

SPORT CLUBS MANUAL

2023-2024

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I. INTRODUCTION AND GENERAL INFORMATION

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 the student members and officers who are responsible for the direction and management of their specific student organization. Sport Clubs, like all student organizations, are student organized and student led organizations. To achieve success, it is essential that club members, and especially 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 to Sport Clubs. The Sport Clubs Senior Coordinator and Sport Clubs Executive Board are here to help each club reach its desired potential and goals.

PLEASE NOTE: THIS IS A LIVING DOCUMENT. NOT EVERY CONCEIVABLE SITUATION CAN BE FORESEEN AND EXPLICITLY COVERED IN THIS MANUAL. THE SPORT CLUBS OFFICE RESERVES THE RIGHT TO RULE AND MAKE DECISIONS REGARDING ANY SITUATIONS THAT ARISES WITHIN ITS PURVIEW PERTAINING TO THE SPORT CLUBS PROGRAM.

IMPORTANT: PARTICIPATION IN A SPORT CLUB INVOLVES INHERENT RISKS THAT CANNOT BE ELIMINATED. SPORT CLUBS ARE STUDENT ORGANIZED, STUDENT LED, AND STUDENT MANAGED. SPORT CLUBS RECEIVE SPECIFIED SUPPORT AND SERVICES FROM RECREATION SERVICES AND THE UNIVERSITY. PARTICIPATION IS ENTIRELY VOLUNTARY AND PARTICIPANTS ASSUME THE FULL RESPONSIBILITY OF PERSONALLY ASSESSING A CLUB AS WELL AS ITS OPERATIONS AND ACTIVITIES, AND DETERMINING IF THEY ARE SUFFICIENTLY FIT AND KNOWLEDGEABLE TO PARTICIPATE, AND WHETHER THE RISKS ASSOCIATED WITH THE CLUB ARE ACCEPTABLE.

This manual has been reviewed, approved, and supported by the Higher-Risk Sport Clubs committee comprised of professional staff from Risk Management, Student Engagement, Transportation Services, and Recreation Services to ensure alignment with Iowa State University policies and procedures.

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.

Commitment to Equity, Diversity, and Inclusion

- Iowa State University and the Department of Recreation Services does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. Veteran. Inquiries can be directed to the Office of Equal Opportunity and Compliance, 3350 Beardshear Hall, (515) 294-7612.
- Recreation Services is committed to assuring that its facilities, programs, and services are free from discriminatory and inappropriate conduct or communication.
- Prohibited harassment and prohibited abuse, threats, violence, or other forms of harassment towards participants or staff will not be tolerated.
- All participants and staff are expected to respect the rights of others and to be civil, effective citizens of the ISU community.

Definition and Purpose of the Sport Clubs Program

A Sport Club is a recognized ISU Student Organization that has been formed by individual students who are motivated by a common interest and desire to participate in a particular activity. Sport Clubs are meant to be a learning and leadership experience for the members through their involvement in teamwork, fundraising, public relations, organization, administration, budgeting, scheduling, and other organizational activities.

Each Sport Club is a student-oriented, student-organized 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, operation, and activities of their club. Per the Student Organization Recognition policy 9.c. (<https://www.policy.iastate.edu/policy/sorp>), all clubs must be comprised of at least 80% current Iowa State University students.

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

Sport Clubs Senior Coordinator

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

Senior Assistant Director, Sport Programs

Nathan Pick
2123 Beyer Hall
Ames, Iowa 50011-2210
515-294-4186
Email: ndpick@iastate.edu

Sport Club Council Executive Board

Amanda Kocalkowski	President	aek38@iastate.edu
McKenzie Stewart	Vice President	mgs2@iastate.edu
Abbey Bolt	Vice President	ambolt@iastate.edu
Nick Lakose	Vice President	nmlakose@iastate.edu
Michael Turner	SC Program Asst.	mickowen@iastate.edu

2023-2024 Sport Clubs Council

Sport Clubs Council and Executive Board

The Sport Clubs Council (SCC) is a student organization that serves as the administrative 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 directed to the SCC, and designating annual club funding allocations from the general SCC budget.

