

Sport Club Council Facility Allocation Procedures

All facility requests will be run through the Sport Club Council, effective fall 2006. The Sport Club Council has identified a 6 person committee to act on the behalf of all sport clubs in matters regarding facility reservations, facility closures, requests, approvals and event management.

Committee Structure:

- 6 person committee to be elected every spring by the Sport Club Council
Executive board:
 - 2 Field Sport Representatives
(*Rugby, Men's Lacrosse, Women's Lacrosse, Ultimate, Field Hockey*)
 - 1 Pool Sport Representative
(*Men's Water Polo, Women's Water Polo, Triathlon*)
 - 1 Gym Sport Representative
(*Fencing, Badminton, Men's Volleyball*)
 - Sport Club Council Secretary
 - Sport Club Council Advisor
- Secretary of Sport Club Council will act in the role of facility contact
 - Liaison with Jill St. John, Ron Skamfer, and event management staff and teams to arrange practice, competitions and special requests.
 - Receives field closure status and notifies all teams affected by the closure
 - Reserves facilities on behalf of the Sport Club Council

Facility Allocation Process

- Based upon the tier system
 - Points will distinguish within each tier
- Season of play (season that competitions are played)
- Competitions (in the case of a time or facility conflict, competitions will take priority over another club practice)
- Special Requests (reviewed on an individual basis)
- Lowest field usage (# of hours) will receive higher priority of desired times, dates and locations
- All request must be made 14 days before the event. Request made after the deadline will not be considered by the Facility Use Committee