# Table of Contents

## Section 1 | Policies and Procedures

- Definitions .......................................................................................................................................... 1
- Expectations ....................................................................................................................................... 2
- Eligibility ............................................................................................................................................. 2
- Facilities ............................................................................................................................................. 2
- Funding .............................................................................................................................................. 3
- Travel ................................................................................................................................................. 4
- Alcohol ............................................................................................................................................... 4
- Social Networking Sites ...................................................................................................................... 4
- Equipment .......................................................................................................................................... 4
- Sport Club Monthly Event Schedule .................................................................................................. 5
- Intramural Sports Participation Policy ............................................................................................... 5
- Hazing Policy ...................................................................................................................................... 5
- Licensing ............................................................................................................................................. 6
- Penalties ............................................................................................................................................. 7

## Section 2 | Requirements & Expectations

### CSIL and SCP Recognition
- Recognition and Registration............................................................................................................. 10
- CSIL Recognition ................................................................................................................................. 10
- Sport Club Registration ....................................................................................................................... 10
- Sport Club Officer Position Descriptions ............................................................................................ 11

### Monthly and Semesterly Paperwork
- Monthly Event Schedule .................................................................................................................... 13
- Monthly Report Due Dates ................................................................................................................ 13
- Blank Monthly Events Schedule Form ............................................................................................... 14
- Other Paperwork ................................................................................................................................. 15
- Community Service ............................................................................................................................ 16

### Club Expectations and Discipline
- Expectations and Discipline ............................................................................................................... 17
- Club Expectations ............................................................................................................................... 17
- Compliance Requirements .................................................................................................................. 18
- Non-Compliance Sanctions ................................................................................................................ 18
- Role of Sport Club Coaches/Instructors ............................................................................................. 19
- Example of a Properly Completed Coach/Instructor Agreement ....................................................... 20

### SCP Points System
- Point System ...................................................................................................................................... 23
- Failure to Follow Policies and Procedures .......................................................................................... 24
Risk Management
Required Certifications and Trainings ................................................................. 26
How-To Complete Online Concussion Training .................................................. 26
Spot Checks ........................................................................................................... 27
Waivers .................................................................................................................. 27
Accident Reports ................................................................................................... 27
Example of a Properly Completed Accident Report ........................................... 28

Section 3 | Sport Club Program

Quick Tips
What is the Sport Club Program? ........................................................................... 30
Who makes up the SCP? ....................................................................................... 30
What positions are available for students within the SCP? ................................. 30
What is the SCAC? ............................................................................................... 30
What is the SCAB? ............................................................................................... 30
When does the SCAC meet? ............................................................................... 30

Definitions and SCP Policies
Sport Club Program ............................................................................................ 31
SCAC Leadership Appointments ......................................................................... 31
Equipment and Inventory .................................................................................. 32

Section 4 | Hazing and Liabilities

Quick Tips
What is Hazing? ................................................................................................... 33
Does the University of Iowa have a hazing policy? ............................................ 33
What are the consequences of hazing? ............................................................... 33
Does the University of Iowa provide insurance for Sport Club members? ....... 33

Definitions and SCP Policies
What is Hazing? ................................................................................................... 34
University of Iowa Hazing Policy – Code of Student Life .................................... 34
In the State of Iowa, Hazing is a Criminal Offense ............................................. 34
It is not a defense to a charge of hazing that: ....................................................... 34
How Do We Eliminate Hazing? ......................................................................... 35
Questions to Ask Yourself .................................................................................. 35
Danger of Social Networking Sites ..................................................................... 35

Insurance and Medical Considerations
Insurance and Medical Considerations .............................................................. 36
Section 5 | Budget and Allocations

Quick Tips
Who determines each club’s budget? .......................................................... 37
What does my club need to do to get money? ............................................. 37
When do I need to turn anything in or give my club’s presentation? .......... 37
Where do I find the form? ......................................................................... 37
Where do I turn in the paperwork? ............................................................. 37
What does the SCAB take into consideration when making allocations? .... 37
What other accounts are there for managing club money? ....................... 37
What other opportunities are there for requesting additional SCAB/University funding? .......................................................... 37

Definitions
Sport Club Allocations Committee (SCAB) .............................................. 38

Sport Club Allocation Tier System ........................................................... 40

