Section 1 | Policies and Procedures

I. Definitions

A. University of Iowa Recreational Services Mission Statement

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

- Fun – We believe, first and foremost, recreation should be fun.
- Quality of Life – We strive to improve one’s quality of life by teaching and offering lifelong skills that contribute to a healthy lifestyle.
- Celebrate Differences – We understand that being inclusive to all who wish to participate improves the recreation experience for the whole.
- Provide Diverse Options – We are committed to offering a wide range of opportunities to accommodate a variety of interests.
- Student Development – We uphold our responsibility to develop students, both as employees and participants, by enhancing their collegiate experiences.
- Our Environment – We believe in the importance of providing an atmosphere that is both safe and respectful.
- Community Outreach – We acknowledge our role in providing recreational opportunities for the community that extends beyond the campus.
- Campus Partner – We strive to support the vision and values of the Division of Student Life and The University of Iowa by working in a collaborative manner.

B. What is a Sport Club?

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

C. Sport Club Program Membership Requirements and Renewal Requirements

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 Center for Student Involvement and Leadership (CSIL). Groups wishing to return as Sport Clubs must meet the requirements for being a Sport Club in good standing according to the policies and procedures outlined in this Guidebook.

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

- Meet the expectations of the Sport Club Program and Recreational Services, as outlined in this document.
- Have an active Sport Club membership of ten or more members, 80% of which must be current, fee-paying, University of Iowa students.
- Must compete in a minimum of two contests per academic year including one contest outside of Johnson County.
  - Must be competing against a group or club outside the University of Iowa.
  - Must send at least four members (does not include coaches/instructors).
  - The event must be competitive in nature, in which there are winners and losers.
  - Submit proper pre- and post-travel paperwork for trips outside Johnson County.
- Renew your Engage page each semester prior to September 5th and a date announced in the spring semester.
- Remain in good standing with the University, Recreational Services, and Sport Programs.
- Have four officers (President, Vice-President, Treasurer, Travel Officer) willing to dedicate time and effort into effectively and efficiently running club operation. The President, Vice President, or Treasurer may also serve as the Travel Officer. Officers are to be elected in early-April for the following school year to allow proper transition between outgoing and incoming officers.
- Demonstrate proficient club leadership, including proper submission of paperwork and meeting other requirements of the Sport Club Program (returning clubs only).
- Have proper transition materials to help new club leadership function efficiently and effectively (returning clubs only).

D. CSIL Renewal

In order to renew their membership as a student organization, clubs must complete the following steps annually:

- Engage Page Renewal – Update Club Engage page to reflect changes in officers, practices, or other general club information. The renewal process for the Fall semester will open on August 1st and on January 1st for the Spring semester. Failure to complete the Engage page renewal will deactivate your club’s Engage account and result in your club being inactive for that semester.
- Constitution – Each club should review their constitution yearly and add amendments as necessary. An updated constitution must be on file on the club’s Engage page.

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

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

E. Sport Programs Staff

- The University of Iowa Recreational Services employs four full-time staff members to oversee the Intramural Sports and Sport Clubs Programs. These four full-time staff members include an Associate Director and three Assistant Directors. Each club will be assigned oversight by one of the Assistant Directors of Sport Programs. Each club’s assigned Assistant Director serves as a resource for the club to make sure club leadership understands requirements of the program, and can help club leadership accomplish goals that the club has. Club officers are required to meet at least twice a semester with their assigned Assistant Directors, and should always consider them a place they can turn to get answers to questions they have. The Sport Programs staff is here to help clubs succeed, while making sure clubs meet Sport Club Program and University requirements.
- Sport Programs Supervisors are students that are employed part-time by the Sport Programs office, and supervise Intramural Sports and Sport Club events, as well as conduct spot checks during Sport Club practices. Sport Program Assistants help to answers questions of clubs, collect/review paperwork, and gather information about clubs. The Program Assistants 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 Program Assistants by the deadline provided during the inquiry.

F. Sport Programs Office

- The Sport Club Office, led by the Associate Director of Sport Programs, and three Assistant Directors of Sport Programs, is designed to help clubs function appropriately. The following services are available through the Sport Programs Office:
  - Administrative assistance and guidance,
  - Practice and game facility reservations,
  - Equipment purchase, storage and check-out,
  - Budget tracking,
  - Photocopying and faxing,
  - Fundraising assistance,
  - Event hosting,
  - Travel reimbursement processing,
  - Publicity and promotion.

