

University of Northern Iowa
Wellness and Recreation
Services

2013-2014
Sport Club Handbook



TABLE OF CONTENTS

A. INTRODUCTION 2

B. WELLNESS AND RECREATION MISSION..... 2

C. PURPOSE 2

D. CLUB SPORTS COORDINATOR..... 2

E. SPORT CLUB COUNCIL..... 3

F. FORMATION OF A SPORT CLUB..... 3

G. CLUB STATUS..... 4

H. ELIGIBILITY..... 5

I. FINANCIAL SUPPORT..... 5

J. SPORT CLUB TIER SYSTEM.....6

K. COMPLIANCE POINTS SYSTEM.....8

L. CLUB OFFICERS ROLE AND RESPONSIBILTY..... 9

M. COACHES/INSTRUCTORS ROLE AND RESPONSIBILTY..... 10

N. ADVISOR'S ROLE AND RESPONSIBILITY..... 11

O. STANDARDS AND CONDUCT..... 11

P. TRAVEL..... 12

Q. INSURANCE/LIABILITY WAIVERS/MEDICAL AUTHORIZATION... 12

R. RISK MANAGEMENT PROCEDURES..... 12

S. FACILITY/FIELD RESERVATIONS..... 13

T. SPORT CLUB FORMS (SCF).....14

2013-14 Sport Club Handbook

A. INTRODUCTION

UNI Sport Club's governance, activities, and programs are considered an integral part of the University's educational program. This handbook has been developed to serve as a guide for all participants. **Every Sport Club Officer is required to review and become familiar with the policies and operating procedures. All UNI Sport Clubs should keep a copy of this 2013-14 Handbook with its Organizational Binder and share the information inside with all club members.**

UNI Sport Clubs Program is administered by Wellness and Recreation Services as a student service. Each sport club and its members are responsible for establishing goals, objectives and designing programs to achieve them. A faculty/staff advisor assists the every sport club as a mentor and guide for all events and activities.

B. WELLNESS AND RECREATION SERVICES MISSION

To enhance the personal, professional and academic lives of students, faculty and staff through structured and self-directed activities, educational programs and services, skill- and leadership-building activities, and campus-wide initiatives.

C. PURPOSE

- To provide UNI students who have a common sport or physical activity interest an opportunity to participate.
- To provide UNI students with co-curricular leadership opportunities through the formation, governance, and participation in Sport Club activities.
- To provide UNI students an opportunity to further their skills, experience competitive events, and enjoy social interactions.

D. THE SPORTS CLUB COORDINATOR

The role of the Sports Club Coordinator is one of liaison to the Wellness and Recreation Department and all other University offices, and as an advisor and resource to clubs. It is his/her responsibility to monitor club activities to keep all participants as safe as possible, oversee the equitable scheduling of facilities, maintain records of all Club Sports' owned equipment, and to insure that all activities and funds are managed in compliance with Sport Club and University policies.

The Sport Club Coordinator will allow clubs as much freedom to operate as possible, provided they operate within the framework of University policy and the guidelines and regulations herein. The coordinator will be available to assist student leaders with club business and as a resource in a referral capacity for University administrators, facilities, and procedures. The Sport Club Coordinator has the authority to make policy for or reverse any decision of the Sport Club Council if appropriate. Each club should be in constant communication with the Sport Club Coordinator and especially refer to him/her when situations arise that are not covered in this handbook.

UNI SPORT CLUB COORDINATOR

Please contact Tim Klatt

Wellness and Recreation Center

Office: (319) 273-7120

Timothy.Klatt@uni.edu

E. *SPORT CLUB COUNCIL (SCC)*

The Sport Club Council serves as an advisory group to the UNI Sport Club Coordinator. The council is led by four elected students as the Sport Club Council Executive Board, a President, a Treasurer, and a Secretary. The council meets four times a semester, and meetings run by Robert's Rules of Order with agenda items, voting sessions, and policies/procedures discussions. Each Sport Club with **full status** may have one voting student representative on the Council. Provisional, along with probationary, status clubs are allowed ex-officio representation (to be elected in the same manner as the council's executive board). Additional ex-officio members may be assigned by Northern Iowa Student Government (NISG).

The Sport Club Council Executive Board members responsible for assisting the UNI Sport Club Coordinator, representing the council on NISG, and other organizational duties of the Sport Club Council.

