spreadsheet) - Minimum of Three Weeks Before Departure but is recommended to do as early as possible.
- Turn in Post-Event Form – Maximum of Two Business Days After Return.

### C. **SPORT CLUB EVENT REQUEST INSTRUCTIONS**

The Event Request is a form within Engage which must be submitted and approved prior to any travel.

#### Finding the Form

The Sport Club Event Request is found by going to your club's page on Engage. From there, navigate to "Manage Organization" followed by "Organization Tools" and then "Events." From there, click "Create Event" to start your submission. Only a sport club officer, as listed on Engage, may submit the Sport Club Event Request.

#### Content

The Sport Club Event Request summarizes the club's proposed event and gives the Sport Programs Office and SOBO, if necessary, the ability to review and approve the club's event. Before submitting, the club should ensure they know all event specifics (dates, times, location etc.) and has enough funds to cover the event and any associated travel. Once submitted, if all sections of the form are completed correctly and if there are no financial, risk management, or other concerns, it will be approved, and the club will be able to proceed. Below outlines just some of what is asked within the form:

- Event Title
- Event Description
- Event Location/Address

- Host(s)
- Time/Date of Event
- Time/Date of Departure and Return
- Attendees (upload Travel Spreadsheet)
- Will club funds be used? If so, on what and for how much?

## Uploads

If travelling, within the form, an officer will need to upload a Travel Spreadsheet detailing the members travelling. The Travel Spreadsheet is found on the [SOBO Forms Webpage](#).

## Deadline

The Sport Club Event Request is due at least three weeks prior to the trip's departure date. It is recommended that the form is submitted as far in advance as possible to allow adequate time to review and to ensure any associated expenses can be paid in a timely manner. If the form is not submitted and approved, the club may not travel.

## **D. TRAVEL RELATED EXPENSES AND PAYMENT METHODS**

Only after a Sport Club Event Request has been submitted and approved may a club begin the process to make payments associated with the trip. The most common types of travel expenses and methods of payment for each are outlined below.

### Event Registration

It is common for the host school or host site to require attendees to pay a registration fee prior to participation. Once the Sport Club Event Request for the associated trip has been approved, there are two payment options:

#### 1. Using a Credit Card:

Credit card checkouts are available on an appointment-only basis. To schedule an appointment, contact SOBO at least two business days before your desired appointment day with a completed Credit Card Request Form (from the [SOBO Forms Webpage](#)).

After the procurement/credit card is used, for SOBO to reconcile the expense, they need to be given an associated receipt that exactly matches the amount paid. Unpaid invoices that document the expenses may also be used as receipts. A valid receipt includes the vendor's name, vendor's contact info, and an itemized breakdown of what was purchased and for how much.

#### 2. Requesting a Check/ACH

Check requests should be made well in advance. Allow at least 4-6 weeks for SOBO to process a check. If a check is the preferred/only option to pay the host, an invoice from the host is needed. Invoices are bills that document the order and associated expense(s) and should be sent to the club from the host. Before requesting payment with club funds, the invoice needs sent to SOBO. Valid invoices include the host's name, host's contact info/ mailing address, and an itemized breakdown of the charge(s). If the invoice includes a

charge for sales tax, the vendor will need to remove it prior to the club paying.

Once an invoice is obtained, contact SOBO with a completed Check/ACH Voucher (from the [SOBO Forms Webpage](#)) and state whether you would like the check to be mailed to the vendor or be held for pick-up from SOBO by a club officer.

## Rental Vehicles

If clubs would like to pay for rental vehicles rather than drive their personal vehicles on a trip, they may do so. University vehicles may be reserved by utilizing Fleet Services. See the “Reserving Vehicles” portion of this section for a complete explanation of using Fleet Services. Clubs are not required to use Fleet Services for rental vehicles and may reserve rental vehicles off-campus. If so, the rental company’s policies will need followed. When using off-campus rental vehicles, a University credit card will need used to pay.

### 1. Using a Credit Card

Credit card checkouts are available on an appointment-only basis. To schedule an appointment, contact SOBO at least two business days before your desired appointment day with a completed Credit Card Request Form (from the [SOBO Forms Webpage](#)).

After the procurement/credit card is used, for SOBO to reconcile the expense, they need to be given an associated receipt that exactly matches the amount paid. Unpaid invoices that document the expenses may also be used as receipts. A valid receipt includes the vendor’s name, vendor’s contact info, and an itemized breakdown of what was purchased and for how much.