G. Sport Club Allocations Board

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

II. Expectations

A. Accountability of Sport Club Officers

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

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

- 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, CSIL, the University of Iowa, and the governing bodies of each individual sport. Club officers need to be aware of these expectations and ensure their members adhere to all policies and procedures.

B. Image and Perception

Sport Clubs, as with any organization, need to be aware of the image they may portray to the general public, campus community, and potential and current members. In addition to representing themselves, Sport Clubs represent the entire Sport Club Program, Recreational Services, CSIL, 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, alcohol consumption, hazing, sexually explicit images, or a general disregard for a standard of decency.

III. Eligibility

A. Participants

- All current fee-paying University of Iowa students are eligible for participation in the Sport Club Program. This includes undergraduate, graduate, professional, full-time and part-time students. Each club much consist of a minimum of 80% student members.
- Community members, and University of Iowa faculty and staff, are eligible for participation.
- Specific National, State and/or Local Governing Bodies may have eligibility requirements that are not consistent with the eligibility requirements of the University of Iowa Sport Club Program. Contact the governing body for specific eligibility requirements. When such requirements conflict with Sport Club Program or other University requirements, Sport Club Program and University requirements will take precedence.

IV. Facilities

A. Field House

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

- South Gym – Six basketball and volleyball courts
- Main Deck – Badminton courts and two basketball and volleyball courts
- Activity Rooms – S461, S471, S481, S507 (Matted), S511 (Matted), S515
- Miscellaneous other spaces are utilized, such as converted racquetball courts

The following policies must be followed when using the Field House:

- All participants for any activity other than a special event must be eligible Sport Club participants as stated in this Guidebook.
- All student members must enter the facility using a University of Iowa ID card and checking in at a Member Services Desk.
- All faculty/staff members and community members must check-in at a Member Services desk. If that member does not have a Recreational Services Membership, he/she 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.
B. Hawkeye Recreation Fields (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).
- Patrons who enter a closed facility are subject to immediate suspension from all Sport Club activities and banishment from all Recreational Services facilities for a period of up to one year. Additional charges may be filed with the Dean of Students Office or University of Iowa Police.
- Harassment, or failure to follow the direction, of Recreational Services staff in any form will result in the immediate removal from the HRF and possible suspension from the facility.

C. Hawkeye Tennis and Recreation Complex (HTRC)
- The HTRC is home to indoor and outdoor tennis courts, as well as two turf areas, the Hawkeye Turf and the Iowa Turf. The Hawkeye Turf is artificial, flat, turf, and the Iowa Turf is synthetic turf.
- Each patron must present his or her current, valid UI ID upon entry into the facility. If a club member does not have a UI ID, or does not have a Recreational Services Membership, he/she must pay the Daily Walk-In Fee.
- Food and drink other than water, including gum, are prohibited from the turf areas and tennis courts.
- Spitting is allowed in trash cans only.
- Harassment, or failure to follow the direction, of Recreational Services staff in any form will result in the immediate removal from the HTRC and possible suspension from the facility.
- Patrons who enter a closed facility are subject to immediate suspension from all Sport Club activities and banishment from all Recreational Services facilities for a period of up to one year. Additional charges may be filed with the Dean of Students Office or University of Iowa Police.

D. Campus Recreation and Wellness Center (CRWC)
The following policies must be followed when using the CRWC:
- All participants for any activity other than a special event must be eligible Sport Club participants as stated in this Guidebook.
- All student members must enter the facility using a University of Iowa ID card and checking in at a Member Services Desk.
- All faculty/staff members and community members must check-in at a Member Services desk. If that member does not have a Recreational Services Membership, he/she must pay the Daily Walk-In Fee to enter the facility.
- Equipment in the facility is not to be moved in any way without prior approval of Recreational Services staff.
- Patrons who enter a closed facility are subject to immediate suspension from all Sport Club activities and banishment from all Recreational Services facilities for a period of up to one year. Additional charges may be filed with the Dean of Students Office or University of Iowa Police.
- Harassment, or failure to follow the direction, of Recreational Services staff in any form will result in the immediate removal from the CRWC and possible suspension from the facility.