The Presidents duties include, but are not limited to, conducting SCC meeting agenda, call to order and delegate speakers, assist the coordinator with duties, and represent the council on the NISG.

The Vice President duties include, but are not limited to, assisting conducting SCC meetings

The Treasurer will assist the coordinator with financial records, call to discussion funding requests and financial issues during council meetings.

Secretary will keep record of the council agenda minutes assist, receive agenda items via email, and assist the coordinator sport club projects.

F. *FORMATION OF A SPORT CLUB*

All UNI Sport Clubs must be approved and recognized by Wellness and Recreation Services. UNI Sport Clubs are governed by the guidelines established for all UNI student organizations and by Wellness and Recreation Services. New sport clubs, in the prospective stage, must complete a UNI Sport Club "New Club Request" and meet with the UNI Sport Club Coordinator to present interest in club formation and to discuss opportunities. After the completion of the form and a meeting with the coordinator the club will need to submit a UNI Sport Club Establishment and then present the formation and reasoning for the sport club at the next Sport Club Council meeting. The Sport Club Council will vote on the whether or not to accept the club as a sport club with Provisional Status. If accepted, Provisional Status will be granted to allow the club to function for one year in preparation for Full Status.

G. *CLUB STATUS*

PROVIONAL STATUS

At Provisional Status a sport club is allowed to a) to use the University name, b) to request use of University facilities/grounds, and c) to solicit donations or sponsor and organize fundraising events. Voting rights and privileges on the Sport Club Council will be given to an elected representative for all of the Provisional Status sport clubs.

FULL STATUS

Those sport clubs that demonstrate organizational strength and follow the guidelines above for a one year period may apply for Full Status recognition. Partial Status sport clubs will submit a Full Status Application to the UNI Sport Club Coordinator. After reviewing the form the coordinator will make his or her recommendation to the Sport Club Council concerning the club change in status. Every Full Status sport club will be reviewed annually by the UNI Sport Club Coordinator to assess status recognition within the Wellness and Recreation Services program.

Full Status sport clubs will need to maintain the following on an annual basis:

- 1) Follow University, Divisions, WRS, and UNI Sport Club Program guidelines, policies and procedures.
- 2) Design and achieve goals and objectives for the sport club.
- 3) Stay in good communication with the UNI Sport Club Coordinator.
- 4) Maintain good contact with UNI Faculty/Staff Advisor.
- 5) Update sport club Constitution/Bylaws.
- 6) Submit all required Sport Club Forms on time.
- 7) Attend all Sport Club Council meetings.
- 8) Keep a well-documented Organizational Binder.
- 9) Maintain strong student leadership and club officers.
- 10) Hold monthly sport club meetings.
- 11) Develop and maintain a Sponsorship Plan.
- 12) Provide community service hours for the area.
- 13) Demonstrate financial sustainability and responsibility.
- 14) Continue a history of organizational and competitive strength.
- 15) Obtain the services of a knowledgeable coach or instructor.
- 16) Host a tournament or special event on the UNI campus.
- 17) Compete in National and Regional events or tournaments.
- 18) Establish and regularly maintain a website for the club

PROBATIONARY STATUS

Violation of or non-compliance with policies and procedures of Wellness and Recreation Services or the University may lead to probationary status and/or revocation of recognition, and withdrawal of University funding. Once a Sport Club is on probationary status, it may reapply for full recognition after one calendar year has lapsed and the club has complied with applicable rules.

H. ELIGIBILITY

1. Club membership is open to all **currently enrolled undergraduate and graduate level UNI students, and currently employed faculty and staff.**
2. At least 90 percent of the club membership and participation must consist of **currently enrolled students.** The remaining 10 percent being UNI faculty/staff members.
3. UNI requires non-discrimination on the basis of gender, race, color, national origin, religion, age, sexual orientation and persons with disabilities. All Sport Club facilities meet ADA guidelines.
4. Grant-in-aid athletic scholarships are not awarded by Wellness and Recreation Services to Sport Club members.
5. Sport Clubs are not permitted to be involved in extensive off campus recruiting, profiting, or travel, unless cleared through the Sport Club Coordinator.

