



UCD Athletic Union Council
CLUB OPERATIONS
MANUAL

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Section 1	Introduction	3
Section 2	Structure of Sport at UCD.....	4
Section 3	Membership & Affiliation.....	7
Section 4	Club Constitution	9
Section 5	Club Executive.....	12
Section 6	Financial Management.....	19
Section 7	Club Annual Report	26
Section 8	Safety.....	27
Section 9	Facilities.....	32
Section 10	Intervarsities.....	37
Section 11	Coaching.....	41
Section 12	Managing Meetings.....	45
Section 14	Communications & Promotions	49
Section 15	Colours.....	54
Section 16	Disciplinary Procedures	55
Section 17	Club Development Plans.....	56
Section 18	Miscellany	59
Appendix 1	Coach (Employee) Set-up Form.....	
Appendix 2	Sample Application Form for Coaches/Leaders	
Appendix 3	Club Locker Key Nomination Form	
Appendix 4	Code of Ethics & Good Practice for Children’s Sport in Ireland : Leaders	
Appendix 5	Web Account Registration Form for Clubs & Societies	
Appendix 6	Contract Template for Club Coaches	
Appendix 7	Permission Form for use of Club Equipment	
Appendix 8	AUC Code of Ethics and Conduct for Sports Coaches	
Appendix 9	Project Plan for Hosting an Intervarsity	

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Introduction

UCD has a very vibrant sport and recreational programme which is an integral part of the overall student experience. UCD clubs have maintained an impressive tradition of sporting provision and success.

This manual has been designed to assist your club in its day to day running and it is intended to help you create an efficient and clear administrative focus in the club.

It is anticipated that the manual will be used by the club committee and then passed on to each incoming committee from year to year. It is hoped that this manual combined with the AUC training programme, will facilitate a smooth transition period for new committees, preventing mishaps from occurring such as not applying for grants on time, filling out forms incorrectly, or not supplying information when required etc.

Should your club have a query that is not answered in this manual, please do not hesitate to contact the AUC Executive Secretary, Suzanne Bailey at tel. 716 2208 or Suzanne.Bailey@ucd.ie for assistance.

Structure of Sport at UCD

2.1 The Athletic Union Council

Established in 1909/10 the Athletic Union Council, is the governing body for UCD sports clubs, functioning as a funding, regulatory, arbitration and Colours awarding body. It consists of two representatives from all clubs, one graduate and one student.

The AUC's mission is to:

"Support UCD clubs in the provision of sporting opportunities for all students to engage in physical activity at the level to which they aspire".

Strategic Goals

- That all students regardless of ability or interest will find a UCD club which they become actively involved in.
- That UCD sports clubs are the clubs of choice for elite sportsmen and women.
- That there is a consistent level of service delivery in UCD clubs.
- That all those who join UCD sports clubs remain active within those clubs.
- That UCD's sports clubs would be commercially attractive to potential sponsors.
- That all students and staff are aware of UCD clubs activities and achievements.

The main functions of the AUC are:

- The allocation of capitation funds received annually from the University to UCD clubs.
- The provision of a support function to clubs committees, in terms of management training, advice on organizational matters, event management, sponsorship, finance, safety etc.
- The management and organization of promotional / recruitment activities and events for UCD clubs e.g. publications, website, Sports Expo, Refreshers Day etc.
- The provision of a point of contact for all interested parties.
- The awarding of Colours according to specified standards laid down.
- Arbitration where necessary between clubs.

In addition, the AUC acts as a regulatory body ensuring that all clubs operate in accordance with the policies and procedures of the AUC, the University, National Governing Bodies of sport and the statutory agencies.

Current President of the Athletic Union Council (known popularly as the 'AUC') is Mr. Gerry Horkan, Vice-President is Prof. Peter Clarke. Hon. Treasurer is Mr. Richard Shakespeare and Hon. Secretary is Mr. Maoiliosa O'Dubhthaigh. These officers are joined by 13 elected representatives of the UCD sports clubs and the Executive Secretary, Ms. Suzanne Bailey, and the Director of Sport, Mr. Brian Mullins, on the Executive Committee.

Clubs are represented on the Executive Committee on a constituency basis with the clubs divided among thirteen constituencies.

1. Gaelic Games.
2. Table Tennis, Badminton, Squash, Netball.
3. Cycling, Equestrian, Athletics, Ultimate Frisbee.
4. Aikido, Karate, Brazilian Jiu Jitsu, Ninjutsu.
5. Ladies & Men's Hockey, Ladies & Men's Golf, Tennis.
6. Shaolin Kung Fu, Tai Chi Chuan, Lau Gar Kickboxing, Tae Kwon Do.
7. Fencing, Rifle, Boxing, Trampolining, Lacrosse.
8. Rugby, Ladies Soccer, Soccer, Women's Rugby.
9. Ladies & Men's Basketball, Volleyball, Archery, Olympic Handball.
10. Sub-Aqua, Canoe, Windsurfing, Snowsports, Surf.
11. Boat, Ladies Boat, Sailing, American Football.
12. Swimming & Waterpolo, Pool & Snooker, Softball, Wrestling, Cricket.
13. Mountaineering, Orienteering, Caving & Potholing, Kitesurfing.

(Please note that only clubs who are fully affiliated to the AUC are assigned to a constituency.)

The AUC Executive is elected at the Annual General Meeting, which is held during the first Semester. The Executive meets at least once a Semester. Day to day queries/problems are handled by the Executive Secretary who can be contacted in the Sports Office at tel. 716 2208 or Suzanne.Bailey@ucd.ie. Should you have difficulty contacting Suzanne you can contact UCD Sport's Executive Assistant Georgina Dwyer at tel. 716 2183 or sport@ucd.ie.

2.2 Students Consultative Forum

The Athletic Union Council joins with the Students Union and the Societies Council to make up the Students Consultative Forum, which is chaired by the Vice President for Students. This is the 'umbrella body' which oversees the allocation of capitation funds to the various areas of students activities, including sport. It also provides an opportunity for Clubs and Societies, as well as the Union to air their views on matters relevant to student life.

2.3 UCD Sport

The administration centre for sport is based in UCD Sport. The primary functions of UCD Sport are:

- Development of sports participation both at recreational and competitive levels.
- Ongoing development and provision of facilities.
- Communications role both within the University and externally.
- Administration and funding of the sports scholarship programme.

UCD Sport is based on the top floor of the section of the building housing the halls, courts and performance gym. Office hours are usually 9-5p.m. Monday to Friday although the Executive Secretary / Development Manager Suzanne Bailey is usually in the office from 10a.m.until 7p.m. Monday – Thursday.

Important Contacts:

Sports Office			
Brian Mullins	Director of Sport	01 716 2160	brian.mullins@ucd.ie
Georgina Dwyer	Executive Assistant	01 716 2183	sport@ucd.ie
Sports Clubs & Scholarships		01 716 2183 /2208	
Sports Development Officers			
Suzanne Bailey	Development Manager & AUC Executive Secretary	01 716 2208	suzanne.bailey@ucd.ie
David Billings	Gaelic Games Executive	01 716 2402	david.billings@ucd.ie
Bobby Byrne	Director of Rugby	01 716 2184	byrne.bobby@ucd.ie
John Hammond	Rugby Administrator	01 716 2119	info@ucdrugby.com
Diarmuid McNally	Soccer Executive	01 716 2142	diarmuid.mcnally@ucd.ie
UCD Sport - Indoor Halls, Climbing Wall, Courts, Pitches etc. (based at the UCD Sport reception)			
Facilities Bookings, Fitness Classes & Enquiries		01 716 3839	
Paula Cashman	Operations Manager	01 716 3817	paula.cashman@ucd.ie
Brian Cashman	Manager (Outdoor synthetic pitch club bookings)	01 716 3818	brian.cashman@ucd.ie
Jenna Geiran	Manager (Indoor club bookings)	01 716 3819	jenna.geiran@ucd.ie
Lisa Geiran	Manager	01 716 3833	lisa.geiran@ucd.ie
Barry Mahoney	Manager	01 716 3832	barry.mahoney@ucd.ie
UCD Sport & Fitness (Gym & Pool) & UCD Student Centre			
Gym & Pool queries		01 716 3800	fitness@ucd.ie
Conference & Events queries		01 716 3160	student.centre@ucd.ie
Other			
Sport Emergency Number		01 716 2121	
Campus Services Unicare		07 716 7999	
Dominic O'Keefe	Director of Student Services and Facilities		dominic.okeefe@ucd.ie
Peter Coulahan	University Safety Officer	01 716 2066	safety@ucd.ie
Carmel Kissane	Sports Education Officer	01 716 3870	carmel.kissane@ucd.ie
UCD Sports Clubhouse		01 716 3146 (office)	
		01 716 3147 (main bar)	
Student Centre Café		01 716 3150	

Membership and Affiliation

3.1 Membership of the AUC

In order for a club to be eligible for the benefits and grants from the AUC they must first apply for affiliation to the AUC. In the case of existing clubs, the club must fully complete the grant application process each year in order to maintain affiliation to the AUC.

In the case of new clubs the following are the steps required in order to apply affiliation:

- a. Apply for affiliation by means of a letter to the Honorary Secretary. This letter should provide information on the sport you are proposing to establish as a club, the activities you intend to run in the club, competitions you will enter etc.
- b. Submit the clubs Constitution outlining aims and objectives (samples of which are available from the Sports Office).
- c. Elect a committee including Captain, Secretary and Senior Treasurer.
- d. Submit evidence of activity, including membership list with at least 10 students listed and details of their student numbers.

This information should be forwarded to the AUC Executive Secretary who will forward it to the AUC Executive Committee for consideration at its next meeting. Pending approval, the club will then usually be placed on a one/two year probationary period and will usually receive **some limited funding** for their activities.

Where a club has not been active in twelve months or more, it will be declared non-operational or dormant. To re-establish a dormant club you must follow the same steps for setting up a new club.

Please be advised that due to financial pressures on existing clubs and the current requirement to hire facilities off campus, the AUC has in place a moratorium on the affiliation of new clubs. This moratorium can only be revoked in exceptional circumstances, subject to the approval of the AUC's Executive committee.

3.2 Membership or office in a UCD Club

Membership or office in a University club is open to:

- a. Students who are registered and in attendance at courses for degrees or diplomas;
- b. Recent graduates of the University as approved by the Athletic Union Council;
- c. Students recommended by the Athletic Union Council, who though not registered in a particular session, are continuing a course of study for a degree or diploma;
- d. Staff members of the University.

Each club must specify their membership requirements in their club constitution. Clubs must also establish a cost for membership and this should be adequate to offset some of costs involved in the running of the club.

The AUC recommends an annual minimum membership fee of 10. However, it is at the discretion of each individual club to determine their membership fee. For the purposes of grant allocations for the 2013/14 academic year, **the AUC will only consider those members who have paid a minimum fee of €10 as a member of the respective club.** However, given the cost of running clubs, committees are advised to charge a membership fee in excess of €10.

Club Constitution

All clubs affiliated to or wishing to affiliate to the AUC must submit a Constitution, which is subject to the approval of the AUC.

The Constitution should detail the committee positions that your club holds alongside how the club is to be governed, in line with AUC policies and procedures. If you want to change a role within your club then your members must agree to it by voting to accept a new constitution with the changes included in it; this can only happen at a club Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).

Usual headings in your constitution would include:

1. **Name** of the club, define club colours, motto, etc.
2. **Objectives** of the club e.g. Promote and develop the participation of
3. **Membership** of club.
 - Membership of clubs affiliated to the AUC is open to UCD students and staff and recent graduates of the University as approved by the AUC. (see section 3.2)
 - Is there a minimum age limit?
 - How can people apply for membership i.e. is there a form they must complete, do they just pay a fee, does their application need to be approved by a committee or is the payment of the fee sufficient?
 - How can membership be terminated, who has the power to do so i.e. Committee or just Membership Secretary?
4. **Subscriptions/Annual fee payable.**
 - Level of membership to be agreed each year at the AGM.
 - Do all members pay the same fee or is a discounted fee available to first years? Is a more expensive fee applicable to staff and graduate members?
5. **Committee** – Subject to constitution.
 - Who does the committee consist of?
 - Must have a:
 - Secretary
 - Captain
 - Senior Treasurer
 - New Member/Development Officer
 - Ordinary Members
 - Junior Treasurer
 - Childrens Officer
 - Safety Co-ordinator (if required by the University Safety Officer)
 - Public Relations Officer

- May have a:
 - President / Chairperson
 - Equipment Officer
 - Fixtures/Referees Secretary
 - Entertainment/Events Officer

- The Constitution should also stipulate the number of ordinary members required on the committee. Members of the club who are not officers of the club but represent the general membership on the committee.
- Outline how the officers are elected to the committee i.e. at the AGM (is the AGM in the first or second semester?) and what is the duration of the term of office.
- Are all members eligible to elect officers or is it just full members i.e. are honorary or life members excluded?
- The person nominated must have agreed to the nomination.
- Is there a minimum number of student members that must be in a position of office on the committee?
- How are people to be nominated and how far in advance of the AGM e.g. must be nominated in writing by 2 members at least 14 days in advance.
- Is the election by a show of hands, secret ballot or a verbal vote?
- Outline the responsibilities of each of the committee members.

6. Ordinary Meetings

- How often shall the club hold ordinary meetings?
- Who should be present (is there a quorum)?
- Who should chair the meeting?
- Who can call a meeting? How much notice must be given – who should send out notice?

7. A.G.M.

- Who shall set the date for the AGM and when should it be held?
- When should nominations and motions be forwarded to the Secretary? (Note that no other business may be transacted than that specified in the notice of meeting).
- Business to be conducted at AGM to be outlined e.g.
 - (a) Minutes of last AGM
 - (b) Secretary's report
 - (c) Senior Treasurers Report (Financial)
 - (d) Election of Officers and Members of the Executive Committee
 - (e) Notice of Motions
 - (f) Any other business
- What is the required quorum or number of members required to pass a motion?
- What percentage of votes must be reached to pass a motion?

8. E.G.M.

- Who may call one?
- How may one be called?
- Does a fee apply?
- Do you need a written petition, if so how many members need to sign it?

9. Election of Officers.

- Who is eligible for election?
- Is a Returning Officer to be appointed?
- If during term of office a vacancy arises on the committee, how shall it be filled?
- Dismissal from office – what is the procedure?

10. Other

- When and how does the constitution come into effect and how can an amendment be made to the constitution?

