

CAMPUS RECREATION SUPPORT

Sport Club Professional Staff: The Department of Campus Recreation employs professional staff who are responsible for ensuring that clubs operate in a safe and cooperative manner. The Assistant Director of Sport Clubs and the Sport Club Coordinator are the primary contacts for all clubs. Prior approval of club activities including but not limited to travel, planning events, logo approvals, budget expenditures and facility reservations must go through them first. The staff is available for consultation regarding any aspect of your organization.

Supervisors: Sport Club Supervisors will also serve as liaisons for certain clubs and are great resources to have. Student supervisors are responsible for supervising home games/events as well as maintaining regular communication with club officers. A Sport Club Supervisor manages incidents as necessary, ensures participant/ spectator safety and compliance, monitors conditions as necessary, and performs special duties as assigned.

Executive Committee: The Sport Club Executive Committee is a student advisory group that represents the Sport Club program. These elected student leaders will be trusted and empowered to make decisions that impact not only their individual organizations, but the club program as a whole. These individuals will fulfill the following responsibilities:

- Provide input for the development and implementation of new policies and procedures
- Assist in Sport Club Community Service Projects and Sport Club Social Events
- Facilitate round table discussions at student officer trainings
- Assist in budget hearings and new club application processes

Business Service Center: The OBA Business Service Center will maintain accounting systems for all club revenue and expenditures for club Q Accounts and UNH Allocated accounts. Checks will also be processed through the Business Service Center and takes 2-4 weeks to be processed, so please plan accordingly.

Administrative Assistant: Administrative assistance is available for clubs through the Campus Rec Office, upon request. This service may include coordinating correspondence, copying, club mailings, assisting with donation letters and roster/dues updates. Sufficient notice should be given to meet deadlines and in all cases, the request must be discussed with the Campus Rec Professional Staff member coordinating the club.

Support Services

1. The Campus Recreation Office is located in the Hamel Rec Center. The telephone number for the front desk is 862-2031. In cases of emergency after office hours, contact Director of Campus Recreation, Assistant Director of Sports Clubs, or Programming Coordinator.
2. The Campus Rec Office is open Monday through Friday from 8am to 4:30pm with administrative staff on duty to assist you.

3. Sport club mailboxes will be located in the Hamel Recreation Center.
4. Campus Rec will assist clubs with the distribution and dissemination of publicity through various social media outlets. Each club is encouraged to appoint/elect a social media/recruitment officer to work directly with the Campus Rec staff.
5. Organizational meetings and events are scheduled through the Campus Rec Office. The following avenues of publicity will be used:
 - a) Campus Rec Website
 - b) Campus Rec Social Media Outlets- Facebook, Twitter, Instagram
 - c) TV Displays