

# SPORT CLUBS MANUAL

## 2015-2016

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# I. INTRODUCTION AND GENERAL INFORMATION

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Welcome and congratulations on being a part of the Recreation Services Sport Clubs program at Iowa State University. The program is managed under the supervision of Recreation Services and the leadership of student officers who are committed to their student organization. To achieve success, it is essential that club leaders have a strong knowledge of the information in this manual and follow the prescribed course of action before, during, and after participation in each club activity. The policies and procedures in this manual are written to provide support and guidance. The Sport Clubs Coordinator and Sport Clubs Executive Board are here to help each club reach its maximum potential and goals.

***PLEASE NOTE: THIS IS A LIVING DOCUMENT AND ALL POLICIES AND PROCEDURES IN THIS MANUAL ARE SUBJECT TO REVIEW AND CHANGE. NOT EVERY CONCEIVABLE SITUATION IS EXPLICITLY COVERED IN THIS MANUAL. THE SPORT CLUBS COORDINATOR AND/OR DIRECTOR OF RECREATION SERVICES RESERVE THE RIGHT TO RULE AND MAKE DECISIONS REGARDING ANY SITUATIONS THAT ARISE PERTAINING TO THE SPORT CLUBS PROGRAM.***

## *ISU Recreation Services Mission and Vision Statements*

**Mission Statement:** To create an environment through exceptional recreation facilities, programs, and services where Recreation Services can inspire, educate, and empower students and members of the ISU community to cultivate lifestyles to enhance health and wellness.

**Vision Statement:** Recreation Services is committed to becoming a recognized leader in student-focused, innovative collegiate recreation. Our dedicated professional and student staff strive to positively transform lives by offering exceptional facilities, programs, and services.

## *Definition and Purpose of the Sport Clubs Program*

A Sport Club is a recognized ISU Student Organization that has been formed by individuals who are motivated by a common interest and desire to participate in a particular activity. Sport Clubs are meant to be a learning experience for the members through their involvement in teamwork, fundraising, public relations, organization, administration, budgeting, and scheduling. Underlying all this learning is a constant progression in the development of skills in their particular activity.

Each Sport Club is a student-oriented and student-run organization whose membership is comprised of undergraduate and graduate students, as well as other members (alumni, community, etc.) who meet the membership requirements established by each club. The student members within each club's structure are responsible for the administration of their club.

## *Important Contact Information*

### **Department Mailing Address**

Iowa State University  
Recreation Services  
Attn: (Sport Club Name)  
1180 State Gym  
Ames, IA 50011-2210

515-294-4980 Main Recreation Services Office  
515-294-1412 Office Fax  
[www.recservices.iastate.edu](http://www.recservices.iastate.edu)

### **Sport Clubs Coordinator**

Landon Wolfe  
1180G State Gym  
Ames, IA 50011-2210  
515-294-4184  
Email: wolfe@iastate.edu

### **Sport Club Council Executive Board**

Allison Witters	President	awitters@iastate.edu
Linda Behrer	Vice President	lmbehrer@iastate.edu
<i>vacant</i>	Secretary	
Amy Schaefer	Treasurer	amyschae@iastate.edu

## **2015-2016 Sport Clubs Calendar**

***Note: All deadlines are final. Failure to meet a deadline may result in disciplinary action.***

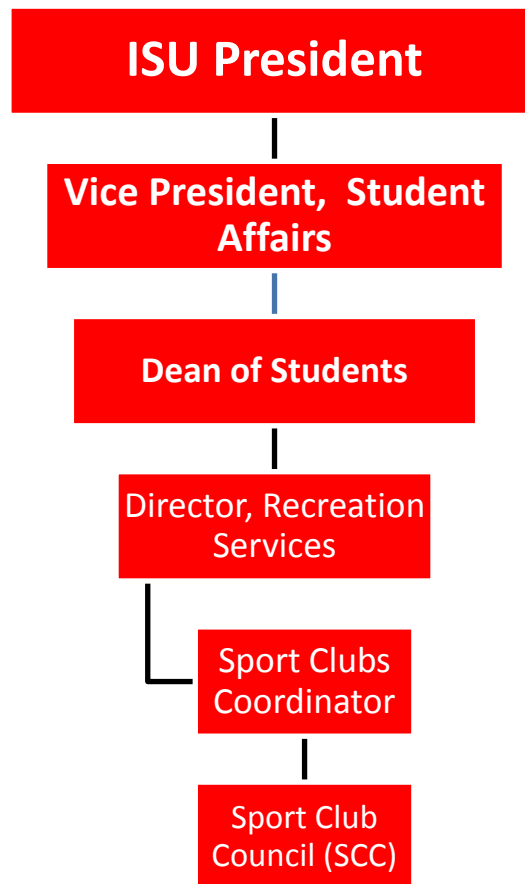
- August 3, 2015:
  - Fall Facility Requests Due – Practice & Home Events
- November 6, 2015:
  - Lied Indoor Practice Requests Due for Winter
- January 1, 2016:
  - Spring Facility Requests Due – Practice & Home Events
- February 12, 2016:
  - FY16 Budget Proposals Due
- February 27, 2016:
  - SCC Budget Allocation Hearings
- April 20, 2016:
  - SCC 2015-16 Officer Elections & Tiers finalized for Fall 2016/Spring 2017
- April 29, 2016:
  - Summer Facility Requests Due – Practice & Home Events

### **Sports Club Council Meetings**

Sports Club Council Meetings are MANDATORY. At minimum, one representative from each club must attend each of the scheduled meetings throughout the year. Failure to attend a meeting will result in disciplinary action in the form of a \$50 fine. Missing 3 straight meetings will result in a club being placed into suspended status. The entire meeting schedule is available on the Recreation Services website.