Please be advised that in addition to the club constitution, UCD clubs are bound by the Rules and Policies of the AUC (as outlined in this Operations Manual) and by the University's Policies and Procedures including the UCD Student Code of Conduct (a copy of which is available at www.ucd.ie/registry/academicsecretariat/pol_regs.htm).

When compiling or updating your constitution you are also advised to consult with your National Governing Body regarding items which they may require you to have in your constitution. A full list of governing bodies can be found at www.irishsportsCouncil.ie.

Club Executive

5.1 Executive Positions

It is a requirement of the AUC that each club has an executive committee who are charged with the efficient running of their respective club. In particular, the executive committee is responsible for:

- Developing plans for the club.
- Guaranteeing the club's financial health including approving the annual budget.
- Ensuring enough volunteers run the club and that the club is a positive place for volunteers.
- Making sure legal requirements are followed.
- Making sure the AUC and the University's policies and procedures are followed.
- Writing policies to guide the operation of the club.
- Working effectively together in order to run a successful club.
- Carrying out the administration.
- Setting up sub-committees where required for specific projects.
- Having good links with the University, the community and partner agencies.
- Organising trips and fixtures.
- Holding an AGM.

The above might seem like a lot at first, but don't forget that you are a committee and not just one person doing this – delegation is a good sign of leadership! Don't be overwhelmed – while you might be doing some of this for the first time the AUC and staff in the Sports office have been helping committees for years and in some cases have been committee members both in and out of the University, so don't be afraid to ask for help.

There is not a one size fits all structure that your club must adhere to. Each sport is unique and that means how you run your club must be adapted to your specific needs; however, the basic idea remains the same; clubs are run by a committee that is democratically elected at a club AGM for the benefit of their members.

A club executive is usually made up of the following:

- President/Chairperson
- Secretary
- Senior Treasurer
- Captain
- New Member/Development Officer*
- Public Relations Officer
- Junior Treasurer
- Children's Officer
- Safety Co-Ordinator
- Ordinary Members

* This year the AUC Executive is once again asking all clubs to appoint a New Member/Development Officer to their committee. In addition, where the club has members aged 17 and under, a Childrens Officer must be appointed. He/she must have at least attended the Irish Sports Council's Code of Ethics and Good Practice for Children in Sport.

5.1.1 President/Chairperson

The President is responsible for the overall running of the club and acts as the club's spokesperson and representative. This position requires excellent written and oral communication skills and the ability to liaise with a number of people from club members, to the executive, to governing bodies. They should have a good knowledge of the club's constitution and procedures with regard to the running of meetings.

The following are a number of other duties which a President may perform:

- Be the primary public relations person.
- Be at the forefront of the club's strategic planning.
- Chair all club meetings and work closely with the Secretary.
- Liaise closely with club members and the Executive to ensure the future direction and growth of the club.
- Have a good knowledge of the club constitution as well as rules and roles of the various office holders.
- Ensure that the office holders complete all tasks they are assigned to the satisfaction of the committee.
- Be involved and always informed as to the present activities, personnel, events and financial position of the club.
- Manage the running of the club's Annual General Meeting to ensure that it runs smoothly, presentations are made and a vote is properly conducted.

The President will also be responsible for the decision making of the club, commonly, routine decisions and strategic decisions. Routine decisions are those that are to be dealt with everyday, they usually will not require a great deal of discussion with other members of the Executive.

Strategic decisions will involve a lot more time and discussion and will effect the future of the club. The President will be required to find out about the situation, decide on any change, identify resources and costs involved. In order to hold the office of President, a member should have previously served on the committee for at least one year.

N.B. In some clubs, the Captain assumes the duties of the President/Chairperson.

5.1.2 Secretary

The position of Secretary is an essential part of the club structure and he/she is the key figure within the executive.

It is the responsibility of the newly elected Secretary to take immediate steps to secure control of the assets and funds of the club once elected. To this end the cheque books of the club should be secured immediately the term of office of the Secretary commences, while the signatures on the bank mandate should be changed on the next banking day, immediately following the assumption of office.

At the start of each academic year, the Secretary should contact the outgoing Senior Treasurer to ensure that

they are willing and able to continue to act in that capacity, and to arrange whatever procedures are necessary for the coming year.

The Secretary is generally the first point of contact for those wishing to deal with or become members of the club. They must also act as a link between members, the club Executive and any outside agencies which the club may need to interact with.

A good Secretary will require a number of skills but most importantly they will need good written and oral communication skills. They will also need good organisational skills.

A Secretary will be required to perform the following tasks:

Meetings

- Distribute minutes to all club members.
- Prepare meeting papers, support papers and minutes.
- Convene all meetings as laid out in the club constitution.
- Submit the minutes of the clubs AGM to the AUC.

Correspondence

- Attend to all correspondence for and on behalf of the club.

Membership

- Distribute and collect all club membership forms and monies. Money to be forwarded to the Junior Treasurer.
- Maintain the club membership list and record of the office holders of the club.
- Notify the UCD Sports Office immediately of any changes to the club Executive.

General Administration

- Implement the decisions of the committee.
- Communicate all decisions of the committee to members.
- Maintain an up-to-date copy of the club constitution.
- Maintain club filing systems and records.
- Prepare in conjunction with the club President, the club Annual Report for distribution at the AGM and transmission to the AUC.
- The outgoing Secretary and Senior Treasurer should ensure that an operating balance remains in the club account to facilitate basic administrative functions of the club until the start of the next academic year.

5.1.3 Senior Treasurer

All clubs must have a Senior Treasurer who must be a graduate or a staff member of UCD as approved by the AUC. Provisions for the appointment of such should be a part of the constitution of the club. Where a club wish to nominate a graduate as Senior Treasurer, the person should ideally be a graduate of at least two years. All nominations for Senior Treasurer are to be submitted to the AUC Executive for approval. Nomination forms are available at www.ucd.ie/sport/clubs/clubforms

The Senior Treasurer plays a vital role in the financial management of the club and must report to the club members, club committee and the AUC on the accountability of the club. The club Senior Treasurer assisted by the Junior Treasurer is responsible for the recording and disbursement of all monies and therefore, they will require good organisational and accounting skills and be able to complete the following tasks:

- Authorise and be accountable for all club petty cash transactions.
- Maintain accurate financial records.
- Prepare a club budget for the forthcoming year describing all sources of projected income and expenditure.
- Prepare and present financial reports to the committee at general meetings.
- Present signed financial reports to the club Annual General Meeting.
- Be a **signatory on all club cheques** (along with one other member of the club executive). Blank cheques must not be signed.
- Be a **signatory on all cash withdrawals** from the account of the club.

- Manage club investment programmes.
- Assist the club in being fiscally responsible. In the event of any problem arising with the administrative or organisational functions of the club, the Senior Treasurer may choose to assist the club or refer the matter to the AUC.
- The Secretary/Junior Treasurer must be in regular correspondence with the Senior Treasurer.
- The Senior Treasurer and/or AUC may request mid-term accounts at any time. It is the responsibility of the Junior Treasurer/Secretary of the club to ensure that the accounts of the club are sufficiently up to date to allow presentation of any details required without undue delay. It is the responsibility of the Secretary of the club to ensure that the Junior Treasurer is in such a position. The Senior Treasurer and the AUC shall be given any financial or relevant information when requested.
- The Senior Treasurer must view all grant application forms prior to their submission and should satisfy themselves that dilatory grant submissions are not being made.
- Clubs must gain the permission of the AUC and their Senior Treasurer before entering into any Direct Debit agreement and as such the Senior Treasurer must be a **signatory on any Direct Debit mandate form**.
- The Senior Treasurer shall sign the annual financial report of the club having satisfied himself/herself as to its contents.
- The outgoing Senior Treasurer and Secretary should ensure that an operating balance remains in the club account to facilitate basic administration functions of the club until the start of the next academic year.

5.1.4 Captain

The club Captain is a position, which carries a great amount of prestige. This person is usually responsible for club members while in competition. The behaviour and conduct of all competitors is their ultimate responsibility. The captain is responsible for ensuring that all accidents/incidents are reported to the UCD Sports Office within 24 hours or where practicable.

It is important to note that in some clubs, the Captain takes on some of the Secretary's and / or Presidents duties. In order to hold the office of Captain, a member should have previously served on the committee for at least one year.

5.1.5 New Member / Development Officer

The purpose of this position is to encourage new members to actively participate in the club's activities with the ultimate objective of retaining an active membership throughout the year. The person will be responsible for introducing special programmes for these new members to train them in the skills of the particular sport and ensure their integration with other club members. A schedule of new member classes and programmes should be forwarded to the AUC Executive Secretary by the end of September each year.

5.1.6 Public Relations Officer

The position of Public Relations Officer is responsible for the marketing and public relations of the club. They should have skills in marketing and obtaining sponsorship and may even be involved in press releases, written and oral communications and organising the social events of the club.

5.1.7 Junior Treasurer

A Junior Treasurer may be responsible for the day-to-day financial running of the club and assist the Senior Treasurer with his/her duties. The Junior Treasurer will usually be a signatory on the club bank account, he / she will be responsible for lodging all club monies in the bank account and will keep a record of day-to-day transactions on the club account. They will usually compile the annual accounts for the club which will then be approved by the Senior Treasurer before the clubs AGM.

Ultimately it will be the Senior Treasurer who will oversee and sign off on accounts and transactions.

5.1.8 Children's Officer

Under the Irish Sports Council's *Code of Ethics and Good Practice for Children's Sport in Ireland*, a Children's Officer should be appointed to any club who has members aged 17 and under and/or has club members involved in the coaching of those aged 17 and under.

The Children's Officer should be an ex-officio member of, or have access to, the club Executive Committee.

They should have as their primary objective the establishment of a child centred ethos within the club.

Other functions:

- To promote awareness of the *Code of Ethics and Good Practice for Children's Sport in Ireland*, the AUC's *Code of Ethics and Conduct for Sports Coaches* and the *UCD Sport Keeping Children Safe Plan* within the club.
- To influence policy and practice within the club in order to prioritise children's needs.
- To provide an accessible resource to children through the creation of forums.
- To see that children know how to make concerns known to appropriate adults or agencies.
- To encourage the involvement of parents/guardians in the club activities.
- To act as an advisory resource to Sports Leaders on best practice in children's sport.
- To report regularly to the Club Executive Committee.
- To monitor changes in membership and follow up on any unusual dropout, absenteeism or club transfers by children or Sports Leaders.

Children's Officers do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. *These roles are filled by the Statutory Authorities as outlined in the "Children First and Our Duty of Care" publications. It is however possible that child protection concerns will be brought to the attention of the Children's Officer. In this event, it is essential that the correct procedures are followed i.e. that reports are passed on immediately to the designated person with responsibility within the club for reporting to the Statutory Authorities and the AUC Executive Secretary*

In order to ensure that all clubs have at least one person on their committee knowledgeable in this area, the AUC requires that evidence of attendance at a Code of Ethics & Good Practice for Children in Sport course be submitted with the grant application form. Please note that where clubs do not currently have a member who has attended this course, the AUC has organised for the course to be delivered in UCD on October 5th. The AUC will also facilitate those who have previously attended the Code of Ethics course to access the Children's Officer course run by the Dun Laoghaire Local Sports Partnership. Furthermore, all club committee members and coaches are required to read and implement the *UCD Sport Keeping Children Safe Plan* and the AUC's *Code of Ethics and Conduct for Sports Coaches* which are available to download from www.ucd.ie/sport/clubs/clubforms

5.1.9 Safety Co-Ordinator

The Safety Co-ordinator is responsible for ensuring that the club activities are organised in accordance with the club safety policy. This policy is to be revised as necessary and reviewed annually. The Safety Co-ordinator will also ensure adequate safety training of club members and will also ensure that the Club's First Aid Kit is kept stocked. See "*Section Eight – Safety*" for more information.

5.1.10 Ordinary Members

Ordinary members are usually student members of the club who do not hold any office within the club, but are on the club committee to represent the views and interest of the general membership. Ordinary members like the officers should:

- fully understand the work of the club,
- know the committee's legal obligations and make sure these are followed,
- understand financial and budget issues,
- attend meetings and participate in the workings of the club.

Should you require any further information about any club executive position, please do not hesitate to contact the Sports Office where you can be provided with comprehensive information on the effective running of a club.

5.2 Common Problems with Filling Executive Positions

Knowing some of the issues that might arise will allow you to address and hopefully avoid some of these common problems.

- **Members don't know what they are running for.**
Try and provide them with as much information about the roles as possible.
- **No one wants to run for a position.**
Talk up the opportunities and personal development opportunities that being on a committee offers. While

you shouldn't campaign for an individual there is nothing wrong with telling someone that you think they would be perfect for a role.

- **I don't think the person is suitable.**

While you might not be a fan of the person running for the position, don't forget that your committee is democratically elected and so a majority might like this person to be elected. Think about your reservations and consider discussing them with the individual or a member of the Sports Office.

5.3 Changing of the Club Executive & Bank Account Signatories

It is vitally important that as much information is passed on to incoming committee members as the new committee may learn from past experiences and mistakes. To ensure that this process is as smooth as possible, it is important that the club keeps up to date reports and accounts so that they may be passed on in the changeover process.

New committee members will particularly benefit from reading past meeting minutes where all issues facing the club should be accurately recorded.

There should be an annual report from each officer containing information gained from their year in office.

Most importantly, this manual should be passed on to the incoming committee so that they may have a quick reference guide, if any problems arise.

The AUC Executive Secretary should be informed immediately in writing of the new executive including names, addresses and telephone numbers.

On occasions when any training course or seminar is provided for club officers, at least one representative from all clubs must attend such a course. The Secretary and/or Junior Treasurer should be in attendance. **Attendance at the Club Committee Training on Wednesday September 11th is compulsory for clubs. Failure to attend will result in the club being fined 10% of their grant in 2013/14.**

5.3.1 Bank Account Signatories

Once a club executive changes you are asked to please ensure that the signatories on your club bank account are amended. In order to amend the signatories on the club bank account the club is required to submit the following documentation to the Executive Secretary:

- Minutes of the A.G.M. / E.G.M detailing the election of the new executive.
- Completed Senior Treasurer nomination form.
- The bank mandate with the names and signatures of the new signatories.