The SCC is led by the SCC Executive Board. The SCC Exec Board is made up of four student Sport Club officers. Exec Board members are elected for a one-year term at the end of each spring semester. There may only be one student nominated from each club. The election is decided by popular vote, with each club receiving one vote to cast towards the election of each of the officer positions. The four Exec Board officers are: President and Vice-President (3). The Exec Board meets on an as-needed basis throughout the year to resolve SCC matters, representing the SCC membership to the Government of the Student Body (SG) and other campus entities and generally helping the Sport Clubs Senior Coordinator support the Sport Clubs program.

Sport Club Council Meetings

Sport Club Council Meetings are MANDATORY. At minimum, one representative from each club must attend each of the scheduled meetings throughout the year; additional members may attend as desired. Representatives who attend these meetings are expected to take the information back and share it with the club members. The entire meeting schedule is available on the Recreation Services website. Clubs who do not have a representative present at a Sport Club Council meeting will be fined \$50. If a club doesn't have a member present at a second meeting during the year, the club will immediately be put into suspended status within the Sport Clubs program until a meeting with the club officers is set up with the Sport Clubs office to discuss the missed meetings. Moving the club back into active status or continuing the suspension will be based on the judgement of the Sport Clubs office after meeting with the club officers.

Sport Club Council meetings can be found on the Sport Clubs website at www.recservices.iastate.edu/sportclubs

II. SPORT CLUB CONDUCT & MEMBERSHIP

Sport Clubs Conduct

Sport Clubs and all participating club members are responsible to their club and to Iowa State University in terms of their conduct. Irresponsible conduct 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, denial of facility usage requests, and possible removal as a Sport Club within the Sport Clubs program are possible

sanctions to Sport Clubs exhibiting a pattern of inappropriate or irresponsible conduct. Loss of privileges for a year or more can be deemed necessary and appropriate. Additionally, individuals as well as the club can be impacted by violations of ISU policy, federal and state law as well as Recreation Services rules and expectations. 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.

HAZING

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

Hazing is any intentional, knowing, or reckless action, request, or creation of circumstances that may include, but is not limited to, the following:

- A. Endangers the mental or physical health or safety of any person; or
- B. Causes or presents a substantial risk of physical injury, serious mental distress, or personal humiliation to any individual; or
- C. Involves any act solely based on the classification status of a student; or
- D. Involves the damage, destruction, or removal of public or private property; or
- E. Involves impairment of physical liberties, such as sensory deprivation, kidnapping, isolation, sleep or meal deprivation, and personal servitude;
- F. Involves a violation of local, state, or federal law or university policy; or
- G. Otherwise creates an interference with academic endeavors;

And is in connection or associated with initiation or admission into, or continued membership in, or elevating status within any recognized student organization or group affiliated with the university, including but not limited to, any student, campus, fraternal, academic, honorary, musical, athletic, or military organization.

Individual acceptance of or agreement to engage in any activity that occurs during an initiation rite does not affect a determination of whether the activity constitutes hazing.

All hazing incidents will be referred to the Dean of Students' Office for further review and potential disciplinary action. Hazing is a level III policy violation as is outlined below in the disciplinary policy section and could have an impact on the club's status as a Sport Club.

Both individuals and groups may be held accountable under this policy. Failing to intervene to prevent and/or failing to report those acts may also violate this policy. Any individual who plans or intentionally assists in hazing is in violation of this section, whether or not that individual is present when the hazing activity occurs.

In addition, any act meeting the definition of "Hazing" under Iowa Code Section 708.10 is a violation of these regulations.

Violations under this section may include activities that are not consistent with the parent organization's (where applicable) rules and regulations.

ALCOHOL, DRUGS, OTHER INTOXICANTS, and TOBACCO POLICY

Federal law and federal regulations require the university to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on the university's property and as part of the university's programs and activities. Drugs that are not legally available (both under federal law and applicable state law) shall not be used, possessed, sold, or distributed on campus or as part of any university program or activity. Moreover, the unauthorized distribution of prescription drugs on the campus or as part of any university program or activity by a person to another person is prohibited. Misuse of drugs and other intoxicants is also prohibited.

