



# SPORT CLUBS HANDBOOK 2024-2025

## A program of Recreation Services

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.

UNI Sport Clubs Program is administered by 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 every sport club as a mentor and guide for all events and activities.

### **Table of Contents**

RECREATION SERVICE'S MISSION.....	2
PURPOSE.....	2
SPORT CLUB ADMIN STAFF.....	2
FORMATION OF A SPORT CLUB.....	2
CLUB STATUS.....	3
ELIGIBILITY.....	3
CLUB FUNDING.....	4
COMPLIANCE & COMMUNICATION.....	4
CLUB OFFICER ROLE & RESPONSIBILITY.....	5
COACHES/INSTRUCTOR'S ROLE & RESPONSIBILITY.....	7
ADVISOR'S ROLE & RESPONSIBILITY.....	7
STANDARDS & CONDUCT.....	7
TRAVEL.....	8
INSURANCE/LIABILITY/MEDICAL AUTHORIZATION.....	8
RISK MANAGEMENT PROCEDURES.....	8
FACILITY/FIELD RESERVATIONS.....	8
SPORT CLUBS FORMS.....	8

## **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.

## **PURPOSE**

To provide UNI students the opportunity to both lead and participate in a competitive activity in an environment that fosters skills, enhances growth, and creates lifelong friendships.

## **Sport Club Admin Staff**

The role of the Competitive Sports Coordinator is one of liaison to Recreation Services and all other University offices, and as an advisor/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 ensure that all activities and funds are managed in compliance with Sport Club and University policies.

The Competitive Sports 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 Competitive Sports 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 Competitive Sports Coordinator and especially refer to him/her when situations arise that are not covered in this handbook.

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Wes Privett	Competitive Sports Coordinator	(319) 273-5771	wesley.privett@uni.edu
Luke Bartlett	Assistant Director: Facilities and Competitive Sports	(319) 273-4768	luke.bartlett@uni.edu

## **Formation of a Sport Club**

All UNI Sport Clubs must be approved and recognized by Recreation Services. UNI Sport Clubs are governed by the guidelines established for all UNI student organizations and by Recreation Services. New sport clubs, in the prospective stage, must complete a UNI Sport Club "New Club Request" and meet with the UNI Competitive Sports 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. If accepted, Provisional Status will be granted to allow the club to function for one year in preparation for Full Status.

## **Club Status**

**Provisional 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, sponsors and organize fundraising events.
- d) apply for NISG and WRS funding

**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. Provisional Status sport clubs will submit a Full Status Application to the UNI Competitive Sports Coordinator. After reviewing the form the coordinator will make his or her decision to change status or not.

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

- Follow University, Divisions, RS, and UNI Sport Club Program guidelines, policies and procedures.
- Design and achieve goals and objectives for the sports club.
- Stay in good communication with the UNI Competitive Sports Coordinator.
- Maintain good contact with UNI Faculty/Staff Advisor.
- Update sport club Constitution/Bylaws.
- Submit all required Sport Club Forms on time.
- Maintain strong student leadership and club officers.
- Hold monthly sport club meetings.
- Develop and maintain a Sponsorship Plan.
- Provide community service hours for the area.
- Demonstrate financial sustainability and responsibility.
- Continue a history of organizational and competitive strength.
- Obtain the services of a knowledgeable coach or instructor.
- Host a tournament or special event on the UNI campus.
- Compete in National and Regional events or tournaments.
- Establish and regularly maintain a website/social media for the club.

**Probationary Status** - Violation of or non-compliance with policies and procedures of 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.

## **ELIGIBILITY**

- Club membership is open to all **currently enrolled undergraduate, graduate level, UNI students, and currently employed faculty and staff or affiliate members.**
- At least 90 percent of the club membership and participation must consist of **currently enrolled students.** The remaining 10 percent being UNI faculty/staff/affiliate members.
- Affiliate members (non-UNI Students) may participate in a sports club, making up no more than 10% of the roster. In order to have an affiliate member, they must first go through the competitive sports coordinator to get clearance.
- 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.
- Grant-in-aid athletic scholarships are not awarded by Recreation Services to Sport Club members.
- Sport Clubs are not permitted to be involved in extensive off campus recruiting, profiting, or travel, unless cleared through the Competitive Sports Coordinator.

## Club Funding

Club funding may be generated through several sources:

- Membership dues
- Club-generated fund-raising (requires RS approval and compliance with University policies and procedures).
- Institutional support through Student Activity Fees as allocated by Recreation Services.
- Contingency funds through student government
- Donations/Sponsorships (prior RS approval required).

### **Types of Allocations:**

Recreation Services Sport Club Allocation - This fund is dispersed from Recreation services at the beginning of each academic year. Funding amount will depend on the clubs past track record in funding usage. New clubs who start past the dispersal date will not receive RS funds.