The AUC Executive Secretary will verify the details of the documentation submitted and, if correct, provide the club with a letter to submit with the completed bank mandate to the bank concerned. This letter will confirm the identity of the signatories and advise that the Senior Treasurer must sign all cheques and withdrawals from the account with one of the other signatories.

Please be advised that signatories on club accounts can not be changed without the prior approval of the AUC.

5.4 Tips on Managing Your Club Executive

In many cases, members are elected onto a committee without any previous experience of being on a committee or running a club for the benefit of their members. All of a sudden your committee has a number of objectives to achieve and rules to follow. So how do you achieve your goals and successfully run your club? Below are five tips to help.

5.4.1 Communication

Knowing what you are doing in your individual role is important. But when you are running one aspect of the club then communicating what you are doing and knowing what others are doing becomes increasingly

important. Committee meetings can become hugely important. See Section 12 Managing Meetings for further information.

5.4.2 Delegation

Once you know that it is what you have to do, make sure that the workload is shared. Too often a committee member can take on all of the work, which has two negative effects:

- Things don't get done. If there is too much for one person to do, then one person won't be able to do it. Or if they can, it will probably be at the detriment of their degree.
- Resentment. If your committee are feeling under-used and neglected, then they might stop doing what little they have been allowed to take responsibility for.

To avoid this, find out the strengths of each committee member and share the responsibilities accordingly.

5.4.3 Time Management

Important in all aspects of your life, prioritise what needs to be done and plan accordingly. Please don't forget time for going to lectures.

5.4.4 Preparation

Make sure that you prepare for anything that you need to do. You wouldn't go in to a match or race without training, so bring some of the same philosophy to running your club.

5.4.5 Ask for Help

Never be afraid to ask for help. No one expects you to have all the answers if you have never done the job before. Both staff and previous committee members have the experience to help so make sure you ask.

Financial Management

6.1 Guidelines for Management of Daily Financial Activities

When the new club executive is elected the bank account mandate should be amended immediately. It is important to note that at least **two signatories are required on every cheque that the club may issue and every withdrawal made**. Under the rules of the AUC **one of these signatories must be the club Senior Treasurer**.

In order to amend the signatories on the club bank account the club is required to submit the following documentation to the Executive Secretary:

- Minutes of the A.G.M. / E.G.M detailing the election of the new executive.
- Completed Senior Treasurer nomination form.
- The bank mandate with the names and signatures of the new signatories.

The AUC Executive Secretary will verify the details of the documentation submitted and if correct, provide the club with a letter to submit with the completed bank mandate to the bank concerned. This letter will confirm the identity of the signatories and advise that the Senior Treasurer must sign all cheques and withdrawals from the account with one of the other signatories.

The completed bank mandate and AUC letter should then be returned to the bank concerned. It is important to note that **no money will be issued to a club unless this process has been completed**.

In terms of the management of daily financial activities the following apply:

- a. All club accounts must be held in the Campus branches of Bank of Ireland or Allied Irish Banks.
- b. No club should hold separate bank accounts in the name of the club, or in any other name, or under any other name other than for a specific other purpose relating to the club, which may be temporary or permanent without the express permission of the AUC. Likewise no account shall be held in the name of any individual for the purpose of receiving and/or disbursing club funds. **The Senior Treasurer and the AUC must be kept informed of all club accounts and account numbers.**
- c. All clubs must conduct their accounts on a cheque book basis. All subscriptions, participation fees, ticket receipts and other cash receipts must be lodged to the account of the club. All bills, invoices or other monies due, must be paid by cheque. Copies of same must be retained for inspection by the Senior Treasurer. Gate or other receipts from events or activities cannot be used to fund the event or activity directly, but must instead be lodged to the account with the money then being withdrawn by cheque.
- d. Clubs must issue their cheques with a business duplicate cheque book to ensure that a copy of each cheque is kept.
- e. No cheques can be made out to cash, other than where there is no alternative. In all such cases the club must gain permission from their Senior Treasurer before making payment in such a manner.
- f. All cheques must be crossed '**Not Negotiable**' and '**A/C Payee only**'.

- g. The club must ensure that copies of all club bank account (s) statements are forwarded to the Senior Treasurer.
- h. In all cases the club must submit copies of bank statements for any additional account(s) with copies of the statements of their principal account to the AUC. In addition, the signatories on such account(s) may not be different from the signatories on the main account(s) of the club.
- i. All clubs with regular weekly or daily expenditure must keep a receipt book detailing all cash inflows and outflows, which can then be reconciled with the bank statements
- j. Where a club wishes to dispose of a club asset, e.g. equipment, the club must inform the AUC of their intention. All monies received from the subsequent disposal of the asset must be lodged to the club bank account and the income recorded in the club accounts.
- k. **No club may enter into an overdraft/loan agreement without the express agreement of their Senior Treasurer and the AUC for each such instance.** Instances of 'forcing credit' by overdrawing the account without bank authorisation will not be tolerated and will be reported to the AUC by the bank. Those responsible for 'forcing credit' will be held personally liable for the amount outstanding.
- l. At the end of the academic year it is important that an operating balance remains in the club account to facilitate basic administration functions of the club for the start of the next academic year. In addition, as the first half of annual grants are not usually paid until mid to late October, clubs should also ensure that they retain sufficient funds to cover the cost of competitions or events that may be taking place during the first few weeks of the new academic year.

6.2 Example of Statement of Financial Performance

Statement of Financial Performance for 2012/2013 for the UCD Tiddywinks Club and Budgeted Financial Performance for 2013/2014		
	Actual 2012/2013	Budget 2013/2014
Item	€	€
Opening Balance (Bank A/c plus cash held)		
Income		
Annual Grant		N/A
Special Grant		N/A
Revenue from Members Subscriptions		
Revenue from Sponsorship, Fundraising & Donations		
Contribution by Club Members towards Travel & Competition Costs		
Other Income		
Total Income		
Expenditure		
Affiliation Fees		
Administrative Costs		
Equipment Costs		
Insurance Costs		
Coaching Costs including tax liabilities & processing		
Domestic Travel & Competition Costs		
Other Expenditure		
Total Expenditure		
Closing Balance		
Grant Required 2013/2014		N/A

6.3 Grants

All clubs affiliated to the AUC are eligible for grants from the AUC to assist in the day to day running of the club. Grants are dependent on money received from the University and will be distributed according to membership size, club requirements (e.g. large capital items of equipment or hiring of outside facilities), activity and participation level, coaching costs, competition level and costs etc.

Grants allocations are made on the basis of the applications received from each club and are not based on precedent. The AUC Executive when considering the applications places particular emphasis on the financial management and planning of the respective club.

The AUC awards grant funding to clubs for the following purposes:

- Coaching and training expenses.
- Interschool competition costs.
- National / domestic competition costs.
- Affiliation fees.
- Equipment costs.

It is not possible for the grant funding from the AUC to cover one hundred per cent of any clubs costs. Clubs should therefore seek to secure additional funding to cover the cost of their activities through their membership, sponsorship and /or fundraising.

It is very important that the club follow the guidelines below in order to receive their grant from the AUC. Failure to do so will result in **reduced funding** being allocated and will therefore penalise all members of the club.

When applying for a grant, **applications must be submitted on time** (by 5p.m. of Friday October 4th 2013 and must include all of the following:

Grant Checklist

Finance & Reporting

2012/13 Annual accounts signed by the 2012/13 Senior Treasurer

Senior Treasurer Nomination Form 2013/14

Copy of the Opening & Closing Bank Account Statements 2012/13

Club annual report 2012/13 as presented at the AGM

Equipment

Full inventory of first aid equipment

Full inventory of equipment and estimated value

Three quotations for proposed equipment purchase 2013/14

Coaching

Receipts / Records of vouched coaching expenses paid in 2012/13

Completed Coach Set-up Form for each coach listed in 2013/14

Signed Coaching Contract for each coach listed in 2013/14

Signed Code of Ethics & Conduct for Sports Coaches for each coach listed 2013/14

Membership

2013/14 Paid Membership inputted into SIS system by 5p.m. on October 4th

Safety & Insurance

Copies of any insurance policies the Club may hold

Up to date Safety Statement (also to be e-mailed by the Club to safety@ucd.ie)

Failure to submit any of the above items with your grant application form will result in delays with your application being processed. Please note that only complete applications will be considered by the AUC Executive at its meeting in the first semester.

Where grant applications are received after the closing date, they will not be reviewed until Semester 2 by the AUC Executive. Furthermore, clubs whose forms are submitted late can only receive a maximum of 50% of their 2012/13 grant allocation.

Grant application forms will be available at the start of the 2013/2014 academic year from <http://www.ucd.ie/sport/clubforms.htm>

See Section 3 for details on applications for new club affiliations.

6.4 Special Grants

Where a club wishes to apply for a special grant, for example, when hosting the intervarsities or wishing to purchase a major piece of equipment, the club should obtain an application form from the Sports Office or www.ucd.ie/sport/clubforms.htm.

- The club should complete the application form and attach to it an up-to-date copy of the club's accounts.
- Where the grant is required for equipment purchase, three quotes for the equipment should be attached.
- Where the grant is required to host an event, an event budget should be submitted with relevant quotations.

6.4.1 Club Member Special Grant

Where a UCD club member is selected on a representative side / team a contribution may be made by the AUC towards the individuals costs, however this is subject to the following conditions:

- The student must be a member of the respective UCD sports club.
- The student must have taken part in club activities and represented the respective UCD club during the previous twelve months. This must be confirmed in writing by the Executive of the club concerned.
- Evidence of selection and details of cost from the respective Sports Association or National Governing Body must be submitted.

Where a contribution towards the individuals costs is approved it will usually be paid either directly to the respective UCD club for payment to the individual or to the Sports Association / National Governing Body. **Please be advised that such grants are intended for students who are representing Irish Universities in competition.**

Please note that the award of special grants is subject to the availability of funding.

Please be advised that annual grants and special grants will only be paid in the current academic year. No back dated grant claims from previous years will be considered. Annual grant forms and special grant forms are available from the Sports Office. They may also be downloaded from the Sports website www.ucd.ie/sport.

6.5 Fundraising

Fundraising is the activity that a club will undertake in order to raise money for club activities. The most important factor in fundraising is ingenuity and basically the sky is the limit!

In order to fundraise you must create some sort of interest i.e. an event that will capture the public's imagination. This is where creativity plays a part in how successful your efforts will be. Events that you could consider include casino evenings, raffles, table quizzes, etc. but you must ensure that you receive the support of your club members by ensuring that they gather interest by bringing friends and relatives etc.

Below you will find some effective guidelines for fundraising and also the UCD Campus Fundraising Policy.

Guidelines:

- Estimate the potential income that you may gain from the fundraising event and associated costs.
- Plan carefully the time and location of the event. There is no use having a fundraiser in a location with limited access and passers-by.
- Carefully assess the time involved in both the planning and implementation process so as to not set up false expectations.
- Assess the resources you will require including facilities, initial outlay, equipment and supplies.
- Determine the personnel and staffing requirements for the event.
- Establish if any permits or licenses are required for the event.

- Establish if any additional insurance cover is required for the event.
- Establish any potential financial or legal risks.

6.5.1 UCD Campus Fundraising Policy

Purpose:

To coordinate fundraising activity by students and staff on campus, promote best practice and provide a mechanism for dealing with requests to fundraise on the UCD campus.

Policy:

All fundraising activity on campus must be organised under the auspices of a student society, club, the Students' Union or group of UCD staff members. External organisations applying to fundraise on campus must do so via one of these bodies. A fundraising permit must be applied for in advance of any planned students fundraising activity. Staff are asked to complete a notification of fundraising form.

Students fundraising activity:

All fundraising activities must be carried out in accordance with the relevant student society/student club/Students' Union Code of Practice. The policy is implemented under the Office of the Vice-President for Students and permits should ordinarily be applied for from the relevant society or club governing body or Students' Union by applying to:

- Society – Societies Officer, Societies Council
- Club – Executive Secretary, UCD Athletic Union Council
- Students' Union – President, UCD Students' Union.

In addition:

- All Programme days must take place under the auspices of a student society.
- As a general rule, dates for Programme Days and/or collecting activities will be allocated on a first come basis. Bookings should be made at minimum 2 months in advance; bookings not made in a timely manner may not be granted permission to proceed.
- Money collection, counting & lodging procedures should be included as a separate appendix in the Event Management Plan for all Programme Days.

6.6 Sponsorship

Obtaining sponsorship is a great way to ensure your club's financial sustainability for that year, and if your club plays its card right, it could be the start of a relationship that ensures long-term financial sustainability.

In order to gain sponsorship a club must provide the potential sponsor with a reason to supply support. In other words a win/win situation must be created. Naturally you cannot expect to get huge sponsorship arrangements unless you are able to offer something in return for the sponsor's investment.

In order to secure sponsorship for your club you should follow these steps:

- Firstly you must ensure that you provide your potential sponsor with lead time to the event or activity which you are proposing (i.e. start working on sponsorship well in advance, not the day before).
- Evaluate the programme or event and determine what it may have to offer a potential sponsor.
- Develop a plan.
- Define the opportunities that you will present to your sponsor.
- Identify a target group, which may be willing to offer sponsorship to your club.
- Research your potential sponsors.
- Prepare and present a formal sponsorship proposal. Remember you may not always need money, it may be that the sponsorship could be access to a facility or service, products or equipment and/or access to expertise.
- Follow up on your proposal.
- Sign a formal agreement. Please contact the AUC Executive Secretary before you sign any formal contract with an organisation.

6.6.1 Developing a sponsorship proposal

A sponsorship proposal should be presented to a potential sponsor and it should outline a number of key issues, which are stated below. Keep your proposal brief (no more than 2 or 3 pages). Items to include in a sponsorship proposal include:

- Introduction
- Description of the event
- Sponsorship Investment
- Sponsor Benefits
- Deadline for a decision
- Appendices

6.6.2 UCD Restrictions on Sponsorship

UCD does not generally restrict the sponsorship of events by commercial operators; for example, the naming of events such as the "ABC Ltd Freshers' Ball". However, the situation regarding product promotion is different. In relation to financial services in particular, the University has made an agreement with AIB by which that bank has exclusive rights to product promotion of financial services on University property. However, this does not apply to the naming/branding of student events provided that no product promotion is involved.

Furthermore, UCD has entered into an exclusivity contractual agreement with Britvic, to exclusively supply soft drink products to UCD. In terms of club sponsorship competitors may sponsor sports clubs but are not allowed promote or sell product as part of the sponsorship. Signage, advertising etc. are all permissible but no product push or sales are allowed.