## Administration and Leadership

Below is an abbreviated organizational chart showing the relationship of the Sport Clubs Program to Iowa State University as a whole.



## ISU Division of Student Affairs

Iowa State University Recreation Services is a department within the Division of Student Affairs overseen by Dr. Thomas Hill, the Sr. Vice President for Student Affairs. Within the Division of Student Affairs resides the Dean of Students Office which is led by the Dean of Students, Dr. Pamela Anthony. Within the Dean of Students Office is where the Iowa State Recreation Services Department is housed, and ultimately the Sport Clubs program.

## Student Activities Office (Student Organizations)

The Student Activities Office is a department within the Division of Student Affairs that supervises and oversees all student organizations on campus. The Sport Clubs Coordinator works hand-in-hand with this office to ensure clubs are abiding by the same policies across the Iowa State campus. In order for a Sport Club to remain in good standing with Recreation Services, they must always be in good standing with the Student Activities Office. Their office is a tremendous resource to Sport Clubs and can give guidance with a variety of items. Their office is located in the East Student Office Space of the Memorial Union.

## Sport Club Administrators

### Sport Clubs Coordinator

Recreation Services provides a professional staff member to direct and monitor all Sport Clubs and their activities. The Sport Clubs Coordinator serves as a consultant to clubs on day-to-day operations and

special events. The Coordinator acts as an advisor to the Sport Clubs Council and is responsible for ensuring that their efforts benefit all Sport Clubs.

The Coordinator sees that all rules and regulations are followed and takes disciplinary action when they are not. The Coordinator serves as a liaison between the Sport Clubs participants and Iowa State University administration. The Coordinator also oversees club member discipline, budgeting allocations, purchases, safety, risk management, and serves as the primary consultant for trips, tournaments, special events, and facility reservations.

### Recreation Services Director

The Sport Clubs Coordinator reports directly to the Recreation Services Director who, in turn, has final authority over all Sport Clubs and their activities.

### Sports Club Council and Executive Board

The Sports Club Council (SCC) is the governing body of the Sport Clubs program. The SCC is comprised of the officers of each Sport Club currently residing on the Sport Club roster. The SCC is involved with the addition and removal of clubs from the Sport Club roster, hearing funding requests, and designating annual club funding allocations.

The SCC is led by the SCC Executive Board. The SCC Exec Board is made up of four Sport Club members. Exec Board members are elected for a one-year term at the end of each spring semester. There may only be one person nominated from each club. The election is decided by popular vote, each club receiving one vote to cast towards the election of each of the positions. The four Exec Board offices are: President, Vice-President, Secretary, and Treasurer. The Exec Board meets on an as-needed basis throughout the year to resolve SCC matters, representing the SCC membership to GSB and other campus entities, and generally helping the Coordinator shape the future of the Sport Clubs program.

## II. CLUB CONDUCT & MEMBERSHIP

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### Sport Club Conduct

Sport Clubs and all participating club members are responsible to their club and to Iowa State University in terms of their conduct. Irresponsible behavior can affect the club's privileges and negatively impact the club's status in the Sport Clubs program. Loss of funding, suspension of travel privileges, and denial of facility use requests are possible sanctions to Sport Clubs exhibiting a pattern of inappropriate or irresponsible behavior. Loss of privileges for a year or more can be deemed necessary and appropriate. It is important for all members to consider the intent of the Sport Clubs program, its policies and procedures, as well as those of Iowa State University when participating in any student organization or activity. The Sport Clubs program at Iowa State University exists for the mutual benefit of all its participants – not for the selfish interests of individuals.

***Remember that individual conduct reflects upon the club, the program, ISU Recreation Services, and Iowa State University as a whole. While individuals have a responsibility to act in accordance with established guidelines outlined in the Code of Student Conduct, Sport Clubs must police the actions of their members and hold them accountable.***

### HAZING

Hazing is strictly prohibited within all Sport Clubs and is defined in the following excerpt from the Iowa State University Student Disciplinary Regulations (Code of Conduct):

*Hazing is any intentional, knowing, or reckless action, request, or creation of circumstances that:*

- A. Endangers the health or safety of any individual*
- B. Causes or presents a substantial risk of physical injury, serious mental distress, or personal humiliation to any individual*
- C. Involves the destruction or removal of public or private property in connection with initiation or admission into, or continued membership in, any group affiliated with the university, including but not limited to, any student, campus, fraternal, academic, honorary, athletic, or military organization.*

*It is not a defense to the violation of this section that the hazing participant provided explicit or implied consent. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this section.*

All hazing incidents will be referred to the Dean of Students' Office for further review and potential disciplinary action.

### **ALCOHOL AND TOBACCO POLICY**

Sport Club members may not engage in the use and/or presence of drugs/alcohol while traveling (from the time the team leaves campus to the time it returns) or during any club-related activity (practices, events, fundraisers, competing, spectating, team functions, etc.)