## Lodging

When clubs know they will need to stay overnight on a trip, lodging expenses should be paid in advance before the trip’s departure. To do, clubs should select their hotel, room types, and request approval and payment by using Lucid Travel. See the “Reserving Hotel Rooms” portion of this section for an explanation of Lucid Travel. *Clubs are encouraged to use Lucid Travel. At the time of making any reservation through Lucid or with any other entity, a Credit Card Request Form (from the [SOBO Forms Webpage](#)) will need submitted to SOBO along with the corresponding reservation details.*

## Gas

When clubs use personal vehicles or when a gas card is not included with rental vehicles, it is common to request gas reimbursements since prepayment cannot be arranged for gas. Reimbursement amounts will be determined from either the amount paid, as indicated on the receipt, or the mileage travelled, both ways. If the latter, the federal mileage rate will be used.

Each club member that is requesting gas reimbursement needs to keep all receipts. Pictures of a gas pump are not considered valid gas receipts. Rather, members should have the gas receipt printed from the pump or cashier. Additionally, gas receipts that are dated outside the approved trip dates, as indicated on the Sport Club Event Request, will not be accepted.



In addition to keeping gas receipts, each club member that is requesting reimbursement for gas needs to complete a Travel Expense Voucher (from the [SOBO Forms Webpage](#)) which asks for a description of the expense. Once the voucher is completed by each member requesting reimbursement, it then needs sent to the club's treasurer to approve before sending the voucher and associated receipts to SOBO. If the club's treasurer is requesting reimbursement, the president needs to approve it on the form before it can be submitted to SOBO.

Once SOBO receives the receipt(s) and voucher(s), club members should expect 4-6 weeks to receive a reimbursement check in the mail. If interested in receiving payment through direct deposit rather than a mailed check, contact SOBO.

### Parking

Like gas reimbursement requests, members may also be reimbursed for parking fees since prepayment usually cannot be arranged. Each member that is requesting reimbursement should keep the receipts and complete a Travel Expense Voucher (from the [SOBO Forms Webpage](#)) which asks for a description of the expense.

Once the voucher is completed by each member requesting reimbursement, it then needs sent to the club's treasurer to approve before sending the voucher and associated receipts to SOBO. If the club's treasurer is requesting reimbursement, the president needs to approve it on the form before it can be submitted to SOBO.

Once SOBO receives the receipt(s) and voucher(s), club members should expect 4-6 weeks to receive a reimbursement check in the mail. If wanting to receive payment through direct deposit, contact SOBO.

### Food

Because prepayment cannot usually be arranged for food orders on trips, members may request reimbursement. Each member that is requesting reimbursement should keep the receipts and complete a Travel Expense Voucher (from the [SOBO Forms Webpage](#) which asks for a description of the expense.

Once the voucher is completed by each member requesting reimbursement, it then needs sent to the club's treasurer to approve before sending the voucher and associated receipts to SOBO. If the club's treasurer is requesting reimbursement, the president needs to approve it on the form before it can be submitted to SOBO.

Once SOBO receives the receipt(s) and voucher(s), club members should expect 4-6 weeks to receive a reimbursement check in the mail. If interested in receiving payment through direct deposit rather than a mailed check, contact SOBO. NOTE: For food orders when less than 20 people ate such food, the receipt, and Travel Expense Voucher (from SOBO's webpage) need to be accompanied with a list of names of those that ate the food.

## **E. RESERVING HOTEL ROOMS AND USING LUCID TRAVEL**

Lucid is primarily a hotel booking site that several universities, like the University of Iowa, use as their hotel booking company for student organizations. *Clubs are encouraged to use Lucid Travel when*

*reserving hotel rooms.* Clubs are encouraged to make hotel reservations as far in advance as possible but need a submitted and approved Sport Club Event Request first. Once the Sport Club Event Request is approved, hotel rooms can be requested and paid through Lucid Travel. *At the time of making any reservation, a Credit Card Request Form (from the [SOBO Forms Webpage](#)) will need submitted to SOBO.* Lucid is set up so that all payment requests go directly from the club to SOBO for approval.

The Lucid booking site provides discounted rates while also allowing clubs to earn cash back (2- 7%) for each trip's purchase. Friends, family, and alumni members of the club are also able to utilize the same Lucid booking site to give cash back rewards to the associated club by selecting the appropriate sport club when making the reservation.