I. FINANCIAL SUPPORT

1. Club funding may be generated through several sources:
 - a. Membership dues
 - b. Club-generated fund-raising (requires WRS approval and compliance with University policies and procedures).
 - c. Institutional support through Student Activity Fees as allocated by Wellness and Recreation Services.
 - d. Donations/Sponsorships (prior WRS approval required).
2. Student Activity Fees (allocated by Wellness and Recreation Services) may be used for expenses such as officials fees, entry fees, league dues, equipment/supplies; they may not, however, be used for food, gifts, fundraiser items, paying coaches/instructors or team uniforms/apparel unless approved by the UNI Sport Club Coordinator. Allocation balances and earmark dollars are maintained by the UNI Sport Club Coordinator.
3. A separate off-campus bank account at a local financial institution may be opened and used to deposit club dues/fees and to cover expenditures by the sport club.
Clubs should keep their membership and club advisor apprised of club account balances and expenditures. It is strongly suggested that clubs have accounts requiring a signer and co-signer on each check.
4. **All requests for WRS Funding must be submitted to the UNI Sport Club Coordinator and then voted upon by the Sport Club Council for approval.**

The following forms are to be submitted to receive WRS Funding:

WRS Funding Request
Equipment Funding Request
Officials/Referee Funding Request
Travel & Event Funding Request
Special Funding Request

J. SPORT CLUB TIER SYSTEM

RATIONALE

The rationale for moving to a tier system is to best meet the wide variety of needs of an extremely diverse sport clubs program. Certain clubs have greater needs than others, and the goal during this process was to try to better allocate limited resources. We have also increased expectations for those clubs with greater needs. For example, clubs that are eligible to earn more money through our budget allocation process will also be required to raise more money than clubs eligible for a lesser percentage of funds.

GOLD TIERRequirements:

- Must maintain a roster of at least 20 dues paying, student members
- Must be a member of a national sports affiliate or governing body
- Must strive to compete for a national championship
- Must travel outside the region at least once per year (region=Iowa and bordering states)
- Must compete in at least 10 days of regional or national competition per academic year
- Must fundraise at least 150% of their annual sport club allocation
- Must have at least 1 officer attend the monthly Sport Club Council meetings
- Must participate in 3 Community Service Events (at least half of roster must attend each one)
- Must be a part of Student Organizations through Student Involvement Center
- Must maintain full program compliance

Benefits:

- Eligible for up to 60% of the Sport Club Program's annual budget allocation including a possible yearly allocation ranging from \$1000 - \$5000
- Eligible to request free facility reservations in university facilities for practices
- Facility reservation priority in university facilities
- Eligible for potential event management support for hosting events
- Eligible for discounted rate through Wellness and Recreation Services for Safety Officer training- First Aid, CPR, and Bloodborne Pathogen
- Permitted to use UNI logo upon confirmation from Sport Club Coordinator and UNI Licensing

PURPLE TIERRequirements:

- Must maintain a roster of at least 15 dues paying, student members
- Must be a member of a national or regional sports affiliate or governing body
- Must strive to compete for a national, or regional championship
- Must compete in at least 5 days of regional or national completion per academic year
- Must fundraise at least 100% of their annual sport club allocation
- Must have at least 1 officer attend the monthly Sport Club Council meetings
- Must participate in 2 Community Service Events (at least half of roster must attend each one)
- Must be a part of Student Organizations through Student Involvement Center
- Must maintain full program compliance

Benefits:

- Eligible for up to 30% of the Sport Club Program's annual budget allocation including a possible yearly allocation ranging from \$500 - \$1500
- Eligible to request free facility reservations in university facilities for practices
- Eligible for potential event management support for hosting events
- Eligible for discounted rate through Wellness and Recreation Services for Safety Officer training- First Aid, CPR, and Bloodborne Pathogen

- Permitted to use UNI logo upon confirmation from Sport Club Coordinator and UNI Licensing

BLACK TIER

Requirements:

- Must maintain a roster of at least 10 dues paying, student members
- Must participate in at least 2 days of competition, exhibitions, per academic year
- Must fundraise at least 50% of their annual sport club allocation
- Must have at least 1 officer attend the monthly Sport Club Council meetings
- Must participate in 1 Community Service Event (at least half of roster must attend each one)
- Must be a part of Student Organizations through Student Involvement Center
- Must maintain full program compliance

Benefits:

