Section 2 | Requirements & Expectations

Recent policy changes will appear in highlighted and italicized font.

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

Requirements & Expectations | CSIL and SCP Recognition

Recognition & Registration

University recognition of each sport club expires annually at the beginning of each semester. Each club must complete the online recognition process with the Center for Student Involvement and Leadership (CSIL) in the fall semester and the spring semester by the established deadlines. In addition to gaining recognition CSIL, clubs must register with the Sport Club Office to gain, or regain, status as a Sport Club under Recreational Services. Training on these processes is given at the first SCAC Meeting of the fall and at the Fall Officer Training Workshop.

CSIL Recognition

Each semester, returning clubs must update their Engage pages with current club information by the stated deadline on Sport Club materials. If this requirement is not met, the club will not be recognized as a student organization that semester and must apply for reinstatement the following semester.

Additionally, your constitution must be reviewed by club officers, and the most recent version uploaded to Engage.

Sport Club Registration

The following paperwork must be properly submitted to the Sport Club Office to complete the Sport Club Registration process. These forms can all be found by logging into Engage and going to the Sport Club home page. See the Important Dates section or the Points System for due dates.

1. Club Roster – Includes listing of all members including name, email address, and their classification (student, faculty/staff, community member). Download from Engage, complete, and upload to the Club Roster Upload form on Engage.

2. Safety Officer Certifications – Each club is required to have two Safety Officers that are currently certified in CPR/AED/First Aid and have completed the NFHS Concussion signs and symptoms training. Current certifications must be uploaded to Engage. Safety Officers must be students.

3. Concussion Certifications – Each club is required to have both Safety Officers take and complete the NFHS Concussion signs and symptoms training. Clubs may be required to have more members take and complete the course, depending on level of risk. The required number of Proofs of Completion must be uploaded to Engage. Consult your Assistant Director the find out the appropriate number of club members are required for your club.
4. **Coach / Instructor Agreement(s)** – Must be completed each semester. Clubs that do not utilize a Coach/Instructor must turn in a form with the club name and “N/A” in the first blank. Clubs are allowed up to two non-student coaches/instructors. A separate form is required for each coach/instructor. These forms must be completed and approved prior to the coach/instructor’s involvement with the club.

5. **Officer Information Form** – Form downloaded from Engage, completed, then uploaded to Engage to provide the Sport Programs Office with the most up-to-date officer information.

6. **Practice Schedule Information Form** – Engage Form completed each semester to provide the Sport Programs Office with information on your practice schedule. A new form must be completed any time there is a regular change in your club’s practice schedule.

7. **Monthly Events Form** – Club schedule for the first “month” of the semester following the first SCAC Meeting.

8. **Guidebook Agreement** – Signed by the club president, agreement that the club knows, understands, and will abide by the guidelines set forth in the Sport Club Guidebook.

9. **Participant Waivers** – The Participation Statement and Informed Consent Form must be completed by each member of the club listed on the club roster. If a student or faculty/staff member has completed the electronic form previously, a new form does not need to be completed. Community members need to submit new paper waivers each year. New members must complete a waiver prior to participation in any practice, event, or competition.

**Sport Club Officer Position Descriptions**

Each club must have the following elected officers who must be full-time University of Iowa students. Contact information for each officer must be kept up-to-date with the Sport Club Office.

The positions are President, Vice President, Treasurer, and Travel Officer. Two Safety Officers are also required. The President, Vice President, or Treasurer may also serve as the Travel Officer. The four elected officers may also serve as Safety Officers.

**President and Vice President**

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

- Serve as a liaison between their club and the Sport Clubs Staff.
- Inform their club officers and members of all information pertaining to Sport Clubs.
- Ensure that their Sport Club is complying with the rules and regulations of the University of Iowa and Recreational Services.
- Complete and submit all necessary forms pertaining to their Sport Club including the submission of a waiver form for each member.
- Report the results of all Sport Club-sponsored activities either on or off-campus.
- Check the Club's mailbox located outside the Sport Club office, Room E216, Field House at least weekly.
- Arrange for facility and/or field reservations for club functions.

**Either the President or the Vice President must attend each monthly SCAC meeting.**

**Treasurer**

Treasurer is a required, critical officer position for each Sport Club. The treasurer must keep complete, documented, and updated financial records. The treasurer should assume the following responsibilities:
- Keep current, accurate financial records.
- Document expenditures with the use of receipts.
- Make sure Sport Club monies are used properly according to UI, Sport Club, and team policies.
- Attend Officer Training and complete the Cash Handling certification annually.
- Know and monitor the rules and regulations governing the financing of student organizations.
- Initiate and ensure that club members assume responsibility for generating funds.
- Regularly view and check the club’s financial ledger.
- Make all club deposits; oversee that cash handling procedures are being followed.