See below for the steps to reserve hotels using Lucid:

1. Clubs do not need to login. Simply go to the University of Iowa Sport Club Booking Link at <https://uiowa.lucidhotels.us/>
2. Once on the booking link page, search and select the desired hotel and rooms for the dates of travel.
  - a. NOTE: All available rooms will be categorized as "pre-paid" rather than "pay at hotel.
3. Once the hotel is selected, you will be directed to the booking check-out page where the officer can search and select your club from the drop-down menu. Be sure to select the correct club to ensure you receive the cash back rewards.
4. Once the club is selected, payment will need set up. There's an option to "Send to admin for approval & payment" which will need selected. Once selected, SOBO will be sent a notification to review the hotel and pay while using the club's funds. *Once the reservation is sent to SOBO, a Credit Card Request Form (from the [SOBO Forms Webpage](#)) will also need submitted to SOBO.*
5. Prior to the stay and before leaving campus, it is recommended that the club call the hotel to verify the reservation.
6. At check-in, personal credit cards should be filed with the hotel front desk and be used for any incidentals while on the trip. Club funds will only be used for the room and tax.

After the trip, receipts can be found by going back to the club's Lucid page or they can be found in email notifications sent from Lucid. Cash back earnings will continue to accumulate with each club until ready to cash out. When ready to cash out, notify SOBO who will arrange payment from Lucid Travel to the club's account.

## F. RESERVING RENTAL VEHICLES

Clubs may use either on-campus rental vehicles through Fleet Services or off-campus rental vehicles.

### Fleet Services

Fleet Services is the University's primary vehicle rental service, and all University groups are encouraged to utilize them when travelling. Clubs are encouraged to make vehicle reservations as far in advance as possible but need a submitted and approved Sport Club Event Request first. Before reserving vehicles, club members will need to approve drivers. Each reserved vehicle will need at least two approved drivers and maybe more depending on the length of the trip. Each driver will need to be

reviewed in the University's Driver's License Review System (DLRS). Additionally, each driver must have completed the one-time Defensive Driving Course through ICON. If your club is needing to haul a trailer on the trip, the drivers will also need to complete the one-time Trailer Towing Training Course through ICON. Once the necessary number of drivers are approved, the vehicle reservations may be made.

A benefit of using Fleet Services is that all expenses are included on the reservation (gas, tolls, etc.). Thus, at the conclusion of the trip, the club should not have any reimbursement requests as all the expenses will be routed from the club's account. Additionally, club members are allowed to park their personal vehicles in the on-campus Fleet Services lot while on the trip.

See below for steps to approve drivers and reserve vehicles with Fleet Services:

1. Email [sobo@uiowa.edu](mailto:sobo@uiowa.edu) with an attached [Driver Training and License Review Form](#).
2. Once SOBO inputs drivers into the DLRS, drivers will receive an email from Risk Management asking for authorization to review their license. If any driver thinks they did not receive the email, have them verify that the email did not send to their spam folder.
3. Once enrolled in the Defensive Driving Course, Fleet Services will email all drivers with instructions on taking the course in ICON.
4. Once drivers have been approved, clubs should determine the vehicle type for their reservation. Vehicle types and rates can be viewed publicly on the [Fleet Services Webpage](#).
5. Once the vehicles types are determined, email [sobo@uiowa.edu](mailto:sobo@uiowa.edu) with an attached [Vehicle Request Form](#). Once reservations are made, a confirmation email will be sent from Fleet Services.
6. At the end of the trip, the club will be emailed a receipt of all charges including gas and tolls.

### Off-Campus Rental Vehicles

Clubs are not required to use Fleet Services and will not be able to do so if needing a rental vehicle from an airport. If needing to utilize an off-campus vehicle rental service, the club will be required to follow their requirements. Oftentimes, rental companies require that all drivers are at least 25 years old. National and Enterprise are the preferred off-campus vehicle rental companies. If using National or Enterprise, contact SOBO to receive the University's discount code.

## **G. RESERVING FLIGHTS**

While not required to utilize, [Student Universe](#) is a booking company that offers discounted flights for student organizations and can also connect the club with a travel agent to assist in making flight reservations. Clubs are encouraged to make flight reservations as far in advance as possible. Once reservation details are set, payment should be made with a University credit card from SOBO in order to avoid reimbursements to members. For all reservations paid with club funds, receipts and flight itineraries from each traveler need to be collected and sent to SOBO once purchased.

## H. POST-EVENT FORM INSTRUCTIONS

The Post-Event Form is found by going to the [Sport Club Engage Page](#) and scrolling down to “Forms.

### Content

The Sport Club Post-Event Form summarizes the results from the club’s trip and gives the club an opportunity to promote any positive outcomes. Below outlines just some of what is asked within the form:

- Event Title and Event Location
- Host(s)
- Time/Date of Event
- Other clubs that participated
- Any pertinent recognition and results
- Any injuries that occurred
- Number of club participants
- Information about completing a Social Media Request

### Uploads

If any event personnel (officials, judges, etc.) need paid from the event, each individual’s completed W9 and Payment Request Form needs to be uploaded within the form. The Payment Request Form can be found by going to the [Sport Club Engage Page](#) and scrolling down to “View All Documents.

