

# SPORT CLUBS MANUAL

## 2022-2023

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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 Assistant Director of Sport Clubs 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 ASSISTANT DIRECTOR OF SPORT CLUBS 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:** Creating exceptional experiences in a respectful, welcoming, and fun environment while empowering the ISU community to enhance personal well-being.

**Vision Statement:** Positively impact lives through innovative and inclusive collegiate recreation.

## 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)  
2642 Union Dr.  
Ames, IA 50011-2029

515-294-4980 Main Recreation Services Office

515-294-1412 Office Fax

[www.recservices.iastate.edu](http://www.recservices.iastate.edu)

**Assistant Director, Sport Clubs**

Landon Wolfe  
1451 Beyer Hall  
Ames, IA 50011-2210  
515-294-4184  
Email: wolfe@iastate.edu

**Sport Club Council Executive Board**

|                          |                |                      |
|--------------------------|----------------|----------------------|
| Nathan Proffitt          | President      | ncp1@iastate.edu     |
| Tianna Charlson          | Vice President | tlcharls@iastate.edu |
| Alexandria Keahna-Harris | Treasurer      | ask1@iastate.edu     |
| Kate Felsl               | Secretary      | kbfelsl@iastate.edu  |

**2022-2023 Sport Clubs Calendar**

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

- August 5, 2022:
  - Fall Facility Requests Due – Practice & Home Events
- October 21, 2022:
  - Lied Indoor Practice Requests Due for Winter
- December 31, 2022:
  - Spring Facility Requests Due – Practice & Home Events
- February 12, 2023:
  - FY24 Budget Proposals Due
- February 18, 2023:
  - SCC Budget Allocation Hearings
- April 18, 2023:
  - SCC 2023-24 Officer Elections
- April 25, 2023:
  - Summer Facility Requests Due – Practice & Home Events

**Sports Club Council Meetings**

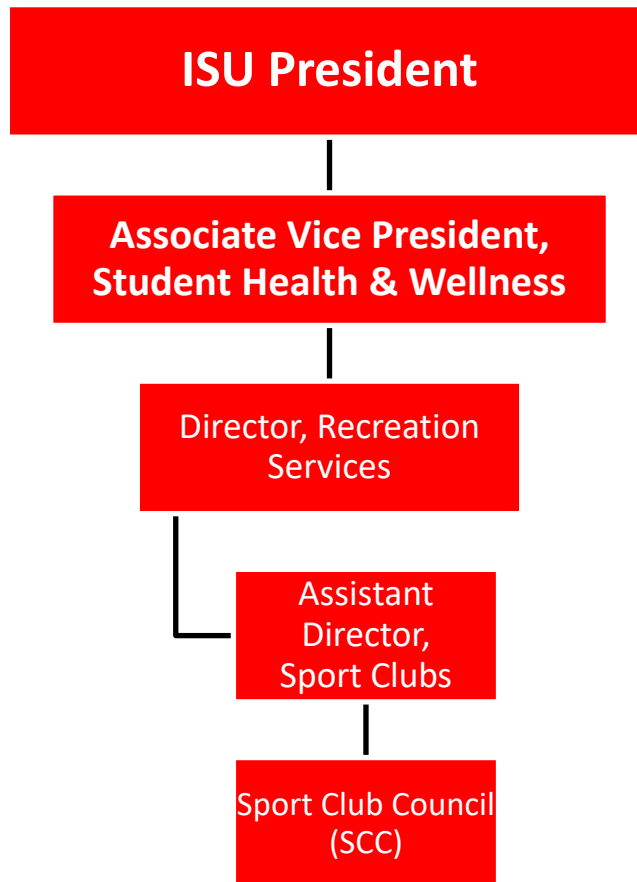
Sports Club Council Meetings are MANDATORY. At minimum, one representative from each club must attend each of the scheduled meetings throughout the year. Failure to attend a meeting will result in disciplinary action in the form of a \$50 fine. Missing 3 straight meetings will result in a club being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