**Travel Officer**

The Travel Officer position is a required position for all Sport Clubs and is of particular importance for clubs that travel frequently for competitions. The President, Vice President, or Treasurer may also serve as the Travel Officer. The Travel Officer should assume the following responsibilities:

- **Work with the club’s Assistant Director to book fleet services vehicle reservations.**
- Ensure team has correct number of certified drivers well in advance of travel.
- Complete proper travel paperwork on Engage for each trip, at least **three** business days prior to departure.
- Request reimbursements for travel-related purchases with assistance from Treasurer.
- Know and follow all University and Recreational Services travel policies and enforce among teammates.

**Safety Officers**

A minimum of two (2) Safety Officers are required for all Sport Clubs. Any club member that is a student and already CPR/AED/First Aid certified is qualified to act as Safety Officer. If no member of the club has his/her certifications, classes are offered by Recreational Services free of charge. A copy of all certifications must be on record with Recreational Services annually via Engage, prior to the established deadline. 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 for club members who are injured and require treatment during on or off campus practice, competition, informal recreation, or instruction related to the Sport Club to Sport Clubs Staff (E216 FH) within 48 hours of the accident when medical treatment is needed.
- For all off campus practices, the Safety Officer must provide the Sport Clubs staff with an Emergency Action Plan.

Some additional, optional, officer possibilities include Fundraising Chair, Community Service Chair, Publicity & Advertisement Manager, Event Manager, Recruitment Chair, and/or Historian.
Requirements & Expectations | Monthly and Semesterly Paperwork

Monthly Event Schedule

Each club is required to submit a monthly event schedule. The purpose of the monthly event schedule is to make sure the Sport Programs office knows the schedule of each club, so we can make sure we are assisting clubs in whatever is needed for their events.

A blank Sport Club Monthly Event Schedule form can be found under Documents by logging in to Engage and visiting the Sport Club home page. Download the blank form, complete it, and upload the completed form to Engage by the stated deadline. Monthly event schedules should include any activities/events outside of regular practice or meetings. Each due date is the same as an SCAC meeting date. The dates required on the report are determined based on the SCAC meeting schedule and are outlined below.

Failure to submit a monthly event schedule will result in loss of points in the Sport Club Program Point System.

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

Monthly Report Due Dates

<table>
<thead>
<tr>
<th>Reporting Time</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>September 4 – October 13</td>
<td>Wednesday, September 4</td>
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<tr>
<td>October 14 – November 10</td>
<td>Wednesday, October 2</td>
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<tr>
<td>November 11 – December 15</td>
<td>Wednesday, October 30</td>
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<td>December 16 – February 2</td>
<td>Wednesday, December 4</td>
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<td>February 3 – March 8</td>
<td>Wednesday, January 22</td>
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<td>March 9 – April 5</td>
<td>Wednesday, February 26</td>
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<tr>
<td>April 6 – May 3</td>
<td>Wednesday, March 25</td>
</tr>
<tr>
<td>May 4 – Summer</td>
<td>Wednesday, April 22</td>
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</tbody>
</table>
## SPORT CLUB MONTHLY EVENTS SCHEDULE

Please list all club events for the month. Include competitions (home and away), clinics, try-outs, etc. Include dates, times, and locations of all events. For competitions, include who your opponents will be. If you need more space, feel free to insert new rows, or duplicate the entire report.

<table>
<thead>
<tr>
<th>Club:</th>
<th>______________________</th>
<th>Person Completing Form: ______________________</th>
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</thead>
<tbody>
<tr>
<td>Time Period You Are Reporting (See Breakdown at Bottom of Page):</td>
<td>_____________________________</td>
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<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Event</th>
<th>Location</th>
<th>Time</th>
<th>Opponents/Other Participating Clubs</th>
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</table>

### Fall Semester Breakdown and Due Dates

- **Due 9/4**: September 4 - October 13
- **Due 10/2**: October 14 – November 10
- **Due 10/30**: November 11 - December 15
- **Due 12/4**: December 16 - February

### Spring Semester Breakdown and Due Dates

- **Due 1/22**: February 3 – March 8
- **Due 2/26**: March 9 – April 5
- **Due 3/25**: April 6 – May 3
- **Due 4/22**: May 4 - Summer
**Other Paperwork**

Throughout the year, other paperwork is required to be turned in to the Sport Club Office. This required paperwork will count towards a club’s point total within the Sport Club Point System. Documents and forms can be found by logging in to Engage and visiting the Sport Club home page. Such paperwork includes:

### Fall Paperwork
- Club Roster (Updated version as needed – at least every SCAC Meeting date)
- Safety Officer CPR/AED/First Aid Certifications (2)
- Concussion Certifications (2+)
- Coach/Instructor Agreement(s) (Up to 2)
- Officer Information Form
- Practice Schedule Information Form
- Monthly Events Form (Four throughout the semester)
- Guidebook Agreement
- Constitution
- Consent Forms (Waivers)
- Travel Paperwork – As necessary before and after club travel
- Post-Event Form – As necessary after travel or hosting an event/match
- End-of-Semester **Survey**