### Deadline

The Post-Event Form is due two business days from the trip’s return to Iowa City. If the form is not turned in on time, the club will receive 5 penalty points. If a late Post-Event Form is then not turned in after a week from being notified by the club’s Assistant Director, the club will be suspended and unable to participate until the form is submitted and approved.

## I. TRAVEL PENALTIES

### Traveling with Ineligible Participant

A club that allows any individual that does not meet travel eligibility requirements 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.

### Traveling with Unapproved Paperwork

A club that does not turn in the proper paperwork required for a trip, by the given deadlines before and after traveling will receive five penalty points in their Compliance 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.

### Failing to Meet Travel Expectations

Upon review of the Travel Expectations by the Sport Programs staff, 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.

## Section 7 | Finances

*Recent policy changes will appear in highlighted and italicized font*

### A. FINANCIAL OVERSIGHT

All club revenue is required to be deposited to the club's account through the Student Organization Business Office (SOBO) with all expenses paid through this account. Upon dissolution of the club, all club finances revert to the Department of Recreational Services. *Inactive organizations will be considered dissolved after two years of no-account activity.*

### B. SPORT CLUB ALLOCATIONS BOARD (SCAB) PURPOSE AND MEMBERSHIP

Each year, the Department of Recreational Services provides funds for sport clubs. SCAB is comprised of 6 elected student members that are responsible for allocating any funds from Recreational Services to the sport clubs that apply. One of the six members is an "Ex-Officio" member.

This board will meet for budget hearings at a to be determined time in the fall semester by the Sport Programs Office. During this time, SCAB will listen to each club that has submitted a Budget Request Form give a budget request presentation. After hearing every budget request, this committee will determine how to allocate money for every sport club based on the budget request hearings. This committee will also evaluate additional requests for funding in the spring semester based on any additional or leftover funds.

#### SCAB Member Eligibility

Below outlines the requirements to be eligible to apply to be elected to SCAB:

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

#### SCAB Election Process

The SCAB Election will be held annually in March during an SCAC meeting. Six students will be elected with the sixth ranking candidate as the "Ex-Officio Member." Next ranking candidates will be listed as alternates in case committee members cannot fulfill their duties. The election will be by secret ballot with each club's SCAC representative having one ballot. 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.

### C. REQUESTING SCAB FUNDING

Below outlines the parameters for sport clubs to be eligible to receive funding through SCAB:

- Been classified as an active sport club for at least the previous semester.
  - "Active" is defined as having an approved Sport Club Re-Registration Form for that semester.

- Have an approved Sport Club Re-Registration form for the current semester.
- Fill out a Budget Request Form and submit it by the given deadline.
- Give a Budget Presentation to SCAB at the scheduled time.

## Budget Request Form

Budget Request Forms are due **September 4** and serves 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).

A Budget Request Form can be obtained by visiting the [Sport Club Engage Page](#) 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 SCAB. *An example of a properly completed Budget Request Form can be found in the Appendix.*

## Budget Hearings

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 SCAB. All budget hearings will be open to the rest of the Sport Club Program to attend, though conversation will only be allowed between the committee and the presenting club. 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 Assistant Director will sit in on all hearing and will be available to answer any questions about past or future budget expenditures or any club-related business.

SCAB also meets to review member organization requests for additional funding when such funds are made available through the Spring Supplemental Funding process.

## SCAB Deliberations

Deliberations will take place as soon as possible following the last budget hearing and will be open to the rest of the Sport Club Program to attend, though conversation will be limited to the committee and club. 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.

Each SCAB member will have one vote in deciding allocations. A minimum of three votes from committee members is needed to make any approvals. A SCAB member may not vote in determining the allocation amount for their own club. The Ex-Officio member will cast the fifth vote when a SCAB member is also a member of the sport club requesting an allocation. The Assistant Director will sit in on the deliberations as an advisor to SCAB, however, the Assistant Director will not possess a vote in the process.

## Allocation Process and Deadline to Spend

Once 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 Sport Club Program. 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. The Sport Programs Office will not be responsible for reviewing each club's transactions, but purchases will not be approved by SOBO if the club does not have the funds to pay.

All clubs must spend their allocated funds from SCAB by **March 5**. Unspent funds are swept into the general Sport Club Program account for reallocation. SCAB funds are considered the first funds used after the allocation was made.

## Spring Supplemental Funding

In addition funds that SCAB chose to save during the fall semester, the Sport Club Program sweeps all unspent allocated funds by **March 5** and makes these funds available to active organizations for reallocation. Clubs can submit a Spring Supplemental Funding Request to SCAB by **March 5** to potentially receive funding through this reallocation process. This form can be found on the [Sport Club Engage Page](#) under the "Forms" section. Decisions for supplemental funding will be made by **March 12**.