E. Practice Facilities
Sport clubs and other Registered Student Organizations can request practice facility space on a recurring basis through Recreational Services and the Sport Club Program. Practice schedules for all Recreational Services facilities are determined at the beginning of each semester for all clubs turning in Practice Request Forms. Additional schedules will be made as weather seasons change. Scheduling for Sport Clubs is based on the previous year’s Sport Club Program point standings and facility availability. Other organizations are scheduled based on a first-come, first served basis with previous use as a factor of scheduling. Clubs must make use of their allotted practice space once it is scheduled to them, and not disrupt or interfere with activities taking place prior to, and after, their scheduled practice time. In all facilities, a limit may be placed on the number of regular weekly or monthly practice sessions scheduled in order to accommodate as many groups as possible with a practice schedule of reasonable frequency. If clubs wish to discontinue regular practices, club representatives must contact the Sport Club Office.

F. Special Events
Clubs can request facility reservations for the hosting of a special event through Recreational Services and the Sport Club Program. To request to reserve a facility, clubs must submit a Facility Request Form on Engage at least two weeks in advance of the desired event. All standard facility policies apply for special events. Arrangements for participation by non-member clubs must be made with Recreational Services staff prior to the event, and adhere to Sport Club Program policies.

V. Funding
A. The allocation of funds to specific clubs within the Sport Club Program is the responsibility of the Sport Club Allocations Board (SCAB). The election of representatives to the SCAB and the funding request and allocation process is governed by regulations established by the Sport Programs staff.

B. A Sport Club is eligible for funding if it has a recognized Sport Club for an entire semester (first day of classes through end of finals, summer sessions not included) before the funding process is to take place.

C. Each eligible Sport Club has the opportunity to submit a Budget Request Form during the established time period prior to the SCAB Annual Fall Allocation Process. All clubs that submit a Budget Request Form will receive a Budget Request Hearing of a designated length before the SCAB to provide additional details regarding its request and to answer questions from the SCAB members. Following the completion of all Budget Request Hearings, the SCAB enters Budget Deliberations and determines the amount of funds allocated to each club. During this process, the Sport Programs staff serves as advisors for the SCAB, but does not hold voting or veto authority.

D. All fall funding is allocated on a conditional basis. Clubs cannot spend any allocated funds until they have properly completed the applicable renewal process for CSIL and the Sport Clubs Program.
E. Additional funding may be available throughout the year based on any available sweepings. Clubs will be made aware of any possible extra funding opportunities should they arise.
F. All funds allocated throughout a given academic year must be spent by the deadline set forth by the Sport Club Program.
G. Any purchases made with University funding are for club use only. Purchases become University property. Purchases for personal use are not permitted. All purchases made must be for items that can be kept with the club from year-to-year. Any team uniforms, apparel, etc. purchased with University funding must stay with the club and cannot include any personalization. Purchase of club T-shirts is not permitted with University funding.

VI. Travel
A. Travel Eligibility
All club members wishing to travel to participate in club activities must be eligible for Sport Club participation as stated in the Sport Club Guidebook, be included on the Club Roster, and have properly completed Informed Consent Forms (waivers).

B. Travel Paperwork
Sport clubs must submit proper paperwork to the Sport Club Office before and after traveling for competition, or any other club function. The deadline for Pre-Travel paperwork is 4:30 PM six business days before departure. If it is a weekend trip (leaving Iowa City on Friday, Saturday or Sunday) the Pre-Travel paperwork is due at 4:30 PM on the Thursday the week before the trip. The deadline for Post-Travel paperwork is 4:30 PM two days after return to Iowa City.

1. Trip Using Club Funds - For clubs taking a trip in which a club member is getting reimbursed using club funds, or a charge is being paid via University credit card, the following properly completed paperwork is required by the deadline:
   - Pre-Travel Form. Due by the Pre-Travel deadline as stated above.
   - Travel Roster. Due by the Pre-Travel deadline as stated above.
   - Post-Travel Expense Report. Due by the Post-Travel deadline as stated above.
   - Post-Event Results Form. Due by the Post-Travel deadline as stated above.

2. Trip Not Using Club Funds - For clubs taking a trip in which no members are getting reimbursed using club funds, the following properly completed paperwork is required by the deadline:
   - Pre-Travel Form. Due by the Pre-Travel deadline as stated above.
   - Travel Roster. Due by the Pre-Travel deadline as stated above.
   - Post-Event Results Form. Due by the Post-Travel deadline as stated above.