### Spring Paperwork
- Club Roster (Updated version as needed – at least every SCAC Meeting date)
- Monthly Events Form (Four throughout the semester)
- Practice Schedule Information Form
- Coach/Instructor Agreement(s) (Up to 2)
- Officer Information Form
- Consent Forms (Waivers)
- Travel Paperwork – As necessary before and after club travel
- Post-Event Form – As necessary after travel or hosting an event/match
- End-of-Semester **Survey**

### Final Paperwork
- Transition Notebook/Drive & End-of-Year Meeting
  - The Transition Notebook is a compilation of important information in regard to club business. It can be a notebook, a file, or saved electronically. This should include information such as past budget information, contact information, alumni contacts, fundraising records, and any other pertinent club information. This notebook should be designed to be passed between outgoing and incoming club officers from year to year.
  - This notebook will be presented to the club’s assigned Assistant Director at the end of each spring at each club’s second One-on-One Meeting. It is preferred that the club’s current officers and incoming officers all meet with the Assistant Director to discuss how the year went and what the club can work on going into the following year.

Paperwork must be turned in by 11:59 PM on the due date. A list of due dates can be found in the Summary of Points Available section in the following pages of this guidebook.
Community Service

Each club will have the opportunity to earn extra points by doing community service projects throughout the year. Community service is deemed as services volunteered by individuals or an organization to benefit a community or its institutions. Some examples are the American Heart Association’s Heart Walk, sport clinics, Habitat for Humanity, or doing a neighborhood cleanup.

Clubs can earn up to 20 bonus points for community service. To earn the first 10 points, the number of community service hours performed by the club must be equivalent to the number of club members. Once those hours are documented and turned in to the Sport Club Office, the club will receive 10 bonus points. If the club does this again, it will earn an additional 10 bonus points.

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

Expectations and Discipline

Club officers and members are accountable for all policies and procedures outlined in the Sport Club Guidebook and must also abide by the University of Iowa Code of Student Life. It is the students’ responsibility to obtain copies and effectively utilize the Sport Club Guidebook. Failure to “know” is not an excuse for those not observing policies and procedures. Clubs or individual members that fail to conduct themselves in an appropriate manner may be sanctioned.

Disciplinary procedures start with the club’s assigned Assistant Director of Sport Programs in coordination with the Associate Director of Sport Programs. Disciplinary procedures can also extend to the CSIL or Dean of Students Office. Sanctions may include, but are not limited to, loss of privileges and suspensions. In very serious situations, clubs may be disbanded and/or individuals banned from participation. Students are encouraged to discuss sanctions with their assigned Assistant Director of Sport Programs.

Club Expectations

- In all club-sponsored activities, club members must assume full responsibility for following local, state, and federal laws as well as university regulations such as the Code of Student Life.
- Each club must maintain goals and objectives that are consistent with the educational mission of the university.
- Clubs must be recognized online each semester with the CSIL.
- Each club must have a club roster on file in the Sport Club Office listing all members, their email addresses, and their classifications. The roster must be updated on a regular basis to include new members and remove old members.
- Each club must review and update its constitution annually.
- Each club is responsible for completing and submitting proper forms.
- Each club is responsible for assuring representation at the monthly SCAC meetings and mandatory workshops.
- Each club is responsible for abiding by the guidelines, policies and procedures set forth in the Sport Club Guidebook.
Compliance Requirements
All Sport Clubs must comply with certain paperwork and meeting requirements each semester to remain a Sport Club in good standing. In general, Sport Clubs must maintain at least 80% compliance in the Sport Club Program Point System, though the expectation is that all Sport Clubs will be 100% compliant every semester.

Non-Compliance Sanctions

Probationary Status
If a Sport Club does not complete at least 80% of compliance requirements during a semester, the club will be put on probation for the following semester.

During the probationary semester, the Sport Club must complete 90% compliance in the Sport Club Program Point System to be removed from probationary status. The Sport Programs Staff reserves the right to add additional sanctions as necessary.

Suspended Status
Failure to complete the requirements to be removed from probationary status will result in the Sport Club being considered suspended. A Sport Club labeled as suspended will not receive any funding, will not travel, and will not have practice space or times. Suspended clubs will not have access to their Engage page or their University accounts. Suspended clubs may not recruit or utilize the University of Iowa name to compete during their suspension. All club activity must cease during suspension.

The Sport Club may request to return to probationary status after one semester of suspended status with approval of the Sport Programs Staff. The Sport Club will be required to complete 90% of requirements for the first semester of return. Following the completion of the semester of return with adequate compliance, the club may return to an 80% compliance requirement with approval of the Sport Programs Staff and be considered a club in good standing.

