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## Introduction

*Recent policy changes will appear in highlighted and italicized font.*

### University of Iowa Recreational Services Mission Statement

The University of Iowa Recreational Services mission is “To provide diverse recreational experiences that encourage active lifestyles.” We accomplish our mission by the following key strategic areas.

- *Student Learning and Engagement* - Create opportunities that encourage active learning, involvement and discovery.
- *Global Understanding and Diversity* - Develop inclusive opportunities that increases knowledge, experience, appreciation and respect of various perspectives.
- *Communication and Collaboration* - Develop partnerships which support purposeful communication, collaboration and mutual understanding.
- *Assessment* – Evaluate satisfaction, effectiveness and outcomes to improve programs, services, facilities and initiatives.
- *Personnel* - Provide competitive salaries and developmental opportunities to recruit, retain, and reward excellent employees.
- *Resource Management* - Secure, invest and utilize resources to enhance programs, services, facilities and initiatives.
- *Facilities* - Maintain, renovate and construct state-of-the-art facilities to enhance learning and encourage community. Projects demonstrate an appreciation for aesthetics, sustainability, and safety.

### What is a Sport Club?

A Sport Club is a registered student organization that competes in athletic contests against other University club teams regionally and nationally. Sport Clubs practice weekly during the academic-year and travel throughout Iowa and the nation to compete in tournaments and matches.

### Sport Programs Staff

The University of Iowa Recreational Services employs four full-time staff members to oversee the Intramural Sports, Sport Club, and Sport Camp Programs. These four full-time staff members include an Associate Director, two Assistant Directors, and a Coordinator. Each club will be assigned oversight of one of the Assistant Directors of Sport Programs. Each club’s assigned Assistant Director serves as a resource for the club to make sure club leadership understands requirements of the program and can help club leadership accomplish goals that the club has. Club officers are required to meet each semester with their assigned Assistant Director and should always consider them a place they can turn to get answers to questions they have. The Sport Programs staff is here to help clubs succeed, while making sure clubs meet Sport Club Program and University requirements.

Sport Programs Supervisors are students that are employed part-time by the Sport Programs office, and supervise Intramural Sports and Sport Club events, as well as conduct spot checks during Sport Club practices. Lead Supervisors help to answers questions of clubs, collect/review paperwork, and gather information about clubs. The Lead Supervisors serve as an extension of the Sport Programs

Office to help facilitate the communication between the full-time staff and the student leaders of the clubs. Clubs are required to provide information requested by the Lead Supervisors by the deadline provided during the inquiry.

### **Sport Programs Office**

The Sport Programs Office is designed to help clubs function appropriately. The following services are available through the Sport Programs Office:

- Administrative assistance and guidance
- Practice and game facility reservations
- Equipment purchase, storage and check-out
- Budget tracking
- Photocopying and faxing
- Fundraising assistance
- Event hosting
- Travel reimbursement processing
- Publicity and promotion

The Sport Programs Office is located in E216 Field House. *Appointments can be requested by contacting your Assistant Director.*

### **Student Organization Business Office (SOBO)**

*SOBO provides financial assistance to all registered student organizations, the Undergraduate Student Government (USG), and the Graduate and Professional Student Government (GPSG) commissions and committees. SOBO assists sport clubs in approving events and travel, making purchases, and collecting income.*

*SOBO is located in IMU Room 157. Appointments can be requested by contacting [sobo@uiowa.edu](mailto:sobo@uiowa.edu) for student organization deposits and credit card (p-card) checkouts. All other business should be conducted through email and/or virtual conference meetings.*

## Contact Information

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*Student Organization Business Office (SOBO)*

[sobo@uiowa.edu](mailto:sobo@uiowa.edu)

319-335-3059

Field House

(319) 335-9847

Hawkeye Tennis & Recreation Complex

(319) 384-1215

Campus Recreation & Wellness Center

(319) 335-9293

## *Links to Important Websites*

[Sport Clubs Webpage](#)

[Engage Webpage](#)

[Sport Club Brand Standards](#)

[Mass Email Request](#)

[Accident/Injury Report Form](#)

[Facility Reservation Cancellation Form](#)

[Sport Club Social Media Request Form](#)

[SOBO Website](#)

[SOBO Forms Website](#)

### **Sport Club Guidebook**

This Sport Club Guidebook contains policies and guidelines to be followed by all clubs currently affiliated with, or those requesting to be affiliated with, the University of Iowa Sport Club Program. This guidebook serves as a guide for club participants and officers in the daily management of their respective clubs. This guidebook should be used as a resource for all questions regarding conducting club business.

Sport Clubs are subject to discipline and even suspension from the Sport Club Program for not following the rules and regulations set forth in this Guidebook. Recreational Services governs these policies and procedures. Violations of a serious nature may be sent to the Office of Student Accountability (OSA).

### **Sport Club Webpage**

The [Sport Club Webpage](#) is available as a resource for Sport Clubs to not only advertise their individual club, but also to access all the forms needed to conduct sport club business. There are resources available to aid sport clubs in planning events, traveling, or finding important information from other campus departments.

### **Mass Emails**

Each Sport Club can send two mass emails per semester. To send a mass email follow these steps:

1. *If the request is related to an upcoming event outside of regular practice, submit and receive approval for the event by submitting a Sport Club Event Request on Engage.*
2. Fill out the online [Mass Email Request Form](#).
3. The Sport Programs Office will then approve or deny the request before passing along to the next approval person or informing the club that edits need to be made.
4. Clubs should be aware that it will take at least a week or longer for mass email requests to be approved and sent.

### **Recreational Services Promotional Services**

To help promote Sport Club activities, Recreational Services can provide several promotional offerings including the following:

- Digital Displays in all five Recreational Services buildings with information about recruitment, events, or practices
- Tabling at the CRWC for 2 hours
- Social Media re-posting of club social media activity using #UISportClubs or by tagging @recserv and @IowaSportClubs *or by completing a [Sport Club Social Media Request Form](#)*