Any questions/queries from clubs should be directed, in the first instance, to the Executive Secretary. No arrangements should be put in place without prior consultation.

Should you require further information on sponsorship, please contact the Sports Office.

6.6.3 Keeping Your Sponsor

To really make your sponsorship count, it is worth doing everything you can to make your sponsor happy and connected to your club. If they hear from you and can see what you are doing for them, then they are so much more likely to sponsor you in future years. Below are some tips:

- Invite them to sporting events. They will likely be delighted to see you in action and feel more connected to the club as a result.
- Contact them at least once a semester. Let them know how you are getting on and what progress you have made. Importantly let them know how their support is making a difference.
- Send them a club photo making sure their logo is clearly visible.
- If you have specific terms of the sponsorships that you must deliver then make sure you do!

Club Annual Report

The club annual report should be composed by the Secretary and President and presented to the club Executive and members at the Annual General Meeting. Upon approval at this meeting the annual report should then be submitted to the UCD Sports Office with the grant application form.

The annual report should include a number of items, such as:

- Report by the Officers of the Club (President, Captain, Secretary, Senior Treasurer).
- Activities of the club during the past year i.e. events entered, membership (non-playing/playing) training camps attended, trophies won, successes of individuals/honours gained.
- Officers elected/ Sub-committees.
- Financial statements/ attached accounts.
- Sponsors.

Section 8

8

Safety

8.1 Insurance

All clubs affiliated with the Athletic Union Council have Public Liability cover through Royal and Sun Alliance of up to €6.5 million for any one event and Employers liability cover in respect to coaching in affiliated clubs.

In addition, the AUC has in place a Personal Accident insurance cover for UCD sports club members engaged in sporting activities with their UCD clubs. Club members should be made aware that **this policy is designed to provide a basic and limited level of cover for medical expenses in the event that they are injured whilst engaged in sporting activities with their UCD club.**

- The first €500 medical expenses incurred by the club member are not covered by this policy, and the policy will only pay out a maximum of €5,000 to any one person in a year.
- Dental expenses will only be covered up to a maximum payout of €1,500 per member in any one year, again with the first €500 cost being paid by the club member.
- The maximum number of physiotherapy visits that can be claimed for by any one person in a year is six, again with the first €500 being paid by the club member.
- It is not a health insurance programme and it does not cover any loss of earnings that may be incurred following any injury nor will it cover the full cost of any surgery if required following serious injury.
- A limited payout is provided by the policy in the event of death, total disablement or loss of sight, speech or limbs.

Students are strongly advised to consult the terms and conditions of the cover to ensure that it is adequate for their needs. Please be advised that the UCD Rugby Club players and the UCD Women's Rugby Club players have a separate personal accident policy arranged through the IRFU. Club members should contact their Club for further details.

Despite public liability insurance and personal accident insurance being in place, clubs must take due care to ensure that incidents do not occur. See the Risk Management section below for further details.

8.2 Risk Management

Changes in our society, to sport and recreation have provided opportunity, and also an increased exposure to risk. This risk must be assessed and therefore managed in order for a club to be efficiently run. But what is risk?

Risk can be defined as "the chance of something happening which will impact upon objectives". That is: what problematic things may happen, what is the likelihood of them happening and what will be the consequences if they do happen? By first assessing and then managing these risks we therefore eliminate the impact on our objectives.

All clubs may be exposed to a number of risks including: theft, vandalism, bad weather, bad exposure in the media, breaches of contract, embezzlement etc. But how do you go about minimising or eliminating a risk, which may be presented to your club?

Risk Management involves a number of steps to be effective, most importantly – identification, evaluation and finally management. Below is a guideline for all clubs to follow in order for you to firstly identify your risks.

8.2.1 Risk Management Checklist

Item	Tick
We have a constitution.	<input checked="" type="checkbox"/>
We have effective methods of communication with our members.	<input checked="" type="checkbox"/>
We have appropriate and effective financial controls.	<input checked="" type="checkbox"/>
We have policies that guide our decision making.	<input checked="" type="checkbox"/>
We implement appropriate and effective planning processes to implement our goals.	<input checked="" type="checkbox"/>
We have position descriptions for executive positions and paid employees.	<input checked="" type="checkbox"/>
We observe all laws and regulations that apply to:	
Employment of personnel.	<input checked="" type="checkbox"/>
Operations of bars and food stalls.	<input checked="" type="checkbox"/>
Fundraising.	<input checked="" type="checkbox"/>
Selling of merchandise, products or services.	<input checked="" type="checkbox"/>
Organising public events.	<input checked="" type="checkbox"/>
Operation and maintenance of facilities.	<input checked="" type="checkbox"/>
We fulfil the terms of our contract with venue owners.	<input checked="" type="checkbox"/>
We have appropriate insurance cover for our organisation and its activities.	<input checked="" type="checkbox"/>
We have coaches/instructors with appropriate training, accreditation and insurance.	<input checked="" type="checkbox"/>
We monitor and evaluate the performance of our coaches/instructors.	<input checked="" type="checkbox"/>
We follow established safety inspection and maintenance procedures for our facilities and equipment.	<input checked="" type="checkbox"/>
We follow the recommended rules of play and protocols for our activity.	<input checked="" type="checkbox"/>
We endeavour to prevent injuries in our activity through:	
Pre-participation screening.	<input checked="" type="checkbox"/>
Injury surveillance.	<input checked="" type="checkbox"/>
Modified programmes and equipment for juniors.	<input checked="" type="checkbox"/>
Policies on pregnancy, infectious diseases, UV protection, alcohol and personal protective equipment.	<input checked="" type="checkbox"/>
The encouragement of suitable warm ups/downs.	<input checked="" type="checkbox"/>
Attention to fluid replacement.	<input checked="" type="checkbox"/>
We manage injuries by:	
Sports injury response procedures.	<input checked="" type="checkbox"/>
Suitably trained and qualified first aiders.	<input checked="" type="checkbox"/>
We have completed a club safety statement.	<input checked="" type="checkbox"/>

Clubs should keep an up to date record of all their equipment, the date purchased, cost and maintenance record. In respect to coaches, they should seek copies of the coaches qualifications and details of their accreditation, insurance etc. Where clubs transport equipment, they should ensure that appropriate insurance is in place, for not just the vehicle, but also the trailer and driver. Details of such arrangements should be provided to the Executive Secretary and

the University Safety Officer to ensure that appropriate insurance is in place. Should you have any queries with regard to insurance please contact the Executive Secretary Suzanne.bailey@ucd.ie and / or the University's Safety officer at safety@ucd.ie.

8.3 Safety Audit

8.3.1 Pre-participation screening

Are participants screened by a health professional if there are concerns about their health or an injury?

Are the athletes followed up after screening to ensure that they are fit to play?

Are coaches aware of pre-existing medical conditions of the participants, such as asthma or diabetes?

Are coaches aware of medication that athletes may require, e.g. ventolin?

8.3.2 Injury surveillance

Does your club/facility maintain injury records?

Are these records adequately stored in an easily accessible form?

Are these injury records used in directing prevention activities?

Are these records used to produce reports?

Does your club/facility use the injury figure to improve safety practices?

Are injury records reviewed?

Does your club/facility contribute to other data collections?

Is injury data collected with reference to the number of participants and level of competition?

8.3.3 Physical Preparation

Are adequate skill lessons provided to participate in the sport?

Are skills taught to target injury prevention?

Is flexibility training provided?

8.4 Club Safety Policy Documents

All clubs will be required to complete a Club Safety Statement for submission to the University Safety Office and the University insurers. A Safety Statement template is available to download from the UCD Sport website. For most clubs this template can be completed during or following their attendance at the **safety training session on September 18th. Please note that attendance at this safety training session will be mandatory.**

For those clubs who engage in high risk activities a greater level of time will be required when completing the template and these clubs are advised to contact the University Safety Office directly to discuss their safety issues (safety@ucd.ie). These clubs will be highlighted at the club training night.

Only clubs that have complied with the requirements of the University Safety Officer and the AUC with regard to safety in their sport, will receive grant payments from the AUC.

8.5 Club First Aid Kit

It is a requirement of the AUC that all clubs hold at least one full first aid kit. It is the responsibility of the Safety Officer and / or Equipment Officer within each club to ensure that the first aid kit is kept fully stocked at all times. Where club members are travelling off campus for club training and / or competition on behalf of the club, the first aid kit should also be brought off-campus by the club. The kit should also be available at on-campus training and / or competition. A full inventory of what items should be included in your first aid kit is attached to the annual grant application.

8.6 Code of Practice for the University Sports Grounds i.e. pitches, incorporating Emergency Procedures

All pitch bookings for natural grass pitches are to be made by the associated sports officer i.e. Gaelic Games Executive, the Director of Rugby and the Soccer Executive respectively. These bookings are to be communicated to Georgina Dwyer in the Sports Office who shall advise UCD Sport Management, Grounds Dept. and Services. Use of these pitches by other clubs and groups is strictly forbidden unless permission is secured from the relevant sports officer and / or the Development Manager / Director of Sport.

All pitch bookings for synthetic grass surfaces are to be made with Brian Cashman, Outdoor Manager in UCD Sport. Booking requests are to be made in writing / e-mail to Brian. A booking form (in the case of an event) and /or e-mail will be returned to confirm the booking. Please note that each club must designate one person to liaise with UCD Sport in relation to their club bookings. Bookings will only be accepted from this person.

On the day of the game / training:

A club member e.g. sports officer, captain or coach should contact the UCD Sport reception to verify that the pitches are playable. In the case of the Superleague, team captain should contact the Superleague hotline.

All clubs should have key items for games / training e.g. flag poles, mobile phone, first aid kit and important contact numbers.

The club will be allocated a pitch and changing facilities (where possible) by UCD Sport.

The club is responsible for the security of their personal belongings. The club should advise the UCD Sport reception when they are leaving the changing room so that the room may be locked.

It is "Good Practice" for University Colleges and University Teams to have a First Aid kit and First Aider in attendance at all training sessions and games.

Please be advised that Automated External Defibrillator (AED) Units are located at the UCD Sport reception, UCD Sport changing pavilion entrance, and in the office of the UCD Bowl changing pavilions.

Should you require an AED please phone the UCD Sport reception on the Emergency number tel. 01 716 2121 and commence CPR or send someone to get the AED and commence CPR.

8.6.1 Reporting of Accidents on pitches/ grounds:

All teams playing on UCD pitches/ grounds must have a mobile phone for emergency use and must bring with them a First Aid kit and provide First Aid cover.

If an ambulance is required **one nominated person from the club only is required to call the UCD Sport reception on the Emergency number tel. 716 2121, stating the nature of the injury and location of the casualty.** The UCD Sport reception will then contact the UCD First Response Room at 716 7999 advising them of the incident and requesting that an ambulance be called, then met and brought to the incident by UCD Services. **In the event that you are unable to contact the UCD Sport reception please contact the UCD First Response room at 716 7999 and then advise the UCD Sport reception.**

As the UCD Sport reception is responsible for completing an Accident Report Form it is imperative that they are advised of the incident when it occurs. Due to the size of the campus and the possible restrictions of vehicular movement due to the barriers, it is also important that emergency vehicles are met by UCD Services to ensure that they reach the casualty as soon as possible.

Where a player is feeling unwell he /she must be accompanied to the changing rooms.

Should you need an ambulance, one nominated person from the club only is required to call the UCD Sport reception on the Emergency number tel. 01 716 2121, stating the nature of the injury and location of the casualty. The UCD Sport reception will then contact the the UCD First Response Room.

**Code of Practice for those using UCD Sport indoor facilities
(incorporating Emergency Procedures and Reporting)**

When an injury or accident takes place within the UCD Sport building, a member of the club is sent for First Aid assistance to the front reception desk explaining the location of and nature of the injury and whether an ambulance is definitely required. UCD Sport will contact the UCD First Response Room.

A club First Aider or member of the club remains with the casualty and awaits first aid assistance from UCD Sport.

The First Aider on reaching the casualty will assess the situation and make a decision as to any medical treatment and /or requirement for an ambulance (if not previously called). UCD Sport will contact the UCD First Response Room to request the ambulance.

If for any reason the club notifies the Emergency Services, the club must inform the UCD Sport reception accordingly to prevent 2 ambulances being called.

Please be advised that Automated External Defibrillator (AED) Units are located at the UCD Sport reception, UCD Sport changing pavilion entrance, and in the office of the UCD Bowl changing pavilions.

Should you require an AED please phone the UCD Sport reception on the Emergency number tel. 01 716 2121 and commence CPR or send someone to get the AED and commence CPR.

Following the treatment of the injured person an Accident Report Form is to be completed by the UCD Sport reception.

Where a club member is required to visit hospital e.g. Accident & Emergency by car, it is good practice for a fellow club member to accompany them.

Please note that it is the responsibility of individual club members to ensure that they are medically fit to undertake their chosen sport.

Facilities

9.1 Booking Facilities

When booking facilities for competitions/fixtures, please follow the following procedures:

9.1.1 Events/Competitions (Indoor)

- a. Student clubs wishing to book hall space must inform **Jenna Geiran, UCD Sport Manager (tel. 716 3819, e-mail jenna.geiran@ucd.ie)** of the competition dates and obtain the relevant booking form.
- b. The booking form should be signed by the club's Secretary / Captain and the AUC Executive Secretary, Suzanne Bailey, as soon as possible and returned to Jenna Geiran (at least two weeks prior to the event). Please note that where a club requires time allocated to another UCD club(s), the UCD Sport Manager will re-assign the time required in order to accommodate the event. **Please note that the re-assignment of time will only occur in the case of hosting an Intervarsity competition. Evidence of Intervarsity status of the event must be submitted to the UCD Sport Manager at the time of booking.** All other events bookings will only be confirmed by UCD Sport once approved by the AUC. Furthermore, where other club(s) time is utilised to facilitate your event, this time must be returned to the club affected and will be confirmed by the UCD Sport Manager.
- c. Competitions and matches must commence and conclude at the agreed time. Where it is anticipated that an event will require additional time, the club concerned must contact the UCD Sport Manager at least seven days in advance to ascertain the possibility of securing additional time and the availability of staff to cover this time.
- d. In the case of student clubs charging spectators or competitors an entry fee, this must be noted on the booking form and depending on the size of the event and entry fee the club will incur a charge from UCD Sport.
- e. Large events such as martial arts, basketball and boxing competitions / seminars, clubs must arrange for first aid cover i.e. Lifeline, St John's Ambulance or Order of Malta. **Clubs are totally liable for all costs incurred.**
- f. UCD clubs hosting competitions and league matches please refer to the insurance section.