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

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

VII. Alcohol
Sport clubs are prohibited from consuming and/or possessing alcohol at any sanctioned club events other than those at alcohol-licensed business establishments. Alcohol is prohibited at all Recreational Services facilities including on property owned (boats, vehicles, etc.) or rented (other facility rentals) by the University. Further, clubs cannot sponsor, host, endorse, or promote any activities in which alcohol consumption is the prominent activity. This includes, but is not limited to:
- Hosting an event in which alcohol consumption is the prominent activity (including fundraisers, parties, bar crawls, etc.).
- Promoting an event in which alcohol consumption is the prominent activity (including fundraisers, parties, bar crawls, etc.).
- Allowing club members, visiting club members, and club event spectators to possess or consume alcohol while at Recreational Services facilities or site of competition/event, including events held off-campus and at other institutions.
- Allowing club members or visiting club members to participate in competition/event while intoxicated.
- Suggesting to potential and/or current members that the club hosts parties, bar crawls, campfires, meetings, or other events in which alcohol is consumed.
- Sport clubs are also subject to the guidelines set forth by the University Illegal Drugs and Alcohol Policy. The University Illegal Drugs and Alcohol Policy can be found at https://dos.uiowa.edu/policies/illegal-drugs-and-alcohol/.

VIII. Social Networking Sites
Sport Clubs are encouraged to promote themselves via social networking sites such as Facebook, Twitter, and Instagram. When creating a group to promote a club and disseminate club information, the official club name must be used as the group name (Iowa _______ Club). Groups must be left public to those in the Iowa network, to allow interested individuals to join the group. Groups that are not made public are in violation of this policy. Any pictures, events, and/or discussions on the group page must uphold the proper images of the club, Recreational Services, and the University, and must not include inappropriate language, express any negative attitudes towards individuals/staff, or display any inappropriate behavior by club members as noted in the Sport Club Guidebook. Club pages MAY NOT be used to promote parties, socials in which alcohol will be consumed, or anything of that nature (see Article VII). Any information found on group pages are subject to all the policies outlined in this Guidebook. Group pages must be kept current and up-to-date.

IX. Equipment
A. Purchases
Clubs will find it necessary to make equipment purchases at various times throughout the year. Rules and policies set forth by the University of Iowa Purchasing Department will apply to all purchases made using Sport Club funds. The Purchasing Process is outlined in the Sport Club Guidebook. All purchases are subject to the approval of the Sport Programs staff. Purchases can be for club-owned equipment only; personal equipment purchases are not permitted with University-allocated funding. Purchases will only be approved if there is a place to store and utilize the equipment.
B. Donations
When a club proposes to acquire equipment via donation, such donation must be coordinated with the Sport Programs staff. Donations become property of the University and are subject to the checkout procedures established by the Sport Club Program.

C. 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.

D. Inventory
Equipment purchased for club use with allocated Sport Club funds must be inventoried and stored with Recreational Services, as it is considered property of the University. Clubs may checkout equipment prior to the start of a season and must return the equipment to storage at the conclusion of the season, unless other arrangements are made with the Sport Programs staff.

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

F. Storage
  - Clubs that checkout equipment on a long-term basis are required to provide the Sport Programs office with the location that such equipment will be stored. Costs associated with off-campus storage of Sport Club Program equipment are the responsibility of the club and must either be included in the club’s annual budget request for allocation or be paid thorough fundraising activities by the club.
  - The Sport Programs Office may, at any time, request to see checked-out, University-owned, equipment. If the equipment is being stored at an off-campus facility, Recreational Services administrators retain the right to access the equipment unannounced. For inventory and property records purposes, Recreational Services administrators may need to access the equipment without prior notification of the club and its members. For smaller equipment stored at a club member’s private residence, requested equipment must be produced to the Sport Programs Office within 48 hours of the request.

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

X. Sport Club Monthly Event Schedule
Sport Clubs are required to submit properly completed Monthly Event Schedules by the deadlines stated in the Sport Club Guidebook and on the Monthly Event Schedule Forms. Except in special circumstances, Sport Club Monthly Event Schedules are due the same day as Sport Club Advisory Council (SCAC) meetings.