- Alcoholic beverages are NOT PERMITTED at any Sport Club activity. Offenders of this policy will not be tolerated and are subject to be suspended from participation. Sport Clubs will be held responsible for teammates' and spectators' adherence to this policy.
- All tobacco products are prohibited within the confines of any Recreation Services facility and anywhere on Iowa State University's campus

### **Disciplinary Infractions and Procedures**

Clubs or individual members that fail to conduct themselves in an appropriate manner may be subject to sanctions or other disciplinary actions. All disciplinary procedures start with the Sport Clubs Coordinator but may go to the SCC Exec Board as well. Disciplinary actions are documented in each club's file and are heavily considered when reviewing club performance, therefore having an effect on a club's placement within the Tier System and budget allocations. In very serious situations, clubs may be disbanded and/or individuals banned from participation.

Disciplinary actions taken by the Sport Clubs Coordinator may be appealed to the SCC Exec Board. A final course of action would be to appeal to the Director of Recreation Services. Possible violations of the Student Code of Conduct will be referred to the Dean of Students' Office. In addition to discipline levied by Recreation Services, clubs are also subject to disciplinary measures from the Dean of Students Office.

### **Examples of Possible Infractions**

Examples of infractions include but are not limited to the following situations:

- Failure to submit required forms and documentation within the timeline established by the Sport Clubs Coordinator
  - a. Club members without their online Club Waiver completed practicing or participating in club activities
  - b. Failure to submit an Event Authorization Application for a hosted event
- Non-use of reserved facilities

- a. If your club plans on not using previously reserved space, for practice or competition, you must notify the Sport Clubs Coordinator
- Failure to comply with or violation of travel policy guidelines
  - a. Not submitting the online Travel Authorization Request Form for a trip
  - b. Failure to have all travelers complete an online Travel Waiver
- Unauthorized club travel by individual members or clubs as a whole
- **Any violation in regards to the Code of Student Conduct**
- Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Sports Clubs program
  - a. This includes but is not limited to unsportsmanlike conduct towards officials or opponents; unacceptable verbal or physical abuse of Recreation Services staff; disruptive behavior on trips, etc.
- Misuse or misappropriation of club funding
- Allowing ineligible individuals to participate in club activities, including non-students
- **ANY ALCOHOL, TOBACCO, or CONTROLLED SUBSTANCE POSSESSION VIOLATIONS**
- Failing to send a club representative to 3 straight SCC meetings

### **Disciplinary Actions**

For all infractions:

- The club will be immediately placed into suspended status
- A meeting with the club's officers and the Sport Clubs Coordinator will be scheduled if deemed necessary
- Input from appropriate administrators and staff members will be solicited when deemed appropriate
- The Sport Clubs Coordinator will determine the disciplinary action that will be taken
- The club is notified of the disciplinary action via email

Possible disciplinary actions that may be taken include, but are not limited to:

- Probation
- Loss of travel privileges
- Club funds frozen for a designated period of time
- Loss of facility use
- Loss of ISU institutional funding
- Loss of Sport Club status and affiliation with the ISU Recreation Services Department

### **Appeal Process**

The appeal process exists to ensure that all disciplinary actions taken against Sport Clubs are fair and equitable. The person to whom a disciplinary decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) committed. Sport Clubs who initiate a disciplinary appeal are advised that the person who hears the appeal, may at their discretion, levy a stiffer penalty than the disciplinary decision that is being appealed.

Appeals of disciplinary decisions involving decisions of the Sport Clubs Coordinator will be forwarded to the SCC Executive Board who will rule on the appeal after investigating the situation. Appeals of the SCC Exec Board decision may then be made to the Director of Recreation Services whose decision is final.

### **Filing an Appeal**

All requests for appeals must follow the following procedures:



- Written notification from a club officer to the Sport Clubs Coordinator indicating the club's reason(s) for the appeal and any circumstances related to the situation that caused the infraction, must be submitted within five (5) working days
- The five-day period begins when the Sport Clubs Coordinator sends notification of disciplinary action to the club, an emailed memorandum to each of the club's officers
- The appeal will be forwarded to the appropriate entity and the club's officers will be notified in writing as to when and where they may present evidence supporting their appeal
- When a decision has been reached, the club's officers will be notified in writing

## Officer And Membership Eligibility

### Membership Eligibility

1. The eligibility requirements below represent the baseline eligibility requirements for sport club membership. All such guidelines must be detailed in each organization's Constitution.
2. The primary member of a sport club at Iowa State is the full-time Iowa State student.
  - a. Part-time students may participate in Sport Clubs as long as they are eligible to participate per the eligibility requirements established by the governing bodies that a Sport Club may compete under
  - b. The Recreation Services Department may require part-time students to purchase a Rec Pass in order to be eligible to participate in the Sport Club's activities
  - c. Clubs may allow non-students to participate in their organization but the club roster must always consist of at least 80% full-time ISU students
  - d. Individuals under the age of 18 may NOT be a member of a Sport Club unless they are enrolled full-time at Iowa State University AND approved by the Sport Clubs Coordinator
3. ISU Recreation Services allows students on probationary status to participate in Sport Club activities. Those individuals on probation may not hold an office, cannot receive or otherwise manage or handle funds allocated to the team from university organizations, and may not be allowed to travel and play in certain situations.
4. If a club utilizes any Recreation Services facility with restricted access, a Rec Pass is required for all club participants.
5. Access for coaches/instructors (no more than two per club and only during club practice times) must be pre-approved by the Sport Clubs Coordinator.
6. A Club Roster should be kept up-to-date on the club's Student Organizations site.
7. All club members must submit a completed online Club Waiver. This must be on file prior to any individual participation in club activities. These waivers are good from July 1st through June 30th of each year with a new waiver required at the start of each year. Any club that has members participating **without completing the Club Waiver** is subject to disciplinary action.
  - a. **TRYOUTS**
    - i. During the try-out period designated for each club (as determined by each club), all participants MUST sign the "Sport Club Try-Out Waiver" and either submit to the Office of Risk Management or bring to the Sport Club office the following try-outs. NO EXCEPTIONS. Once try-outs have concluded or a person is "officially" a member of said club, the online Club Waiver must be completed before an individual can continue to participate in any club activities.