9.1.2 Indoor Training

- a. Training times are the times when league or club matches are usually played (where possible). Please note that these training times only apply during term time. Alternate arrangements are put in place by UCD Sport for out of term periods, please refer to (f) for details.
- b. Student club training times usually stay the same from year to year. However, the schedule is finalised by Jenna Geiran, UCD Sport manager with the AUC Executive Secretary each year with a view to accommodating as best as possible and in a fair manner the needs of all clubs concerned. Please note that each club must designate one person to liaise with UCD Sport in relation to their club bookings. Bookings will only be

accepted from this person. Where clubs liaise with each other and agree to a change in the schedule this change must be confirmed in writing by both captains to Jenna Geiran and the AUC Executive Secretary.

- c. At the start of the University year (or when available) fixture lists of matches should be handed in to the UCD Sport manager, this ensures the correct time and space is allocated i.e. Squash court, halls etc.
- d. **Clubs must conclude their activities and clear their allocated space of all equipment and members by the required time.** Please be advised that where a club training session is scheduled to conclude at 10.30p.m. on weekdays, or 5.00p.m. on weekends, UCD Sport only allows 30 minutes for participants to shower, change and vacate the building before it is alarmed. **Failure to comply with the above will result in the club concerned forfeiting their allocated time. No exceptions are made.**
- e. **Clubs are advised that they must vacate the area allocated to them at the end of their training session on time.** Where the club is using mats or other equipment it is the clubs responsibility to ensure that this equipment is cleared at the end of their training time. For example if the training time is 6-7p.m. and it takes 15 minutes to clear equipment then the training session must conclude at 6.45p.m. to facilitate the timely removal of said equipment. Furthermore, **all equipment must be stored in the assigned storage area. Failure to do so will result in the forfeit of club training times.**
- f. A clear outline of In and Out of term times will be e-mailed to clubs prior to the term time commencing by the UCD Sport Manager. Clubs wishing to avail of training space during "out of term" periods must book the available times two weeks before the end of the term (N.B. these times will be restricted and are subject to availability).
- g. Please be advised that access to facilities for club training and / or competition is provided free of charge by UCD Sport on the basis that the club concerned and it's members are fully affiliated to the AUC. Therefore, **where a club does not complete the grant application process on time, or is found to have non-UCD participants, access to facilities may be withdrawn and the time reallocated by UCD Sport. This policy will be strictly enforced in 2013/14, with all those wishing to access UCD Sport being required to produce evidence of their student, staff, graduate or coaching status by the UCD Sport management. Failure to produce the required evidence will result in non-admittance.**
- h. Under no circumstances can any club book training area under the pretence of club training / matches to conduct public training sessions/ events or coaching for children. Should clubs wish to conduct these sessions they should book the areas required as a public booking. A cost of 55 per hour will be applied. In addition, a public events booking form should be completed and evidence of appropriate insurance submitted.
- i. All club coaches wishing to gain access to UCD Sport must be listed on the clubs grant application form and must be in possession of a coaching card. Application forms are available from Jenna Geiran.

9.2.1 Outdoor Events & Training

- a. All pitch bookings for natural grass pitches are to be made by the associated sports officer i.e. Gaelic Games Executive, the Director of Rugby and the Soccer Executive respectively. These booking are to be communicated to Georgina Dwyer in the Sports Office who shall advise the UCD Sport Management, Grounds Dept. and Services. Use of these pitches by other clubs and groups is strictly forbidden unless permission is secured from the relevant sports officer and / or the Development Manager / Director of Sport.
- b. All pitch bookings for synthetic grass surfaces are to be made with Brian Cashman, UCD Sport Manager (tel. 716 3819, e-mail brian.cashman@ucd.ie). Booking requests are to be made in writing / e-mail to Brian. A booking form and /or e-mail will be returned to confirm the booking.
- c. Training times are the times when league or club matches are usually played (where possible). Please note that these training times only apply during term time. Alternate arrangements are put in place by UCD Sport for out of term periods, please refer to (h) for details.
- d. Student club training times usually stay the same from year to year. However, the schedule is finalised by the UCD Sport Manager and the AUC Executive Secretary each year with a view to accommodating as best as possible and in a fair manner the needs of all clubs concerned. Please note that each club must designate one person to liaise with UCD Sport in relation to their club bookings. Bookings will only be accepted from this person. Where clubs liaise with each other and agree to a change in the schedule this change must be agreed with and recorded by the Manager.

- e. At the start of the University year (or when available) fixture lists of matches should be handed in to the bookings manager, this ensures the correct time and space is allocated. Furthermore, each match fixture must be confirmed by e-mail on a weekly basis, confirming the time of the booking, the pitch and the names of both teams involved.
- f. **Clubs must conclude their activities and clear their allocated space of all equipment and members by the required time.** Please be advised that where a club training session is scheduled to conclude at 10.30p.m. on weekdays, or 5.00p.m. on weekends, UCD Sport only allows 30 minutes for participants to shower, change and vacate the building before it is alarmed. **Failure to comply with the above will result in the club concerned forfeiting their allocated time. No exceptions are made.**
- g. **Clubs are advised that they must vacate the area allocated to them at the end of their training session on time.** Where the club is using cones or other equipment it is the clubs responsibility to ensure that this equipment is cleared at the end of their training time. For example if the training time is 6-7p.m. and it takes 15 minutes to clear equipment then the training session must conclude at 6.45p.m. to facilitate the timely removal of said equipment. Furthermore, **all equipment must be stored in the assigned storage area. Failure to do so will result in the forfeit of club training times.**
- h. A clear outline of In and Out of term times will be e-mailed to clubs prior to term-time commencing by the Manager. Clubs wishing to avail of training space during "out of term" periods must book the available times two weeks before the end of the term (N.B. these times will be restricted and are subject to availability).
- i. Please be advised that access to facilities for club training and / or competition is provided free of charge by UCD Sport on the basis that the club concerned and it's members are fully affiliated to the AUC. Therefore, **where a club does not complete the grant application process on time, or is found to have non-UCD participants, access to facilities may be withdrawn and the time reallocated by UCD Sport. This policy will be strictly enforced in 2013/14, with all those wishing to access UCD Sport and outdoor facilities being required to produce evidence of their student, staff, graduate or coaching status by the UCD Sport management. Failure to produce the required evidence wil result in non-admittance.**
- j. On the Day of the game / training:
- A club member e.g. sports officer, captain or coach should contact the UCD Sport reception to verify that the pitches are playable. In the case of the Superleague, team captain should contact the Superleague hotline.
 - All clubs should have key items for games / training e.g. flag poles, mobile phone, first aid kit and important contact numbers with them at the pitch.
 - The club will be allocated a pitch and changing facilities (where possible) by the UCD Sport Management.
 - The club is responsible for the security of their personal belongings. The club should advise the UCD Sport reception when they are leaving the changing room so that the room may be locked.
- k. **It is "Good Practice" for University Colleges and University Teams to have a First Aid kit and First Aider in attendance at all training sessions and games.**
- l. Please be advised that Automated External Defibrillator (AED) Units are located at the UCD Sport reception, UCD Sport changing pavilion entrance, and in the office of the UCD Bowl changing pavilions. **Should you require an AED please phone the UCD Sport reception on the Emergency number tel. 01 716 2121 and commence CPR or send someone to get the AED and commence CPR.**
- m. Student clubs wishing to book additional space and or time on the synthetic pitches for hosting competitions must inform Brian Cashman, UCD Sport Manager (tel. 716 3819) of the competition dates and obtain the relevant booking form. The booking form must be fully completed and returned to Brian no later than two weeks before the start of the event. Although the completed form is only required two weeks prior to the event, the booking itself should be made well in advance. All bookings are subject to availability.
- n. The booking form should be signed by the club's Secretary / Captain and the AUC Executive Secretary, Suzanne Bailey, as soon as possible and returned to Brian (at least two weeks prior to the event). Please note that where a club requires time allocated to another UCD club(s), the UCD Sport Manager will re-assign the time required in order to accommodate the event. **Please note that the re-assignment of time will only occur in the case of hosting an Intervarsity competition. Evidence of Intervarsity status of the event must be submitted to the Manager at the time of booking.** All other events bookings will only be confirmed by UCD Sport once approved by the AUC. Furthermore, where other club(s) time is utilised to facilitate your event, this time must

be returned to the club affected and will be confirmed by the Manager.

- o. Competitions and matches must commence and conclude at the agreed time. Where it is anticipated that an event will require additional time, the club concerned must contact the UCD Sport Manager at least seven days in advance to ascertain the possibility of securing additional time and the availability of staff to cover this time.
- p. In the case of student clubs charging spectators or competitors an entry fee, this must be noted on the booking form and depending on the size of the event and entry fee, the club will incur a charge from UCD Sport.
- q. Large events such as martial arts, basketball and boxing competitions / seminars, clubs must arrange for first aid cover i.e. Lifeline, St John's Ambulance or Order of Malta. **Clubs are totally liable for all costs incurred.**
- r. UCD clubs hosting competitions and league matches please refer to the insurance section.
- s. Under no circumstances can any club book training area under the pretence of club training / matches to conduct public training sessions/ events or coaching for children. Should clubs wish to conduct these sessions they should book the areas required as a public booking. A cost per hour will be applied for the relevant area. In addition, a public events booking form should be completed and evidence of appropriate insurance submitted.

9.3 Cancellation Policy

- a. Should a club for whatever reason wish to cancel a training session or event booking, the club must give at least 48 hours notice of the cancellation to the Manager. Failure to do so will result in full commercial rental charges being applied to the club concerned. Training times shall be revoked until the outstanding charges are paid to UCD Sport.
- b. Should a club book a facility and fail to attend at the booked time, the club will be liable for full commercial charges for the facility booked unless 48 hours notification has been given to the Manager. Training times shall be revoked until the outstanding charges are paid to UCD Sport.

9.4 Club Lockers

Where a locker is provided in UCD Sport for a club, the club secretary must submit a list of those authorised to obtain the club locker key from the UCD Sport reception to Jenna Geiran, UCD Sport Manager. Club locker key nomination forms are available from the UCD Sport reception (see Appendix Three) and the UCD Sport website. Please be advised that it is your outgoing committee's responsibility to ensure that all club keys are handed over to the incoming committee before the start of the new academic year.

Please note that staff at the UCD Sport reception will only issue a key to a club locker to those authorised to obtain the key i.e. as per submitted forms. All those seeking a club locker key will be asked for their UCD student card before the key will be given to them.

It is important to note that club lockers are provided for storage of club equipment only. At no time are personal items or money to be left in the club locker.

Where a club has been provided with storage facilities in the Newstead sheds on the Belfield Campus, in Rooms 4 in UCD Sport, or at the Boat House, Islandbridge, these clubs are advised that the space allocated to them is for storage of club sports equipment only. At no time are personal items or money to be left in the club storage shed. Furthermore, **under no circumstances may club storage sheds be used for any other purpose other than equipment storage.** The holding of meetings or social activities in storage sheds is strictly forbidden. Any club found to have breached the above conditions will immediately forfeit their storage space.

For safety reasons a copy of **the key to club storage sheds should be held at all times by the UCD Sport reception.** It is the responsibility of respective club secretary to ensure that a key is given to the UCD Sport reception. Please note that under no circumstances will this key be given to any one other than the UCD Buildings Office staff or Emergency Services personnel.

Please be advised that the University accepts no responsibility for items stored in club lockers or storage sheds.

9.5 Wet Weather Policy

In the event of wet weather, pitches may be closed to prevent damage. In the case of natural grass pitches this decision is made by the Grounds Department in conjunction with the Sports Office. In the case of synthetic pitches the decision is made by UCD Sport.

Clubs are asked to phone the UCD Sport reception on the day of play to ensure the playability of the respective pitches.

9.6 UCD Policy on the Consumption of Alcohol on Campus

It is the policy of University College Dublin to regulate the consumption of alcohol on campus, to encourage the development of sensible and moderate attitudes towards drinking and to facilitate the organisation of alcohol-free events.

In line with this policy, the Academic Council has approved the following regulations in relation to the consumption and advertising of alcohol on campus. (Note: these regulations are currently under review. Please check the UCD website for updates).

1. Alcohol may not be consumed on campus except in licensed clubs and restaurants and other areas which have been temporarily designated by the Registrar for the purpose of a particular event.
2. Open containers of alcoholic drinks found on other areas of the campus may be confiscated.
3. Alternatives to alcoholic drinks, including tea, coffee and snacks, should be available at a reasonable price in the licensed clubs during trading hours.
4. The Registrar has delegated the management of temporary designation of rooms and halls to the Services Department. Those wishing to serve alcoholic drinks at a party or reception should make application to the local Duty Manager on the appropriate form. If the application is approved, a permit will be issued to allow specified volumes of wine and/or beer proportionate to the number of guests attending the function. Services staff have authority to enforce the conditions under which the permit is issued and to confiscate any wine or beer in excess of the permitted quantities.
5. Sponsorship of events or activities by the drinks industry is permitted only where the event or activity has an evident cultural or sporting component.
6. It is the policy of the university not to allow the display or circulation on campus of promotional material for commercial events; the display and circulation of promotional material on campus is a privilege extended only to the Students' Union, recognised Clubs and Societies and other *bona fide* university organisations. Promotional material for commercial or other external events will be removed from UCD property.
7. Any Club or Society which allows its title or logo to be used to promote a commercial event or venue will be in breach of these regulations and the Recognition Committee may take disciplinary action.
8. Clubs, Societies and other groups organising events on- or off-campus may not advertise free or cheap drinks as the main attraction of the event. Posters or other promotional material contravening this regulation may be removed, and the Recognition Committee may take disciplinary action against any Club or Society which contravenes this regulation.
9. Drunken or disorderly behaviour by students is a breach of the UCD Student Code and may be the subject of disciplinary procedures under the terms of the code.

Intervarsities

10.1 Intersarsity Participation

Intervarsities play a major part in sporting life at University and each club is encouraged to participate in these events. When establishing a club budget, provisions must be made for these events. It is therefore important that you know where the event is being held and its duration as this will effect travel and accommodation costs.

Allocations for intersarities are catered for in the AUC grant scheme.