## **D. 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 Cashnet.

## **E. CASHNET**

Cashnet is a University contracted vendor that allows student organizations to collect money by credit/debit card payments online. Once set up, deposits will be routed to the club's account within 3-5 business days of each transaction. There is not a setup fee to use Cashnet, but a 3% transaction fee will be deducted from each deposit. Before setting up Cashnet, if the deposits are in support of an upcoming event and not for general club use, a Sport Club Event Request must be submitted and approved through Engage.

To setup a Cashnet page, SOBO will need the following information:

1. A brief description of what the deposits support (semester dues, upcoming trip, equipment, etc.)
  - a. If the deposits are in support of an event or trip, those details will also be needed (departure date, return date, location, purpose, etc.)
2. For tracking purposes, include what information from the depositors that you would like to record (name, email address, phone, etc.).

## F. FUNDRAISING

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 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

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.

### Depositing Funds

All checks and cash will need to be deposited with SOBO and should be hand-delivered to Room 157 of the IMU. Making deposits each day that funds are collected is recommended. Additionally, to ensure proper segregation of duties, cash deposits should be prepared by someone who did not collect the cash. Collected funds should be deposited at once. Checks need made out to, "University of Iowa: {Insert Club Name}." Lastly, when making deposits, a [Deposit Form](#) will need completed with SOBO.

## G. COMMON PURCHASES (NON-COACH / NON-OFFICIAL / NON-EVENT PERSONNEL)

Club funds may be used to purchase most anything club related. Regardless of the expense, all club expenses must be made in conjunction with SOBO.

### Equipment Purchases

When equipment purchases are made using any club funds, the acquisitions become property of Recreational Services which inherits certain risks and obligations. To help protect Recreational Services, the University, the sport club, and its members, such acquisitions must be consistent with University policy. If the equipment will require maintenance, storage, or any insurance costs, contact your Assistant Director before the purchase is requested.

### Restricted Purchases

Most anything that is intended to support the club can be purchased with club funds. However, the following types of purchases cannot be made, or can only be made with certain qualifications (as listed in parentheses):

- Equipment items with a cost of \$5,000 or more that are placed on the University's inventory (must have a full-time faculty or staff person designated as custodian, must attach capital asset tag);
- Printing and copying jobs done outside the University (must be done through UI Printing Services)
- Ordering or printing goods with a design that references the University of Iowa (must order from a licensed vendor and obtain UI Licensing approval)
- Personal items or services
- Alcohol/firearms/ammunition
- Telephones (other than University campus phone service)



- Animals
- Radioactive or hazardous materials
- Wagers or gambling of any sort
- Other equipment or services identified by the Office of Risk Management, Insurance & Loss Prevention that have liability exposure. When a question exists regarding liability exposure, the office of Risk Management will be contacted.

## H. PRIOR TO PAYING

### Verification of Funds

Before requesting purchasing assistance from SOBO, the club first needs to verify that sufficient funds are available in the club's account. If the club's current account balance will not cover the proposed purchase, the club will not be able to pay. For recurring expenses or other circumstances that lead to a club having a negative account balance, the club will be responsible to cover the deficit.

### Invoices For Check Requests

When a club is requesting to pay with a University check/ACH, a valid invoice needs prepared for SOBO to process the check. Invoices are bills that document the order and associated expense(s) and should be sent to the club from the vendor prior to paying. Vendors should provide the club with a valid invoice that includes the vendor's name, vendor's contact info/ mailing address, and an itemized breakdown of what was purchased and for how much. If the invoice includes a charge for sales tax, the vendor will need to remove it prior to the club paying.

### Sales Tax Removal

Sport clubs are exempt from paying sales tax when utilizing University-based forms of payment (i.e., procurement cards, checks/ACH, etc.). When purchasing anything with club funds, the vendor will need to first remove all sales tax from the order or invoice. To do so, the vendor will likely request the University's Tax Exemption Form or the University's W9. To receive these up- to-date documents, contact SOBO.

### Shipping

Before an order or invoice can be made, if the purchase needs shipped, it needs to be shipped to a University address. Off-campus or personal addresses are not considered valid shipping locations. It is recommended that all sport club packages be sent to the Sport Programs Office. Once delivered to the Sport Programs Office, the club's Assistant Director will notify the club.

The address below may be used:

University of Iowa {Insert Sport Club Name}  
225 South Grand Avenue  
Field House, Room E216 Iowa City, IA 52242

## I. PAYMENT METHODS

Generally, there are three payment options: Using a procurement or credit card, using Amazon Business, or requesting a check/ACH.