### Officers

University requirements (per the Student Organization Handbook) for a student to be eligible for, elected to, appointed to, or hold office in any recognized student organization are:

- Enrolled as a full-time undergraduate or graduate student at ISU
- Students must have at least a 2.0 cumulative GPA

- Students must meet all other reasonable academic standards established by the student organization and included in the organization's constitution and/or bylaws.

Each club is required to elect officers for their individual club. The roles and responsibilities of officers are outlined below:

1. Officers will ensure the compliance of all team members with Recreation Services, Student Organizations, and Risk Management requirements
2. Officers will be responsible for communication between the Sport Clubs Coordinator and the club members
3. Officers will preside over club meetings
4. Officers will be responsible for submission of all forms required by the Sport Clubs Coordinator

### **Sport Club Advisors**

Each club is required to select an advisor who is a full-time member of the ISU faculty or staff. The roles and responsibilities of the advisor are described below:

1. The advisor is encouraged to work closely with the officers and offer input into the club's decision-making process; they should not assume an overwhelming leadership position within the organization
2. The advisor lends his/her experience, judgment, knowledge, and assists the club members in the development of the club
3. The advisor helps maintain continuity in club programming and provides knowledge of university policies and procedures
4. The advisor is encouraged to counsel club leaders and members in regards to individual and club issues

### **Sport Club Coaches**

Coaches involved in the Sport Clubs Program are in a unique position. Duties and responsibilities vary from sport to sport; so all coaches must be familiar with their specific requirements.

1. Any club that wishes to utilize the expertise of a coach must have the individual complete the *Coach/Instructor Application* and submit it to the Sport Clubs Coordinator for approval prior to a club making an official offer or appointment.
2. The selection of a coach is the responsibility of the club, but MUST be approved by the Sport Clubs Coordinator.
3. Upon recommendation of the club and submission of the Coach/Instructor Application, Iowa State University will run a background check on the applicant. ALL coaches/instructors must successfully complete a background check to be affiliated with the club, department, and university.
4. All approved coaches are required to go through a Coaches' Orientation with the Sport Clubs Coordinator.
5. For clubs that utilize State Gym, Beyer Hall, or Lied Recreation Center as their primary practice facility, the coach/instructor will be allowed access to the facility for club practices. Any coach/instructor found abusing their access to the facility (working out or training outside of practice, hanging out in other areas of the facility, etc.) is subject to dismissal/suspension from duties as determined by the Sport Clubs Coordinator. Each club is limited to 2 coach/instructors gaining access to the facility for practice activities.
6. The coach must restrict his/her involvement with the club to teaching and coaching in practices and games, providing guidance in scheduling future opponents, and providing expertise to the club members which will help them improve at their particular activity. The coach should not participate in other areas of club management, such as officer elections, budget development, or the editing of club constitutions. *Sport Club organizations are student-run, student-driven*

*organizations and the student leadership and membership of each organization is ultimately responsible for the management and direction of the club.*

7. **It is the responsibility of each coach to carry his/her own travel and health insurance.** Iowa State University insurance policies DO NOT cover Sport Club coaches.
8. If a Sport Club decides to provide monetary compensation to a coach or coaches, the club must provide Recreation Services with documentation that outlines the terms of the agreement. **Coaches are not entitled to compensation unless voted on by the club.**
9. A coach may be dismissed at any time deemed necessary by the Sport Club, Sport Clubs Coordinator, or the Director of Recreation Services.

### Forming a New ISU Sport Club

Any group wishing to become a Sport Club under the jurisdiction of Recreation Services must first register as a new Student Organization. This office, located in the Memorial Union's East Office Space, has established guidelines for this procedure. All groups must adhere to these prerequisites in order to receive and maintain Student Organization status.

Once a group has been registered as a Student Organization for a minimum of one semester, they may apply to the Sports Club Council for status as a Sport Club. As an active Sport Club, the group may receive many benefits, including access to funding, help with administrative duties such as promotion and scheduling, priority use of ISU University Recreation Services facilities, help with organizing competitions, and many others. It is understood that a student organization must adhere to all Student Organization guidelines pertaining to maintaining active status. Any organization gaining Sport Club status will also be required to follow any and all additional guidelines and/or policies established by Recreation Services.

Any group that is approved to be a new Sport Club will be given "Provisional Status" for a minimum duration of one year.

## III. CLUB STATUS, TIER SYSTEM, AND BUDGETING

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### Sport Club Status

#### Status Definitions and Requirements

All Sport Club organizations fall into either "Active", "Suspended", or "Provisional" status designations over the course of the academic year. Each status is defined below. Failure to maintain active status throughout the year can adversely affect a club's tier system placement and GSB Budget Allocation.

#### Active Status

1. All active clubs must submit all required paperwork by the established deadline for that semester. Failure to do so will result in that club being placed in suspended status.
2. To maintain approved status within Iowa State University, Sport Clubs need to first abide by policies set forth by the Student Activities Center and the Student Organizations Office. Details in regards to other general club protocol can be found on the Student Organizations website. If a Sport Club is not in good standing with the Student Organizations office, they cannot be considered to be in active status with the Sport Club Council.
3. Officer updates, constitution updates, and other club changes often require a Signature Sheet to be submitted to the East Office Space at the MU. Failing to submit this Signature Sheet in a timely manner can cause a club to lose university recognition.