Accordingly, Sport Club members may not possess, use, transport or distribute alcohol or drugs 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.).

- When traveling, clubs are considered participating in a university activity for purposes of compliance with state and federal law from the time the club left campus until the time the club returns to campus/Ames. Club members, including coaches/advisors/other support staff (regardless of age), MAY NOT consume any alcohol or illegal drugs during a Sport Clubs trip at any time (including at dinner, during a social event, or after an event has concluded, 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 in the Sport Clubs program. Sport Clubs may be held responsible for their club members' adherence to this policy and are subject to be suspended from participation in the Sport Clubs program for violations
- 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 important priorities within the Sport Clubs program at Iowa State and therefore disciplinary rules are in place to support clubs in their compliance with the Sport Clubs program's policies and protocols. The following is not an exhaustive list of potential policy violations; Recreation Services staff will use discretion in assessing situations not listed below.

In addition to the Sport Clubs program rules identified below, each Sport Club is expected to develop its own constitution and bylaws that directs the student members and student leaders of the club in the safe operation of the club and its activities.

The university's Student Code of Conduct may also apply to student conduct and student organization conduct (<https://www.policy.iastate.edu/policy/SDR>).

Generally, violations will reset beginning August 1st. However, suspension from the previous year may still be in effect dependent on the nature and severity of the violation(s).

Possible Violations

1. Level I Violations

- a. Event/game not entered in the Event Authorization site at least 5 days in advance
- b. Any activity (games, practices, meetings, etc.) 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
- d. Club members participating in club activities without having completed the online Club Participation and Waiver Form through the Student Organization database
- e. Having less than 2 Health and Safety Officers listed on the Club's roster (higher-risk clubs only) by September 15th of the Fall semester (or at any point after that date)
- f. Not having all club members complete the general online Sport Clubs General Information and Safety Training within 4 weeks of joining the club
- g. Club budget being negative from previous year's spending after September 30th
- h. Physical altercations within club or with opposing club
- i. Damaging ISU property at ISU or while traveling (depending on severity, could be elevated to a Level II or III violation)
- j. Damage to lodging, property, etc. while on a Sport Club trip (depending on severity, could be elevated to a Level II violation)
- k. Not having at least one member in attendance at SCC meetings

2. Level II Violations

- a. Undocumented club travel (not approved in advance by proper departments)
- b. Not having at least 75% of the club's roster complete the annual Sport Clubs General Information and Safety Training by September 30th
- c. Not having at least 75% of the club's roster complete the concussion baseline testing by September 30th (higher-risk clubs only)
- d. Not submitting a club's annual equipment audit by October 15th
- e. Travel during the prohibited time of 1am-5am
- f. Vehicle damaged on a trip due to negligence (includes personal vehicles)
- g. Violation of traffic law during club travel (depending on severity of violation)
- h. Use of alcohol, drugs, or other prohibited substances that impair a driver OR passengers less than 8 hours prior to departure
- i. Practicing or holding an event outside of approved time
- j. Event held without a Health & Safety Officer (HSO) present
- k. Collection of funds through unapproved entities (i.e. Venmo, PayPal, CashApp, Outside bank account, etc.)
- l. Violation of state or federal law (depending on severity of violation)
- m. Allowing ineligible member(s) to participate in club activities
- n. Allowing ineligible member(s) to travel with club
- o. Allowing ineligible drivers to operate vehicle during club trip

3. Level III Violations

- a. Use of alcohol, drugs, or other prohibited substances that impair a driver or passengers in vehicle during club travel
- b. Traveling despite trip request being denied
- c. Event held despite HSO not approving the activity due to identified risk (e.g., weather, equipment, etc.)
- d. Hazing
- e. Use of alcohol or illegal drugs during club activities of any kind
- f. Violation of state or federal law (depending on severity of violation)

Disciplinary Policy

Level I Violation

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

Level II Violations (or two Level I Violations)

- Club immediately placed into suspended status within the program
- At least 2 club officers and the club's advisor must meet with Sport Clubs staff to discuss the policy violation(s)
- Written statement from the club must be submitted, stating in detail how the club will rectify the issue(s) and avoid future policy violations
- After the proposal is submitted and approved, the club will remain in suspended status for a minimum of one week from the approval designation. The Sport Clubs office will notify the club officers of the official length of the suspension

Level III Violations (or multiple violations that add up to three or more i.e. 1+1+1 or 1+2, etc.)