- Eligible for up to 10% of the Sport Club Program's annual budget allocation including a possible yearly allocation ranging from \$0 - \$500
- Eligible to request free facility reservations in university facilities for practices
- Eligible for potential event management support for hosting events
- Eligible for discounted rate through Wellness and Recreation Services for Safety Officer training- First Aid, CPR, and Bloodborne Pathogen
- Permitted to use UNI logo upon confirmation from Sport Club Coordinator and UNI Licensing

CONDITIONAL OR NEW TIER

Requirements:

- Must maintain a roster of paying, full time student members
- Must fundraise 100% of their funding, shall receive no funding from Sport Club's their first year
- Must have at least 1 officer attend the monthly Sport Club Council meetings
- Must be a part of Student Organizations through Student Involvement Center
- Must maintain full program compliance

Benefits:

- Eligible to request free facility reservations in university facilities for practices
- Permitted to use UNI logo upon confirmation from Sport Club Coordinator and UNI Licensing

NOTES

- Club tier assignments will be evaluated throughout the year and clubs will be reclassified (if necessary)
- Clubs can transition from any one tier depending on noted conditions being fulfilled or not fulfilled; however, movement between tiers will be limited to the annual reclassification period in April
- The Conditional Tier includes all first-year clubs, clubs that are on probation, and clubs that fail to meet the minimum standards of at least the Black Tier. Clubs may be moved to the Conditional Tier at any time during the year. Clubs in the Conditional Tier can only remain in that tier one year. If after one year, minimum tier standards are not being met or a club is still on probation then that club will be removed from the Sport Clubs Program
- The Sport Clubs Program reserves the right to evaluate a club on possible "extenuating circumstances"

The Sport Club program through Wellness and Recreation Services (WRS) requires each club to obtain a certain amount of compliance points in order to keep in good standing with the WRS and be available to request funding through the Sport Club annual budget.

The compliance system is broken into 5 categories:

Category 1: MEETINGS

There will be monthly meetings during the academic year that must be attended by at least one member per club. Points will be awarded according to how many monthly meetings are attended by the club.

Point Breakdown: 2 points per meeting

Category 2: DOCUMENTATION

Throughout the year, the Sport Club program requires that all clubs complete and turn in a number of forms and reports. These forms are extremely important for record keeping and risk management purposes. All forms are available online on the UNI Sport Club webpage.

Points will be awarded for completing the following documentation by the deadline:

1. Club Member Paperwork

- **Sport Club Roster**
- **Member Release-Liability (turned in at end of year)**
- **Officer Update**
- **Sport Club Handbook Confirmation**
- **Faculty/Staff Advisor**

Point Breakdown: 2 points on time, 1 point if late (if applicable)

Category 3: TRAVEL

We strongly promote Sport Clubs to travel for competitions. It is vital for risk management, liability, and record keeping purposes that the SC Program is aware of every time a club or member of a club travels for a club related event.

- **Activity/Contest Approval**
- **Travel Itinerary & Roster Form**
- **Post-Travel Report**
- **Funding Requests**

Point Breakdown: 2 points on time, 1 point if late (if applicable)

Category 4: SPECIAL EVENTS AND COMMUNITY SERVICE

The Sport Club Program encourages clubs to become involved in hosting Special Events and to participate in Community Service events. Involvement in these unique opportunities can provide an excellent learning experience for a club and its members. Special events such as hosting a tournament will provide the club members with experience in organizing events, sponsorship, marketing, leadership, time management and many more skills. Involvement in Community Service events helps to create a positive image of your club and the Sport Club Program. If your club has an interest in hosting an event, please come to the SC office and meet with the SC Coordinator. Depending on which tier each club falls under, they are required to participate in a certain amount of Community Service Events.

A SPECIAL EVENT will be defined as an activity planned and implemented by a University of Northern Iowa Sport Club.

A COMMUNITY SERVICE EVENT will be defined as an activity in which at least half the roster of team members on the official roster participates. The main goal is to serve the community in a positive manner. The club shall not receive any personal benefits for its involvement.

Point Breakdown: 5 points per event

Category 5: SPECIAL WORKSHOPS

The Wellness and Recreation Services Department strives to promote good leaders and outstanding sport clubs. The goal of the Special Workshop is to provide an opportunity for growth in leadership skills for the students. In accordance with the Department and University missions, the program will be a continued commitment to improve the quality of life for students. The SC Coordinator will inform clubs of workshop opportunities and must approve workshop attendance. Documentation that event was attended must be submitted to the SC Office within 3 days of event.

