

Sport Club Handbook



University of Northern Iowa
Wellness and Recreation Services
101 Wellness and Recreation Center

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University of Northern Iowa
Sport Club Handbook
Revised Summer 2008

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. **Each Sport Club president is expected to review and become familiar with the policies and operating procedures. This information should be shared with all club members.**

Sport Clubs at UNI are administered by Wellness and Recreation Services. The club members are responsible for establishing their goals, objectives and designing programs to achieve them. A faculty/staff advisor assists the club as a mentor and guide for all club 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. DEFINITION OF TERMS

SPORT CLUB - A Sport Club is a group of students organized for the purpose of promoting interest and developing skills in a particular physical activity.

PROVISIONAL RECOGNITION - Provisional recognition occurs the first year of a club's existence during which a club demonstrates its intentions of being a viable student-led organization. Facility/field reservations will be granted, however, student activity fee financial support may be provided only upon receiving full recognition.

FULL RECOGNITION - Full recognition is attained by successful demonstration throughout the first year of provisional recognition or, if after probationary status, that there has been demonstrated student interest and student leadership to function as a Sport Club and adhere to Departmental, Division, and University policies and procedures.

PROBATIONARY STATUS - Consistent non-compliance with the University, Division, and Wellness and Recreation Services policies and procedures may be cause for a sport club to lose its rights/privileges of full recognition. Probationary status allows a Sport Club a period of time during which the club members demonstrate their ability to comply with the policies and procedures of Wellness and Recreation Services and the University. Facility/field reservations may be granted, however, financial support will be withheld until the Sport Club is reinstated to full recognition.

E. SPORT CLUB COUNCIL

The Sport Club Council serves as an advisory group to the Sport Club Coordinator. The council discusses policies and procedures and make recommendations for UNI Sport Clubs. Each Sport Club, **with full recognition**, may have one voting student representative on the Council. Provisional and probationary status clubs are allowed ex-officio representation. Additional ex-officio members may be assigned by Student Government (NISG).

Non-attendance at Sport Club Council meetings may result in the following disciplinary action:

- First missed meeting: Sport Club receives a warning via email or phone call.
- Second missed meeting: Access to allotted funding is frozen.
- Third missed meeting: The club is put on probationary status. Immediate lose of scheduling privileges and funding is suspended.

Sport Clubs will be subject for reinstatement upon the recommendation by the Sport Club Coordinator to the Sport Club Council and a vote to reinstate by the Council.

F. FORMATION OF A SPORT CLUB

All Sport Clubs at UNI must be approved and recognized by Wellness and Recreation Services. Sport Clubs are governed by the guidelines established for all UNI student organizations and by Wellness and Recreation Services. New Sport Clubs, in the development stages, must observe the following guidelines:

1. Meet initially with the Sport Club Coordinator to present interest in club formation and to discuss opportunities.
2. Secure a faculty or staff member who is willing to serve as an advisor to the Sport Club.
3. Hold an organizational meeting with students to determine interest, share ideas and explore plans.
4. Develop a constitution and by laws, which define offices, officer duties, club membership status and dues, committees, meetings, and other guidelines appropriate for continuity and success of the Sport Club.
5. Consult with the Sport Club Coordinator about procedures for financial matters, field/facility usage, travel, scheduling, club members' behavior, equipment/uniform policies, and other considerations necessary for establishing a Sport Club.

6. The following items must be **provided prior to receiving provisional recognition**.
 - a. Proposed constitution and by-laws
 - b. List of offices, officers, and club members
 - c. Selection and approval of faculty/staff advisor
 - d. A statement of proposed activities for the school year

7. Provisional recognition will be granted to allow the club to function for one year in preparation for full recognition. Subject to applicable guidelines, provisional status allows the club a) to use the University name, b) to request use of University facilities/fields, and c) to solicit donations or sponsor fund-raising events.

G. CLUB STATUS

Upon completion of the first year of provisional recognition and with approval of Wellness and Recreation Services, a club will be granted full recognition. At this point the club may request funding from the Sport Club budget. Forms are typically completed and submitted in February for the subsequent fiscal year.

