

## Section 3 | Sport Club Program

*Recent policy changes will appear in hi-lighted and italicized font.*

# QUICK TIPS

### **What is the Sport Club Program?**

The Sport Club Program (SCP) refers to the governing body of sport clubs at the University of Iowa through Recreational Services.

### **Who makes up the Sport Club Program?**

The SCP is comprised of the Associate Director of Sport Programs, two Assistant Directors of Sport Programs, Sport Programs Supervisors, the Sport Club Allocations Board (SCAB), the Sport Club Advisory Council (SCAC), Club Officers, and the recognized student organizations who have been admitted as member clubs.

### **What is the SCAB?**

The Sport Club Allocations Board is a group of students elected by, and from, the representatives that attend SCAC meetings each month.

### **What is the SCAC?**

The Sport Club Advisory Council is made up of the Presidents and/or Vice Presidents from Sport Clubs within the Sport Club Program that attend the monthly SCAC meetings.

### **When does the SCAC meet?**

SCAC meetings for the **2022-2023** school year are below. Each meeting will be held at Field House, Room E220 beginning at 6:30pm.

*Wednesday, September 21*

*Wednesday, October 19*

*Wednesday, November 30*

*Wednesday, February 22*

*Wednesday, March 22*

*Wednesday, April 19*

## Sport Club Program | Definitions and SCP Policies

### Sport Club Program

The Sport Club Program (SCP) is the governing body of Sport Clubs at the University of Iowa.

The Sport Club Program administrative staff consists of the Associate Director of Sport Programs and two Assistant Directors of Sport Programs with student assistance from Sport Programs Supervisors. The SCP administrative staff oversees the SCP membership application process, assists member organizations with navigating University administrative processes including risk management and budgetary issues, provides support to the Sport Club Allocations Board (SCAB), and handles disciplinary issues for member organizations.

### Sport Club Allocations Board (SCAB)

The SCAB is responsible for hearing budget requests and deciding allocations after budget hearings in the fall and after additional funding requests in the spring. *Members on the SCAB will be elected by the Sport Club Advisory Council (SCAC) in March of each school year.*

### Requirements for the members of the Sport Club Allocations Board (SCAB)

- a. *Must be a student* returning for the fall semester with plans to be enrolled in spring.
- b. Must be able to attend all budget hearings and deliberations.
- c. Only one student per club can run for election and only one student per club can be on the board.
- d. Maintain good standing with the SCP and the University as a club member throughout term.

### Funding

The Sport Club Program receives an allocation from the general Recreational Services budget each year and the SCAB acts as a funding board under Recreational Services to allocate the money to the member clubs for travel, equipment, and other expenditures. The budget hearings are conducted at the beginning of the fall semester and the SCAB will determine where the funding goes during the budget deliberations in the fall.

### Sport Clubs Advisory Council (SCAC)

The SCAC is made up of all President and/or Vice President members of active sport clubs. The group meets once each month to review Sport Club Program policies and to hear any updates. Attendance is required for each Sport Club President or Vice President at every SCAC meeting.

### Equipment, Materials and Supplies

SCAB allocates a portion of its funds to the clubs for the purchase of equipment and supplies, such as soccer balls, hockey pucks, and various other items. SCAB does not fund the purchase of personal equipment.

## **Purchases**

Clubs will find it necessary to make equipment purchases at various times throughout the year. Rules and policies set forth by the University of Iowa Purchasing Department will apply to all purchases made using Sport Club funds. All purchases are subject to the approval of the Sport Programs Office.

Purchases can be for club-owned equipment only; personal equipment purchases are not permitted with University-allocated funding. Purchases will only be approved if there is a place to store and utilize the equipment.

## **Donations**

When a club proposes to acquire equipment via donation, such donation must be coordinated with the Sport Programs Office. Donations become property of the University and are subject to the checkout procedures established by the Sport Club Program.

## **Maintenance**

Clubs will hold responsibility for the repair, maintenance, and replacement of equipment for which they have purchased or have had donated to the University. Any costs incurred will be the responsibility of the club and must either be included in the club's annual budget request for allocation or be paid through fundraising activities by the club.

## ***Inventory***

*Equipment purchased for club use, aside from personal equipment, is considered property of both the club and the University of Iowa and must remain either with returning club members or the University.*

## **Semester/Annual Equipment Checkout**

Clubs may request to checkout equipment on a semesterly or annual basis from Recreational Services. Clubs will hold responsibility, including financial liability, for the repair, maintenance, and proper storage of equipment that they have checked out. Recreational Services retains the right to access, with or without prior notification of the club, or require the return of, any checked out equipment at any time for the purposes of inventory, safety verification, or other needs.