4. Clubs must maintain a minimum of 10 active student members at all times to maintain affiliation with Recreation Services and the Sport Club Council.
5. Only active Sport Clubs may have a representative on the Sport Club Council and clubs who miss 3 straight SCC meetings will be placed into suspended status.
6. Active clubs that have been found, through a disciplinary hearing, to be in violation of the rules and regulations governing the conduct of a Sport Club, may, at the discretion of the Sport Clubs Coordinator, be placed into **suspended** club status at any given time.

#### Suspended Status

1. A Sport Club in suspended status is **not** allowed to **compete, practice, or secure any kind of funding**. Any club that remains in suspended status for **two** consecutive semesters (not including summer semester) will lose its Sport Club status. In order to regain Sport Club status, the club has to reapply to the Sport Club Council as if they are a new club.

#### Provisional Status

1. A Sport Club new to the SCC is mandated to be in provisional status for their first year of existence. The club must show permanent viability during this time.

It is possible for a club to be in “Active/Approved” status through the Student Organizations Office while at the same time being in “Suspended” status at the Sport Clubs office. In this case the Sport Club should inquire with the Sport Clubs Coordinator about how to gain “Active” status once again within the SCC.

### Tier System

In the spring of 2014, Recreation Services developed the Sport Clubs Tier System in order to help advance the Sport Clubs program and develop a manner to fairly appropriate Recreation Services resources to individual Sport Clubs. This section of the Sport Clubs Manual lays out the requirements needed for clubs to maintain or advance their tier placement. All tier requirements are based on a calendar year from **April 1st through March 31st**.

### Tier System Requirements

- **Tier I**
  - Club must maintain active status over the course of the academic year
    - Please see page 11 of this manual for active status requirements
  - Minimum 15 active members
  - Formal club practices at least 2 times per week (during competitive season)
  - Must be member of a sanctioned league or conference
  - Travel and competition:
    - Must compete against outside competition 8 times per year; of those competitions, 2 must require travel
  - Must earn 37 points throughout the calendar year (January-December) in the Sport Clubs’ Points System to access Tier I level GSB funding
  
- **Tier II**
  - Club must maintain active status over the course of the academic year
    - Please see page 11 of this manual for active status requirements

- Minimum 12 active members
- Formal club practices at least 2 times per week (during competitive season)
- Travel and competition:
  - Must compete against outside competition 5 times per year; of those competitions, 1 must require travel
- Must earn 28 points throughout the calendar year (January-December) in the Sport Clubs' Points System to access Tier II level GSB funding
  
- **Tier III**
  - Club must maintain active status over the course of the academic year
    - Please see page 11 of this manual for active status requirements
  - Minimum 10 active members
  - Formal club practices at least once per week
  - Travel and competition:
    - Must compete against outside competition 3 times per year
  - Must earn 20 points throughout the calendar year (January-December) in the Sport Clubs' Points System to access Tier III level GSB funding
  
- **Recreational Tier**
  - Club must maintain active status over the course of the academic year
    - Please see page 11 of this manual for active status requirements
  - Minimum 10 active members
  - Formal club practices once per week
  - Travel and competition:
    - No minimum amount of club travel or outside competition
  - Must earn 10 points throughout the calendar year (January-December) in the Sport Clubs' Points System to access Recreational Tier level GSB funding
  
- **Probationary Tier**
  - Clubs failing to meet tier requirements of the Recreational Tier
  - Clubs in their first year of membership within the SCC
  - Clubs in this tier have one year to meet Tier I, II, or III requirements.
    - Failure to meet requirements in one year results in the club being removed from the SCC

## *Definitions and Guidelines*

### **Competition & Travel Requirements**

- In order for an event to count as an official competition, at least 5 club members must compete. An exception will be made if the event is a regional or national tournament where fewer than 5 members qualify. In that case, qualifying for the national event will count as a competition. 50% of club competitions are required to be against collegiate opponents.
- The time frame considered for travel and competition requirements is the calendar year from **April 1st through March 31st.**

### **Tier Benefits**

There are some benefits to being listed in a higher tier, however all clubs should operate their club at a level which most accurately matches their club's usual activity. Clubs in higher tiers take precedence in facility and field usage, event scheduling, and the budgeting process.

## **Tier System Evaluations**

In April of each year, a complete evaluation by the Sport Club Exec Board will take place based on the performance of each club over the course of that academic year. The Exec Board's recommendations will be shared with the Sport Clubs Coordinator and these evaluations will be used to determine each club's tier placement for the next academic year.

## **Changing Tiers**

Sport Clubs wishing to move up in tier-status must submit a written proposal to do so by April 1st. Clubs may only move up one tier per academic year, however clubs may be moved down more than one tier per year if deemed necessary. In order to advance in the tier system, a club's year-end evaluation must show they have met all the requirements of the tier they are eligible to advance into. Likewise, if a club's year-end evaluation reveals that the specifications of their current tier have not been met or the club failed to maintain active status over the course of the academic year, said club will be placed in the tier deemed appropriate to the level at which the club is currently operating.