Each club will be reviewed annually to assess renewal of full recognition with Wellness and Recreation Services. **Club recognition is retained upon meeting the following requirements:**

1. Applicable forms have been appropriately completed, approved and filed:
 - a. Fall Semester
 - 1) Faculty/Staff Advisor Agreement (501A)
 - 2) Coach/Instructor Agreement (501B)
 - 3) Fees/Dues Documentation Form (502)
 - 4) Membership Roster (503)
 - 5) Release of Liability and Medical Authorization (504) (Retained by Club until the end of the academic year)
 - 6) Facility/Field Request (506)
 - 7) Request for Outside Source Funding/Services (512)
 - b. Spring Semester
 - 1) Membership Roster – (update) (503)
 - 2) Release of Liability and Medical Authorization - New Members (504) (Retained by Club until the end of the academic year)
 - 3) Semester Participation Documentation for Fall Semester (505)
 - 4) Facility/Field Request (506)
 - 5) Request for Outside Source Funding/Services (512)
 - 6) Itemized Budget Request Form for subsequent school year (507) (March 1)
 - c. End of School Year
 - 1) Semester Participation Documentation for Spring Semester (505)
 - 2) Equipment Request Form (508)
 - 3) File past year liability waivers and medical authorization forms with the Sport Club Coordinator. These will be retained for a three (3) year period within each club file.

- d. As Needed
 - 1) Equipment Inventory (509)
 - 2) Field Marking Request (510)
 - 3) Request for Compensation (511)
 - 4) Travel Itineraries (513)
 - 5) Special Event/Tournament Request (514)
 - 6) Special Event Team ARWL/Med. Authorization Form (515)

- 2. The Sport Club secures the necessary coach or certified instructor (where appropriate) for ongoing skill development.

- 3. Student interest in the club is demonstrated by student leadership such as student officers, Sport Club Council membership and participation, and students providing the direction for program, events, and /or competition.

- 4. The club's purpose, goals, and activities continue to be consistent with the mission and goals of Wellness and Recreation Services.

- 5. Suitable facilities/fields continue to be available for the club to meet, practice, and compete.

- 6. The club members observe all University policies and procedures established for all student organizations, and those established by Wellness and Recreation Services.

- 7. Sport Club participation and operation is completely voluntary and nonprofit.

- 8. Grant-in-aid athletic scholarships are not awarded to Sport Club members.

- 9. Sport Clubs are not permitted to recruit, make a profit, or travel extensively, unless cleared through the Sport Club Coordinator.

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.

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, printing costs and Northern Iowan ads; they may not, however, be used for food, travel, housing, gifts or stipends unless recommended by the Sport Club Council and approved by the Sport Club Coordinator. Allocation balances are maintained by the WRS 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. **Request for advance payment** for such things as entry fees and state/ regional dues, etc...must be submitted at least **four (4) weeks** prior to the date needed (a copy of the entry form or invoice is required).
 5. **Request for reimbursement** must be accompanied by documents from one (1) of the following a, b, or c options (please note all with all options you must also have turned in SCF-513):
 - a. entry form (which clearly indicates event date, location, who payment was made to and cost) along with an event receipt.
 - b. entry form **plus**... the club monthly bank statement showing payment cleared (on-line report will work) and a copy of the checking account log or photocopy of original check or front/back photocopy of the cancelled check.
 - c. event document, on official event/sponsor letterhead, indicating event date, location, cost and payment received.
 6. **Request for payment of contest officials** should be made by completing SCF-511 "request for compensation" form and submitting to the Sport Club Coordinator. Non-university officials will also need to complete and submit a **university supplier form** (this form may be secured from the Sport Club Coordinator or via the University web site forms repository go to...www.uni.edu, **type in forms repository in the search box, select the letter "s" and then scroll down to supplier form, open the form either word or PDF and follow the instructions**) this form should be returned to the Sport Club Coordinator or mailed to attn: WRS Sport Club Coordinator, WRC 101, University of Northern Iowa, Cedar Falls, IA, 50614-0201. UNI students who work as officials will need to be set up as student employees, have them stop in the WRS office, WRC 101, to complete the necessary paper work.
 7. **Requests for equipment purchases** should be filed with a completed SCF-508 form.

