

IOWA STATE UNIVERSITY SPORT CLUBS

DISCIPLINARY POLICIES & PROCEDURES

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

Possible Violations

Travel

1. Level I Violations
 - a. Travel not entered into the Student Organization Travel Authorization site by 11:59pm on Monday of a weekend trip
 - i. If a mid-week trip then at least 5 business days in advance
 - b. All travel items not completed by Wednesday night for weekend trips (includes proper approvals, travel waivers, driver approvals, itinerary, etc.)
 - i. If a mid-week trip then 2 nights in advance
 - c. Participation in event/game during travel without online Pre-Activity Health & Safety Checklist submitted beforehand
 - d. Not reporting an injury that occurs during club travel via online Injury Report Form within 24 hours of occurrence
2. Level II Violations
 - a. Undocumented club travel (not approved in advance by proper departments)
 - b. Travel during the prohibited time of 1am-5am
 - c. Vehicle damaged on a trip due to negligence (includes personal vehicles)
 - d. Violation of traffic law during club travel
 - e. Use of intoxicants or other substances that impair by driver OR passengers less than 8 hours prior to departure
3. Level III Violations
 - a. Club travel occurring after specifically being told by ISU department(s) that the trip was not to take place
 - b. Use of intoxicants or other substances that impair by driver or passengers in vehicle during club travel

Home Events

1. Level I Violations
 - a. Event/game not entered into the Event Authorization site at least 5 days ahead of date
 - b. Event held without online Pre-Activity Health & Safety Checklist submitted beforehand
 - c. Not reporting an injury via online Injury Report Form within 24 hours of occurrence
 - i. If serious injury, not immediately reporting to required full-time staff
2. Level II Violations
 - a. Practicing or holding an event outside of officially approved time

- b. Event held without a Health & Safety Officer (HSO) present
- c. Event held despite HSO not approving the activity due to weather, etc.

Risk & Safety Protocol

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

Other

1. Level I Violations
 - a. Club budget being negative as a result of previous year's spending after 9/30
 - b. Inappropriate social media presence as determined by ISU administrative staff
 - c. Fighting within club or with opposing club
 - d. Damaging ISU property at ISU or while traveling
 - e. Conduct detrimental to the image of Iowa State while representing club
2. Level II Violation
 - a. Violation of state or federal law

Disciplinary Policies

Level I Violation

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

Level II Violation (or 2 Level I violations)

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

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

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

Recreation Services, Office of Risk Management, and MU Student Engagement reserve the right to increase penalties for violations if severity deems it necessary. For 3 or more violations, clubs may appeal their club activity suspension to the Sport Clubs office.