- Club immediately placed into suspended status within the program
- At least 2 club officers and the club's advisor must meet with Sport Club staff to discuss the policy violation(s)
- A meeting of at least half (50%) the club membership will occur with the entity(ies) involved in the policy violation (Office of Risk Management, Transportation Services, MU Student Engagement, Recreation Services, etc.)
- Written statement from the club must be submitted, stating in detail how the club will rectify the issue(s) and avoid future policy violations
- After the proposal is submitted and approved, the club will remain in suspended status for a minimum of one month. The Sport Clubs office will notify the club officers of the official length of the suspension

Disciplinary actions may also include, depending on the nature and severity of the violation(s):

- Loss of Sport Club status/removal from Sport Clubs program
- Suspension/Probation
- Funds Frozen
- Loss of other privileges
- Suspension of utilizing University vehicles for travel (additional travel restrictions may also be enforced)
- Loss of travel privileges
- Facility reservation restrictions/cancellations
- Reduced practices
- Cancellation of games/matches/tournaments etc.
- Sanctions on individual club member(s)
- University disciplinary actions (which may include dismissal from Iowa State University)
- Other disciplinary action deemed reasonable and necessary within the purview of the Sport Clubs program

Procedure for Infractions

- The Sport Clubs office will determine/investigate if an infraction has occurred and seek assistance from other University offices as needed

- Level I violations: the club will be notified via email to the officers regarding their infraction notification
- Level II & III violations: The Sport Clubs office will schedule a meeting with the club's officers/members and advisor (as outlined above in the level of violation) to discuss the infractions found.
- After the meeting, the Sport Clubs office will determine if any necessary disciplinary actions need to be carried out. The Sport Clubs office will email the Club officers and advisor(s) regarding the disciplinary action determination

Appeal Process

The appeal process exists to ensure that all disciplinary actions taken against members of the SCC are fair and equitable. To file an appeal, a club must:

- Decisions made by the Sport Clubs office may be appealed to the appeals committee comprised of the members of the Sport Club Council and the Director of Recreation Services. Written (email) notification from the club president to the Sport Club Council President detailing the club's rationale for the appeal and any circumstances related to the infraction(s) must be submitted within 72 hours of notification from the Sport Clubs office regarding the infraction(s)
- The appeals committee will schedule a meeting with the club (or individual) involved in the disciplinary action
- After hearing the appeal and investigating, the Director will notify the club of the ruling on the appeal via email. The result will be one of the following: upholding, rejecting, or modifying the action taken by the Sport Clubs office
- The decision by the Director is final with no other options to appeal
- The disciplinary actions put in place by the Sport Clubs office will remain in effect during the appeals process

Disaffiliation (Refer to the Student Organization Affiliation Agreement form)

The affiliating department's Director/chair (Recreation Services for the majority of Sport Clubs) has the authority to initiate disaffiliation from an organization by notifying both Student Engagement and the organization in writing a minimum of 14 days before the disaffiliation date. The notification will include the rationale and timetable for disaffiliation. Upon disaffiliation, the organization's tier will be changed to "registered" and no longer be included as a Sport Club or within the SCC. Note, disaffiliation may be initiated for non-disciplinary reasons, for example the affiliating department may no longer have the ability to provide support and services to an organization.

