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 Clubs, Sport Programs Supervisors, a Sport Programs Intern, 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 positions are available for students within the SCP?

- Sport Programs Supervisors
  - Students employed by Sport Programs
- Sport Club Allocations Board (SCAB)
  - Chairperson
  - Vice Chairperson
  - Members-at-large (3)
  - Ex-Officio Member (non-voting)
  - Alternate

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.

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.

When does the SCAC meet?

SCAC meetings for the 2019-2020 school year are:

<table>
<thead>
<tr>
<th>Wednesday, October 2</th>
<th>Wednesday, January 22</th>
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<tr>
<td>Wednesday, October 30</td>
<td>Wednesday, February 26</td>
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<tr>
<td>Wednesday, December 4</td>
<td>Wednesday, March 25</td>
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<td>Wednesday, April 22</td>
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**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, **two Assistant Directors of Sport Programs**, and **a Sport Programs Intern**, 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.

The SCAB is responsible for hearing budget requests and deciding allocations.

**SCAC Leadership Appointments**

**Officers**: Each April, the SCAC will elect a Chairperson and a Vice-Chairperson for the SCAC. These individuals will serve as Chair and Vice-Chair of the SCAB and will have leadership roles in SCAC meetings.

**Allocations Board**: The Sport Club Program representatives in attendance at the April SCAC meeting will elect an Allocations Board to serve from May to April as the board that allocates money to eligible clubs in the fall after budget hearings.

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

a. Student must be returning for the fall semester with plans to be enrolled in spring.
b. Student 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.
e. The SCAC Chairperson and Vice-Chairperson will automatically be placed on the committee. Their elections will also take place at the April SCAC meeting. The same requirements will be in place for them as the other committee members.

**Election**

a. Will be held annually at the April SCAC meeting.
b. Five students will be elected to the committee, two of which will be the SCAC Chairperson and Vice Chairperson.
c. One non-voting ex-officio member will also be elected to the committee. The ex-officio member can speak, but not allowed to vote in the deliberations.
d. There will also be an alternate selected in case committee members leave the committee.
e. The ex-officio member would replace the first member who leaves. The first alternate would replace the second member who leaves.
f. In the event three or more original committee members leave the committee, an election for a replacement will be held at the next scheduled SCAC meeting.
g. The election will be by secret ballot. There will be a list of names provided to the voting representatives and they will check off those they want to vote for.
h. Each person who wants to run for a position will have the opportunity to make a brief speech to the SCAC, making a case for him or herself.
i. The elections for the SCAC Chair and Vice Chairperson will take place at the same April meeting and will occur separately from the rest of the committee’s election.
**Funding:** 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.

**SCAC Meeting Attendance:** Attendance is required for every member club at every SCAC meeting. If a club misses two meetings in one semester, the club will be suspended for the remainder of the semester. If a club misses three meetings throughout the entire year, the club will be suspended for the remainder of the year. The club may appeal to the Sport Club Program administrative staff for reinstatement.

**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.

**Equipment and Inventory**

**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. The Purchasing Process is outlined in the Sport Club Guidebook. All purchases are subject to the approval of the Sport Programs staff. 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 staff. 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 with allocated Sport Club funds must be inventoried and stored with Recreational Services, as it is considered property of the University. Clubs may checkout equipment prior to the start of a season and must return the equipment to storage at the conclusion of the season, unless other arrangements are made with the Sport Programs staff.

**Semester/Annual Equipment Checkout**
Clubs may request to checkout equipment on a semesterly or annual basis. 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.