Point Breakdown: 5 points per event

L. CLUB OFFICERS ROLE AND RESPONSIBILITY

The club's primary officers should be prepared to devote time and energy toward developing the organization. Responsibilities include, but are not limited to:

1. Serving as a liaison between club members and the Coordinator of Club Sports.
2. Conducting club meetings/practice sessions and providing on-going daily management such as reserving facilities for practice and/or competition, planning fund-raisers, collecting club mail, etc.
3. Ensuring timely completion of registration forms, facility request forms, travel forms, and other forms.

PRESIDENT

Presidential responsibilities include, but are not limited to:

1. Volunteers his/her time and expects no monetary compensation.
2. Presides over club meetings.
3. Serves as liaison between the club, the coach (if applicable) and the Sport Club office.
4. Informs club members of University and department policies and procedures and guidelines included in this handbook.
5. Insures that all members meet Wellness and Recreation, as well as organizational membership requirements.
6. Meets with the Sport Club Coordinator to reserve facilities as needed for practice and contest times.
7. Coordinates the scheduling and payment of officials with the Sport Club Coordinator.
8. Has each club member complete a waiver and participation agreement before participating in any club sport activity.
9. Checks the club mailbox weekly in the Sport Club Office and respond to any correspondence.
10. Completes and submits all required forms pertaining to club activities in a timely manner.
11. Holds regular yearly elections of officers to elect new officers.
12. Informs the next club president of the routines and guidelines for club operations prior to the next president assuming office. This should include transferring the Sport Club Handbook to the new president and providing a new list of names and contact information to the Sport Club Coordinator immediately following the elections.
13. The above duties can be delegated to various club officers, but it is the responsibility of the president to be sure that the duties are accomplished

VICE PRESIDENT

Vice presidential responsibilities include, but are not limited to:

1. Volunteers his/her time and expects no monetary compensation.
2. Carries out the responsibilities of the President in his/her absence.
3. Submits all team scores and records to the Club Sports coordinator and to any appropriate media outlets for publication.
4. Arranges payment of dues and registration of team into appropriate league or organization.
5. Arranges for summer check in and storage of equipment.
6. Submits information on events to the Club Sports Coordinator for special set-up at least 2 weeks in advance.
7. Submits travel rosters and keep in contact about travel plans with the Club Sports Coordinator the week travel is to occur.
8. Completes all duties as assigned by the Club Sports Coordinator or club president

SECRETARY/TREASURER

Secretarial responsibilities include, but are not limited to:

1. Volunteers his/her time and expects no monetary compensation.
2. Coordinates expenditures with the assistance of the Club Sports Coordinator.
3. Keeps a record of all members of the organization.
4. Coordinates fundraising activities and provides a description of all club fundraisers to the Club Sports Coordinator in a timely fashion for approval.
5. Provides appropriate documentation for purchases or reimbursements in the form of original invoices or receipts to the Club Sports Coordinator.
6. Completes other administrative tasks as assigned by the Club Sports Coordinator, or president.

OTHER POSSIBLE CLUB SPORT STUDENT OFFICES

1. Scheduling officer
2. Media officer
3. Marketing officer
4. Fundraising officer
5. Safety officer
6. Trip Leader

M. COACHES/INSTRUCTORS ROLE AND RESPONSIBILITY

A volunteer coach/instructor may be secured by the club membership with the approval of Wellness and Recreation Services. The coaches/instructor's role and responsibilities include:

1. Demonstrated knowledge of the sport through participation, certification, and/or recommendations.
2. Involvement in the practice/game activities, but not in the club's governance.
3. Service provided does not convey any official status as a University employee or official unless otherwise stated.
4. Complete a waiver of liability/medical authorization form.

N. ADVISOR'S ROLE AND RESPONSIBILITY

A faculty/staff advisor is **required** for each Sport Club (provisional, probationary, partial and full recognition).

1. Must possess some knowledge of the sport he/she is advising.
2. Serve as an information link for the club relative to UNI policies/procedures provide mentorship and guidance related to these policies.
3. Provide students with support and assistance in decision-making processes, both short- and long-term.
4. Assist the Sport Club and Wellness and Recreation Services with transitions between academic school years and the change of club officers.
5. Attend club meetings as necessary, remain informed, and maintain regular contact with the club president and other officers as necessary.