Remember:

- Numbers travelling.
- Number of nights and cost of accommodation.
- Transport.
- Registration/Entry fees.
- Equipment/Gear.
- Contribution from members.

10.2 Hosting Intersarities/Colours

Hosting Intersarities is a major event and should be treated as such. Like travelling to intersarities, hosting them must be catered for in your clubs budget.

You must remember that the cost of hosting the intersarities can be considerably higher than travelling to the event.

Remember where indoor sports facilities are required you must contact Jenna Geiran (Manager) at the start of the academic year with your request for facilities. Remember where outdoor sports facilities are required you must contact Brian Cashman (Manager) at the start of the academic year with your request for facilities. **Evidence of Intersarsity status of the event must be submitted to the Manager at the time of booking.** An event form must be completed for all events hosted in UCD Sport. The event form should be completed by your clubs, signed by the AUC Executive Secretary and then submitted to the Manager. Forms are available from Jenna Geiran / Brian Cashman. In addition, when hosting an Intersarsity event clubs are required to submit and Event Plan to the UCD Safety Office, Executive Secretary and the relevant UCD Sport Manager for approval at least two weeks prior to the event. Please refer to section 9.1.1 on hosting competition and events.

Remember you will incur costs such as:

- Trophies.
- Referees Costs.
- Printing.
- Costs associated with hosting a reception/dinner.
- Hire of external facilities.

10.3 Student Sport Ireland (SSI) Guidelines for Hosting an Event (source www.studentsport.ie)

Arranging and administering a successful intervarsity competition necessitates a high level of commitment, knowledge and organisation. To assist host colleges overcome the range of difficulties and challenges involved in this venture, SSI have outlined a list of guidelines, which should be considered when organising an intervarsity event. It is important to remember that SSI exists to develop student sport in Ireland, and is available to offer guidance or assistance, if required, when organising Intervarsities.

10.3.1 Organising Committee

An Organising Committee with significant student involvement should be set up at an early stage by the host club. It is suggested that it should comprise of a Club Chairperson/President, a Club Secretary and a Club Treasurer. The Organising Committee should meet on a regular basis to review preparations for the event, and should liaise closely with their university/ college Sports Officer for advice and guidance. (In the case of UCD this is Suzanne Bailey, AUC Executive Secretary).

10.3.2 Role of the Organising Committee

The role of the Organising Committee should include:

- **Booking the facilities** - both University based and outside facilities. These should be booked as soon as you have agreed to host the event.
- **Confirming event details to SSI** – As soon as you have agreed to host the event, you should forward this confirmation (and dates and venue if already decided) to the SSI office along with contact details (i.e. names, postal address(es), telephone numbers, email addresses) of the Organising Committee formed.
- **Costing the event** - All likely expenses should be included in your budget preparation. These will cover hire of facilities/equipment (if necessary), Umpires/Referees fees & expenses, Purchase of Trophies, Competition dinner (if applicable).
- **Insurance** - Check thoroughly with your university/ college about issues pertaining to public liability insurance cover for the event. Advise participants to check their own insurance cover, as many college policies do not provide for public liability or personal accident cover. In the case of UCD the full Event Management Plan should be submitted to the UCD Safety Officer at least seven days prior to the event for review.

10.3.3 First Aid

It is imperative as organisers of a sporting event, that you arrange adequate First Aid provision for the duration of the competition. This is vitally important whether the event is taking place indoors or outdoors and should be organised in consultation with your university/college Sports Officer.

10.3.4 Financing the Event

There are a number of options open to each University to assist in financing the costs of the event.

These include:

- Grant from Athletic Union
- Sponsorship
- Entrance fee per team
- Fundraising events

10.3.5 Accommodation

Each participating team is responsible for booking and paying for their own accommodation. However, it is important that the host college send a comprehensive list of accommodation available in that area to each of the participating colleges. This list should detail all hotels, guesthouses / B&Bs and youth hostels with relevant addresses and telephone numbers. This information should be sent to the participating colleges at least two months prior to the event.

10.3.6 Communication

The host club should inform the participating colleges of contact details for information about the competition. In addition, all participating teams should be encouraged to provide up-to-date information on their club officers – i.e. names, postal addresses, telephone numbers and e-mail addresses. The Organising Committee should compile an 'Information Pack' to be sent to the colleges. This 'Information Pack' could include the

timetable of events for the competition and contact details for further information. This pack should be sent to each participating college at least one month before the competition. All club websites should adhere to the University guidelines.

10.3.7 Captains' Meeting

It is important that the Organising Committee schedule a Captains' Meeting on the first day of the competition. The Organising Committee, the university/college Sports Officer and two club members should attend this Meeting from each of the colleges. At this meeting discussions should be held on –

- Competition Rules
- Code of Conduct
- Selection of Representative Team (if applicable)
- Initiation of Irish University Association (if not already in place)

10.3.8 Entertainment

It has become customary that the host college should organise a variety of evening entertainment for the duration of the Competition, for their guest clubs. This could include discos, folk nights, Karaoke or a quiz. This can also produce a good source of finance to assist in the organisation of the event. Any entertainment that is arranged should follow the guidelines set out in the SSI Alcohol Policy (available on www.studentsport.ie) and the UCD Alcohol Policy (refer to the Student Code of Conduct).

Clubs should note that the AUC provides no funding towards the cost of hosting such an event. Neither does the AUC contribute towards the cost of UCD club members attending such an event whether it is hosted by UCD or another institution.

10.3.9 Presentation Dinner

The Organising Committee should consider very carefully the feasibility of a Presentation Dinner. If the host university/college is to arrange this function, it should be organised in consultation with the university/college Sports Officer and should be conducted in the cordial and distinguished manner, which it merits.

Clubs should note that the AUC provides no funding towards the cost of hosting such an event. Neither does the AUC contribute towards the cost of UCD club members attending such an event whether it is hosted by UCD or another institution.

10.3.10 Publicity

It is important that each competition should receive adequate publicity. Responsibility for this area should be delegated to a member of the Organising Committee, who should notify the local press about the competition and advise the media on results and details throughout the competition.

10.3.11 Irish University Association

Inter-Collegiate competition is a valuable and enjoyable part of all student sport. In many cases, it is the pinnacle of a student's sporting career and therefore should be protected and become more organised in the Irish context. SSI would encourage that at the Captains' Meeting of each sport, the captains agree to initiate an Irish University Association in their sport and a constitution to govern the participation and maintain the values of university sport, to protect the traditions already built and to develop student sport at Irish University level (should these not already be in place). For further details on this development, you should contact the SSI Office.

10.3.12 Results

A full set of results should be furnished to SSI and all participating teams following the competition.

10.3.13 Next Year's Event

The host university / college and the dates for next year's event should be ascertained at the Captains' Meeting, and this information should be reported to the SSI Office to be included in next year's Inter-Collegiate calendar.

Each host University / College should forward on a copy of their inter-Collegiate Event of the Year Award nomination to the following years host club.

10.3.14 Event Plan Template

A suggested template project plan for hosting an intervarsity is provided in Appendix 9.

Coaching

11.1 Recruitment

Coaching is integral to a sporting club to ensure enjoyment and success at both recreational and / or competitive levels. It is the responsibility of the club to ensure that their coaches are suitably qualified in their respective sport.

Where the club is engaging the services of a coach (including engagement in a voluntary capacity or where the club is covering expenses) the committee must have a system in place for screening and selecting coaches. This system must be documented and a person (s) identified within the club who is responsible for the recruitment and management of coaches. A sample application form for coaches is available from www.ucd.ie/sport please refer to the Clubs section.

Information on screening and selecting volunteers is also available from www.volunteeringireland.ie, please refer to their Fact Sheet no. 11 in their downloads section. (All these Appendices / Fact Sheets are available to download from www.ucd.ie/sport, please refer to the Clubs section).

All coaches whether they are being paid or not must be provided with a coaching contract by the club engaging them. A contract template is available on the UCD Sport website (as above) to download and amend as required. Where the coach is being paid you are also required to complete an Employee Set-up form. See section 11.2 "Payment to Sports Coaches" for further details.

In order to comply with the new "Keeping Children Safe Plan" for UCD Sport all coaches engaged by UCD clubs are subject to Garda Vetting. Please be advised that vetting is applicable to all coaches irrespective of whether there are members 17 years of age and under or not registered with the club. Failure to comply with vetting will result in automatic disqualification for the proposed coach. Garda Vetting forms will be made available to clubs by the AUC and must be returned to the AUC Executive Secretary. A copy of the full policy document is available from the AUC and on the UCD Sport website. All coaches are required to read and implement the "UCD Sport Keeping Children Safe Plan".

In relation to the practice of coaching children i.e. those aged 17 and under, please also refer to the Irish Sports Council's booklet for *Leaders* this is available at www.irishsportsCouncil.ie/Participation/Code_of_Ethics/Leaders_PDF/ which covers the following areas:

- Sports and young people
- A child centered approach
- Good practice

Note: Where members are aged 17 and under, their parents must complete a parental consent form. A sample form is available from the Irish Sports Council's *Code of Ethics and Good Practice for Children in Sport* please refer to Appendix 9. It is important that the consent form used asks the parent to outline any relevant medical or special needs requirements for those 17 and under. Where the student is travelling away with the group, a separate consent form will be required for that trip and it should clearly state that the student will only be supervised by a nominated senior person in transit to and from the activity and during the actual activity; and it shall be the responsibility of the parent to ensure that the student is adequately supervised and that the parents are fully responsible for the student's behaviour and safety at all other times.

For the 2013/14 year the AUC is continuing to use its *Code of Ethics and Conduct for Sports Coaches*. All coaches are required to read this code and sign it. A copy of the signed code should be submitted to the Executive Secretary with a copy of their coaching contract. The Code of Ethics and Conduct for Sports Coaches is available from the UCD Sport website. See also Appendix 8.

In summary, the AUC requires clubs to submit the following for each coach they engage whether in a paid or voluntary capacity:

- Completed Employee Set-up Form
- Signed Code of Ethics & Conduct for Sports Coaches.
- Signed Coaching Contract.
- Signed Garda Vetting Form.
- Details of recruitment and selection procedures.

Failure to submit the above will result in automatic disqualification of the coach. All of the above should be submitted with clubs grant application form.

Please note that it is the coach's responsibility to pay their own insurance and membership fees to the respective sports association/governing body.

Where unqualified club members are "coaching" at club training sessions, members must be advised by the person concerned that they are not qualified as a coach and that those taking part are doing so at their own risk.

All coaches seeking to have access to UCD Sport should be in possession of a coaches card. Application forms for cards are available from Jenna Geiran at the UCD Sport reception.

11.2 Payments to Sports Coaches by UCD Clubs.

While UCD allocates various grants to clubs it does not take a lead role in the operation of these clubs. As such any employees/coaches of the clubs are employed directly by each club and not UCD. Clubs engage the coaches and subsequently terminate the working relationship as appropriate.

In general sports coaches can be broken down into 3 categories:

- Volunteers
- Employees
- Self-employed

Volunteers do not get paid, however they may get reimbursed for any out of pocket costs and provided these costs are reasonable and can be verified should there be no tax issues.

The central issue in clubs is whether the coaches are employees or self-employed. The Revenue Commissioners have issued a general code of practice which was drawn up in conjunction with IBEC, SFA, ICTU etc. and this code lays down some criteria that can be used in establishing whether an individual is an employee or self-employed.

As a general guide as to whether a worker is an employee or self-employed; if the answer is 'Yes' to all of the following questions, then the worker is probably an employee:

- Do they have to do the work themselves?
- Can someone tell them at any time what to do, where to carry out the work or when and how to do it?
- Can they work a set amount of hours?
- Can someone move them from task to task?
- Are they paid by the hour, week, or month?
- Can they get overtime pay or bonus payment?

If the answer is 'Yes' to all of the following questions, it will usually mean that the worker is self-employed:

- Can they hire someone to do the work or engage helpers at their own expense?
- Do they risk their own money?
- Do they provide the main items of equipment they need to do their job, not just the small tools that many employees provide for themselves.

- Do they agree to do a job for a fixed price regardless of how long the job may take? Can they decide what work to do, how and when to do the work and where to provide the services?
- Do they regularly work for a number of different people?
- Do they have to correct unsatisfactory work in their own time and at their own expense?

With the view to the above it is likely that most sports coaches working with clubs for pay would be treated as employees and would therefore be liable to PAYE/PRSI on their earnings. (Please refer also to section 4.10 on page 18 of the document "Income Tax- Statement of Practice" available from www.revenue.ie, for further information on the tax treatment of payment to coaches).

11.2.1 Payments to Employees

It is the responsibility of each club (employer) to register for tax and deduct the tax and pay it over to the Revenue Commissioners, together with any PRSI. To facilitate this Mazars have been engaged by the Athletic Union Council (AUC) to provide payroll services for clubs. For convenience and to reduce costs the AUC has been registered as the employers. Mazars will maintain the registration of the AUC with the Revenue Commissioners and will prepare payslips and the annual and quarterly returns to the Revenue Commissioners accordingly.

The AUC will pass on in full the cost of pay, employers PRSI, levies and Mazars administration cost (for the processing of each payment to a coach, returns to the Revenue Commissioners, P45's, P60's etc.) to the respective club. An estimate of the total cost will be made during the processing of the clubs grant and will be held by the AUC until required. Where the total actual coaching costs is less than that initially estimated in the grant application, the balance will not be issued to the club. Where the total cost exceeds that initially estimated, the AUC will recover the amount from the club.

Please note that it is anticipated that payment to coaches will be made twice per annum in December and April/May each year. Payment to coaches in Semester one will require a completed Employee Set-up Form to be submitted by October 4th 2013. Clubs are asked to indicate on this form the amount that is payable to the coach until the end of this calendar year. Please exclude from the amount all legitimate expenses, (evidence of expenses should be retained by the club). Where your coach is over 66 years of age you are also asked to indicate this on the form as a different PRSI rate applies.

Each club will need to communicate this to their coaches and obtain their PPS numbers and relevant details. A copy of the Employee Set-up Form is in Appendix 1 and also included with grant application forms. Each club which pays a coach(es) (other than vouched expenses) is required to get their coach(es) to complete an Employee Set-up form and return it to Suzanne.Bailey@ucd.ie by **Friday 4th October 2013 with the completed grant application form.**

Prior to payment being issued in November and May, the club will be asked to confirm in writing the amount owing to a coach for the period in question by completing a time sheet for each coach. This time sheet is attached to the Employee Set-up Form. Where a coach only becomes involved with a club after the October 4th deadline, the club is asked to immediately contact the Executive Secretary. Failure to submit the required information on time will result in the payment to the coach being delayed until May 2013.