XI. Intramural Sports Participation Policy
No more than two players on an intramural team roster may be a coach of an intercollegiate team, a practice squad member of an intercollegiate team, a former member of an intercollegiate team, or a member or coach of a sport club in a related sport, and all must play in the A league, if offered. Sport club members or coaches will be determined by the Recreational Services Sport Programs staff, or by any public information regarding that sport club. A Sport Club Member/Coach is considered a member of that sport club for one full semester, from the start of classes until the end of finals, following the removal of former members or coaches will be determined by the Recreational Services Sport Programs staff, or by any public information regarding that sport club. A Sport Club Member/Coach is considered a member of that sport club for one full semester, from the start of classes until the end of finals, following the removal from the club roster (Ex. A person removed from a club roster in the Fall 2018 semester would be considered a club member until the end of the Spring 2019 semester.)

Insurance Clarification
The University of Iowa has no insurance covering the activities of student organizations. In accordance with the laws of the State of Iowa, the University of Iowa, and the State of Iowa Board of Trustees, the University is unable to provide insurance that covers any student organization or activity. Sport Clubs are encouraged, and sometimes required, to have their own insurance through a national governing body or another third-party organization.

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

D.26 Hazing. 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.

Recreational Services Marketing Services
In an effort to help promote Sport Club activities, Recreational Services can provide several marketing offerings including the following:
  - Digital Displays in all five Recreational Services buildings with information about recruitment, events, or practices
  - Tabling at the CRWC for 2 hours
  - Social Media re-posting of Club social media activity using #UISportClubs or by tagging @recserv
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.
XII. Licensing

A. Policy Overview
Use of The University of Iowa’s word marks, trademarks, logos, and/or symbols creates an association with the University that needs to be protected. With that in mind, the University allows usage only by student organizations officially recognized by the University and only after an application and artwork has been submitted and approved by The University of Iowa Trademark Licensing Office. If you have an organization that is not officially recognized by The University of Iowa, please visit uiowa.campuslabs.com/engage.

Each sport club has a select person or persons who are authorized to represent the sport club. The student site uiowa.campuslabs.com/engage has a listing of the authorized officers for coordination with University departments. If your sport club does not have an advisor, then the officer listed on the Engage site must preapprove the desired product and design concept prior to any submission of the license application and artwork to the Trademark Licensing Program. However, if your organization has an official advisor, the advisor must complete this preapproval process. The “Application & Agreement” Document includes instructions on how to identify who has approved the application. Approval may also be required by the department head. It should be noted that final approval of all products and artwork bearing word marks, trademarks, logos, and/or symbols associated with The University of Iowa are at the discretion of The University of Iowa Trademark Licensing Office consistent with The University of Iowa Trademark Licensing Program Brand Standards (Brand Standards) and the Trademark Licensing Office’s policies.

Word marks, trademarks, logos, and/or symbols associated with The University of Iowa are the intellectual properties of the University and are registered both at the state and federal levels. To protect the intellectual properties and traditions of the University, the Trademark Licensing Office reviews all applications, and requires all products bearing word marks, trademarks, logos, and/or symbols associated with The University of Iowa to be manufactured by a licensed vendor of The University of Iowa Trademark Licensing Program in good standing. Please allow two weeks for processing of your request. Please note that the beginning of each academic semester is a peak application submission period and additional processing time may be required in those periods.

B. Requirements and Restrictions

• Requestor Status
The sport club requestor must be a registered student of The University of Iowa.

• Licensed Vendor
It is imperative that a licensed vendor is used for production and manufacture of any product bearing the marks of the University. Licensed vendors are required by the Trademark Licensing Program to be members of the Fair Labor Association (FLA), which allows the Licensing Program to ensure that its products are made by the most trusted manufacturers. Furthermore, unlicensed manufacturers and producers who make products bearing the University’s marks may be liable to significant legal penalties under the Lanham Act of Federal Trademark Law.