Absent of a willful and wanton act or omission or malfeasance, the faculty/staff advisor is not liable for club activities, club members' behavior, injuries, or financial deficits while acting within the scope of the advisor's position.

O. STANDARDS AND CONDUCT

1. Sport Clubs are non profit, do not provide financial aid or scholarships to participants, and do not emphasize recruitment.
2. Typically, a Sport Club program will not duplicate any varsity sport, intramural sport, or an already recognized Sport Club.
3. Generally, events and competition are scheduled with universities/colleges within a 200-mile radius of UNI, with exception of state, regional and end-of-the-season tournaments.
4. Members assume the financial responsibilities for participation in a Sport Club.
5. All details for travel are arranged and paid for by club members.
6. The university requires that officially recognized groups engaging in any type of solicitation on campus must obtain prior permission from the appropriate University office(s).
7. All sport club posters and notices in the WRC must be displayed on designated bulletin boards and receive written or stamped approval where required.
8. Wellness and Recreation Service Sport Club Program has a zero tolerance policy in regards to hazing.
9. **Consumption of alcoholic beverages or illegal substances, at a contest site, is prohibited during participation in Sport Club activities/events/tournaments held at UNI or off campus venues. Signage is posted at the West Campus Recreation Fields. Violation of this policy may result in loss of recognition and student activity fee funding. In severe cases the club may be disbanded.**

a. University of Northern Iowa Alcohol and Drug (AOD) Policy

It is the policy of the University of Northern Iowa and the Board of Regents to provide for a drug-free work place and learning environment for its students and employees. The unlawful manufacture, distribution, dispensation, possession or use of alcohol or controlled substances by students or employees on University owned or leased property or in conjunction with a University-sponsored event is prohibited.

Students who violate this policy may receive any of a number of sanctions, including an official warning, conduct probation, suspension, expulsion, or referral for prosecution and may be required to pay for any damages they caused. Depending upon the circumstance, participation in an educational program and/or a treatment program may also be required.

Employees who violate this policy may be referred for an educational/treatment program and may be subject to disciplinary action including a formal reprimand, being placed on enforced leave status, suspension, termination or referral for prosecution.

P. TRAVEL

1. Each Sport Club arranges for its own transportation and housing for off-campus events.
2. Travel roster/itineraries for off-campus trips must be on file with the Sport Club Coordinator one week prior to the event. .
3. Club members assume expenses for room, board and transportation.
4. Club members assume all liability and responsibility for themselves and their actions on and off campus.
5. The Sport Club Coordinator must approve and make reservation if you wish to use university transportation.

Q. INSURANCE/LIABILITY WAIVERS/MEDICAL AUTHORIZATION

Neither the University nor Wellness and Recreation Services provides health insurance for club members, and **will not** assume responsibility for injuries incurred, including death, through participation in Sport Club activities. **It is highly recommended that all club members have a personal medical insurance plan in effect during the period of club-related activity.** Individual Sport Clubs may secure private coverage for their members.

Each individual club member must read, complete, and sign a liability waiver and medical authorization form **prior** to participating in club activities. These completed forms must accompany the club to all club activities, practices, and contests in the sport club Organizational Binder. These forms should be filed with the Sport Club Coordinator at the completion of each school year for archiving. **New ARWL and medical authorization forms need to be completed each year.**

R. RISK MANAGEMENT PROCEDURES

1. Each member of each club is expected to read, complete, and sign a liability waiver/medical authorization form. Clubs are expected to have these documents with them at all practices and contests. Each year new forms are completed and the old forms should be returned to the Sport Club Coordinator for archiving. These forms have been reviewed and approved by the UNI Risk Management staff.
2. All club members are strongly encouraged to have a personal medical plan in place during the duration of the club activities. Neither the University nor WRS provide medical insurance for club activities. Expenses incurred from an injury are the sport club member's responsibility.
3. Sport clubs that practice outdoors or off campus are expected to have a working cell phone with them at all times.
4. Clubs that travel off campus are expected to submit a travel itinerary **at least one (1) week** prior to the event to the Sport Club Coordinator. Information provided should include destination, departure and return dates/times, event, club members attending, mode of transportation (personal or university vehicles) and an emergency contact phone number. Failure to complete and file a travel itinerary may jeopardize future travel.

