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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 guiding principles:

- **Fun** – We believe, first and foremost, recreation should be fun.
- **Quality of Life** – We strive to improve one’s quality of life by teaching and offering lifelong skills that contribute to a healthy lifestyle.
- **Celebrate Differences** – We understand that being inclusive to all who wish to participate improves the recreation experience for the whole.
- **Provide Diverse Options** – We are committed to offering a wide range of opportunities to accommodate a variety of interests.
- **Student Development** – We uphold our responsibility to develop students, both as employees and participants, by enhancing their collegiate experiences.
- **Our Environment** – We believe in the importance of providing an atmosphere that is both safe and respectful.
- **Community Outreach** – We acknowledge our role in providing recreational opportunities for the community that extends beyond the campus.
- **Campus Partner** – We strive to support the vision and values of the Division of Student Life and The University of Iowa by working in a collaborative manner.

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 Club Program Organization Requirements & Application Process
Admission into the Sport Club Program at the University of Iowa as part of Recreational Services is determined each year by the Recreational Services Sport Programs staff in conjunction with the Office of Leadership, Service, and Civic Engagement (LSCE). Groups wishing to return as Sport Clubs must...
meet the requirements for being a Sport Club in good standing according to the policies and procedures outlined in this Guidebook.
To be a member of the Sport Club Program, a student organization must meet all the following guidelines:

- Meet the expectations of the Sport Club Program and Recreational Services, as outlined in this document
- Have an active Sport Club membership of ten or more members. All members must be currently enrolled students at the University of Iowa.
- Must compete in a minimum of two contests per academic year including one contest outside of Johnson County
  - Must be competing against a group or club outside the University of Iowa
  - Must send at least four members (does not include coaches/instructors)
  - The event must be competitive in nature, in which there are winners and losers
  - Submit proper pre- and post-travel paperwork for trips outside Johnson County
- Renew your Engage page each semester prior to September 15th and February 15th
- Remain in good standing with the University, Recreational Services, and Sport Programs
- Have four officers (President, Vice-President, Treasurer, Travel Officer) willing to dedicate time and effort into effectively and efficiently running club operation. The President, Vice President, or Treasurer may also serve as the Travel Officer. Officers are to be elected in early-April for the following school year to allow proper transition between outgoing and incoming officers.
- Demonstrate proficient club leadership, including proper submission of paperwork and meeting other requirements of the Sport Club Program (returning clubs only).
- Have proper transition materials to help new club leadership function efficiently and effectively (returning clubs only).

Additional reasons for an organization not gaining or retaining admittance into the Sport Club Program include but are not limited to:

- Non-existent or demonstration of ineffective student leadership.
- Decline in student interest and support.
- Demonstration of club mismanagement.
- Inability to abide by Sport Club, Recreational Services, and University policies and procedures.
- Violation(s) of Recreational Services and/or University facility policies.
- Inability of the Sport Club Program as part of Recreational Services to benefit the club through staff expertise or facility space.
- Purpose or goals no longer compatible with the goals and mission of the University of Iowa Recreational Services.

**Sport Programs Staff**
The University of Iowa Recreational Services employs four full-time staff members to oversee the Intramural Sports and Sport Clubs 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 at least twice a
semester with their assigned Assistant Directors 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. Sport Program Assistants help to answers questions of clubs, collect/review paperwork, and gather information about clubs. The Program Assistants 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 Program Assistants by the deadline provided during the inquiry.

Sport Programs Office
The Sport Club Office, led by the Associate Director of Sport Programs, and two Assistant Directors of Sport Programs, 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.

Contact Information and Important Websites

Assistant Director, Sport Programs
Matt Schaefer
Phone: 319-467-0602
E-Mail: matthew-schaefer-1@uiowa.edu

Assistant Director, Sport Programs
Shannon Tumelty
Phone: 319-467-0601
E-Mail: shannon-tumelty@uiowa.edu

Coordinator, Sport Programs
Chris Spencer
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 Dean of Student’s Office.

**Sport Club Webpage**
The sport club webpage `recserv.uiowa.edu/sport-clubs` 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 aide sport clubs in planning events, traveling, or finding important information from other campus departments.

**Field House Mailbox**
Each club has use of a mailbox located outside of the Sport Programs Office in E216 Field House. Club representatives are expected to check their mail at least once a week. Many clubs use this mailbox as their club address for things such as recruiting letters and/or an address for other clubs to send correspondence. Use the following for the address:

(Club Name)  
E216 Field House  
Iowa City, IA, 52242

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

1. Fill out the online mass email request form (see the Contact Information and Important Websites section on the previous page)
2. 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 needs to be made.
3. 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 Marketing Services**
To help promote Sport Club activities, Recreational Services can provide several marketing 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

It is strongly suggested that Sport Clubs take advantage of these promotional opportunities as they are free of cost as a benefit of being part of the Sport Club Program.