Requesting a Review of Club Status
Sport Clubs may request a review of the Sport Programs Staff’s decision for the Sport Club to be placed on probationary or suspended status by completing the following:

1. Request a Review of Club Status in writing (email is acceptable) to your assigned Assistant Director within 48 hours of being notified of club change-in-status.
2. The Assistant Director will set-up a meeting with the club officers and the Associate Director of Sport Programs to discuss the review within one-week.
3. The Associate Director of Sport Programs will make a final decision regarding the club’s status within three business days following the meeting.
Role of Sport Club Coaches/Instructors

If desired, it is the responsibility of the sport club to secure the services of a coach/instructor for their club. Clubs can have up to two non-student coaches/instructors. Coaches/instructors should be preferably experienced within the specific area of instruction and possess the necessary certifications and licenses, if they are required. For each coach/instructor that a club has, a Coach/Instructor Agreement must be completed. If your club plans to pay your coach/instructor for their services, please fill out the “Paid Coach/Instructor Agreement Form”. If your club plans to use a volunteer coach/instructor, please fill out the “Volunteer Coach/Instructor Agreement Form”. Each form will consist of two different sections; the first section must be filled out by the Sport Club Officer(s) and then submitted to their assigned Assistant Director for approval. When/If Section One of the form has been approved, the Sport Club Officer can then begin Section Two of the Coach/Instructor Agreement Form which must be completed by the coach/instructor and Sport Club Officer(s) and then submitted to their assigned Assistant Director for final approval. Examples of both forms are below. The Sport Programs Office reserves the right to deny the club’s request to hire a specific coach/instructor.

Coach/Instructor Regulations

1. The maximum number of coaches/instructors per each club is two.

2. If you have an exception and need more than two coaches/instructors, a written appeal must be filed in the Sport Club Office and approved by the Sport Programs staff.

3. The Coach/Instructor must be aware of and follow all university and Sport Club policies and procedures.

4. The Coach/Instructor should restrict their contributions to coaching and/or instruction and should refrain from activities involved in the club’s management. A Sport Club is first and foremost a student organization and, as such, the student representatives (not the coach/instructor) should serve as the liaison between the club and the Sport Programs staff, the University, and all non-university agencies. The philosophy and key to the success of the Sport Club Program has been the continued emphasis placed on student leadership and participation.

5. The student members must handle club business matters (hosting tournaments, submitting forms, equipment requests, etc.) with the coach/instructor serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach/instructor or the student representative.

6. Coaches/Instructors must always help to ensure good sportsmanship. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University of Iowa. This includes behavior in game situations, contact with other teams, and interaction with event staff. When involved in off-campus events or when traveling, coaches must be aware that they are still representing the university and must act in a professional manner.

7. Paid coaches can be reimbursed using club funds for their time and efforts. However, the amount for payment must be determined prior to the work being done and must be documented on the Coach/Instructor Agreement each semester.

8. It is recommended that all coaches/instructors purchase medical and liability insurance, as they are not covered by the University of Iowa.

9. Coaches/Instructors should refrain from making appointments with the Sport Programs staff without a club officer.
10. The Sport Club staff has the right and obligation to protect the club, and if, in the staff’s opinion, the coach/instructor is not working in the best interests of the club, the coach/instructor will be relieved of his/her duties.

11. Coaches should not, under any circumstances allow hazing to take place within the club, nor should they allow an environment of hazing to exist.

12. Coaches that are volunteer (not paid) must complete the appropriate volunteer paperwork required by University of Iowa Risk Management.

13. Coaches that are paid must complete paperwork with University of Iowa Division of Student Life Human Resources.
Example of A Properly Completed Paid Coach/Instructor Agreement
Your coach/instructor must physically sign and initial the document, you cannot use computer generated signatures.

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.
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 him/her of what employment paperwork is required of them.
6. If employment paperwork is required, the coach/instructor must meet with HR prior to the start date of service (125 N. Madison Street, 253 IMU; HR-studentlife@uiowa.edu).
7. Approved payment will be made at the end of the semester on determination of complete and satisfactory performance (may be prorated if agreement is not satisfactorily fulfilled).

PRIOR APPROVAL
SECTION 1 (Completed by Sport Club Officer)

Club Name: Rock Climbing
Instructor/Coach Name: John Smith
Instructor/Coach Address: E216 Field House
Cty: Iowa City
State: IA
Zip: 52242
Phone: 319-467-0044
E-Mail: rec-sportclubs@uiowa.edu
Date Service Begins: 8/21/19
Date Service Ends: 12/15/19
Amount to Be Paid: $1,200.00
(MFK for payment: 40423)

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/Instruction for final processing.

Jane Doe
Club President Name
Signature
8/1/19
Date

John Doe
UI Sport Program Staff Name
Signature
8/1/19
Date

Sally Jones
Human Resources Representative
Signature
8/1/19
Date
SPORT CLUBS
PAID COACH/INSTRUCTOR AGREEMENT FORM

SECTION 2 (Agreement completed by Instructor/Coach)
Instructor/Coaching services will be provided at the discretion of the club members and the UI Sport Program Professional Staff for a period of one semester. All coaches must reapply for their positions at the beginning of each semester regardless of how long they have been affiliated with the club. Please initial next to each item to acknowledge your understanding and agreement to each.