How to Complete the Budget / Funding Request Process
How do I fill out the Budget Request Form properly? .............................. 41
Example of a Properly Completed Budget Request Form .......................... 42

Fundraising and Accounting
SCP End-of-Year Sweepings ..................................................................... 44
Depositing Funds into Sport Club Account ............................................... 44
Dues ........................................................................................................ 44
U-Bill Dues Payments ............................................................................. 44
Fundraisers ............................................................................................. 44
Cash Box for Fundraisers/Events ............................................................. 44
How to Process U-Bill Payments ............................................................... 45
Example of a Properly Completed U-Bill Dues Form ................................. 45

How to Navigate the Budget Hearing / Deliberation Process
Budget Hearings ....................................................................................... 46
Budget Deliberations ............................................................................... 46
Sport Club Program Sweepings Reallocation ......................................... 46

Section 6 | Non-Travel/Non-Coach Expenses

Quick Tips
What type of expenditure am I dealing with? .......................................... 47
What needs to be turned in to make a purchase? .................................... 47
Where do I find the form? ....................................................................... 47
When do I need to turn in the paperwork? ............................................. 47
Where do I turn in the paperwork? .......................................................... 47
Why do I have to complete the form? ..................................................... 47
Definitions
Different Types of Expenditures ................................................................. 48
What Happens After I Turn in the Necessary Paperwork to the Sport Club Office? ................. 48

How to Complete the Request to Use Club Funds Form
One-Time Expenditure .................................................................................. 49
When Do I Need to Turn in the Information I Just Read About? ......................... 50
Recurring Expenditure .................................................................................. 51
When Do I Need to Turn in the Information I Just Read About? ......................... 52
Paying Officials or Guest Speakers ................................................................ 52
Example of a Properly Completed Officials Payment Form ................................ 53

Section 7 | Travel Expenses

Quick Tips
What types of travel are there? ..................................................................... 54
What needs to be turned in for any organization travel (trips)? ....................... 54
What needs to be turned in if club funds are being used for travel? ............... 54
Where do I find the forms? .......................................................................... 54
When do I need to turn in the paperwork? .................................................. 54
Where do I turn in the paperwork? .............................................................. 54
Can my club use University vehicles to travel? ............................................. 54

Definitions and SCP Policies
Different types of travel ................................................................................ 55

Basic Travel Timelines
Basic Travel Timelines ................................................................................ 56

How to Complete the Travel Process
How Do I Begin the Process of Taking a Trip? .............................................. 57

How to Complete the Pre-Travel Form For a Trip Using Club Funds ................ 58

How to Complete the Pre-Travel Form For a Trip Not Using Club Funds .......... 61

How to Complete the Post-Event Results Form
How Do I Fill Out the Post-Event Results Form Correctly? .......................... 63

How to Complete the Post-Travel Expense Report
How do I Fill Out the Post-Travel Expense Report Correctly? ...................... 64
When Do I Need to Turn in the Post-Travel Paperwork? ............................... 66

How to Reserve Fleet Services Vehicles
How Do I Get Club Members Authorized to Drive Fleet Services Vehicles? ....... 67
How Do I Properly Complete a Fleet Services Vehicle Request? ............... 68
Example of a properly completed Fleet Services Request ............................ 73
Section 8 | Facility Reservations & Hosting an Event

Quick Tips
What type of request am I making? ................................................................. 75
What facilities are available for use from Recreational Services? ...................... 75
What needs to be turned in to make a facility request? ........................................ 75
Where do I find the forms? ............................................................................... 75
When do I need to turn in the paperwork? ......................................................... 75
Where do I turn in the forms? ........................................................................... 75
What do I need to do to host an event? .................................................................. 75
Can my club request to use Athletics Facilities? .................................................. 75
How do I reserve non-Recreational Services facility space? ............................... 76

Definitions & SCP Policies
Different Types of Facility Requests .................................................................. 77
Recreational Services Facilities .......................................................................... 77
Facility Use ......................................................................................................... 78
Athletic Trainers ................................................................................................. 78

Club Expectations
Expectations When Using University Facilities .................................................. 79

How to Request Facility Space
What is the process of requesting reservation of a facility? ................................. 80
What Happens After I Submit the Required Forms to the Sport Club Office? ........ 80
Special Event Conflicts ....................................................................................... 80

How to Complete a Facility Request Form
How Do I Fill Out the Facility Request Form Correctly? ....................................... 81

How to Complete a Post-Event Results Form
How Do I Fill Out the Post-Event Results Form Correctly ..................................... 82

How do I request an Athletic Trainer for my club’s event? ................................. 82
How do I pay for the Athletic Trainer who attended my club’s event? .................. 82

Suggested Special Events Checklist .................................................................... 83
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.