Officer And Membership Eligibility

Membership Eligibility

1. The eligibility requirements below represent the baseline eligibility requirements for Sport Club membership. All such guidelines and any additional guidelines required by the specific club 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 if they meet Recreation Services eligibility guidelines as well as possible sport governing body requirements as identified by the club's constitution
 - b. 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 complete all appropriate waivers

3. ISU Recreation Services allows students on academic probation 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 Recreation Services membership 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 Senior Coordinator
6. A club roster must be kept up to date on the club's Student Organizations database site
7. All club members must submit a completed online Sport Clubs Participation Agreement and Waiver. This must be on file prior to any individual participation in club activities. Club waivers are good from August 1st through July 31st of each year with a new waiver required annually beginning August 1st. Any club that has members participating **without completing the Club Waiver** is subject to disciplinary action
8. A minimum of 75% of the club's roster must complete the online annual Sport Clubs General Information and Safety Training by September 30th of each year. All members who are actively participating must have this training completed prior to engaging in club activities after September 30th

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 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 and the members are responsible for all compliance with the club's specific constitution and any applicable governing body requirements
3. Officers will be responsible for communication between the Sport Clubs Senior Coordinator and the club members
4. Officers will preside over club meetings
5. Officers will be responsible for submission of all forms required by the Sport Clubs Senior Coordinator
6. All clubs must have at minimum of a President and a Treasurer as officers
 - a. All higher-risk Sport Clubs must also have at least two (2) Health and Safety Officers

Health & Safety Officers (HSOs)

Health & Safety Officers are a requirement for all higher-risk Sport Clubs. HSOs are responsible to ensure 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 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 may contact Recreation Services about access to an online application for an exception and adding more than 5 HSOs; the application will be reviewed by the Sport Clubs office who will then contact the club to inform them of the determination
- HSOs must be determined by September 15th of each year and 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 required duties part of the way through the year, the club leadership should contact the Sport Clubs Coordinator for an application to be granted permission to add a replacement

HSO Position Duties & Expectations

- At least one (1) HSO 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
- Must be deemed by the club members to be sufficiently competent, knowledgeable, and responsible to serve in the HSO position
- Shall report all injuries via the online Injury Report Form within 24 hours of occurrence
 - For severe injuries, emergency services shall be called immediately, followed by contacting a Recreation Services staff member (as outlined in provided club first aid kit)
- 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 currently certified in CPR/AED training; Recreation Services will provide several certification classes and will cover the cost of the certifications. A person may get certified through another organization but will not be reimbursed by Recreation Services.
- Design a sport-specific health and safety training course that is mandatory for all their club members (including Advisors and Coaches) and present annually to all club members no later than October 15 of each year
- Complete an annual equipment audit each Fall by October 15 via online Equipment Audit Form

Concussion Protocol

Anyone that has a concussion or is suspected of having a concussion must:

- Cease all activity immediately
- Be seen by a licensed medical provider (recommend Thielen Student Health Center)
- Have written clearance by a licensed medical provider submitted to the Sport Clubs office prior to returning to any type of club activity

All higher-risk Sport Club participants must complete the concussion baseline test provided. Club rosters must have 75% completed by September 30th or they will be placed into suspended status until that mark is reached. Every club member that is actively participating must have this test completed.

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. Sport Clubs are student organizations and are student organized, managed, operated, and led. The Advisor's role is to provide specific support and services to Sport Clubs
2. The Advisor is encouraged to work closely with the officers and offer input into the club's decision-making process; the advisor should not assume a leadership position within the organization
3. The Advisor shares their experience, judgment, knowledge, and assists the club members in the development of the club
4. The Advisor helps maintain continuity in club programming and provides knowledge of university policies and procedures
5. The Advisor is encouraged to counsel club leaders and members regarding individual and club issues
6. The Advisor is responsible for approving general Sport Club program administrative tasks, including purchases, travel, event authorization, etc.
7. The Advisor is empowered to cancel club activity based on risk and safety concerns about which they are directly aware and knowledgeable.