J. 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.

K. 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 coach's/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 (SCF-504 A&B).

L. ADVISOR'S ROLE AND RESPONSIBILITY

A faculty/staff advisor is **required** for each Sport Club (provisional, probationary, 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.

M. 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 120-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 posters and notices 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.

N. 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. (Form SCF-513).
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.

O. 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. 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.**

P. 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 club members responsibility.
3. 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 (Form SCF-513) **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.

5. 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.
 - D. If the incident occurred in the WRC the surveillance video tape will need to be secured as requested by UNI Public Safety.

Q. PROBATION

1. 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.
2. 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.

R. FACILITY/FIELD RESERVATIONS

1. A Facility/Field Request form must be completed each semester.
2. Each club may request/schedule UNI facilities/fields for **no more than eight practice hours per week**. Semester facility/field schedules will be posted in the WRC and the WRS website sport club page...www.uni.edu/wellrec...click on sport club link
3. Reservation requests will be reviewed each semester by Wellness and Recreation Services staff. Subsequent semester schedules will be maintained if possible.
4. Special event or tournament requests should be submitted as early as possible each year to insure proper scheduling and confirmation. (complete and file form SCF-514)
5. Keys to the West Recreation Field gates can be checked to club officers for weekend use with the approval of the Sport Club Coordinator.

F O R M S

Faculty/Staff Advisor Agreement	SCF-501A
Coach/Instructor Agreement	SCF-501B
Fees/Dues Documentation	SCF-502
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Facility/Field Request	SCF-506
Itemized Budget Request	SCF-507
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Special Event Team ARWL/Med. Authorization	SCF-515

Forms may be completed online and submitted electronically to the Sport Club Coordinator for processing, BEFORE SUBMISSION PLEASE FORWARD TO YOUR ADVISOR FOR THEIR REVIEW AND ADDITION OF THEIR NAME. Paper forms may be secured from the Sport Club Coordinator.

UNIVERSITY OF NORTHERN IOWA
WELLNESS AND RECREATION SERVICES
SCF-501A

FACULTY/STAFF ADVISOR AGREEMENT

Sport Club Name _____ Date _____

Club President _____ Phone _____ E-mail _____

Each club must secure and retain a UNI faculty/staff advisor who serves as a link between club members and the University. The extent of involvement by the advisor varies among groups. The faculty/staff advisor is encouraged to foster the educational processes inherent in student-lead organizations. **Clubs should renew the advisor agreement annually.**

Responsibilities of the advisor include:

1. Model and nurture good leadership and rules of conduct.
2. Facilitate and provide advice when called upon in decision-making situations.
3. Assist students in understanding and developing self-discipline, responsibility, and respect.
4. Understand University policies and procedures and guide the club membership in compliance with them.
5. Possess knowledge of the sport and assist club members in decision making related to concerns such as competitive events.
6. Assist club members in decision making related to concerns such as fund raising, drafting and following their constitution, and travel.
7. Oversee all transactions involving the Sport Club's bank account or UNI account and co-sign Wellness and Recreation Service records and reports as required.
8. Facilitate the continuity of student leadership.

Absent 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.

I have read the Sport Club Handbook and I am familiar with the policies and responsibility of UNI students. I understand the guidelines for UNI Sport Clubs and accept the responsibility to serve as a faculty/staff advisor for this Sport Club.

