

# SCCCC



## South Central Collegiate Cycling Conference

### Club Guide

To get started as a collegiate cycling club you will need to:

1. Become recognized as a sports club at your school
2. Contact the SCCC
3. Join the National Collegiate Cycling Association

To get a cycling club started at your school, you need to check with the sports club or recreation club department at your school. All SCCC teams need to be recognized as an official organization of your school.

In organizing your collegiate cycling club, here are a few items to consider:

1. Get a list of names of riders interested in joining a collegiate cycling club.
2. Select an advisor. Select a person among the faculty who is interested in the goals of a collegiate cycling club to help you with the requirements of the university. This person can offer continuity for the club from year to year.

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Conference  
Director  
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person can offer continuity for the club from year to year.

3. Establish a constitution. Your school often requires club By-laws or constitution. It shows that a club is organized and has a set of rules that will help maintain the club.

## Sample Club Constitution/Rules

This sample is just a guide to help you develop your own set of By-Laws. Your club should meet and decide as a group what you would like to add or subtract from your own constitution.

### **1. Purpose**

The purpose of this document is to provide guidelines and rules for the University Cycling Club. As a member of the National Collegiate Cycling Association and the South Central Collegiate Cycling Conference, the University Cycling Club will abide by the rules and regulations of the NCCA.

### **2. Goals**

The goals of the club are to provide an opportunity for fair and safe competition for collegiate cycling; to support a diverse group of events including road racing, track, cyclo-cross and mountain biking; and to promote an increase in the number of members of the club; the number of events promoted by the club and the level of competition.

### **3. Club Governance**

#### *3.1 President duties:*

1. Preside over club meetings and agendas
2. Establish overall goals for the club in collaboration with other officers.
3. Act as club liaison whenever representation is called for.
4. Communicates with the conference director
5. Select and establish cycling races for the club to host.
6. Presents annual budget

#### *3.2 Vice President duties:*

1. In the event the president is absent, serve in their position assuming all roles.
2. Prepare club meeting agenda
3. Be in charge of seeking sponsorship for the club.
4. Closely assist the president with all events and activities.

#### *3.3 Treasurer duties:*

1. Maintain all bookkeeping records
2. Receive and keep records of all monies due to the club
3. Pay all bills on time and in full.
4. Prepare yearly financial statements.
5. Prepare annual club budget.

#### *3.4 Secretary duties:*

1. Act as the official recording officer of the club keeping record of all club proceedings.
2. Responsible for club's records, reports and correspondence.
3. Track Club memberships and submit club rosters to the president to give to the Conference Director.
4. Reads the minutes from the previous meeting
5. Send out any club mailings/newsletters to all current club members.

Other positions:

Sponsorship Chair  
Men A, Men B, Men C, Women Team Captains  
Road, Mountain Bike, Track Captains  
Event/Race Coordinator  
Membership Chair  
Club Web master

### **4. Rules**

#### *4.1 Eligibility*

1. All students of the University are eligible to apply for membership in this club.
2. All members of the club must maintain full time status in order to compete in conference events.
3. Members are responsible for obtaining an individual rider license or