What is a Sport Club?

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

Sport Club Program Organization Requirements & Application Process

Admission into the Sport Club Program at the University of Iowa as part of Recreational Services is determined each year by the Recreational Services Sport Programs staff in conjunction with the 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. All members must be currently enrolled students at the University of Iowa.
- Must compete in a minimum of two contests per academic year including one contest outside of Johnson County
  - Must be competing against a group or club outside the University of Iowa
  - Must send at least four members (does not include coaches/instructors)
  - The event must be competitive in nature, in which there are winners and losers
Submit proper pre- and post-travel paperwork for trips outside Johnson County

- Renew your Engage page each semester prior to September 15th and February 15th
- 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).

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.

**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 of one of the Assistant Directors of Sport Programs. Each club’s assigned Assistant Director serves as a resource for the club to make sure club leadership understands requirements of the program, and can help club leadership accomplish goals that the club has. Club officers are required to meet 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.
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.

The Sport Programs Office is located in E216 Field House.

Contact Information and Important Websites

Assistant Director, Sport Programs
Matt Schaefer
Phone: TBA
E-Mail: TBA

Assistant Director, Sport Programs
Shannon Tumelty
Phone: TBA
E-Mail: TBA

Assistant Director, Sport Programs
Mike Valentine
Phone: 319-335-5237
E-Mail: mike-valentine@uiowa.edu

Associate Director, Sport Programs
Tommy Schorer
(319) 335-8032
thomas-schorer@uiowa.edu

Senior Associate Director of Recreational Services
Brian Baxter
(319) 335-8313
brian-baxter@uiowa.edu

Director of Recreational Services & Assistant Vice President for Student Life
JT Timmons
(319) 335-9286
jt-timmons@uiowa.edu

Field House Member Services Desk
(319) 335-9847

Hawkeye Tennis & Recreation Complex
(319) 384-1215

Campus Recreation & Wellness Center
(319) 335-9293

Recreational Service Rain Line
(319) 333-7032

Sport Clubs Website
recserv.uiowa.edu/sport-clubs

Engage Website
uiowa.campuslabs.com/engage

Mass Email Request Instructions
https://apps.its.uiowa.edu/massmail2/beans/public.action
Sport Club Guidebook

This Sport Club Guidebook contains policies and guidelines to be followed by all clubs currently affiliated with, or those requesting to be affiliated with, the University of Iowa Sport Club Program. This guidebook serves as a guide for club participants and officers in the daily management of their respective clubs. This guidebook should be used as a resource for all questions regarding conducting club business.

Sport Clubs are subject to discipline and even suspension from the Sport Club Program for not following the rules and regulations set forth in this Guidebook. Recreational Services governs these policies and procedures. Violations of a serious nature may be sent to the Dean of Student’s Office.

Sport Club Webpage

The sport club webpage recserv.uiowa.edu/sport-clubs is available as a resource for Sport Clubs to not only advertise their individual club, but also to access all of the forms needed to conduct sport club business. There are resources available to aide sport clubs in planning events, traveling, or finding important information from other campus departments.

Field House Mailbox

Each club has use of a mailbox located outside of the Sport Programs Office in E216 Field House. Club representatives are expected to check their mail at least once a week. Many clubs use this mailbox as their club address for things such as recruiting letters and/or an address for other clubs to send correspondence. Use the following for the address:

(Club Name)  
E216 Field House  
Iowa City, IA, 52242

Mass Emails

Each Sport Club is allowed to send two mass email per semester. To send a mass email follow these steps:

1. Fill out the online mass email request form (see the Contact Information and Important Websites section on the previous page)
2. Print and submit the Approval Form and a copy of the Request for Mass Email
3. Bring these two forms to your Assistant Director in the Sport Programs Office
4. Your Assistant Director will then send on to the next required approval person
5. Clubs should be aware that it will take at least a week or longer for mass email requests to be approved and sent

Recreational Services 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.