Printed and Signed (Faculty/Staff Advisor) _____ Date _____

Campus Address _____ E-mail _____ Phone _____

UNIVERSITY OF NORTHERN IOWA
WELLNESS AND RECREATION SERVICES
SCF-501B

COACH/INSTRUCTOR AGREEMENT

Sport Club Name _____ Date _____

Club President _____ Phone _____ E-mail _____

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

1. Demonstrated knowledge of the sport through participation, certification, and/or recommendations.
2. Promote good sportsmanship on and off the field.
3. Model and nurture good leadership and rules of conduct.
4. Give attention to appropriate safety practices, including inspection of sport gear and the reporting of any hazardous facility conditions.
5. Involvement in the practice/game activities, but not in the club's governance.
6. Complete a waiver of liability/medical authorization form (SCF-504 A&B).
7. Be familiar with the Sport Club Handbook guidelines and procedures that govern the implementation of the Sport Club Program. Abide by all applicable rules and regulations of the University and any conference, league, or association to which the club may belong.
8. Adhere to all University of Northern Iowa policies and procedures, local, state and federal laws.

Service provided does not convey any official status as a University employee or official unless otherwise stated.

Printed and Signed (Coach/Instructor) Date

Address E-mail Phone

UNIVERSITY OF NORTHERN IOWA
WELLNESS AND RECREATION SERVICES
SCF-502

FEES/DUES DOCUMENTATION

Sport Club Name _____ Date _____

Club President _____ Phone _____ E-mail _____

Faculty/Staff Advisor (Signature) _____ Phone _____

=====

UNI STUDENTS

Amount	Club Dues	Club Fees
--------	-----------	-----------

Frequency _____
(each semester, one time...)

To whom paid _____

Location of account _____
Where deposited _____

=====

UNI FACULTY/STAFF

Amount	Club Dues	Club Fees
--------	-----------	-----------

Frequency _____

To whom paid _____

Location of account _____
Where deposited _____

How funds are intended to be spent: _____

=====

For Office Use Only:

Approval - Sport Club Coordinator

Date

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UNIVERSITY OF NORTHERN IOWA
WELLNESS AND RECREATION SERVICES
SCF-504 A & B

RELEASE OF LIABILITY AND MEDICAL AUTHORIZATION

Sport Club Name _____ Date _____

The release and the treatment authorizations must be signed by the participant or if under 18 years old, by a parent or guardian. These forms (504 A & B) need to be completed and signed in order to participate in Sport Club activities at UNI.

=====

By my signatures below, under Sections A & B, I signify that I have read, understand and agree to the following.

A. Release of Liability. In consideration of the Wellness and Recreation Services at the University of Northern Iowa granting the participant permission to participate in UNI Sport Clubs, I hereby assume all risks of personal injury (including death and property damage) that may result from any [Sport Club] activity. I do hereby release and agree to indemnify, defend, and hold harmless the University of Northern Iowa, Wellness and Recreation Services, State Board of Regents-State of Iowa, State of Iowa, the Sport Club, their employees, officials and agents, and all participants in the [Sport Club] program from and against all liability, including claims and suits at law or in equity, for damages or injury, fatal or otherwise, which may result from the participant taking part in [Sport Club] activities.

Participant _____
(Print)

Participant _____ Date _____
(Signature)

Address _____ City _____ State/Zip _____

Home Phone _____ Work Phone _____

If under 18 years old:

Participant _____
(Print)

Parent/Guardian _____ Date _____
(Signature)

Address _____ City _____ State/Zip _____

Home Phone _____ Work Phone _____

Continued

Sport Club Name _____ Date _____

=====

B. Insurance and Medical Authorization. In the event of illness or injury, I hereby give my consent for medical treatment and permission to a licensed physician to hospitalize and secure proper treatment (including injection, anesthesia, surgery, or other reasonable and necessary procedures) for the participant. I agree to assume all costs related to any such treatment. I also authorize the disclosure of medical information to my insurance company for the purpose of any claim.

Each participant must provide his/her own medical insurance.

I understand that I am responsible for any medical or other charges related to participation in the [Sport Club] activities.

Participant _____
(Print)

Participant _____ Date _____
(Signature)

Address _____ City _____ State/Zip _____

Home Phone _____ Work Phone _____

Health Insurance Company _____

Policy Number _____ Policy Holder _____

If under 18 years old:

Participant _____
(Print)

Parent/Guardian _____ Date _____
(Signature)

Address _____ City _____ State/Zip _____

Home Phone _____ Work Phone _____

Please list medical conditions and/or allergies to be aware of:

Each club is advised to have ready access to a copy of this signed form at all practices and events.