Sport Club Coaches

A coach is optional and at the discretion of the club's members. Duties and responsibilities vary by Sport Club at the discretion of the club's members; all coaches should be familiar with their club 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, including the determination that a coach is qualified to serve in that role
3. Upon notification to Recreation Services of the Coach/Instructor, Iowa State University will run a background check on the individual. ALL coaches/instructors must successfully complete a background check
4. 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 and events only
5. Iowa State University insurance policies DO NOT cover Sport Club coaches. Sport Club coaches are not considered employees of the University
6. If a coach is found in violation of any university policy, they may be subject to removal from club involvement by Recreation Services

III. TRAVEL GUIDELINES, POLICIES, AND PROCEDURES

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. Unauthorized travel will result in the club being placed in suspended status (no further travel)
3. Club members who utilize their personal vehicle for club travel are responsible for their vehicle and any persons that may be riding in the vehicle in the case of an accident. This includes any trailers 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

4. All drivers, whether it be driving personal vehicles or University vehicles, must first submit and receive an approved Motor Vehicle Records check conducted by Transportation Services. This process must be completed annually. Drivers also must take the online driver's training prior to being approved to drive. If a club is using a 15-passenger van, drivers must complete the "15 passenger van" training and driving observation

Prior to Travel

The following items must be COMPLETED prior to travel:

1. Travel Authorization Request – Office of Risk Management

- Clubs must submit a Travel Authorization Request through the ISU Office of Risk Management's website at <https://riskmanagement.sws.iastate.edu/travelauth/> and **must follow the timelines listed. Trips that do not meet all the requirements by the associated deadlines will be denied**

1. Trip leaves on a Friday/Saturday/Sunday:
 1. Travel request must be submitted by Monday at 11:59pm of that week
 2. All required travel items must be completed by Wednesday at 11:59pm of that week
2. Trip leaves on a Thursday:
 1. Travel request must be submitted by Friday at 11:59pm of the previous week
 2. All required travel items must be completed by Tuesday at 11:59pm of that week
3. Trip leaves on a Wednesday:
 1. Travel request must be submitted by Thursday at 11:59pm of the previous week
 2. All required travel items must be completed by Monday at 11:59pm of that week
4. Trip leaves on a Tuesday:
 1. Travel request must be submitted by Wednesday at 11:59pm of the previous week
 2. All required travel items must be completed by Friday at 11:59pm of the previous week
5. Trip leaves on a Monday:
 1. Travel request must be submitted by Tuesday at 11:59pm of the previous week
 2. All required travel items must be completed Thursday at 11:59pm of the previous week

- **Trips that are not entered/completed within the time period listed above will be denied**

2. Vehicle Usage

- Club representative will request ISU vehicles for the trip or indicate that they are using the club's own personal vehicles
- Drivers will be listed to ensure they have an approved MVR and the completed corresponding training(s)
- 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 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 trip should be indicated when submitting a travel request (specific times and activities)
- Arrival and departure times are key pieces of information

4. Travel Roster

- All travelers need to be listed
- Non-ISU student members in the club may NOT travel with the club nor compete in those events
- Each traveler will fill out an online Travel Waiver; this must be submitted along with the rest of this information using the time guidelines listed above
- Each trip must have a minimum of one (1) Health and Safety Officer (HSO) listed on the travel roster and traveling with the club
- Everyone listed on the travel roster must have completed their club waiver, travel waiver, completed the annual Sport Clubs General Information and Safety Training, and completed the concussion baseline test (higher-risk clubs only)

5. Trip Approval

- The Club President, Treasurer, Advisor, Affiliating Department, and Student Organization Safety Coordinator must all approve the trip

During Travel

[Student Organization Travel Policy](#)

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. Travel at night should be avoided whenever possible
- All drivers on a trip must limit 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
- All trips, regardless of distance traveled, are required to have a minimum of two (2) approved drivers listed. If taking multiple vehicles, each vehicle must have two (2) approved drivers

IV. SPORT CLUB STATUS AND BUDGETING

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 with respect to their status within the Sport Clubs program. Each status is defined below. Failure to maintain active status throughout the year can adversely affect a club’s Student Government (SG) Budget Allocation.