## **Tier System Placement Appeals**

Sport Clubs may appeal their tier classification through a written document from the club to the SCC Exec Board. The appeal must include specific information and evidence supporting the club's argument of which tier the club believes it should have been placed into. The Exec Board will evaluate the appeal and make a recommendation to the Sport Clubs Coordinator who will make the final determination on tier system placement.

## **Sport Clubs' Budgeting Process**

### **Individual Club Funding**

Iowa State's Government of the Student Body (GSB) commits funding specific to Sport Clubs each year. The general process to receive funding is as follows, however minor adjustments are made each year based on new criteria or policies regarding allocations:

- 1) The GSB funding allotment is made known to the Sport Clubs Coordinator each January. This allotment may change from year-to-year.
- 2) The GSB Finance Director informs the SCC of that year's funding stipulations and processes.
- 3) All Sport Clubs wishing to receive GSB funding for the following fiscal year must then submit an online budget proposal.
- 4) All proposals are reviewed by the Sport Clubs Coordinator and the SCC Exec Board.
- 5) The SCC then holds its own budget meeting (usually on a Saturday) to disperse the GSB funds appropriately. Each club **MUST** have a representative in attendance throughout the entire meeting to receive funding. Tier classification limits the amount for club requests and below are the set guidelines:

#### ***These guidelines will be in effect starting with the FY 15 budgeting process***

- a. **Tier I – up to 35% of projected expenses (no maximum request)**
  - b. **Tier II – up to 30% of projected expenses (maximum request \$6000)**
  - c. **Tier III – up to 25% of projected expenses (maximum request \$3000)**
  - d. **Recreational Tier – up to 25% of projected expenses (maximum request \$1000)**
  - e. **Probationary Tier – funding requests vary based on club and vote by the SCC as a whole**
- ❖ The amounts above can be reduced by \$100 for every point below the minimum point-level required for the club's particular tier level AND

- ❖ The amounts above may be increased by \$100 for every point above the minimum point-level required for the club's particular tier level (\$500 maximum bonus)
- 6) The SCC Exec Board takes the SCC's proposed budget allocations before the GSB Finance Committee for review.
- 7) ALL Sport Clubs attend the final GSB Budget Hearing Meeting where clubs may be questioned on any details of their proposed budgets. At the conclusion of this meeting the budgets are either approved by GSB or redirected back to the GSB Finance Committee for final review.
- 8) The GSB Finance Committee makes final changes to the allocations and budgets are finalized for the following year.

## *Sport Clubs' Allocations Points System*

### **Overview of Points System**

Throughout the calendar year (January 1st – December 31st) clubs earn points for staying in compliance with various policies stated in this manual. Clubs also earn points for other items which Recreation Services and the SCC Exec Board deem important to a successful and vibrant Sport Clubs community.

### **Point Categories**

- SCC Meeting Attendance
  - 1 point for each meeting attended
  - *Early Meetings Bonus:* Clubs will earn 2 points for each of the first 3 meetings of the fall semester that they attend
- Travel
  - 1 point for each trip entered into the Travel Authorization System 5 days in advance of departure; Saturday or Sunday departures must be entered by the Monday of that week
  - 1 point for each trip where all participants' waivers are submitted by at least the night before departure or by Thursday night for weekend travel
- Event Authorization
  - 1 point for each home event entered into the system at least 5 days before it takes place (must be 30 days before the event if it involves youth under 18)
- Semesterly Meetings with Coordinator
  - Clubs are to schedule a meeting with officers and the Coordinator to discuss club activities at least once each fall and spring semester (1 point for each meeting)
- ClubFest Attendance
  - 1 point each for attending ClubFest in the fall and ClubFest II in the spring
- Sport Clubs Showcase
  - 1 point for attending the Sport Clubs Showcase
- Student Org Status
  - 1 point for staying in "good standing" with the Student Activities Office and not falling into "suspended" status over the course of the year
- Club Meeting Minutes
  - 1 point for each copy of club meeting minutes submitted to Coordinator (2 maximum per semester)
- Semester Reports
  - 1 point for submitting the Semester Report Form each fall and spring semester (due on the Friday of Finals Week)
- Community Service
  - 1 point for each community service activity participated in by the club (must be at least 5 club members participating on behalf of the club); form must be submitted to Coordinator

- Maximum of 5 points in this category
- Community Service
  - 1 point for each fundraising activity conducted by the club
- Attendance at other Clubs' events
  - 1 point for attending and supporting another ISU Student Organization as a club (at least 5 club members must attend); form must be submitted to Coordinator
  - Maximum of 3 points in this category
- Submitting club pictures to Coordinator
  - 1 point for submitting at least 5 club pictures from activities throughout each semester (1 point for each semester)

## IV. FACILITY USAGE AND EQUIPMENT

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Sport Clubs are among many groups in need of space. In order to best accommodate the needs of all groups in a fair and appropriate manner, the following guidelines have been established:

### Facility Scheduling Guidelines

1. The Sport Clubs Coordinator will attempt to find suitable space and time for Sport Club practices and events if requested. Sport Clubs are usually given a greatly-reduced (free) rate to use Recreation Services facilities for their activities. If additional staffing (building supervisor, custodians, lifeguards, etc.) is needed, the club may be charged for those expenses.
2. Critical consideration of Sport Club facility requests will be determined based on:
  - a. Tier System Placement
  - b. Club is currently in its competitive season
  - c. Club is in good standing with Recreation Services and Student Organizations
3. Facility requests for practices are due at the date listed on the Sport Clubs Calendar earlier in this manual.
4. Sport Clubs hosting games, matches, tournaments, or any other special events need to submit an "Event Authorization Form" for each individual event. This form can be found on the Student Activities Center website under the "Forms and Applications" tab. This form should be submitted at least 5 days before a home event. The request will be reviewed by the Event Authorization Committee and the club will then be notified if it has been approved. The Office of Risk Management will provide the club waivers for opposing clubs to sign who come to ISU to compete. Other campus entities may contact your club to ensure that your event is successful. Clubs should refrain from committing to hosting games/matches/tournaments until they have received confirmation from the Sport Clubs Coordinator that their facility reservation has been approved through Rec Services.
5. A Sport Club that plans to have **youth (under 18)** participating in an event or competition must abide by the ISU Youth Program Policy. The policy can be found at the following link, however a club should contact the Coordinator as soon as they are aware that they will be hosting an activity involving youth and should enter the event into the Event Authorization System at least 30 days ahead of time. <http://policy.iastate.edu/policy/youthprograms> Background checks and other things that need to be taken care of ahead of time must be planned well in advance. Recreation Services will only approve University Endorsed Programs which then require additional insurance to be purchased for the event.
6. If your club is hosting an event in a Recreation Services facility where non-students/non-pass holders will be in attendance, you must notify the Sport Clubs Coordinator as far in advance as possible to determine the feasibility.



### **Competitive Schedule**

A requirement of clubs in Tier I, II, and III of the Sport Clubs Tier System is competition against teams or individuals outside of Iowa State. Sport Clubs competing against outside competition will be given scheduling priority in Recreation Services facilities over clubs holding practice or competing internally. A competition schedule should be submitted to the Sport Clubs Coordinator by August 1st for the fall semester, January 1st for the spring semester, and May 1st for the summer.

Should a Sport Club decide that they want an athletic trainer present for competitions and/or practices, the club must pay for the trainer through personal or club-generated funds. ISU Recreation Services does not provide athletic trainers or medical staffing for Sport Club events.

### **Storage**

Recreation Services offers limited storage to Sport Clubs as a courtesy and to help clubs avoid storing equipment in their own dwellings. Clubs will be given a storage cabinet in Beyer Hall which they are then responsible for determining security and member access. Clubs may use any type of lock to secure the cabinet, however if access is needed, Recreation Services reserves the right to remove the lock. To gain access to the Sport Club storage area, clubs must request a Building Supervisor to open the area.

Specific clubs have designated storage cages located in State Gym. These cages are accessed by officially designated keys from Iowa State. Clubs may request keys for club members, however the Coordinator will make determinations on who gains key access and how many keys each club may have distributed at one time. These keys should be returned promptly upon request from Recreation Services or at the end of an individual's use of the key.

Note: Storage of club equipment purchased with university funds in a private dwelling is strictly prohibited. This includes all club property purchased with GSB funding as well. Also, storage of personal property within a Recreation Services facility or on its grounds is prohibited.

## **V. FINANCIAL MANAGEMENT AND REPORTING**

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Good financial management is essential to the success of any club or organization. Sport Clubs should rely heavily upon the Campus Organizations Accounting Office located in the West Office Space at the Memorial Union. Their office can provide your club helpful information about purchases, club budgeting, and staying in good standing with the university as far as fiscal management goes.

### **Funding Sources**

#### **GSB Funding**

Sport Clubs are eligible for funding from the Iowa State University Government of the Student Body (GSB). There are 3 main ways of being funded by GSB:

#### ***GSB Regular Allocations***

Regular allocations for GSB take place in the spring semester. See above section on "Sport Clubs Budgeting Process."

#### ***GSB Special Allocations***

Special allocations for GSB occur in the fall. These allocations are primarily to be used to fund expenditures which clubs did not foresee occurring and could not budget for during regular allocations.

### ***GSB Senate Bill***

At any time, any Sport Club may contact a GSB Senator for assistance in writing a bill to use for getting some extra funds for the club. This is the best way to fund capital items (uniforms, equipment, etc.) as the regular allocation process does not allow for Sport Clubs to fund capital items.

### **Fundraising**

It is encouraged that each club conduct fundraisers throughout the year. Careful planning must go into such events to ensure a significant financial return for the time and effort devoted. It is important to check with the Sport Clubs Coordinator before conducting a fundraiser to ensure compliance with university protocol.

### **Fund Solicitation**

Solicitation of funds and material donations can be an integral part of a club being able to meet its financial needs. Normally such donations result in income tax credit for the donor. Iowa State University has established specific guidelines concerning the practice of fund solicitation. Prior to entering such a process, the club should consult the Sport Clubs Coordinator as the ISU Foundation often needs to be informed of such donations.

### ***Depositing Money into an Account***

All club deposits must go through the Campus Organizations Accounting Office. No outside banking accounts should be held for club activities.

### ***Accessing Money from Accounts***

Club funds can be used to purchase equipment, defer travel costs, etc. University purchasing policies must be followed when using GSB funds (only so much towards travel, no lodging, etc.). Privately solicited club funds (dues, fundraising, etc.) can be used to purchase items at the club's discretion.

### ***Purchasing Card Guidelines***

Campus Organizations Accounting is willing to distribute more than one purchasing card (p-card) to your club. Please determine who will be the most likely to attend trips, competitions, and other events where purchases will need to be made.

### ***Other Forms of Payment***

Vouchers (checks from ISU) may be used as payment for league registrations, tournament fees, etc. These sometimes take 7 days to process before a check will be printed. Reimbursements to club members to cover expenses are highly discouraged and often denied.