UNIVERSITY OF NORTHERN IOWA
WELLNESS AND RECREATION SERVICES
SCF-505

SEMESTER PARTICIPATION DOCUMENTATION ___ Fall ___ Spring ___ Summer

Sport Club Name _____ Date _____

Club President _____ Phone _____ E-mail _____

=====

CLUB TRYOUTS

Date and Time _____ Location _____

CLUB MEETINGS

Number of club meetings per month _____

Average number of members attending each meeting _____

CLUB PRACTICES

Semester Start Date _____ Semester End Date _____

Day of the Week	Time	Location

Average number of members attending each practice _____

GAME/SPECIAL EVENTS/TOURNAMENTS/REGULAR SEASON CONTESTS/CLINICS

Date and Time	Location or opponent(s)	Name of Official (If Wellness and Recreation is paying.)
i.e. Oct 1, 2008 1pm	at Iowa State	

UNIVERSITY OF NORTHERN IOWA
WELLNESS AND RECREATION SERVICES
SCF-507

ITEMIZED BUDGET REQUEST

(Submit by March 2, 5pm in the 101 WRC office, your clubs funding will be affected if form is late.)

Sport Club Name _____ Date _____

Club President _____ Phone _____ E-mail _____

Faculty/Staff Advisor (Signature) _____

Name of Bank (Club Account) _____ Phone _____

(Current Balance) _____ Account # _____

Expenditure Item	Amount	Additional information
Officials	_____	_____ _____ _____
Entry Fees	_____	_____ _____ _____
Facility Fees/Rental	_____	_____ _____ _____
League Sanctioning Dues To Whom Paid: _____	_____	_____ _____ _____
Equipment	_____	_____ _____ _____ _____
Miscellaneous	_____	_____ _____ _____
Request Total	_____	

UNIVERSITY OF NORTHERN IOWA
WELLNESS AND RECREATION SERVICES
SCF-508

EQUIPMENT REQUEST (END OF Spring Semester)

Sport Club Name _____ Date _____

Club President _____ Phone _____ E-mail _____

Faculty/Staff Advisor (Signature) _____

Equipment Description	Brand Name	Specifications	Quantity	Approx. Cost	Suggested Vendors

UNIVERSITY OF NORTHERN IOWA
WELLNESS AND RECREATION SERVICES
SCF-510

FIELD MARKING REQUEST

(clubs will be responsible for associated costs)

Sport Club Name _____ Date _____

Club President _____ Phone _____ E-mail _____

Faculty/Staff Advisor (Signature) _____

Field to be marked	Specifications (attach additional sheet if necessary)

UNIVERSITY OF NORTHERN IOWA
WELLNESS AND RECREATION SERVICES
SCF-511

REQUEST FOR COMPENSATION

Sport Club Name _____ Date Requested _____

Club President _____ Phone _____ E-mail _____

Faculty/Staff Advisor (Signature) _____

Event _____

Name of Vendor or Official (please print all information)	Amount	Service provided	Event Date
Print Name (First MI Last) _____ SS #: _____ Street Address: _____ City, State, Zip: _____ Phone #: _____ Signature: _____			
Print Name (First MI Last) _____ SS #: _____ Street Address: _____ City, State, Zip: _____ Phone #: _____ Signature: _____			
Print Name (First MI Last) _____ SS #: _____ Street Address: _____ City, State, Zip: _____ Phone #: _____ Signature: _____			
<p>NON-UNIVERSITY OFFICIALS NEED TO COMPLETE AND SUBMIT A SUPPLIER FORM SEE HANDBOOK PAGE 5 FOR DETAILS...THIS ONLY NEEDS TO BE DONE ONCE. Current UNI students need to get set-up for payroll.</p>			

UNIVERSITY OF NORTHERN IOWA
WELLNESS AND RECREATION SERVICES
SCF-512

REQUEST FOR OUTSIDE SOURCE FUNDING/SERVICES
(Monies received, services rendered, awards provided)