It is important to note that the employees (club coaches) will need to contact the Revenue Commissioners themselves regarding the allocation of their tax credits and cut-off points against this employment. To do this, the employee (coach) will require their own PPS number plus the AUC's PAYE registration number (9743288A). Otherwise the employee will be placed on emergency tax.

11.2.2 Payments to Self-Employed

In the case of individuals who you believe are self-employed, you will be required to submit an invoice for the services, a current tax clearance certificate and evidence that the individual provides a similar service elsewhere. However, please note that the **final decision on whether a coach is paid as a PAYE employee or self-employed will be made by the AUC.**

Further information on the operation of PAYE/PRSI can be found at www.revenue.ie/en/business/employers-pay.html. In addition, please ensure that any employment contracts issued to coaches are clearly in the clubs name and not UCD's. A suggested template for a club coaches contract is given in Appendix 6.

11.2.3 Payment to Coaches for Services Provided to UCD

It has come to the attention of the AUC that clubs and /or club members have been providing coaching services to UCD Sports for activities, which UCD Sport staff run directly e.g. Get in Gear, Sports Camps, Birthdays Parties,

Uni Life, New Era etc. Please be advised that should a club wish to participate in any of these events they are not permitted by the AUC or the University to invoice UCD Sport or any other third party for coaching services provided. **All payments issued to coaches by clubs must be officially processed by the AUC via Mazars Accountants as per the agreement in place with the AUC, the University and the Revenue Commissioners for payment to coaches by clubs.**

Consequently, the following solutions have been agreed for the continued provision of such activities:

- a. *Clubs, if they wish, become involved in such activities as part of their own recruitment campaign and are not in receipt of any payment for their involvement.*

Clarification has been sought by the AUC from the UCD Safety Office with regard to the level of insurance for same, in particular where participants are not UCD students. The Safety Office has confirmed that as long as your club suitably manages and supervises the activity, the AUC's public liability policy would be extended to cover such activities. However, it should be noted that the AUC's personal accident policy only covers your club members engaged in club activities therefore, non-members would not be covered should they be injured. Where your club needs to purchase equipment for use during these particular activities, an agreement may need to be reached with UCD Sport regarding covering some or all of the cost of such equipment e.g. bows for archery, particularly where the activity does not have a recruitment benefit to your club, for example, birthday parties, camps etc.

- b. *Coaches who may be involved with UCD clubs are formally engaged by UCD Sport or A. N. Other party within UCD as part time staff.*

The coach's qualifications are verified by UCD Sport or other party within UCD and the coach receives payment directly from UCD Sport or other party within UCD. As a UCD employee they would be covered by UCD's insurance and be compliant with the Revenue Commissioners.

- c. *Coaches who may be involved with UCD clubs issue an invoice to UCD Sport or A.N. Other party within UCD for their services.*

Where payment is issued directly to the individual by the UCD Bursars Office less withholding tax i.e. they are being treated as self-employed, the coach needs to provide evidence of their own Public Liability insurance of at least 1.4 million euro and proof of qualification / competency. This evidence of insurance and qualification needs to be provided before the coaches commence the work.

Furthermore, where an individual is working with those 17 years of age and under, the UCD Sport Keeping Children Safe Plan must be adhered to as well as the recommendations of the Irish Sports Council's Code of Ethics and Good Practice for Children in Sport.

11.2.4 Use of Club equipment for Non-Club Activity

If an individual coach or UCD Sport requires access to club equipment, written permission will need to be sought from the respective club for use of this equipment and compensation, if required, given to the club for use, replacement or repair of same. In addition, UCD Sport will be required to sign a form, which details their responsibilities with regard to the equipment use and also put in place appropriate insurance to cover the AUC and the club. Evidence of the required insurance will need to be provided to the AUC in advance of the use of any club equipment. A copy of the form, which UCD Sport should complete, is in Appendix 7.

The AUC believes that it is important that UCD Sports Clubs continue to play a role in the recruitment and retention of students and will actively encourage and facilitate all clubs accordingly. However, in order to ensure that clubs are acting in accordance with the AUC's approved policies and procedures, should anyone contact your club for any of the aforementioned activities, it would be appreciated if the Executive Secretary could be advised in advance of your plans.

Managing Meetings

Meetings are the most effective way for clubs to communicate and solve issues that may have arisen. For a meeting to be effective it must be conducted properly and following are a number of guidelines to assist you in the proper management of club meetings on both a formal and informal level.

12.1 Appoint a chairperson for the meeting

The chairperson may differ between clubs. Where a President or Chairperson is an elected member of the committee they chair the meetings. However, where such a position does not exist it may be the club captain that chairs the meeting. The success of a meeting can often depend on the ability of the Chair. Discussions can be heated and if the meeting is not run well, business is not finished and decisions are not clear. It is important that the Chairperson is able to keep control of the situation, and each person's point of view needs to be listened to and accepted. Agendas should be adhered to and sent out to the committee before the meeting.

- The Chairperson indicates when a person may speak.
- The Chairperson should keep the discussion firmly focused on the topic.
- The Chairperson should have a time limit as to when the discussion should be brought to an end.
- The Chairperson should remain neutral to the conversation unless the group seeks an opinion or guidance.
- Following discussions the Chairperson should summarise the points of the meeting and make key points.
- If the matter cannot be decided on, the matter should be referred to a working party for report at the following meeting.

Remember: *"If you fail to prepare, you are preparing to fail".*

12.1.1 Set Objectives

Before planning the agenda for the meeting, write down a phrase or several phrases to complete the sentence:

By the end of the meeting, I want the group to...

Depending on the focus of your meeting, your ending to the sentence might include phrases such as:

- ..have given three ideas for fundraising.
- ..have generated three ideas for increasing memberships.
- ..have generated three initiatives for retaining members.

One benefit of setting objectives for the meeting is to help you plan the meeting. The more concrete your meeting objectives, the more focused your agenda will be. A second important benefit of having specific objectives for each meeting is that you have a concrete measure against which you can evaluate that meeting.

- Were you successful in meeting the objectives?
- Why or why not?
- Is another meeting required?

Remember: Setting objectives allows you to continuously improve your effective meeting process.

12.1.2 Assign Meeting Preparation

These tips are sure-fire ways to warm up the group and direct participants' attention to the meeting objectives.

- Try and give all participants something to prepare in advance. This will give the meeting a new significance for each member.
- For problem-solving meetings, have the group read the background information necessary to get down to business in the meeting.
- Ask each group member to think of one possible solution to the problem to get everyone thinking about the meeting topic.

Remember: Try to involve all members of the group in some way. This will ensure that they take ownership of the group creating a more constructive environment.

12.1.3 Assign Action Items

- Don't finish any discussion in the meeting without deciding how to act on it. Listen for key comment that flag potential action items and don't let them pass without addressing them during your meeting.
- The following statements are examples of comments that should trigger action items to get a task done, hold another meeting or further examine a particular idea.
 - We should really...
 - That's a topic for a different meeting...
 - I wonder if we could...
- Assigning tasks and projects as they arise during the meeting means that your follow-through will be complete. Addressing off-topic statements during the meeting in this way allows you to keep the meeting on track.

Remember: By immediately addressing these statements with the suggestion to examine the issue outside the current meeting, you show the participants that you value their time and input.

12.2 Formal Meetings

A formal meeting is one in which major items will be discussed and decided on and following the meeting will be put into operation.

12.2.1 Prior to the meeting the following must be done:

- The Chairperson (President) must call for and decide on the agenda items with the Secretary.
- A notice of the meeting and agenda must be distributed to all involved with the meeting (in the case of the AGM, to all members of the club).
- Committee members should be reminded of any tasks, which they may need to complete before attending the meeting.

12.2.2 During the meeting:

- Always endeavour to start the meeting on time.
- The Chairperson should welcome all in attendance and **declare the meeting open**.
- **Apologies** are called for and read out. All present are recorded. The Chairperson may then put a motion forward to accept the apologies. A vote may be taken and the result recorded.
- The accuracy of the **previous meeting's minutes** are confirmed by those present at the meeting. (Minutes should have been circulated with the agenda and notice of meeting). The motion of acceptance has to be nominated and seconded.
- **Matters arising** from the previous meeting are briefly discussed but if a discussion develops the Chairperson should move these on to general business.
- **Correspondence** (inward and outward) may be listed. Those items which are considered important may be tabled as a separate agenda item.
- **Financial statements** are the next item to be tabled. This may include items for payment as well as an up-to-date statement of accounts (monthly). All financial reports presented and discussed require a formal motion of acceptance.

- Reports of the **Committee** should be distributed prior to the meeting and discussion should be kept to recommendations on those matters requiring approval or further action.
- **Other reports** are dealt with next. Again, discussion should be brief.
- **General business** is the opportunity for minor items of discussion to be raised. The Chairperson should encourage members to submit major items of business prior to the meeting so as they may be placed on the agenda. The Chairperson will ultimately have the decision as to whether or not the item is to be discussed.
- **Action items** – this is the confirmation that items delegated to individuals have been completed or will be completed within the specified time frame.
- **Next meeting** – date, time and venue to be confirmed.
- **Close of meeting** – The Chairperson will thank members for attending and declare the meeting closed.

12.2.4 Post-meeting:

Upon completion of the meeting and in the ensuing period, the Chairperson will be required to liaise with the Secretary on the discussed action items, the meeting minutes, timeframe and circulation date, any special items and the schedule for the next meeting.

12.3 Informal Meeting

An informal meeting would ideally encourage all members of the club to participate in discussions so as to build morale, solve problems, discuss and trade ideas, gather opinions on various issues and brainstorm.

In order for an informal meeting to be effective, it too must be run correctly with a Chairperson in place. The Chairperson will need to ensure that:

- The purpose of the meeting is established from the outset.
- Ensure that everyone understands the topics which are to be discussed.
- Ensure that people are not judgemental in the initial stages and take in what each person is saying.
- Ensure that only one person is speaking at any time.
- Encourage everyone involved to be objective and keep discussion focused on the topic.
- Examine each option individually and make sure that a conclusion is reached.

12.4 Motions

A motion is a formal proposal put to a meeting for consideration. In order for a motion to be discussed at a meeting it must first be seconded by another member.

The Chairperson will then ask the proposer to speak on the motion and other committee members may add to the discussion. After the discussion the motion is then put to the committee for a vote.

All motions which are passed then become a resolution. Regardless of whether they are carried or not, they must be minuted.

12.5 Voting at Meetings

Prior to the commencement of the meeting, the Chairperson must have a clear understanding of the voting rights of the members. For this reason it is useful to have a copy of the club constitution on hand at every meeting.

The Chairman must decide which the most appropriate way of taking a vote whether it be:

- a. A show of hands.
- b. A verbal vote.
- c. A ballot vote.

12.6 Example of Annual General Meeting Agenda

UCD TIDDLYWINKS CLUB
Fifth Annual General Meeting
Friday 22nd August, 2011.

1. Welcome and Introductions
 - Present
 - Apologies
2. Confirmation of Minutes of fourth Annual General Meeting 3 June 2002
3. Adoption of Annual Accounts for year end 31 March, 2003
4. President's Report
5. Notices of Motion
6. Treasurer's Report
7. Committee Reports
8. Election of Officers
9. Report of Honours Award Committee (presentation of honours, life membership etc.)
10. General Business
11. Close of Meeting

12.7 Common Problems with Meetings

Meetings can be plagued by problems. Some of the most often recurring problems are easily avoided if you know what you are looking for:

- **Lack of clarity:** The chair should clarify or sum up all issues, for the purpose of the attendees and the minute taker.
- **Decisions delayed:** Putting off a decision won't make it go away. Only do this if you genuinely need more information or wider consultation.
- **Too little involvement:** Make sure everyone gets the chance to share their point of view. If someone is being over-bearing ask them to be quiet and let others have some input.
- **Meetings go on too long:** Agree a rough finishing time at the beginning of the meeting and don't let people ramble on.
- **Lack of understanding of the issues:** Make sure people are given the information they need to make a decision on an issue.
- **No real follow up:** Make sure actions are clearly identified. If work is not done then it is easier to find out where the problem is..

Recruitment, Communications & Promotion

14.1 Sports Guide

This is the annual sports guide published by the AUC and is the official sports handbook for students, staff and visitors to the University. It functions as an all year round reference book and provides in-depth information on all UCD sports clubs. Clubs are actively encouraged to submit information and photographs for publication. Forms will be sent to each club Secretary at the end of the last semester requesting their club submission. The information submitted by clubs for publication is also used to update the clubs section on the UCD Sport website.

14.2 Sports Website

UCD Sport presently has a website www.ucd.ie/sport this site is attached to the UCD main page. On the UCD Sport site you will find a "Clubs" section at www.ucd.ie/sport/clubs.htm where an article and contact details are posted on each club. The website is updated on an almost daily basis.

Within the "Clubs" section clubs can also download information and forms e.g. the Club Operations Manual, annual grant application form, senior treasurer nomination form etc. Clubs also feature in the main news section of the site and all clubs are encouraged to regularly submit news articles for publication. Any club wishing to make announcements such as match/fixtures reports is invited to use the website: www.ucd.ie/sport

In addition, the UCD Sport website is also linked to the main UCD Events calendar and clubs are asked to post all their major events and fixtures on the Events calendar.

14.3 Club Websites

In addition, to the individual club pages on the UCD Sport website, all clubs are invited to attach their own website to the UCD Sport "Club" section. Furthermore, please be advised that club websites can be hosted on the UCD server, in order to do this the following must be done:

- Complete a web account registration form for Clubs and Societies which can be found at: www.ucd.ie/itservices/internet/socrenewal.doc
- Captains should fill out this form, get it signed by the AUC Executive Secretary and then return it to the Web Unit. If the club already has a Web account the renewal form should be filled out when the officers of the club are changed.

Where your club website is hosted on an alternate server please supply details so that a link can be established to your site.

Please note that it is essential that you have a reliable person who will update your site regularly with information on events, results, profiles, etc. Without this the benefit of having a website is nullified.