## **VI. TRAVEL GUIDELINES, POLICIES, AND PROCEDURES**

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1. No member of a recognized club in good standing will be authorized to travel as a representative of a club or ISU unless the Travel Authorization Request Form is submitted and all Travel Waivers are completed by travelers.
2. Repeated unauthorized travel may result in the club being placed on suspended status (no further travel).
3. Club members who utilize their personal vehicle for club travel are responsible for his/her vehicle and any persons that may be riding in the vehicle in the case of an accident. This includes any trailers or boats that would be in tow. Any time a trailer is being towed, it is considered part

of or an extension of the vehicle. Under no circumstances may a private vehicle tow a university-owned trailer or boat.

## Prior to Travel

**The following items must be COMPLETED prior to travel:**

1. **Travel Authorization Request – Risk Management**
  - Clubs must submit a Travel Authorization Request through ISU Risk Management’s website at <https://riskmanagement.sws.iastate.edu/travelauth/> and should be submitted 5 days in advance of departure
2. **Vehicle Usage**
  - Club representative will request ISU vehicles for the trip or they will indicate that they are using the club’s own personal vehicles
  - Drivers will be listed so that driving history may be checked
  - ALL drivers must have attended a Safe Driving Course which is offered at various times throughout the semester; those club members completing van training are considered to have met this requirement
  - ISU vehicles may only be used by clubs to travel to events that Recreation Services deems as collegiate competitions; the only exception to this would be if a club needs to travel outside of the area in order to practice or prepare for competition because there is not an adequate environment for their activity in the Ames area
3. **Itinerary**
  - An itinerary is required and detailed information about each day of the travel should be indicated
  - Arrival and departure times are key pieces of information
4. **Travel Roster**
  - All travelers need to be listed
  - Each traveler will fill out an online Travel Waiver; this needs to be submitted along with the rest of this information by 5pm the day before departure or on Thursday night for weekend travel
  - Club members who are non-students traveling with the club should be listed and will be emailed paper copies of the Travel Waiver to complete; these should be sent back to the Sport Clubs Coordinator
5. **Trip Approval**
  - The Club Treasurer, Advisor, and Sport Clubs Coordinator must all approve the trip.

## During Travel

1. **Driving Guidelines.**
  - If there is an accident while traveling, the Transportation Services Director must be notified immediately. All relevant contact information can be found within the vehicle.
  - There is to be no travel from 1:00am – 5:00am. Also, travel at night should be avoided whenever possible.
  - All drivers on a trip must limit their driving shifts to 4 hours, which is to be followed by at least a 2-hour period of not driving. During all driving shifts, a passenger should be awake and seated in the passenger seat next to the driver to ensure the driver remains alert. All drivers should be well-rested before embarking on the trip.
  - No alcoholic beverages are allowed in vehicles at any time.
  - The driver must not operate a cell phone while the vehicle is in motion unless using a hands-free device.

## VII. PUBLICITY AND PROMOTIONS

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### Publicity and Advertising Overview

Campus publicity is available through many resources. Publicity is often free, but there may be advertising costs associated with a few of the resource areas. Most of these resource areas target the student population of ISU. You should always update the Sport Clubs Coordinator with upcoming events, news, and results in regards to your club. This is a great way for Recreation Services to get the word out about our many great clubs.

### ISU Digital Signage

Recreation Services displays digital signage on the monitors in State Gym. In addition to our own content, we can post slides from ISU Sport Clubs.

Sport Clubs interested should email the Sport Clubs Coordinator. Emails should include:

- contact name
- name of the event and organization
- date to start the slide
- date to remove the slide
- attached artwork (slide/document ready to go)

Please keep in mind that there are many university guidelines and procedures concerning advertising and publicizing Sport Club events. All promotional materials (flyers, posters, etc.) must be approved by the Sport Clubs Coordinator a prior to distribution. It is recommended that you meet with a representative from ISU Trademark when planning any advertising/publicity strategies for your club.

### ISU Sport Clubs' Websites

All ISU Sport Clubs have an individual student organization webpage through the Student Orgs site. These should be kept up-to-date as this is the first point-of-contact for many individuals who are seeking out your club.

Please be mindful and closely monitor these sites for content and images displayed on all pages associated with your respective club. Clubs will be held accountable for the content of all web-based media outlets and could face sanctions if content is deemed inappropriate. Clubs and club members should remember that at all times they represent ISU, Recreation Services, as well as their individual club.

### Clubfests and Sport Clubs Showcase

There is a Clubfest that takes place on central campus in the fall and in the Memorial Union in the spring. Sport Clubs are encouraged to participate in this as a way to market their club to their fellow students.

In the fall semester Recreation Services hosts a Sport Clubs Showcase on campus which is specifically for the Sport Clubs. This is another opportunity to market to students.

## *Promotional and Retail Item Overview*

### **Printing and Logo Approval Policies and Procedures**

Many clubs create and design t-shirts, uniforms, and other promotional items to promote and publicize their organization. Iowa State University has specific policies, procedures and guidelines any time materials are printed or created that include the acronym "ISU" or any other trademarked or registered ISU mark. Contact the ISU Trademark office BEFORE ordering any materials. Clubs that fail to do so will be fined accordingly.

### **Recreation Services Marketing Coordinator**

Recreation Services has a full-time Marketing Coordinator which is at the disposal of all Sport Clubs. Clubs are encouraged to take advantage of this benefit as the Coordinator can assist with logo designs, flyers, ISU Daily ads, and general marketing of a Sport Club.