

### **Niagara University's Club Sport Equipment Funding Process**

Very often with club sports there is a balancing act between the goals that a club seeks to accomplish during the year and the funds that can be secured to obtain those goals. Clubs often struggle to raise enough money through dues and fundraisers to have an adequate equipment budget. To assist in the operations your program, the Niagara University Student Government Association will provide club sports a modest allocation for the funding of equipment. The funding provided by NUSGA for equipment will be administered by University's Administrator for Club Sports. Clubs seeking funding for equipment will need to do the following:

1. Before being considered for funding, **the club president** must do an equipment inventory and submit the "equipment inventory checklist" into the Kiernan Recreation Center (KRC). **The equipment inventory checklist is located on the back of this page.**
2. To obtain equipment the president of the club must submit the "Club Sport Equipment Request Form." The form must be completed fully and adhere to the directions provided on the form. **This form is located on the back of this page.** Uniforms are not considered equipment and do not need to be inventoried for the equipment process.
3. Equipment request must be submitted by October 15 of the fall semester and by February 15<sup>th</sup> of the spring semester. Once an equipment request is submitted, it will be reviewed by the administrator for club sports and determined if equipment request will be approved, denied or modified. Late request may result in a club not receiving funds. **It is the president's responsibility to ensure equipment request are submitted in a timely manner.** Once the due date passes, forms will be considered on a first come first served basis. Some criteria that may be used in making these decisions include:
  - number of active members in the club
  - previous activities and accomplishments of the club
  - value of the sport club to Niagara University
  - the sport club's actual need
  - the sport club's compliance with policies and procedures for the operations of club sports
  - the amount of dues charged of its members
  - past fund-raising efforts of the sport club
  - assessment of each club's initiative, responsibility, and morale
  - competitive sport club schedule
4. Any equipment funded through the university will be prorated to the following percentages:
  - a. \$0-\$249.99 will be pro-rated 65% (i.e. a \$200 purchase will be funded \$130 by university & \$70 by club)
  - b. \$250.00-\$749.99 will be pro-rated 60% (i.e. \$500 purchase will be funded \$300 by university & \$200 by club)
  - c. \$750.00+ will be pro-rated 55% (i.e. \$800 purchase will be funded \$440 by university & \$360 by club)
5. Equipment is property of the university and all equipment will be returned for inventory at the end of each semester. If equipment is lost or cannot be inventoried, the club will be responsible to replace equipment and fund equipment replace from their account. **NOTE:** this does not apply to the normal wear and tear usage.
6. Teams will be notified of what equipment has been approved for their purchasing that semester. If upon researching, the Kiernan administrative team deems the amounts listed by the club sport to be untrue, the club will be notified of what funds they are going to actually be allocated. For example, if WCS requests a soccer ball purchase for \$50, the Kiernan center staff can choose to only allocate \$20 for the soccer ball.
7. Team leadership will work with the Kiernan Center administrative staff to purchase equipment. For cost effectiveness and logistics associated with purchasing equipment, a vendor that the university already uses will be the first option for purchasing equipment. If the vendor does not have the equipment a club is looking to purchase then a secondary vendor will be used.