## Procurement / Credit Card

Procurement/Credit card checkouts are available on an appointment-only basis. To schedule an appointment, contact SOBO at least 2 business days before your desired appointment day with a completed Credit Card Request Form (from [SOBO Website](#)).

After the procurement/credit card was used, for SOBO to reconcile the expense, they need to be given an associated receipt that exactly matches the amount paid. Unpaid invoices that document the expenses may also be used as receipts. A valid receipt includes the vendor's name, vendor's contact info/ mailing address, and an itemized breakdown of what was purchased and for how much.

## Amazon Business

Orders through Amazon should be made using the University's Amazon Business account. To do so, contact SOBO with a completed Amazon Order Form (from [SOBO Website](#)).

## Check / ACH

Check requests should be made well in advance. Allow for at least 4-6 weeks for SOBO to process a check. Contact SOBO with a completed Check/ACH Voucher (from [SOBO Website](#)) and state whether you would like the check to be mailed to the vendor or be held for pick-up from SOBO by a club officer.

### **J. PAYING INDEPENDENT CONTRACTORS (NON-COACH / NON-OFFICIAL / NON-EVENT PERSONNEL)**

Occasionally, sport clubs may need to pay a photographer or other individuals who are not associated with a club event and are also not coaches. To pay these individuals, send a Contract Template (from [SOBO Website](#)) to the contractor(s) to have them complete. Once completed, a club officer should send the form to SOBO who will review and then send to University Purchasing. If the payment is going to a business rather than an independent contractor, the vendor should complete and return Check/ACH Voucher (from [SOBO Website](#)).

Once the contract(s) have been sent to SOBO, a club officer will then need to have the contractor(s) complete a services voucher (from SOBO's webpage) before returning to SOBO. There are separate vouchers for both non-students and students.

Once all information is submitted, SOBO will use both the contact(s) and the voucher(s) to request a check. Non-student contractors should expect 4-6 weeks to receive the check in the mail. Student contractors will be paid on the monthly cycle through Human Resources.

### **K. REQUESTING REIMBURSEMENT**

As a last resort, club members may opt to pay for club orders using personal funds. While this is not the preferred nor quickest method, club members may still be reimbursed with club funds. Each club member that is requesting reimbursement needs to keep all receipts. A valid receipt includes the vendor's name, vendor's contact info/ mailing address, and an itemized breakdown of what was purchased and for how much.

In addition to keeping receipts, each club member that is requesting reimbursement needs to complete a Member Reimbursement Form (from [SOBO Website](#)) which asks for a description of the expense.

Once the form is completed by each member requesting reimbursement, it then needs sent to the club's treasurer to approve before sending everything to SOBO. If the club's treasurer is requesting reimbursement, the president needs to approve it on the form before sending everything to SOBO.

Once SOBO receives the receipt(s) and form(s), club members should expect 4-6 weeks to receive a reimbursement check in the mail. If interested in receiving payment through direct deposit rather than a mailed check, contact SOBO.

NOTE: For food orders when less than 20 people ate such food, the receipt and Member Reimbursement Form (from [SOBO Website](#)) need to be accompanied with a list of names of those that ate the foo

## Section 8 | Licensing & Marketing

*Recent policy changes will appear in highlighted and italicized font.*

### A. IMAGE AND PERCEPTION

Sport clubs, as with any organization, need to be aware of the image they may portray to the general public, campus community, and potential and current members. In addition to representing themselves, sport clubs represent the entire Sport Club Program, Recreational Services, LSCE, Division of Student Life, and University of Iowa. Common sense and good taste should be employed when a club or its members divulge information about the club via websites, social media, message boards, chat rooms, or any other media. Sport clubs that are discovered to be engaging in inappropriate behavior or are presenting the club in poor taste will be sanctioned. Examples of this type of behavior include, but are not limited to, lewd acts, irresponsible alcohol consumption, unapproved alcohol use during any club events, hazing, sexually explicit images, or a general disregard for a standard of decency.

### B. UNIVERSITY PROMOTIONAL OPPORTUNITIES

#### Student Engagement Fair

Early in each semester, the Office of Leadership, Service, and Civic Engagement (LSCE) hosts a Student Involvement Fair. Typically, the fair is located on Hubbard Park in the fall semester and within the IMU in the spring semester. Sign-up information will be sent to each club. Once signed up, each organization sets up a booth to showcase their offerings, which encompass diverse interests such as academics, sports, volunteers, and more. This event allows students to discover and connect with groups that align with their passions, fostering a sense of community and personal growth.

#### Mass Email Requests

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

1. If the request is related to an upcoming event outside of regular practice, submit and receive approval for the event by submitting a Sport Club Event Request on Engage.
2. Fill out the online [Mass Email Request Form](#).
3. 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.
4. Clubs should be aware that it will take at least a week or longer for mass email requests to be approved and sent.