• Artwork
In all cases, when a recognized sport club would like to use word marks, trademarks, logos, and/or symbols associated with The University of Iowa, the proposed artwork must carry the official name of the sport club. The Tigerhawk logo is the primary brand of The University of Iowa Athletics Program and reserves the right to approve or disapprove its usage accordingly. As such, the Tigerhawk may not be used in the creation of derivative logos for student organizations; this kind of use dilutes and distorts the brand associated with the Tigerhawk. Herky is the preferred identifying mark of student organizations at The University of Iowa. To promote the University’s brand consistently, word marks, trademarks, logos, and/or symbols associated with The University of Iowa may vary in size, but may not be altered in any way. Please reference the Brand Standards for the standards that must be adhered to. Recognized student organizations have access to the “Old School Collection” and the “Vintage Vault Collection” via standard approval processes.

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

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

• Co-branding and Trade Dress
Combinations of University marks with other intellectual properties and/or trade dress not associated with The University of Iowa are prohibited. This means that using any colors, fonts, images, or other partial indicia which call to mind the brand of another organization or company may not be used in conjunction with the University’s marks. Doing so violates federal and state trademark law, and such submissions will not be approved absent evidence of third party approval.

Example: the Iowa Soccer Club using the MLS crest, but changing the letters to read “ISC” and placing a Tigerhawk on the ball. This would be use of the MLS’s trade dress and would be an infringing use.

Use of intellectual property owned by a third party must be approved by that entity in writing and submitted to the Trademark Licensing Office when the application and artwork are submitted. This includes references to other schools. Please reference the Brand Standards for more information.

5. Sponsorship Use
Student organizations may use third party businesses or outside organizations as sponsors for any event or occasion they are hosting. When sponsorship occurs, sponsors may only be listed with plain text recognition on the back of the shirt as they need to be separate from the University’s logos and word marks. The sponsors’ logos may not be used.

7. Approval Process
Applicant must submit artwork to their Assigned Assistant Director of Sport Programs for approval. Once approved by the Sport Programs staff, the Assistant Director of Sport Programs will assist the club in completing the Student Organization Application & Agreement, and sending the form and artwork to the Trademark Licensing Office for pre-approval. Not all requests are approved by the Sport Programs staff or the Trademark Licensing Office. Production may only begin once an agreement has been signed and approved by the Trademark Licensing Office.

8. Royalties
Ordinarily, royalties are charges assessed by the Licensing Program to the licensees for the approved use of the University’s marks. The standard charge is 12% of sales, and the promotional use charge is 12%. Approved products for internal organizational use or philanthropic use are royalty-free.
Approved products for fundraising/resale or promotion, regardless of purpose, will be subject to applicable royalties. Products for recognized student organizations will only be approved for fundraising/resale or promotion if the products do not replicate existing items in the marketplace, the official name of the recognized sport club is carried on the product, and the product and artwork is consistent with the Brand Standards and the Trademark Licensing Office’s policies.

Please reference the definitions below for more information on determining your type of use.

9. Types of Use

- **Internal Use**: The sport club creates products bearing word marks, trademarks, logos, and/or symbols associated with The University of Iowa for student members. Payment for internal use products solely covers the cost of production. Internal Use products are royalty-exempt. Examples: Membership T-shirts, officer/executive board apparel, etc.

- **Philanthropy**: All profits from products sold bearing word marks, trademarks, logos, and/or symbols associated with The University of Iowa go to a charity, non-profit organization, or philanthropic cause. The sport club does not receive any monetary profit from the sale of these products and/or use any of the money for internal use. Philanthropic products are royalty exempt. Examples: Donation of all proceeds from the sale of a product to hospitals, animal shelters, etc.

- **Fundraising/Resale**: Profits from the sale of products bearing word marks, trademarks, logos, and/or symbols associated with The University of Iowa funds the student organization’s activities. Please note that while a sport club may be doing activities that are volunteerism in nature (alternative spring breaks, mission trips, etc.), they are not categorized as a philanthropic royalty exemption. Fundraising/resale products are subject to applicable royalties. Examples: Organizational trips, hosting professional speakers, funding scholarships, organizational and social activities, etc.

- **Promotional**: Student organizations purchase products bearing word marks, trademarks, logos, and/or symbols associated with The University of Iowa with organizational funds to be used as giveaway items. Promotional products are subject to applicable royalties. Examples: Give away of items to all students who stop at the student organization’s booth at the Student Organization Fair, give away of t-shirts to the first 100 students to come to an event, etc.