Sport Club Budgetary Allocation - Must be applied for in March of the year prior. This allocation is dispersed by the student government.

Sports Club Contingency Allocation - If a club is in need of additional funds for travel, lodging, entry fees, etc. they can apply for contingency funds through NISG. New clubs or clubs who did not receive RS or budgetary allocations can apply to contingency.

Coca Cola Fund Allocation - Can be applied for (up to \$1000) as funding for food and events.

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 sports 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.**

### **All requests for RS Funding must be submitted to the Competitive Sports Coordinator**

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

- RS Funding Request
- Equipment Funding Request
- Officials/Referee Funding Request
- Travel & Event Funding Request
- Special Funding Request

## Compliance & Communication Guidelines

The Sport Club program, through Recreation Services (RS) requires each club to obtain a certain amount of compliance points in order to keep in good standing with the RS and be available to request funding through the Sport Club annual budget. All of the following will need to either be submitted via form or emailed directly to the Competitive Sports Coordinator.

### **Pre-Participation Requirement:**

- **Initial Team Roster** Submitted
- **Officer update form**
  - A **Safety officer is required for all clubs**. If you feel your activity poses a low risk for injury, you may contact the Competitive Sports Coordinator to ask for an exemption. Details of safety officer training are below.
    - American Red Cross (ARC), American Heart Association (AHA), and Emergency Care & Safety Institute (ECSI) and must be obtained from taking an in-person or blended learning course (online-only certs are not accepted).

- **Sport Club Handbook Quiz**
  - Completed by Sport Club President

### **In-Season Communication Requirements:**

*Communication requirements will not count towards strikes, but continued poor communication/failure to adhere to these requirements may lead to drop in tier status or removal of funds if deemed so by the competitive sports coordinator.*

- Updated **travel roster** for each event in **travel request form**
- Schedules & Travel
  - 2-weeks notice for **home events**
  - 10-days notice for **vehicle requests**
  - 7-day notice for **travel without vehicle request**
    - Full competition schedules are encouraged to be sent to the Competitive Sports Coordinator ASAP.
- **Post-Event Report Form**
  - Submission needed within **72 hours** of competition completion
- **Facility Practice Requests (email requests)**
  - Consistent weekly schedule encouraged to be submitted at the start of each semester to guarantee best available space. Space is given on a first-come first-serve basis.

### **Club Officers Role & 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:

Serving as a liaison between club members and the Competitive Sports Coordinator.

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. Ensuring timely completion of registration forms, facility request forms, travel forms, and other forms.

### **PRESIDENT**

Presidential responsibilities include, but are not limited to:

**Volunteers his/her time and expects no monetary compensation.**

**Presides over club meetings.**

- Serves as liaison between the club, the coach (if applicable) and the Sport Club office.
- Informs club members of University and department policies, services, procedures, and guidelines included in this handbook.
- Ensures that all members meet Recreation Services, as well as organizational membership requirements.
- Meets with the Assistant Director for Competitive Sports to reserve facilities as needed for practice and contest times.
- Coordinates the scheduling and payment of officials with the Assistant Director for Competitive Sports.
- Has each club member complete a waiver and participation agreement before participating in any Sport Club activity.
- Checks the club mailbox weekly in the Sport Club Office and responds to any correspondence.
- Completes and submits all required forms pertaining to club activities in a timely manner.
- Holds regular yearly elections of officers to elect new officers.
- 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 Assistant Director for Competitive Sports immediately following the elections.

- 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:*

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

### **SECRETARY/TREASURER**

*Secretarial responsibilities include, but are not limited to:*

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

### **SAFETY OFFICER**

*Safety officer responsibilities include, but are not limited to:*

- Monitor the safety of the environment in which the club is participating, and report any unsafe conditions, accidents, and/or incidents to the Club Sport Program Office.
- Required to be at every club sport practice
- If an injury occurs, provide assistance to the injured individual not acting outside the scope of their training
- Contacting EMS in emergency situations
- Filling out accident report forms to notify the Club Sport Office an injury occurred
- Sees that first aid kit requirements have been met
- Primary point of contact with injuries **unless an athletic trainer or UNI Club Sport Staff member is on site.**
  - **Safety officer training** is required to be completed before the teams first practice. A 2-week notice may be given between practices and completion of CPR/First Aid/AED Certification.

### **OTHER POSSIBLE CLUB SPORT STUDENT OFFICERS**

- Scheduling officer

- Media officer
- Marketing officer
- Fundraising officer
- Trip Leader

### COACHES/INSTRUCTORS ROLE AND RESPONSIBILITY

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

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

### ADVISOR'S ROLE AND RESPONSIBILITY

A faculty/staff advisor is **required** for each Sport Club.