### C. RECREATIONAL SERVICES PROMOTIONAL OPPORTUNITIES

To help promote sport club activities, Recreational Services can provide the following opportunities to clubs:

1. Digital Displays in all four indoor Recreational Services buildings (CRWC, Field House, HTRC, or Fitness East)
  - a. The advertisement must be created by the club and must be submitted to the marketing coordinator ([cooper-pierce@uiowa.edu](mailto:cooper-pierce@uiowa.edu)) following the appropriate guidelines, found here:

[recserv.uiowa.edu/advertising](https://recserv.uiowa.edu/advertising)

2. Tabling in one of three facilities (CRWC, Field House, or HTRC) for up to two hours
  - a. Guidelines for requesting a table may be found here: [recserv.uiowa.edu/advertising](https://recserv.uiowa.edu/advertising)
3. Social Media posting or re-posting of club activity by tagging @UIRecServices or by submitting a [Social Media Request Form](#).

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

#### **D. LICENSING AND BRAND STANDARDS**

Brand guidelines must be followed to ensure your club's connection to the University is clear. Please reference the [Sport Club Brand Standards](#) and consult the club's Assistant Director before ordering apparel or merchandise and before promoting your club using your club's name or any other University mark. The Sport Club Brand Standards webpage details the rules for both competition items and promotional/fan gear items. Additionally, the webpage details the 4-step process for ordering items using University marks.

## Appendix

### A. MONTHLY EVENTS SCHEDULE EXAMPLE

A blank form can be found on the [Sport Club Engage Page](#) under the “View All Documents” section.

<div style="text-align: center;"><b>IOWA</b> Recreational Services</div> <b>SPORT CLUB MONTHLY EVENTS SCHEDULE</b>						
<small>Please list all club events for the month in the appropriate table (Home or Away). <b>HIGHLIGHTED CELLS ARE REQUIRED, put "NA" or "None" if you don't have events.</b> Include competitions, clinics, try-outs, etc. Include all information requested. <b>Do not include recurring practices.</b> For competitions, include who your opponents will be. If you need more space, feel free to insert new rows, or duplicate the entire form.</small>						
Club:	Cricket			Person Completing Form:	Matt Schaefer	
Time Period You Are Reporting (See Breakdown at Bottom of Page):				August 19 - October 6		
HOME EVENTS						
<i>For events occurring over multiple dates, use a different line for each date.</i>						
Date	Event	Location (Facility/Venue)	Facility Space Reserved?	Start Time	End Time	Opponents/Other Participating Clubs
9/2/2024	Iowa City Cricket Cup	Hawkeye Rugby Fields	Yes	8:00 a.m.	6:00 p.m.	Iowa State University, UW-Madison, Kansas University
AWAY EVENTS (>30 miles from campus)						
Fleet Services?	Event	Location (City)	Location (State)	Departure Date	Return Date	Opponents/Other Participating Clubs
Yes	Jimany Cricket Tournament	Little Rock	AR	9/19/2024	9/22/2024	Arkansas, Arkansas State, Missouri, and Missouri State
Yes	USA Cricket Midwest Regional	Indianapolis	IN	10/3/2024	10/6/2024	Teams from across the Midwest
Fall Semester Breakdown and Due Dates			Spring Semester Breakdown and Due Dates			
Due 8/7	August 19 - October 6		Due 1/15	January 20 - March 9		
Due 9/18	October 7 - November 3		Due 2/26	March 10 - April 6		
Due 10/16	November 4 - December 15		Due 3/26	April 7 - May 11		
Due 11/20	December 16 - January 19		Due 5/7	May 12 - Aug 17		

### B. PAID COACH AGREEMENT EXAMPLE

A blank form of Section 1 can be found on the [Sport Club Engage Page](#) under the “View All Documents” section. Once Section 1 is properly completed and returned to the Sport Programs Office, the club will be sent Section 2 along with the University’s Volunteer Authorization.