5. Club events, practices, and contests receive medical support from the UNI student athletic training staff when staff is available. This support may occur simultaneous with open recreation programming. Major tournament events with larger participation will have designated student trainers assigned as available. If trainers are unavailable, contracted EMT personnel may be hired.

Emergency Response Protocol:

- a. **EMS and UNI Public Safety contacted.**
- b. **Describe nature of emergency to 911 operator. Give instructions on ambulance access to the field/facility. Don't hang up until instructed.**
- c. **Place an individual at ambulance arrival site to direct EMS crew.**
- d. **Contact Sport Club Coordinator.**
- e. **Monitor emergency site. Discontinue activity as required by the situation.**
- f. **Complete incident and accident report.**

Communication equipment and personnel available during events/practices include WRS staff, hand radios, WRC intercom and cell phones.

6. In the event of a **serious incident**, at a sport club event, a club officer should contact the Sport Club Coordinator as well as the UNI Police office.

- A. Contacts in regard to serious incident: (assuming EMS and UNI Police have already been notified)
 1. Sport Club Coordinator
 2. UHS/WRS Director
 3. Appropriate university officials
 4. Counseling Services
- B. Directives for discussion of the incident:
 1. Talk with Public Safety or appropriate university officials **only**.
 2. UNI Public Relations Office will coordinate official statements.
 3. Do not grant interviews to the media; refer all questions to UNI Public Relations Office.
- C. Complete follow-up meeting with the Sport Club Coordinator to insure all necessary information has been secured, club members debriefed, and incident/accident reports and statements have been filed.
- C. If the incident occurred in the WRC the surveillance video tape will need to be secured as requested by UNI Public Safety.

7. Safety Officer (One per club)

Currently certified in CPR & First Aid
Knowledgeable of the emergency plans
Inform and train team on the steps of emergency plan

S. FACILITY/FIELD RESERVATIONS

1. A Facility/Grounds Request must be completed each semester.
2. Each club may request/schedule UNI facilities/grounds for **no more than ten practice hours per week**.

3. Reservation requests will be reviewed each semester by the UNI Sport Club Coordinator and WRS staff.
4. Special event or tournament requests should be submitted as early as possible each year to insure proper scheduling and confirmation.
5. Keys to the West Recreation Field gates can be checked to sport club officers for short-term use with the approval of the UNI Sport Club Coordinator.

T. *SPORT CLUB FORMS (SCF)*

New Club Request

To begin the process as a prospective status sport club submit this form online.

Sport Club Establishment

To become a provisional status sport club submit this form online.

Club Request Forms

The following forms are requests for funding, service, and approval for every sport club to file as needed and can be found on the UNI Sport Club website.

A. Faculty/Staff Adviser Request

To file for a UNI Faculty/Staff Advisor submit this form online.

B. Coach/Instructor Request

To approve a sport club Coach/Instructor submit this form online.

C. WRS Funding Request

To receive funding from UNI-WRS submit one of the following forms online.

C-i) Equipment Funding Request

C-ii) Officials/Referee Funding Request

C-iii) Travel & Event Funding Request

C-iv) Special Funding Request

D. Facility Practice Request

To use UNI-WRS facilities or grounds submit this form online.

E. Activity/Contest Approval Form

To request to host a special event or tournament submit this form online.

F. Sponsorship Approval Request

Approval for all sponsors must be submitted online prior to approaching agencies.

G. Community Service Approval Request

To approve service hours with the UNI Sport Club Program submit this form online.

Sport Club Membership

To be a member of any UNI Sport Club this form must be submitted before participating.

Travel Itinerary and Roster

Itineraries must be submitted online prior to any travel away from the UNI campus.

Full Status Application

To become a Full Status sport club submit this application online.

Administrative Forms

The following forms are for the use of coordinator administration of the WRS Program.

A. Faculty/Staff Adviser Request

B. Coach/Instructor Agreement

C. Fees/Dues Documentation

D. Sport Club Membership

E. Officer Update

F. Release of Liability and Medical Authorization

G. Special Event Team ARWL/Med. Authorization

You can locate these forms at http://www.uni.edu/wellrec/sports_clubs/forms.html