- Must possess some knowledge of the sport he/she is advising.
- Serve as an information link for the club relative to UNI policies/procedures providing mentorship and guidance related to these policies.
- Provide students with support and assistance in decision-making processes, both short- and long-term.
- Assist the Competitive Sports Coordinator and Recreation Services with transitions between academic school years and the change of club officers.
- 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.

### STANDARDS AND CONDUCT

- Sport Clubs are non-profit, do not provide financial aid or scholarships to participants, and do not emphasize recruitment.
- Typically, a Sport Club program will not duplicate any varsity sport, intramural sport, or an already recognized Sport Club.
- 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.
- Members assume the financial responsibilities for participation in a Sport Club.
- All details for travel are arranged and paid for by club members.
- 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).
- All sport club posters and notices in the WRC must be displayed on designated bulletin boards and receive written or stamped approval where required.
- The Recreation Service Sport Club Program has a zero tolerance policy in regards to hazing.
- **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.**



### 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 workplace 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.

### TRAVEL

- Each Sport Club arranges for its own transportation and housing for off-campus events.
  - Club leadership can request transportation (rental vehicle) through the competitive sports coordinator and get an estimate for cost of travel.
- Travel roster/itineraries for off-campus trips must be on file with the Competitive Sports Coordinator 1-week prior to travel.
- Club members assume expenses for room, board, and transportation if not arranged to be covered by club sport or NISG funding.
- Club members assume all liability and responsibility for themselves and their actions on and off campus.
- The Competitive Sports Coordinator must approve and make reservations if you wish to use university transportation.

### INSURANCE/LIABILITY WAIVERS/MEDICAL AUTHORIZATION

Neither the University nor 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 Assistant Director for Competitive Sports at the completion of each school year for archiving. **New Assumption of Risk and Waiver of Liability and medical authorization forms need to be completed each year.**

### RISK MANAGEMENT PROCEDURES

- 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 RS provide medical insurance for club activities. Expenses incurred from an injury are the sport club member's responsibility.
- Sport clubs that practice outdoors or off campus are expected to have a working cell phone with them at all times.
- Clubs that travel off campus are expected to submit a travel request form **at least one (1) week** prior to the event to the Competitive Sports 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.

- Club events, practices, and contests may be covered by athletic training services if available. If an athletic trainer is unavailable, medical responsibilities will be assumed by the **club sport safety officer** or a **UNI Sport Club student staff** member (if available).

### Emergency Response Protocol:

- **EMS and UNI Public Safety contacted.**
- **Describe the nature of emergency to 911 operators. Give instructions on ambulance access to the field/facility. Don't hang up until instructed.**
- **Place an individual at the ambulance arrival site to direct EMS crew.**
- **Contact Assistant Director for Competitive Sports.**
- **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 RS staff, hand radios, WRC intercom, and cell phones.**
- In the event of a **serious incident**, at a sports club event, the clubs' safety officer should contact the Competitive Sports Coordinator as well as the UNI Police office.
  - Contacts in regard to serious incident: (assuming EMS and UNI Police have already been notified)
    1. Competitive Sports Coordinator
    2. Assistant Director of Facilities & Competitive Sports
    3. RS Director
    4. Appropriate university officials
    5. Counseling Services
- Directives for discussion of the incident:
  - Talk with Public Safety or appropriate university officials **only**.
  - The UNI Public Relations Office will coordinate official statements.
  - Do not grant interviews to the media; refer all questions to the UNI Public Relations Office.
  - Complete follow-up meeting with the Competitive Sports Coordinator to ensure all necessary information has been secured, club members debriefed, and incident/accident reports and statements have been filed.
  - If the incident occurred in the WRC the surveillance video tape will need to be secured as requested by UNI Public Safety.
- **Safety Officer (One per club)** - Currently certified in CPR/AED & First Aid. Knowledgeable of the emergency plans. Inform and train team on the steps of emergency plan

### FACILITY/FIELD RESERVATIONS

- A Facility/Grounds Request must be completed each semester.
- Each club may request/schedule UNI facilities/grounds for **no more than ten practice hours per week**.
- Reservation requests will be reviewed each semester by the UNI Competitive Sports Coordinator and RS staff.
- Special event or tournament requests should be submitted as early as possible each year to ensure proper scheduling and confirmation.
- Keys to the West Recreation Field gates can be checked out to sport club officers for short term use with the approval of the RS Competitive Sports Coordinator.

### SPORT CLUB FORMS (SCF)

**New Club Request** - *To begin the process as a prospective status sport club submit this form online.*

**Club 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.*

- **Accident/Incident Report Forms**

- **Officer Update Form**
- **Post-Event Report Form**
- **Safety Officer Training**
- **Sport Club Handbook Quiz**
- **Travel/Vehicle Request**

You can locate these forms at [http://www.uni.edu/recreation/sports\\_clubs/forms.html](http://www.uni.edu/recreation/sports_clubs/forms.html)