**2022-23 SCC Meeting Dates – all at 5:30pm unless noted:**

|                    |  |
|--------------------|--|
| 8/25 – Carver 001  | 1/24 – Sukup 0022                              |
| 8/30 – Carver 101  | 2/18 – SCC Budget Hearings in Carver 101 @ 9am |
| 9/6 – Carver 101   | 3/7 – Sukup 0022                               |
| 10/25 – Sukup 0022 | 4/4 – Sukup 0022                               |
| 11/15 – Sukup 0022 | 4/25 – Sukup 0022                              |

## 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. Toyia Younger, the Sr. Vice President for Student Affairs. Within the Division of Student Affairs resides Student Health and Wellness which is led by the Associate Vice President for Student Health and Wellness, Erin Baldwin. Within Student Health and Wellness is where the Iowa State Recreation Services Department is housed, and ultimately the Sport Clubs program.

## Student Engagement (Student Organizations)

Memorial Union Student Engagement is a department within the Division of Student Affairs that supervises and oversees all student organizations on campus. The Assistant Director of Sport Clubs 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 MU Student Engagement. Their office is a tremendous resource to

Sport Clubs and can give guidance with a variety of items. They are located in the East Student Office Space of the Memorial Union.

## *Sport Club Administrators*

### *Assistant Director, Sport Clubs*

Recreation Services provides a professional staff member to direct and monitor all Sport Clubs and their activities. The Assistant Director of Sport Clubs serves as a consultant to clubs on day-to-day operations and special events. The Assistant Director acts as Advisor to the Sport Clubs Council and is responsible for ensuring that their efforts benefit all Sport Clubs.

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

### *Recreation Services Senior Assistant Director, Sports Programs*

The Assistant Director reports directly to the Recreation Services Senior Assistant Director, Sports Programs who in turn reports to the Associate Director, Programs who in turn reports to the Director of Recreation Services as needed and 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 Assistant Director 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 Iowa State University Recreation Services – SPORT CLUBS MANUAL

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**

Safety and risk mitigation are key priorities within the Sport Clubs program at Iowa State and thus disciplinary policies and procedures are in place to ensure compliance with club activity protocol. The following is not an exhaustive list of potential policy violations, however it does include a majority of them. Recreation Services staff will use discretion in assessing situations not listed below.

### **Possible Violations**

#### **Travel**

1. Level I Violations
  - a. Travel not entered into the Student Organization Travel Authorization site by 5pm on Monday of a weekend trip
    - i. If a mid-week trip then at least 3 business days in advance
  - b. All travel items not completed by Wednesday night for weekend trips (includes proper approvals, travel waivers, driver approvals, itinerary, etc.)
    - i. If a mid-week trip then 2 nights in advance
2. Level II Violations
  - a. Undocumented club travel (not approved in advance by proper departments)
  - b. Travel during the prohibited time of 1am-5am
  - c. Vehicle damaged on a trip due to negligence (includes personal vehicles)
  - d. Violation of traffic law during club travel
  - e. Use of intoxicants or other substances that impair by driver OR passengers less than 8 hours prior to departure
3. Level III Violations
  - a. Use of intoxicants or other substances that impair by driver or passengers in vehicle during club travel

#### Home Events

1. Level I Violations
  - a. Event/game not entered into the Event Authorization site at least a week ahead of date
  - b. Event held without online Pre-Activity Health & Safety Checklist submitted beforehand
  - c. Not reporting an injury via online Injury Report Form within 24 hours of occurrence
    - i. If serious injury, not immediately reporting to required full-time staff
2. Level II Violations
  - a. Practicing or holding an event outside of officially approved time
  - b. Event held without a Health & Safety Officer (HSO) present
  - c. Event held despite HSO not approving the activity due to weather, etc.

#### Risk & Safety Protocol

1. Level I Violations
  - a. Club members participating in club activities without having completed the online Club Waiver through the Student Organization database
  - b. Having less than 2 HSOs by September 15th of the Fall semester
  - c. Not having all club members complete the general online Sport Clubs Safety Training within 2 weeks of joining the club
2. Level II Violations
  - a. Use of alcohol or illegal drugs during club activities of any kind
  - b. Bullying or hazing
  - c. Club members participating in club activities without having completed the online Club Waiver through the Student Organization database

#### Other

1. Level I Violations
  - a. Club budget being negative as a result of previous year's spending after 9/30
  - b. Inappropriate social media presence as determined by ISU administrative staff
  - c. Fighting within club or with opposing club
  - d. Damaging ISU property at ISU or while traveling