10. “IOWA Sport Clubs” Patch

The sport club patch is required on all official uniforms of the club during competition. The patch is used to identify a sport club instead of appearing to be an entity of the University of Iowa Athletics Program. This patch allows clubs to use University Trademarks without adding the official name of the club to the trademark. Patches can be obtained by contacting the Sport Programs office of Recreational Services.

11. Internal External Communications

Aside from the official uniforms of the club, when a sport club would like to use word marks, trademarks, logos, and/or symbols associated with The University of Iowa, the communications must carry the official name of the sport club. (e.g. “Iowa Lacrosse Club”).

XIII. Penalties

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

A. Definitions

- **Suspension**
  Suspension of a Sport Club includes the loss of the club’s ability to use allocated facility space for practice or for a special event, to spend any allocated funding from the Sport Club Allocations Board, and to represent the University of Iowa in competition or any sort of travel. A club’s suspension means immediate cease in club activity, until the suspension is lifted.

- **Probation**
  A club that is put on probation must earn 90% of points possible in the Sport Club Points System during their semester of probation. Should the 90% not be reached, the club will be suspended for the following semester. Should the 90% be reached, probation will be lifted. Additionally, any club that is on probation is subject to suspension with or without warning in the event of a Sport Club Program, Recreational Services or University policy violation.

- **Warning**
  A warning is issued to a club as stated in the Sport Club Policies and Procedures. A club that has received a warning may be suspended for a second violation without being subject to probation.

B. Assessment of Penalties

- **Replying to Sport Club staff**

  Sport clubs that do not reply to an inquiry from the Sport Programs staff by the deadline provided in the inquiry will receive a 5-point deduction in the Sport Club Program Points Standings.

- **Expectations**

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

- **Eligibility**

  Clubs using an ineligible participant will receive no less than a warning. If the problem persists, or more than one ineligible participant is discovered, the club may be suspended from the Sport Club Program.

- **Registration**

  o **CSIL - Sport Clubs** that do not meet the requirement of updating their organization’s Engage pages by the stated deadlines each semester will be suspended. This suspension includes loss of reserved facility space (recurring or special event), loss of all funding from Recreational Services, loss of ability to spend club funds, loss of travel privileges, loss of ability to represent the University of Iowa in competition or any other travel, and loss of all other benefits of the Sport Club Program.

  o **Sport Club Program - Sport clubs** that do not meet the registration requirements of the Sport Club Program by the deadline set forth by the Sport Club Program will be immediately suspended upon deadline passing.