Active Status

1. All active clubs must submit all required items 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 the program, Sport Clubs need to first abide by policies set forth by the Student Engagement office. If a club is not in good standing with the Student Engagement office, the club will be placed into suspended status
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. Only active Sport Clubs may have a representative on the Sport Club Council, and clubs who miss two (2) SCC meetings will be placed into suspended status
5. Active clubs that have been found, through a disciplinary hearing, to be in violation of the rules and regulations governing the conduct of Sport Clubs, may, at the discretion of the Sport Clubs Senior Coordinator, be placed into **suspended** club status at any time
6. Each Sport Club is required to either host an event or travel as a club for competition at some point during the fiscal year (July 1 – June 30), unless an extenuating circumstance is present. A club that does not meet that requirement will be notified by the Sport Clubs Senior Coordinator regarding their non-compliance with this policy. Should a Sport Club not fulfill this requirement for two (2) consecutive years, the club will lose Sport Clubs status (moved into Suspended Status; see below)

Suspended Status

1. A Sport Club in suspended status is **not** allowed to travel or participate in any activities (including practice, games, events, etc.). Any club that remains in suspended status for **two** consecutive semesters (not including summer semester) will lose its Sport Club status

Provisional Status

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

It is possible for a club to be in “Active” status through the Student Engagement Office while at the same time being in “Suspended” status at the Sport Clubs office. The Sport Club should inquire with the Sport Clubs Senior Coordinator about how to regain “Active” status within the SCC.

Sport Club Council Application Process

Other sport-related clubs may wish to seek recognition as a Sport Club. Due to the limited resources available, it may not be feasible to add new clubs. Student organizations must meet and maintain the following minimum criteria prior to applying for Sport Club status:

- Must be a recognized student organization and have been in good standing for a minimum of two (2) consecutive years
- Must have a returning officer as part of the officer group during the transition year if accepted

If your organization meets the minimum requirements and the club wishes to pursue recognition, the process for applying for Sport Club status is as follows (IF Sport Clubs are accepting applications):

- Potential clubs must complete and submit the Sport Clubs Council application which can be found by emailing the Sport Clubs office. The following information will be needed:
 - Name, email address, and phone number for each officer and advisor
 - Number of years the club has been recognized as an active club through Student Organizations
 - Number of current members and the membership number from the last five (5) years (or as many up to five (5) as possible)
 - Updated/current version of the club’s constitution
 - Financial statement of the club’s annual budget for the past two (2) years
 - Information regarding the club’s national governing body, association affiliation (if applicable)
 - A list of competitions (hosted and traveled to) for the previous two (2) years
- Meet with the Sport Clubs office to discuss the rules, regulations, guidelines, and expectations of clubs associated with the Sport Club Council
- The organization will make a presentation to the Sport Clubs Council Executive Board addressing qualifications and desire to join the SCC
- The Sport Club Council Executive Board will meet at the conclusion of the presentation and make a recommendation of acceptance or denial to the Sport Club office
- If the organization is accepted as a member of the SCC, the club will spend the first year in Provisional Status. Upon review of compliance within their first year regarding SCC rules/regulations/standards, the SCC Executive board will then make a recommendation to the Sport Clubs Office to accept the organization as an active member of the SCC or will recommend the organization be denied membership. If membership is denied, the organization may not apply for membership until a full fiscal year has been completed

Sport Clubs' Budgeting Process

Individual Club Funding Through Student Government

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

1. The SG funding allotment is made known to the Sport Clubs Senior Coordinator each January. This allotment may change from year to year
2. The SG Finance Director informs the SCC of that year's funding stipulations and processes
3. All Sport Clubs wishing to receive SG funding for the following fiscal year must then submit an online budget proposal
4. All proposals are reviewed by the Sport Clubs Senior Coordinator and the SCC Exec Board
5. The SCC then holds its own budget meeting (usually on a Saturday) to disperse the SG funds appropriately. Each club MUST have a representative in attendance throughout the entire meeting to receive funding. The SCC Exec Board takes the SCC's proposed budget allocations before the SG Finance Committee for review
6. ALL Sport Clubs attend the final SG 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 SG or redirected back to the SG Finance Committee for final review
7. The SG Finance Committee makes final changes to the allocations and budgets are finalized for the following year

Sport clubs are free to charge dues to members, fundraise, and otherwise fund their club through other lawful and compliant means (see funding sources below).