## IOWA

Recreational Services

# SPORT CLUBS PAID COACH/INSTRUCTOR AGREEMENT FORM

**Instructions:**

1. Sport Club officer completes Section 1, and submits to the club's assigned UI Sport Programs Assistant Director.
2. Once approved by the UI Sport Programs Assistant Director, the form will be returned to the club officer, 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. Coaches/Instructors will be required to complete a Criminal Background Check and an I-9 Document. If needed to meet with HR in person, their office is located at 125 N. Madison Street, 253 IMU. **The coach/instructor must complete all pre-employment requirements prior to the start date of service.**
6. Approved payment will be made on the payment date, as indicated below, on determination of complete and satisfactory performance

**PRIOR APPROVAL**

**SECTION 1 (Completed by Sport Club Officer)**

Club Name: Cricket Club Academic Semester: Fall 2024

Instructor/Coach Name: John Smith

Instructor/Coach Address: E215 Field House

City: Iowa City State: IA Zip: 52242

Phone: 319-467-0602 E-Mail: John-Smith-Cricket@gmail.com

Date Service Begins 8/26/2024 Date Service Ends: 12/20/2024  
**May not exceed end of semester date**

Amount to Be Paid: \$1,000.00 Payment Date: 12/20/2024

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

8/1/2024  
Date

Herky Hawkeye  
UI Sport Program Staff Name

Herky Hawkeye  
Signature

8/2/2024  
Date

### **SPORT CLUBS**

### **PAID COACH/INSTRUCTOR AGREEMENT FORM**

Instructions:

**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/session. All coaches must reapply for their positions at the beginning of each semester/session 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 their 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 agency.
- JS 3. The instructor/coach is considered a role model for participants in the Sport Club; therefore, the instructor/coach will conduct themselves 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 or well-being.
- 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.





## C. VOLUNTEER COACH AGREEMENT EXAMPLE

A blank form of Section 1 can be found on the [Sport Club Engage Page](#) under the “Documents” section. Once Section 1 is properly completed and returned to the Sport Programs Office, the club will be sent Section 2 along with the University’s Volunteer Authorization.

# IOWA

Recreational Services

## SPORT CLUBS

### VOLUNTEER COACH/INSTRUCTOR AGREEMENT FORM

**Instructions:**

1. Sport Club officer completes Section 1, and submits to the club’s assigned UI Sport Programs Assistant Director.
2. Once approved by the UI Sport Programs Assistant Director, the form will be returned to the club officer, 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.
4. Upon completion of Section 2 of this form the club officer submits both forms 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 how to complete the required criminal background check. **The coach/instructor must pass the criminal background check prior to the start date of service.**

**PRIOR APPROVAL**

**SECTION 1 (Completed by Sport Club Officer)**

Club Name: Cricket Club Academic Semester: Fall 2024

Instructor/Coach Name: John Smith

Instructor/Coach Address: E216 Field House

City: Iowa City State: IA Zip: 52242

Phone: 319-467-0602 E-Mail: John-Smith-Cricket@gmail.com

Date Service Begins 08/26/2024 Date Service Ends: 12/20/2024  
**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>08/01/2024</u> Date
<u>Herky Hawkeye</u> UI Sport Program Staff Name	<u>Hercules Hawkeye</u> Signature	<u>08/02/2024</u> Date

## IOWA

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/session. All coaches must reapply for their positions at the beginning of each semester/session 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 their 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 themselves 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 or physical or mental well-being.
- 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.

# IOWA

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 this position, the coach/instructor must pass the criminal background check. The University expects this form and requirements to be completed prior to your employment whenever possible, or on the day you begin work.
- JS 9. 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/session.

<u>John Smith</u> Coach/Instructor Name (Please Print)	<u><i>John Smith</i></u> Signature	<u>08/03/2024</u> Date
<u>Jane Doe</u> Club President Name	<u><i>Jane Doe</i></u> Signature	<u>08/04/2024</u> Date
<u>Herky Hawkeye</u> UI Sport Program Staff Name	<u><i>Hercules Hawkeye</i></u> Signature	<u>08/05/2024</u> Date

## University of Iowa Volunteer Authorization

**Volunteer Name:** John Smith

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**Address:** E216 Field House **Email:** John-Smith-Cricket@gmail.com

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**Start Date:** 08/26/2024 **End Date:** 12/20/2024

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**Authorizing Department or Commission:** Recreational Services

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**Responsibilities (Volunteer Services Description):**

Coach of the Cricket Club

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**Signature** *Hercules Hawkeye* **Phone Number** 319-467-0602  
Departmental Supervisor

### 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 Smith **Date:** 08/03/2024  
\*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:** \_\_\_\_\_

## D. OFFICIALS PAYMENT REQUEST FORM EXAMPLE

A blank form can be found on the [Sport Club Engage Page](#) under the "View All Documents" section.

# IOWA

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

## E. BUDGET REQUEST FORM EXAMPLE

A blank form can be found on the [Sport Club Engage Page](#) under the “View All Documents” section.

### SPORT CLUB BUDGET REQUEST FORM

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
<b>Total Projected Expenses:</b>		<b>\$ 7,375.00</b>

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
<b>Total Projected Income:</b>		<b>\$ 2,500.00</b>

**Total Request for Allocated Funds: \$ 4,000.00**