- **Facilities**

  Violations of individual facility policies are subject to the penalties set forth by the facility’s governing program area, as well as penalties set forth by the Sport Club Program. Failure to utilize facility during scheduled recurring practice time without prior notification of the Sport Programs Staff will result in the loss of scheduled practice time. Severe violations as determined by facility staff, in conjunction with the Sport Club Program, will result in the loss of the privilege to reserve facility space for hosting special events. Facility violations may also result in suspension from the Sport Club Program and loss of all facility use including previously scheduled facility reservations.
• **Funding**
  - A club that is funded by the SCAB that does not complete the recognition process through the Center for Student Involvement and Leadership (CSIL) office by the deadline will lose all previously allocated funding, and such funds will be reallocated by the SCAB during special reallocations.
  - Clubs that do not spend all of their allocated funding by the deadline(s) set forth by the Sport Club Program will lose any available funding at the time of the deadline. SCAB allocated funds are considered to be the first funds used during a club’s spending in a given year.
  - Any club or individual club member that uses funds for the purchase of personal equipment, apparel, etc. will lose any remaining allocated funding for that academic school year. Other penalties may be enforced by Sport Club Program, Recreational Services, or University administrators. In most cases, a report of theft will be reported with the University of Iowa Police Department.
• **Travel**
  - Travel Eligibility - A club that allows an individual(s) that does not meet travel eligibility requirements as stated in the Sport Club Guidebook to travel with the club will be suspended from travel for a period of two weeks. A second offense will result in a travel suspension for up to six months. All suspensions will occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.
  - Travel Paperwork - A club that does not turn in the proper paperwork required for a trip, as stated in the Sport Club Guidebook, by the given deadlines before and after traveling will be suspended from travel for a period of two weeks. A club will also receive a 5-point deduction in the Sport Club Program Points Standings for each form that is not turned-in, properly completed, by the deadline. A second offense will result in a travel suspension for up to six months. All suspensions occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.
    - **Trip Using Club Funds** - Failure to turn-in proper paperwork before or after the trip in which club funds are being used will result in the reimbursement request being denied. No reimbursements can be granted if properly completed paperwork is not submitted to the Sport Club Office by the deadline. If proper paperwork is not completed for a charge that was paid in advance using club funds, the club will be suspended until the proper paperwork is completed. Additionally, late paperwork for a charge paid in advance using club funds, via University credit card, may result in losing the opportunity to pay charges in advance for up to six months.
    - **Trip Not Using Club Funds** - A club that does not turn in the proper paperwork required for a trip, as stated in the Sport Club Guidebook, by the given deadlines before and after traveling will be suspended from travel for a period of two weeks. A club will also receive a 5-point deduction in the Sport Club Program Points Standings for each form that is not turned-in, properly completed, by the deadline. A second offense will result in a travel suspension for up to six months. All suspensions occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.
  - Travel Expectations - Upon review by the Sport Programs staff of the Travel Expectations as stated in the Sport Club Guidebook, violating clubs may be suspended from travel or suspended from the Sport Club Program. All suspensions will occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.
  - “High-Risk” Trips - Sport clubs that violate the Sport Club Program “High-Risk” Trips Policy as stated in the Sport Club Guidebook will be suspended indefinitely from the Sport Club Program (time-period determined by Sport Club Program, Recreational Services, and/or University administrators). Severe violations may result in forwarding of the case and supporting evidence to the Dean of Students Office for further sanctioning.
• **Alcohol**
  - Sport Clubs that violate the University of Iowa Code of Student Life Illegal Drugs and Alcohol Policy will be suspended indefinitely from the Sport Club Program (time-period determined by Sport Programs, Recreational Services, and/or University administrators). Severe violations may result in forwarding of the case and supporting evidence to the University of Iowa Dean of Students Office for further sanctioning.
• **Social Networking Sites**
  - Sport Clubs that violate the Sport Club Program Social Networking Sites Policy as stated in the Sport Club Guidebook will be suspended indefinitely from the Sport Club Program (time-period determined by Sport Programs, Recreational Services, and/or University administrators). Severe violations may result in forwarding of the case and supporting evidence to the University of Iowa Dean of Students Office for further sanctioning.
• **Equipment**
  - Clubs that do not abide by the Sport Club Program Equipment Policy, as stated in the Sport Club Guidebook, will lose the privilege of using such equipment. The Sport Club Program may require payment from the club for any repair costs, or any remaining costs on property or facility rentals for storage of equipment. If no funds are available to the club, and no appropriate storage space is available for said equipment, the Sport Club Program as a part of Recreational Services retains the option of releasing the equipment via the University of Iowa Property Surplus process.
• **Sport Club Monthly Event Schedules**
  - A club that has an outstanding Sport Club Monthly Event Schedule will be on probation. A second outstanding Sport Club Monthly Event Schedule will result in suspension of the club until both missing schedules are submitted to the Sport Club Office.
• **Intramural Sports Participation Policy**
  - A club that has members participating illegally in Intramural Sports will receive a 5-point deduction for each occurrence. Multiple occurrences by the same club may result in probationary status or suspension of the club.
• **Appeals**
  - Clubs or individual members who fail to conduct themselves in an appropriate manner will be sanctioned. All cases of discipline will first be reviewed by the club’s assigned Assistant Director of Sport Programs to determine appropriate actions. Clubs or its participants receiving sanctions may appeal the decision to the Associate Director of Sport Programs. Organizations or individual students filing such appeals should be aware that the Associate Director of Sport Programs might choose to levy a sanction greater than the one appealed. Extremely severe infractions will be referred to the Dean of Students Office.
• **Point System**
  - The following penalties will result in a loss of points in the Sport Club Program Points standings. The deduction of points is in addition to any penalties previously outlined in the Penalties section of this manual.
    - **Major Offenses – loss of 20 points**
      - Breaking the law
      - Violating major university policy
      - Major problems with regard to conduct while representing the University of Iowa both in Iowa City and while traveling (i.e. holding an alcohol sponsored event, misconduct at tournament)
Misuse or abuse of facility
- Failure to report all drivers
- Travel without informing Sport Club office
- Any other offense deemed major

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