V. FACILITY USAGE AND EQUIPMENT

Sport Clubs are among many groups in need of space. 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 Senior Coordinator will attempt to find suitable space and time for Sport Club practices and events if requested. Sport Clubs are usually given a reduced (free) rate to use Recreation Services facilities for club 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. Club is currently in its competitive season
 - b. 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 section of 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 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 Senior Coordinator that their facility reservation has been approved through Recreation Services

5. 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 Senior Coordinator at least seven (7) days in advance to discuss facility access

Competitive Schedule

A requirement of all Sport Clubs is competing 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 Senior Coordinator by August 1st for the Fall semester, January 1st for the Spring semester, and approximately May 1st for summer.

Storage

Recreation Services offers limited storage to Sport Clubs as a courtesy and privilege. Clubs will be given a storage cabinet in Beyer Hall for which they are responsible in 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 Sport Clubs Senior Coordinator 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 SG funding as well. Also, storage of personal property within a Recreation Services facility or on its grounds is prohibited.

VI. FINANCIAL MANAGEMENT AND REPORTING

Good financial management is essential to the success of any club or organization. Sport Clubs should seek out support and assistance from the Campus Organizations Accounting Office (COA) located in the West Office Space at the Memorial Union or by visiting them online at <https://coa.studentaffairs.iastate.edu/>. This office can provide Sport Clubs helpful information about purchases, club budgeting, and staying in good standing with the university with regards to fiscal management. All Sport Clubs affiliated with Recreation Services are required to complete an annual report at the end of the school year (prior to the Sunday before finals week on the school calendar). This report should include, but isn't limited to, budget numbers (revenue, expenses, final account balance), number of travel events, number of events hosted, and club roster numbers.

Funding Sources

Student Government Funding

Sport Clubs are eligible for funding from the Iowa State University Student Government (SG). There are two (2) main ways of being funded by Student Government:

- ***Student Government Regular Allocations***
Regular allocations for SG take place in the spring semester. See above section on "Sport Clubs Budgeting Process."
- ***Student Government Senate Bill***

At any time, any Sport Club may contact a SG Senator for assistance in writing a bill to use for getting 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 Senior 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 are made with the expectation of 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 Senior Coordinator, as the ISU Foundation often needs to be informed of such donations. Using sites such as “GoFundMe” are not allowed for fund solicitation. Instead, working with the ISU Foundation to set up a crowdfunding account would be the proper way for a funding campaign.

Financial Guidelines and Policies

Depositing Money into an Account

All deposits of cash or check must go through the Memorial Union Business Office, room 3610 Memorial Union. No outside banking accounts should be held for club activities. See <https://coa.studentaffairs.iastate.edu/files/documents//COA-depositslip.pdf> for more information.

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 can distribute two purchasing cards (p-card) to your club. Cardholders must be current officers of your club. If more than two p-cards are needed, please consult the COA Purchasing Card Administrator for approval. 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

A Miscellaneous Payment Request may be used to request a check for league registrations, tournament fees, etc. in the event where payment by credit card (p-card) is not possible. The COA office does not process personal reimbursements; please plan to always have at least one p-card available.

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 Sport Clubs Senior Coordinator to receive approval to proceed.

Any single item purchased with club funds that is equal or greater than \$500 must first get approval by Recreation Services prior to finalizing the purchase.

VII. PUBLICITY AND PROMOTIONS

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 Senior Coordinator with upcoming events, news, and results regarding your club. This is a great way for Recreation Services to get the word out about Sport Clubs.

ISU Digital Signage

Recreation Services displays digital signage on monitors in State Gym. In addition to departmental content, ISU Sport Club slides may be posted.

Sport Clubs interested should email the Sport Clubs Senior 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 Senior Coordinator prior to distribution. It is recommended that clubs meet with a representative from ISU Trademark when planning any advertising/publicity strategies.

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 to market their club to fellow students.

In the fall semester, if the schedule permits, 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 and possibly have their item(s) confiscated.

Closing Remarks

This guide provides a helpful overview of Sport Club expectations and procedures, but not all topics are covered in the manual. Sport Clubs should communicate early and often with Rec Services and Iowa State University offices. The more time staff has to properly address your questions, the more positive the outcome will be for your Sport Club.