- e. Conduct detrimental to the image of Iowa State while representing club
2. Level II Violation
  - a. Violation of state or federal law

### **Disciplinary Policy**

#### **Level I Violation**

- Written notice of policy violation
- Explanation of consequences for subsequent infractions

#### **Level II Violation (or 2 Level I violations)**

- Club immediately placed into suspended status
- At least 2 club officers must meet with Sport Club staff about the multiple violations
- Written statement from the club must be submitted, stating in detail how the club will rectify the issue and avoid future policy violations
- After proposal is submitted and approved, club may then continue activity

#### **Violations Totaling 3 or More (1+1+1 or 1+2, etc.)**

- Club immediately placed into suspended status
- All club activities immediately suspended for 1 month
- A meeting of at least half of the club membership will occur with Sport Club staff discussing the reason for the ongoing policy violations
  
- A meeting of at least half the club membership will occur with the entity involved in the policy violation (Office of Risk Management, Transportation Services, MU Student Engagement, Recreation Services, etc.)

Recreation Services, Office of Risk Management, and MU Student Engagement reserve the right to increase penalties for violations if severity deems it necessary. For 3 or more violations, clubs may appeal their club activity suspension to the Sport Club Disciplinary Appeals Committee that is made up of the Associate Director of Recreation Services, Associate Director of MU for Student Engagement, Director of Risk Management, and an SCC Exec Board Member.

### **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. 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 Assistant Director

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 Assistant Director of Sport Clubs.
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 a "tryout waiver" and either submit to the Office of Risk Management or bring to the Sport Club office following tryouts. NO EXCEPTIONS. Once tryouts 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 Assistant Director of Sport Clubs and the club members
3. Officers will preside over club meetings
4. Officers will be responsible for submission of all forms required by the Assistant Director
5. All clubs must have at minimum a President and a Treasurer as officers

### **Health & Safety Officers (HSOs)**

Health & Safety Officers are a requirement for all high-risk Sport Clubs. HSOs are responsible to ensure all of their club members are educated in safety measures for participating in club activities. HSOs within the club work together to make decisions regarding safety and also identify and strive to minimize risk for fellow club members.

HSO requirements and other stipulations:

- Must be currently enrolled as an undergraduate or graduate student at ISU
- May not be the Advisor, Coach, ISU faculty/staff, or a non-student/community member
- Requirement of at least 2 HSOs per club with a maximum of 5

- Maximum of 1 HSO may be the President, Vice President, Treasurer, or Secretary
- Clubs with over 50 members may contact Recreation Services about access to an online application for an exception and adding more than 5 HSOs
- HSOs must be determined by 9/15 of each year need to be listed on the Student Organization database officer list for the club
  - Should a club have an HSO not be able to fulfill their duties part of the way through the year, the club leadership should contact the Assistant Director, Sport Clubs for an application to be granted permission to add a replacement

#### HSO Position Duties & Expectations:

- Must be present at ALL club activities and has the authority to deem an activity or conditions unsafe which will result in event cancellation or postponement
  - If no HSO is available to be in attendance, the club activity shall be cancelled
  - Club activities include, but are not limited to practices, games, travel, conferences, retreats, social events, etc.
- Must complete online Pre-Activity Health & Safety Checklist before the club engages in ANY activity
- Must bring club's first-aid kit to all club practices and competitions and work with Recreation Services to ensure that the kit is fully stocked throughout the year
- Shall facilitate the compilation of a club emergency contact list
- Shall report all injuries via the online Injury Report Form within 12 hours of occurrence
  - For severe injuries, emergency services shall be called immediately, followed by contacting a Recreation Services staff member
- Must have a weather/lightning detection app on their phone
  - If thunder is heard or lightning is seen, all activity must stop immediately
    - No activity may resume for at least 30 minutes after the last sound of thunder or sight of lightning
- Ensure that ALL club members have completed the online Club Waiver through the Student Organization site before participation in ANY club activities
- Complete and/or be certified in CPR/AED training; this is provided by Rec Services if needed
- Design a sport-specific health and safety training course that is mandatory for all their club members (including Advisors and Coaches) and that they present to the club
- Complete an annual equipment audit each Fall by 9/15 via online Equipment Audit Form

#### **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 an online *Volunteer Agreement*.
2. The selection of a coach is the responsibility of the club, but **MUST** be approved by the Assistant Director of Sport Clubs.
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 register as a Recreation Services Volunteer.
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 Assistant Director. 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, Assistant Director, or the Director of Recreation Services.