1. The instructor/coach shall restrict his/her involvement to instructing and coaching and shall not have an active involvement in club management. A sport club is first and foremost a student organization and as such, the student officers must serve as the liaison between the club and the Sport Programs staff, not the instructor/coach. The key to the success of Sport Clubs is the emphasis placed on student leadership and participation.

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.

3. The instructor/coach is considered a role model for participants in the Sport Club; therefore, the instructor/coach will conduct him/herself in a professional manner maintaining the highest integrity and ethical standards of the sport. The instructor/coach will not make any demands on a participant that is inconsistent with the Sport Club Program guidelines and/or University of Iowa Policies or that in any way compromises the participant’s academic requirements.

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.

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.
SPORT CLUBS
PAID COACH/INSTRUCTOR AGREEMENT FORM

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.

7. The instructor/coach may be dismissed from this Agreement at any time if the club or the Sport Program Professional Staff believes the Sport Club is being neglected or misled, or if the coach/instructor is not working in the club’s best interest. The coach/instructor will be paid a prorated amount based on time served up to the time of dismissal.

8. As a condition of employment the instructor/coach must complete all paperwork requirements as determined by the Division of Student Life Human Resources department prior to the start date on the agreement. This appointment is a temporary appointment at less than 50%. This appointment does not include University’s employee benefits. As a condition of employment, you will be required to receive all payments by direct deposit. You are also required by federal law to complete an I-9 form to verify your eligibility for employment. The University expects this form to be completed prior to your employment whenever possible, or on the day you begin work. Please be prepared to present the documents necessary to complete this form and confirm your eligibility (refer to I-9 information http://hr.uiowa.edu/immigration/I-9-information).

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

John Smitherson
Coach/Instructor Name (Please Print) John Smitherson
Signature 8/3/19
Date

Jane Doe
Club President Name

Signature
8/3/19

Date

John Doe
UI Sport Program Staff Name

Signature
8/4/19

Date
Example of A Properly Completed Volunteer Coach/Instructor Agreement
Your coach/instructor must physically sign and initial the document, you cannot use computer generated signatures.

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.
3. Section 2 is completed by the Instructor/Coach.
5. Upon completion of Section 2 of this form, as well as the University of Iowa Volunteer Authorization Form, the club officer submits both forms to the club’s assigned UI Sport Programs Assistant Director.
6. If everything is properly completed, the coach/instructor will be approved to begin working with the club.
7. A coach/instructor is prohibited from working with the club prior to the approval of this process.

PRIOR APPROVAL

SECTION 1 (Completed by Sport Club Officer)

Club Name: Scuba Diving  Academic Semester: Fall 2019

Instructor/Coach Name: John Smitherson

Instructor/Coach Address: 1231 Hawkeye Drive

City: Iowa City  State: IA  Zip: 52242

Phone: 319-987-654  E-Mail: iowahawks@gmail.com

Date Service Begins: September 1, 2019  Date Service Ends: December 15, 2019

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.

John Smith
Club President Name
Signature
Date

Jane Doe
UI Sport Program Staff Name
Signature
Date

John Smith
Signature
Date

Jane Doe
Signature
Date
SPORT CLUBS

VOLUNTEER COACH/INSTRUCTOR AGREEMENT FORM

SECTION 2 (Agreement completed by Instructor/Coach)

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

1. The instructor/coach shall restrict his/her involvement to instructing and coaching and shall not have an active involvement in club management. A sport club is first and foremost a student organization and as such, the student officers must serve as the liaison between the club and the Sport Programs staff, not the instructor/coach. The key to the success of Sport Clubs is the emphasis placed on student leadership and participation.

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.

3. The instructor/coach is considered a role model for participants in the Sport Club; therefore, the instructor/coach will conduct him/herself in a professional manner maintaining the highest integrity and ethical standards of the sport. The instructor/coach will not make any demands on a participant that is inconsistent with the Sport Club Program guidelines and/or University of Iowa Policies or that in any way compromises the participant’s academic requirements.

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.

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.
SPORT CLUBS
VOLUNTEER COACH/INSTRUCTOR AGREEMENT FORM

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.

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.

8. As a condition of serving in a volunteer position, the coach/instructor must complete the University of Iowa Volunteer Authorization Form. Once complete, the coach/instructor should give the completed form to club officers, who will then submit the form to the UI Sport Programs Assistant Director. This must be complete before coach/instructor begins any work with the club.