Sport Club Name _____ Date _____

Club President _____ Phone _____ E-mail _____

Faculty/Staff Advisor (Signature) _____

Agency Representative (Signature) _____ Date _____

Name of Vendor or Sponsoring Agency	Address and Phone Number	Services Rendered	Money Donated	Award Donated	Date
<p style="text-align: center;">* * * * *</p> <p style="text-align: center;">OFFICE USE ONLY</p> <p style="text-align: right;">*</p> <p>Request: Approved / Denied</p> <p style="text-align: right;">*</p> <p>Reason (s) : _____</p> <p style="text-align: right;">*</p> <p>_____</p> <p style="text-align: right;">*</p> <p>_____</p> <p style="text-align: right;">*</p> <p>_____</p> <p style="text-align: right;">*</p> <p style="text-align: center;">Sport Club Coordinator*</p>					

University of Northern Iowa/Wellness and Recreation Services
Sport Club Off Campus Travel Itinerary
SCF-513

This form must be submitted to the Sport Club Coordinator at least one week prior to traveling.

Sport Club _____ Event Attending _____

Destination _____ Event Date(s) _____

Departure Date/Time _____

Return Date/Time _____

Mode of Transportation: _____ Personal Vehicle _____ University Vehicle

Anticipated Travel Route: _____
(A MAPQUEST ROUTE MAY BE ATTACHED)

Overnight Accommodations: _____

Emergency Contact Name and Number: _____

Club Members Attending:

1. _____ 16. _____

2. _____ 17. _____

3. _____ 18. _____

4. _____ 19. _____

5. _____ 20. _____

6. _____ 21. _____

7. _____ 22. _____

8. _____ 23. _____

9. _____ 24. _____

10. _____ 25. _____

11. _____ 26. _____

12. _____ 27. _____

13. _____ 28. _____

14. _____ 29. _____

15. _____ 30. _____

University Of Northern Iowa
Wellness and Recreation Services
Sport Club Event
SCF-515

RELEASE OF LIABILITY AND MEDICAL AUTHORIZATION

A. Release of Liability. I hereby assume all risks of personal injury (including death and property damage) that may result from participating in this Sport Club event. I do hereby release and agree to indemnify, defend, and hold harmless the University of Northern Iowa, Wellness and Recreation Services, Board Regents-State of Iowa, State of Iowa, UNI Sport Clubs, their employees, officials and agents, and all participants in the Sport Club program from and against all liability, including claims and suits at law or in equity, for damages or injury, fatal or otherwise, which may result from participating in this Sport Club Event.

B. Insurance and Medical Authorization. In the event of illness or injury, I hereby give my consent for medical treatment and permission to a licensed physician to hospitalize and secure proper treatment including injection, anesthesia, surgery, or other reasonable and necessary procedures. I agree to assume all costs related to any such treatment. I also authorize the disclosure of medical information to my insurance company for the purpose of any claim.

***Each participant is responsible for his/her own medical insurance.**

By my signature below, I signify that I have read, understand, and agree to sections A&B above, and I also understand that I am responsible for any medical or other charges related to my participation in this Sport Club event.

Team/Organization: _____ Date _____

Name (Print)	Signature	Date	Insurance Carrier	Policy#
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____
13. _____	_____	_____	_____	_____
14. _____	_____	_____	_____	_____
15. _____	_____	_____	_____	_____
16. _____	_____	_____	_____	_____

(RELEASE OF LIABILITY AND MEDICAL AUTHORIZATION)

A Release of Liability. I hereby assume all risks of personal injury (including death and property damage) that may result from participating in this Sport Club event. I do hereby release and agree to indemnify, defend, and hold harmless the University of Northern Iowa, Wellness and Recreation Services, Board Regents-State of Iowa, State of Iowa, UNI Sport Clubs, their employees, officials and agents, and all participants in the Sport Club program from and against all liability, including claims and suits at law or in equity, for damages or injury, fatal or otherwise, which may result from participating in this Sport Club Event.

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17. _____

18. _____

19. _____

20. _____

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37. _____

