PERSONNEL

Club Member Role
Within each sport club, the members have opportunities to become involved with the organization, administration and supervision of their club. The responsibilities of club members include but are not limited to:

- Formulating and writing the club constitution or bylaws.
- Determining membership requirements.
- Establishing dues.
- Selecting a faculty or staff advisor.
- Selecting a coach.
- Developing club rules and regulations.
- Administering the club budget.

Club Officers
All sport club officers must be students. Only club officers or their appointed representative shall communicate with Recreational Services on behalf of the club. Clubs are encouraged to elect a combination of upperclassmen and underclassmen for the officer positions to ensure continuity from year to year. No member should hold multiple officer positions (excluding safety officer) to ensure a separation of duties throughout the club and avoids reliance on a single member for continuation of the club.

Club President and Vice President
The Club President and Vice President are elected positions. Either the club president or Vice President should perform the following duties:

- Serve as a liaison between their club and the Sport Club Staff. Attend all scheduled Sport Club representative meetings.
- Inform their club officers and members of all information pertaining to sport clubs.
- See 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 particular club to include the submission of a Waiver Form for each member annually.
- Report the results of all club-sponsored activities either on or off campus.
- Check the club’s mailbox located outside the Recreational Services Office, Room E216, Field House at least weekly.
- Arrange for facility and/or field reservations for club functions.
Club Treasurer
The club treasurer is a very important position. The treasurer must keep complete, documented, and updated financial records. The treasurer should assume the following responsibilities:

- Keep current financial records.
- Document expenditures with the use of receipts.
- Make sure sport club monies are used properly.
- Prepare a budget report and submit it to the Coordinator of Sport Clubs by the designated deadlines
- Club treasurers will be required to attend a Cash Handling training session.
- Know and monitor the rules and regulations governing the financing of student organizations.
- Initiate and ensure that club members assume responsibility for generating funds.
- Review the club’s monthly Statement of Accounts. The statements are put in the club’s mailbox monthly.
- Make all club deposits

Safety Officer
The safety officer position is required for all clubs. Any club member that is a student and already CPR/First Aid certified is qualified to act as safety officer. If no member of the club has his/her certifications, classes will be offered by the Sport Clubs program free of charge. A copy of all certifications must be on record with Recreational Services. The safety officer should be present at all practices and events. It is the responsibility of the safety officer to file an accident report on club members who are injured and require treatment during on or off campus practice, competition, informal recreation, or instruction related to the sport clubs to Recreational Services (E216 FH) within 48 hours of the accident when medical treatment is needed. For all offsite events, the safety officer must provide the Sport Clubs department with an Emergency Action Plan.

Club Advisor
It is strongly recommended that each club have a club advisor selected by members of the club. The sport club advisor must be a faculty or staff member of the University of Iowa. The club advisor should attend club meetings on a regular basis. This will enable the advisor to better understand and assist the club. Other responsibilities of the advisor include:

- Assisting with the club’s annual budget.
- Approving travel plans.
- Serving as a resource person for University on club matters.
- Counseling and advising club members.

The role of the club advisor is mainly to lend his or her experience to help each club mature and reach its full potential. The advisor should help club members refine their programs, plans, and aspirations effectively and realistically. The club advisor also adds stability and continuity to the club programming and provide knowledge of University policies and procedures.
Club Coach or Instructor

A Club can choose to secure the services of a coach. Coaches should be involved strictly with coaching the team in practice and extramural competition. Coaches should refrain from assisting in other areas of club management.

A Club can employ an instructor for specific sports such as martial arts clubs. Instructors should be experienced within the specific sport and possess the necessary certifications or licenses, if required.

How to Pay

Coaches or Instructors may be appointed for the period of time they are affiliated with the Club and be paid from allocated funds. The payment can consist of a lump sum amount at the end of service or on a monthly basis.

To appoint a Coach or Instructor complete the following steps prior to starting position:

1. Complete the Coach/Instructor Appointment Request Form. This form can be found at https://recserv.uiowa.edu/Apps/Programs/InstructorHonorarium.pdf
2. New Coach or Instructor should schedule an appointment with Recreational Services Human Resources before beginning work:

   Recreational Services HR - Amanda Fiala
   E230F CRWC
   319-384-1166 or amanda-fiala@uiowa.edu

   New employees should be prepared to bring along documentation to the appointment for completion of government required I9 form. A list of Acceptable Documents can be found on the next page. You need to bring the original documents. It can be one item from List A OR something from List B AND C.

   Direct Deposit is also required, so having your bank’s routing/transit # and your account # will be needed.
## LIST A
**Documents that Establish Both Identity and Employment Eligibility**

1. U.S. Passport
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. An unexpired foreign passport with a temporary I-551 stamp
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer

## LIST B
**Documents that Establish Identity**

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

**For persons under age 18 who are unable to present documents listed above**

10. School record or report card
11. Clinic, doctor or hospital record
12. Day-care or nursery school record

## LIST C
**Documents that Establish Employment Eligibility**

1. U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Native American
5. U.S. Citizen ID Card (Form I-197) an tribal document
6. ID Card for use of Resident Citizen in the United States (Form I-179)
7. Unexpired employment authorization document issued by DHS (other than those listed under List A)