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

John Smitherson
Coach/Instructor Name (Please Print)

John Smitherson
Signature

8/26/19
Date

John Smith
Club President Name

John Smith
Signature

8/26/19
Date

Jane Doe
UI Sport Program Staff Name

Jane Doe
Signature

8/26/19
Date
**Requirements & Expectations | SCP Points System**

**Point System**
The point system has been put into place to determine the next year’s practice reservation priority and to be a measure of performance of the clubs for the Allocations Committee to use when deciding budget allocations. Clubs earn points by turning paperwork in on time, attending SCAC meetings and events, and good standing throughout the year. There are also penalty points for not submitting proper paperwork on time, or at all.

<table>
<thead>
<tr>
<th>Item</th>
<th>Method</th>
<th>Due Date</th>
<th>Points Possible</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Roster</td>
<td>Upload to Engage</td>
<td>9/4/2019</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Safety Officer CPR/AED/First Aid Certifications (2)</td>
<td>Upload to Engage</td>
<td>9/4/2019</td>
<td>10</td>
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</tr>
<tr>
<td>Concussion Certifications (2+)</td>
<td>Upload to Engage</td>
<td>9/4/2019</td>
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<tr>
<td>Coach/Instructor Agreement(s) - Required Before Coaches Work with Your Club</td>
<td>Upload to Engage</td>
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<tr>
<td>Officer Information Form</td>
<td>Upload to Engage</td>
<td>9/4/2019</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Practice Schedule Information Form</td>
<td>Upload to Engage</td>
<td>9/4/2019</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Monthly Events Form (September 4 - October 13)</td>
<td>Upload to Engage</td>
<td>9/4/2019</td>
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<tr>
<td>Budget Request (No Points - Required to Receive Funding)</td>
<td>Upload to Engage</td>
<td>9/4/2019</td>
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<tr>
<td>One-on-One Meeting with Assistant Director</td>
<td>Officers Meeting with Asst. Dir.</td>
<td>9/27/2019</td>
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**SEPTEMBER**

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>SCAC Meeting Attendance</td>
<td>Attend Meeting</td>
<td>10/2/2019</td>
<td>10</td>
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<tr>
<td>Club Roster</td>
<td>Upload to Engage</td>
<td>10/2/2019</td>
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<tr>
<td>Monthly Events Form (October 14 - November 10)</td>
<td>Upload to Engage</td>
<td>10/2/2019</td>
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<tr>
<td>SCAC Meeting Attendance</td>
<td>Attend Meeting</td>
<td>10/30/2019</td>
<td>10</td>
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<tr>
<td>Club Roster</td>
<td>Upload to Engage</td>
<td>10/30/2019</td>
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<tr>
<td>Monthly Events Form (November 11 - December 15)</td>
<td>Upload to Engage</td>
<td>10/30/2019</td>
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**OCTOBER**

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<tr>
<th>Item</th>
<th>Method</th>
<th>Due Date</th>
<th>Points Possible</th>
<th>Points Earned</th>
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<tr>
<td>SCAC Meeting Attendance</td>
<td>Attend Meeting</td>
<td>12/4/2019</td>
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<td>Club Roster</td>
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<tr>
<td>Monthly Events Form (December 16 - February 2)</td>
<td>Upload to Engage</td>
<td>12/4/2019</td>
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<td>One-on-One Meeting with Assistant Director</td>
<td>Officers Meeting with Asst. Dir.</td>
<td>12/6/2019</td>
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<tr>
<td>End-of-Semester Survey</td>
<td>Upload to Engage</td>
<td>12/13/2019</td>
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**FALL BONUS POINTS FOR COMMUNITY SERVICE (MAX 2 PER ACADEMIC YEAR)**