## **Defining an ISU Sport Club**

The formal grouping and defining of Sport Clubs was reestablished in the summer of 2022 by Iowa State University administration and may only be altered at the discretion of Recreation Services.

# 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 acknowledgement by club officers and Advisor on the Student Organizations website. Failing to submit these electronic approvals 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 Assistant Director of Sport Clubs, 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

- 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 Assistant Director 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 **January 1st through December 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

### *Risk Categorization of Sport Clubs*

In the summer of 2022, the Iowa State Sport Clubs Review Committee and President Wintersteen finalized the risk categories of Sport Clubs. They are as follows:

### High Risk

|                      |                    |                          |
|----------------------|--------------------|--------------------------|
| Archery              | Men's Lacrosse     | Triathlon                |
| Baseball             | Women's Lacrosse   | Men's Ultimate Frisbee   |
| Men's Basketball     | Martial Arts       | Women's Ultimate Frisbee |
| Women's Basketball   | Mountain. & Climb. | Men's Volleyball         |
| Boxing               | Rodeo              | Women's Volleyball       |
| Cricket              | Men's Rugby        | Water Polo               |
| Equestrian (Hunt)    | Women's Rugby      | Weight                   |
| Equestrian (Western) | Men's Soccer       | Wrestling                |
| Fencing              | Women's Soccer     |                          |
| Women's Hockey       | Softball           |                          |
| Kendo                | Swim               |                          |

### Low Risk

Badminton  
Ballroom Dance  
Billiards  
Bowling  
Crew  
Cycling  
Gaming & Esports  
Golf  
Running  
Table Tennis  
Tennis

### Enthusiast

Canoe & Kayak  
Nordic Ski  
Sailing  
Ski & Snowboard  
Water Ski  
Fishing (depend. on affil.)

These new risk categories will assist in Recreation Services and the Office of Risk Management determining the best way to train club leaders in risk mitigation in the near future.

## 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 **January 1st through December 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 the Friday at the end of the first week of Spring semester classes. 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 Assistant Director of Sport Clubs 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 Assistant Director of Sport Clubs 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 Assistant Director 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:
    - 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)
- Semester Meetings with Assistant Director
  - Clubs are to schedule a meeting with officers and the Assistant Director 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 in the Fall
- 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 Assistant Director (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 Assistant Director
  - 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 Assistant Director of Sport Clubs 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 Assistant Director 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 Assistant Director 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 Assistant Director by August 1st for the Fall semester, January 1st for the Spring semester, and approximately May 1st for the summer.

### **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 keypad locks and club leadership determines who is allowed access to the code. A club may put in a request to the Assistant Director should they wish for their combination to be changed.

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**

#### **SG Funding**

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

#### ***SG Regular Allocations***

Regular allocations for SG take place in the spring semester. See above section on “Sport Clubs Budgeting Process.”

#### ***SG Senate Bill***

At any time, any Sport Club may contact a SG 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 Assistant Director of Sport Clubs 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 Assistant Director as the ISU Foundation often needs to be informed of such donations.

## **Financial Guidelines and Policies**

### ***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 SG 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.

### ***Maximum Purchase Limit***

A maximum one-time purchase limit of \$1000 is enforced for Sport Club purchases. If a club necessitates a purchase exceeding \$1000, they must contact the Assistant Director to receive approval to proceed.

## **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 completed the online Driver Training course offered by Transportation Services; 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
5. **Trip Approval**
  - The Club Treasurer, Advisor, and Assistant Director of Sport Clubs 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 Assistant Director of Sport Clubs 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 Assistant Director. 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 Assistant Director 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.

As an added benefit, Sport Clubs also have a site listed under the Recreation Services website. These webpages provide greater visibility for the Sport Clubs and have more display options than the Student Org sites may offer.

#### **Clubfest 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, if the schedule permits, Recreation Services typically 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.