**FALL SEMESTER PENALTY POINTS**
<table>
<thead>
<tr>
<th>JANUARY</th>
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<tbody>
<tr>
<td>SCAC Meeting Attendance</td>
<td>Attend Meeting</td>
<td>1/22/2020</td>
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<tr>
<td>Club Roster</td>
<td>Upload to Engage</td>
<td>1/22/2020</td>
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<tr>
<td>Coach/instructor Agreement(s)</td>
<td>Upload to Engage</td>
<td>1/22/2020</td>
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<tr>
<td>Officer Information Form</td>
<td>Upload to Engage</td>
<td>1/22/2020</td>
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</tr>
<tr>
<td>Practice Schedule Information Form</td>
<td>Upload to Engage</td>
<td>1/22/2020</td>
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<tr>
<td>Monthly Events Form (February 3 - March 8)</td>
<td>Upload to Engage</td>
<td>1/22/2020</td>
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<td>FEBRUARY</td>
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<tr>
<td>One-on-One Meeting with Assistant Director</td>
<td>Officers Meeting with Asst. Dir.</td>
<td>2/12/2020</td>
<td>20</td>
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<tr>
<td>SCAC Meeting Attendance</td>
<td>Attend Meeting</td>
<td>2/26/2020</td>
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<tr>
<td>Club Roster</td>
<td>Upload to Engage</td>
<td>2/26/2020</td>
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<tr>
<td>Monthly Events Form (March 9 - April 5)</td>
<td>Upload to Engage</td>
<td>2/26/2020</td>
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<tr>
<td>MARCH</td>
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<td></td>
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<tr>
<td>SCAC Meeting Attendance</td>
<td>Attend Meeting</td>
<td>3/25/2020</td>
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<tr>
<td>Club Roster</td>
<td>Upload to Engage</td>
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<tr>
<td>Monthly Events Form (April 6 - May 3)</td>
<td>Upload to Engage</td>
<td>3/25/2020</td>
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<td>APRIL</td>
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<tr>
<td>One-on-One Meeting with Assistant Director</td>
<td>Officers Meeting with Asst. Dir.</td>
<td>4/1/2020</td>
<td>20</td>
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<tr>
<td>SCAC Meeting Attendance (Fall 2020 Officers)</td>
<td>Attend Meeting</td>
<td>4/22/2020</td>
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</tr>
<tr>
<td>Fall 2020 Office Information Form</td>
<td>Upload to Engage</td>
<td>4/22/2020</td>
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<tr>
<td>Club Roster</td>
<td>Upload to Engage</td>
<td>4/22/2020</td>
<td>10</td>
</tr>
<tr>
<td>Monthly Events Form (May 4 - Summer)</td>
<td>Upload to Engage</td>
<td>4/22/2020</td>
<td>10</td>
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<tr>
<td>MAY</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Transition Notebook/Drive</td>
<td>Submitted to Assistant Director</td>
<td>5/8/2020</td>
<td>10</td>
</tr>
<tr>
<td>End of Semester Survey</td>
<td>Upload to Engage</td>
<td>5/8/2020</td>
<td>10</td>
</tr>
</tbody>
</table>

**SPRING BONUS POINTS FOR COMMUNITY SERVICE (MAX 2 PER ACADEMIC YEAR)**

**SPRING SEMESTER PENALTY POINTS**
Failure to Follow Policies and Procedures

Points can be deducted, and additional penalties enforced for violations of University of Iowa, Recreational Services, or Sport Club Program Policies and Procedures. Possible point deductions are listed below while other penalties are included in the Policies and Procedures section of the Sport Club Guidebook.

Minor offense  5-point deduction

Examples of minor offenses

- 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 participant waiver
- Failure to follow posting rules
- Illegal participation in Intramural Sports
- Any other offense deemed minor

Major offense  Up to 20-point deduction

Examples of major offenses

- 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 facility
- Failure to report all drivers
- Travel without informing Sport Club office
- Any other offense deemed major

At any point in time a club accumulates 20 points in deductions, the Sport Programs staff reserves the right to suspend organizations and/or members or take additional disciplinary action including referral to the Dean of Students Office.
Requirements & Expectations | Risk Management

Required Certifications and Trainings

CPR/AED and First Aid Requirements
All clubs are required to have at least two student Safety Officers certified Adult CPR/First Aid/AED. 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. 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. To find out about upcoming classes, contact your club’s assigned Assistant Director. Acceptable certifications for CPR/AED and First Aid include: Red Cross, American Heart Association.

Concussion Training Requirements
Each Sport Club has been assessed for risk of concussion and injury and placed into a tier system for concussion certification requirements.

- The lowest-level of concussion risk Sport Clubs will need their two (2) safety officers to complete the two required concussion trainings.
- The mid-level concussion risk Sport Clubs will need to complete four (4) concussion certifications, two of which must be completed by the Safety Officers.
- The highest-level concussion risk for Sport Clubs will need to complete six (6) concussion certifications, two of which must be completed by the Safety Officers.

Lowest-Level Clubs (Two Safety Officers required to have concussion training) – Table Tennis, Badminton, Bowling, Golf, Fencing, Archery, Shooting Sports, Kendo/Kum Do, Volleyball, Women’s Basketball, Tennis, Taekwondo, Cycling, Triathlon, Track and Field

Mid-Level Clubs (Two Safety Officers required to have concussion training, plus two more members) – Water Polo, Sailing, Waterski & Wakeboard, Baseball, Softball, Women’s Lacrosse, Ultimate, Powerlifting, BJJ, Women’s Ice Hockey, Figure Skating

High-Level Clubs (Two Safety Officers required to have concussion training, plus four more members) – Cheerleading, Soccer, Quidditch, Men’s Ice Hockey, Rugby, Men’s Lacrosse, Olympic Weightlifting, Gymnastics

How-To Complete Online Concussion Training
To complete online concussion training the Club member will need to follow these steps:

- Go to https://nfhslearn.com/courses/61059/concussion-for-students
- Register for NFHS by clicking the “Register” button on the top right corner
  - Fill out personal information
- Go back to the https://nfhslearn.com/courses/61059/concussion-for-students page and click “Order Course”
  - Select “Myself” when asked who you are ordering the course for
  - Put in the “State of Iowa” when prompted
  - Click “Check-Out”
  - Agree to policy by clicking the box
  - Click “Continue”
- On the order receipt page click on “Click Here” in the top text or click on dashboard on the top of the page
- Begin the course
- At the completion of the course a certificate will be available
• Download and save the certification to your computer
• Upload the certification onto Engage under forms – Concussion Certification Upload

Spot Checks
Spot checks will take place at least three times a semester by the Sport Program Supervisors for all on-campus Sport Clubs, and potentially off-campus clubs. Spot checks should not take more than five minutes of the officer’s time during practice. The following will be checked and documented during spot checks:
  • Number of people at practice
  • Most recent Sport Club roster compared with those at practice
  • Safety Officer at practice (with CPR/AED/First Aid and Concussion Certifications on file)
  • Officer Contact Information

Sport Clubs without at least ten people at practice will be re-checked to ensure the required minimum number of members is being met and will receive a “Minor Offense Penalty” in the Sport Club Program Point System. 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.

Waivers
Waivers must be signed by anyone participating in Sport Club activities, including practices. All students, faculty, and staff must complete the waiver on Engage. Engage waivers only need to be signed one time for the entire duration of a person’s participation in Sport Clubs. Community members must sign paper waivers annually.

Accident Reports
Accident Reports must be filled out following any injury or incident. Should an Accident Report be filled out, it should be turned in to Sport Programs Staff within 48 hours of the accident.

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, including while traveling, the Safety Officer should complete the Accident Report. This report can be downloaded from Engage, found by logging in to Engage and visiting the Sport Club home page. Copies of blank Accident Reports should be brought to all club activities in the event of an emergency.
Example of a Properly Completed Accident Report

Recreational Services
Accident Report

9/5/2018  5:00pm  Off-Campus
Date of Accident  Time of Accident  Facility

John Smith
Name

☑ Male ☐ Female  ☐ Member ☐ Non-Member
Sex  Status

E216 Field House  Iowa City  Iowa  52242
Address  City  State  Zip Code

3194670044  Home Phone Number  Work Phone Number

Area of Body Injured or Illness

☐ Head  ☐ Left  ☐ Right
☐ Neck  ☐ Left  ☐ Right
☐ Shoulder  ☐ Left  ☐ Right
☐ Chest  ☐ Left  ☐ Right
☐ Upper Back  ☐ Left  ☐ Right
☐ Lower Back  ☐ Left  ☐ Right
☐ Upper Arm  ☐ Left  ☐ Right
☐ Lower Arm  ☐ Left  ☐ Right
☐ Elbow  ☐ Left  ☐ Right
☐ Wrist  ☐ Left  ☐ Right
☐ Hand  ☐ Left  ☐ Right
☐ Abdomen  ☐ Left  ☐ Right
☐ Hip  ☐ Left  ☐ Right
☐ Pelvis  ☐ Left  ☐ Right
☐ Upper Leg  ☐ Left  ☐ Right
☐ Lower Leg  ☐ Left  ☐ Right
☐ Knee  ☐ Left  ☐ Right
☐ Ankle  ☐ Left  ☐ Right
☐ Nausea  ☐
☐ Dizziness  ☐
☐ Difficulty Breathing  ☐
☐ Disorientation  ☐
☐ Other

Accident Description
Provide a detailed description of the accident and action taken.

During a climb in Tennessee with the rock climbing club, John hit his left elbow on the rock wall upon descent. His elbow and lower left arm had a large scrape that began to bleed. After John was back on the ground I (Jane Doe) cleaned the wound and applied antiseptic and a band-aid.
Emergency Medical Services Log

**Action Taken**
- First Aid [ ]
- Referred to Hospital [ ]
- Referred to Health Center [ ]
- Other [ ]

**Method of Transportation**
- Ambulance [ ]
- Private Vehicle [ ]
- Not Applicable [ ]
- Other [ ]

---

**Witness Information**

**Sally Fields**

**Name**
319-444-0044

**Phone**
sally-fields@uiowa.edu

---

**Patron Signature**
I acknowledge the care provided to me is reflected on this form.

**John Doe**
9/5/18

---

**Patron Treatment Refusal**
I have been advised I may have a medical condition which may require an examination by a doctor and I refuse such medical care and/or advice that has been rendered by Recreational Services personnel. Or I do not believe that an emergency exists and I require no further assistance.

**John Doe**
9/5/18

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**Remember to do the following:**
- Protect the individual from further injury.
- Maintain life or attempt to restore life.
- Comfort or reassure the victim.

**When calling EMS, remember to give the following information:**
- Exact location and closest emergency doors.
- What has happened.
- Number of victims.
- Telephone Number.

---

**Accident Report Completed By**

**Jane Doe**

**Name**
319-467-0044

**Phone**
jane-doe@uiowa.edu

---

**Rock Climbing Safety Officer**

**Position**

---