14.4 Sports Expo

The Sports Expo will be during the second week of term from Monday 16th to Thursday 19th September inclusive. Located in Hall B of UCD Sport, the Sports Expo is the main opportunity for clubs to recruit their members and provide information on their activities. Each club is provided with a stand and all clubs are encouraged to organise demonstrations/ displays of their respective sports. Stand application forms are usually distributed during the last term of the academic year.

With a footfall of over 10,000 people to Expo over the four days it is important to get it right.

Think about what is your clubs Unique Selling Point? What makes your club the right choice? Think about what you have to offer and sell to prospective students.

Handouts. If you are providing literature at Expo, what information are you going to give? Contact details are a must. Also make sure flyers are eye-catching and won't find themselves in the bin as soon as it's out of sight of your stand.

Know your dates. Trials, training times and days are all essential, but have you planned your first social or an introduction meeting before a training session?

Your stand. Having an attractive stand will help you stand out from those around you. Think about the following:

- **Equipment:** Use your equipment to make a statement. If you have a boat, why not bring it? Got some skis? Hang them on the stand.
- **Demos:** Make sure that you are wowing the audience with all that you do.
- **Clutter free:** While it is good to have photos make sure it is clear who you are by keeping posters large and easy to read from afar.
- **Tables:** While you are provided with a table, you don't have to stand or sit behind it. Get out in front and interact with all your new members.
- **Numbers:** Limit the number of committee/club members at the stall as it can be very intimidating for a prospective member to approach a large group.
- **Shiny things:** A well presented stand with trophies and silverware will make sure freshers are in no doubt about how successful your club is.

Because of the scale of Expo, we ask you to tell us in advance what you are planning and bringing on the Expo registration form. Please give us as much information as possible so we can make sure everyone is safe.

We want Expo to be as successful as possible for you so help us help you and always feel free to come and talk to us if you want to try something new.

14.5 Refreshers Day

Refreshers Day provides another opportunity for clubs to formally recruit members. Organised by the AUC and the Societies Council, Refreshers Day is usually held for one day in early February in the Astra Hall, UCD Student Centre. Stand application forms are usually distributed to clubs during December.

14.6 Public Relations Officers

All club committees must have a designated Public Relations Officer (PRO) whose job it is to publicize the clubs activities and achievements. One of the key responsibilities of the PRO is to upload information on events / fixtures the club is hosting onto the UCD Events Calendar. **Club PRO's are also asked to submit articles on their activities and achievements to sport@ucd.ie for publication on the UCD Sport website, Facebook and twitter pages.**

Often clubs complain that we're not covering their success but the same clubs fail to provide us with the information to publish!

Help us to promote your clubs activities and achievements by following some simple guidelines when writing match reports and stories.

What to include?

- Facts – venue, place, date(s) and opponents
- What is it for? How important is it?
- Links to relevant website.
- Result

- Names! Who scored, who competed, year of study /course.
- Key moments and details.
- Quote (captain and/or coach)
- Good quality (high resolution) action photos

By providing us with this information, it will be much easier to publicise your activities and achievements. If you are late with the story, still send it in – we may still be able to use it for University publications, reports and websites.

14.7 E-mail Correspondence

All correspondence from the AUC is sent by e-mail to the club contact on the club annual grant application form. Please ensure that this e-mail is checked regularly. Should you wish e-mails to be directed to someone else please advise the Executive Secretary.

14.8 Facebook & Twitter

Alongside our official website, UCD Sport is now on Facebook (ucdsport) and Twitter (@ucdsportsclubs). Our Facebook and twitter pages are proving very popular with over 10,000 visits to the pages each week during term. As the pages are updated daily with news, match reports, events and photos they are the best ways for you to keep up to date with all the news and events that affect you and your club.

It is also really easy to cross promote yourself on the back of UCD Sport's number of fans and followers. By tagging us in your posts or tweets we can re-publish and re-tweet your information, getting out your message to many more people than clubs traditionally have on their own pages.

14.8.1 Club Social Media Guidelines

While we don't want to curb your fun online we do ask you to be responsible when using social media that is linked to UCD. A lot of visits to pages are from parents checking out the University on behalf of their children, and the last thing we want them to go away thinking is that all sports clubs are about is drinking and having a good time!

To that effect, here are our top tips for responsible and effective social media:

- Be careful what photos you post on "open" pages. Once they are published they are there forever!
- Get permission before you put up photos of people outside of the sporting environment i.e. in a social context. Also be careful about tagging people in such photos
- Make someone the administrator of the page and agree a policy on what can and can't be published.
- Watch posts by others on your page to make sure that the content is suitable.
- If you notice old pages or twitter feeds for your club, contact Facebook / Twitter and get the pages removed or purged with your current page.
- Make sure you keep the "about" section and content up to date so that people keep coming back.
- Make sure you use loads of photos of sporting activity on the page, as they create interest.
- In terms promoting your club it is best if your page is an "open page". Closed groups are no use to prospective members!
- Research has shown that-
 - you should change your top banner picture regularly to highlight key news items.
 - people only scroll down 2-3 stories, so pin your main story to the top of your page.
 - key time for traffic to sites is Sunday evening, so make sure the page is up to date.

14.9 Mobile Application

UCD Mobile provides access to a range of resources while you are on-the-go. The services are targetted at the UCD community and will be especially useful for current and prospective students. With UCD mobile a full range of sports news, fixtures and results are always at your fingertips. The app also allows you to check Programme information, access Blackboard Mobile Learn, check the Staff Directory, and find your way around campus with the interactive map. Visit www.ucd.ie/mobile more information on the full range of services available.

In the interests of creating a positive and safe learning and working environment, the following guidelines have been drawn up in consultation with staff and students. It is the responsibility of all Student Union Officers, Society Auditors, Club Captains, committee members and staff members to be aware of the regulations and guidelines covering poster and advertising material. It is the policy of the University not to allow the display or circulation on campus of promotional material for commercial events; the display and circulation of promotional material on campus is a privilege extended only to the Students' Union, recognised Clubs and Societies and other bona fide University organisations. Promotional material or staff for commercial or other external events will be removed from UCD property, and further action will be taken where necessary. Any Society, Club or group which allows its title or logo to be used to promote a commercial event or venue will be in breach of University regulations and the University, Recognition Committee or Athletic Union Council may take disciplinary action.

Guidelines for the Content of Posters

Broadly speaking, care should be taken to ensure that any images or content should appear in context and not cause undue offence to the University population, or to a specific grouping within the University. Attention is hereby drawn to the University Policy on Dignity and Respect, which applies to all students and staff, and also to the national legislation in the area, including *inter alia* the Equal Status Act (2000), the Employment Equality Act (1998) and the Prohibition of Incitement to Hatred Act (1989). Equally however, it is also the policy of the University to protect freedom of expression and intellectual enquiry and to ensure that they are exercised in such a way as they do not interfere with the rights of others, or breach the laws of the state.

Complaints and breaches of good standards in this area may be considered by the Recognition Committee, which has broad powers in relation to Society discipline, by the Athletic Union Council, which has similar powers in relation to Clubs, by the Independent Appeals Board, which deals with disciplinary matters relating to the Students' Union and by the University itself, where jurisdiction falls outside the remit of the above bodies.

Formal complaints against society posters must be submitted to the Societies Officer, formal complaints against club posters to the Athletic Union Council and against a Student Union poster to the Independent Appeals Board.

Clubs, Societies and other groups organising events on- or off-campus may not advertise free or cheap drinks as the main attraction of the event. Posters or other promotional material contravening this regulation will be removed and the University, Recognition Committee or Athletic Union Council may take disciplinary action against any group, Society or Club respectively that contravenes this regulation.

Guidelines for the Display of Posters

1. The name of the sponsoring UCD club, society or organisation must be clearly displayed on each poster.
2. No private organisations have a right to display posters. Students must not assist private organisations in so doing.
3. Posters may be displayed only on designated notice boards throughout the buildings and campus and on the clusters of coloured boards on the ground floor of the John Henry Newman Building.
4. Posters must not be hung on walls, on doors, on glass, in lecture theatres or from ceilings, or stuck to the ground.
5. During Students' Union sabbatical elections the Returning Officer has control of one board in every three in the Newman building.
6. The Library Tunnel must not be used for the display of posters.
7. Blanket coverage of noticeboards by posters for any one event or by any one grouping will not be allowed. Posters for any one event may, at a maximum, occupy only one quarter of the space provided on clusters of noticeboards.
8. Noticeboards on the narrow sides of pillars on the library concourse are reserved for posters of A3 size or less. The maximum allowed size for posters on all other boards is A2. No more than 2 posters for any one event or series of events can be attached together for posting. No more than 2 posters for any one event can be posted together. No more than 4 posters for any one event or series of events can be attached together for display on the noticeboards on the wall of the library concourse. Events can be advertised using either full size posters or reduced size posters; groups are not permitted to monopolise space by using a range of different sized posters for the same event.
9. The use of stickers is strictly prohibited.

10. The use of freestanding panels or stands for advertising events, and the location of these in designated areas, must be sanctioned in writing in each instance by the Building Manager.
11. It is the responsibility of the sponsoring club, society or organisation to remove their posters after their event has taken place.
12. Any club, society or organisation that wishes to put up posters are permitted to remove any out-of-date posters still displayed on their designated noticeboards.
13. All outdoor posters will be removed by Services on Thursdays, except those under regulation 5 above. Poster removal in other buildings will take place weekly, on a day set by the Building Manager. Outdoor poster removal will begin at 08.30 on Thursday mornings, or earlier as called by the Societies Officer.
14. Infringement of these regulations will result in the immediate removal of posters by the University and disciplinary action where necessary.

Colours & Awards

15.1 Obtaining Colours

“Colours” are awarded to students who represent the University in specified intervarsity events (usually against Dublin University) and who also satisfy a number of other criteria laid down by the respective club and approved by the Athletic Union Council. An application must be signed by the President of the club and submitted to the Athletic Union Council (application forms are available from the Sports Office), where it may be approved. Students receiving Colours are given a “Colours Card” which entitles them to purchase Colours apparel.

Colours ties are available from the UCD Sports Office at a cost of 8.25.

15.2 The College Colours

The official UCD playing colours are St. Patrick’s Blue and Saffron (commonly interpreted as “light” blue or “Dublin” blue and amber). These colours were first adopted by the AUC in 1910, and replaced the brown, green and yellow of the Catholic University. Strangely in the early years, the Soccer Club continued to wear black and white. The Hurling Club wore saffron and green while only the Rugby Club complied with the new colour sporting blue and saffron hoops.

Nowadays, modern sportswear design incorporates St. Patrick’s Blue and Saffron with more fashionable effect. A number of clubs prefer to choose their own distinctive colour combinations, together with the official UCD logo, rather than stick to the traditional colours.

It is a requirement that you inform the UCD Sports Office of the colour combinations your club will utilise in competition. Also when using the UCD logo please consult the Sports Office to make sure the your proposed use of the logo is in accordance with the UCD brand guidelines.

15.3 Sports Awards

The UCD Sports Awards ceremony is held at the end of the second semester to honour the sportsmen and women who bring honour and prestige to the University by their achievements on the sporting fields and arenas of Ireland and abroad. Teams or individuals winning nationally recognised titles or intervarsity trophies are honoured at the function as well as students who receive national or representative honours. Usually there are in excess of five hundred students honoured at the UCD Sports Awards Ceremony which are organised by the AUC.

Nomination forms for awards are distributed to clubs in March each year. With most of the awards being made on the basis of the nominations received from clubs.

Discipline

16.1 Disciplinary Procedures of the Athletic Union Council (AUC)

1. Without prejudice to the rights of the University or of individual students in relation to proceedings against individual students under the terms of the Student Code, a club, its officers or members may be charged with conduct which infringes on the rights of members of the University or which brings the University into disrepute, or with failing to abide by the provisions of its constitution, the operations of a club as outlined in the AUC Club Operations Manual and /or the constitution of the AUC. (Ignorance of the content of the Club Operations Manual will not be considered a reasonable excuse).
2. Accusations leading to charges under "Disciplinary Procedures" may be made by any individual or group and should be brought in the first instance to the attention of the AUC Executive Secretary. The Executive Secretary, in consultation with the AUC Hon. Secretary, the AUC President and the UCD Director of Sport shall decide if there is, *prima facie*, a case to be considered. If it is so decided the case may be heard in the first instance by the Executive Secretary. The decision of the Executive Secretary will be communicated in writing to the parties concerned within 14 days of the hearing.
3. Where the parties concerned wish to appeal the decision of the Executive Secretary, this appeal must be lodged within 7 days of receipt of the decision and the case shall be referred to a sub-committee of the AUC officers. The sub-committee will usually be comprised of at least one officer of the AUC and the Director of Sport, and will hear the appeal within 14 days of it being lodged.
4. The AUC shall regulate and apply its own procedures in accordance with the principles of natural justice. In cases where it is satisfied that the charges brought have been proved, it may impose such penalties as it considers appropriate, including fines, suspension from office, exclusion from sporting activities, withdrawal of affiliation, non-awarding or reclamation of any grant.
5. The final decision of the AUC will be communicated in writing to the parties concerned and to the Vice President for Students who can adjudicate if the case needs to also be brought to a higher internal UCD authority and / or the Gardai.
6. In the event of any inability on the part of the AUC to deal with any matter, or in relation to former officers of a Club over whom the AUC has no jurisdiction, the case may be referred to the Registrar of the University, who bears ultimate responsibility for student discipline or to the Director of Human Resources in the case of staff discipline.

In light of the above policy, club officers and club members are advised that:

- When a club organises an event, or travel to an event, the committee of that club is collectively responsible for their members at that event.
- When accommodation is booked under the name of a UCD Club, such accommodation should be checked by the committee before leaving to ensure that no damage has been caused. Where damage has occurred the owners of the property should be informed and associated costs paid by those responsible at the time.
- The consumption of alcohol on transportation hired under the name of a UCD Club is not permitted.

Club

Development Plans

17.1 What is a club development plan?

A development plan is a short document that outlines the objectives that a group or organisation hopes to achieve. It should help to structure developments within a framework so that it is easy to understand and accomplish.

Ideally all clubs should be working to achieve aims and objectives set out in three year development plans. These plans will help to ensure that your club is doing more than just standing still by giving you a set of goals to achieve and a framework to help you do that.

Strategic goals that should be considered by all UCD clubs are:

- Increasing participation
- Improving performance
- Sustainability
- Governance and leadership

Each club is responsible for setting out its objectives and target under the suggested goals above.

17.2 Why a three year plan?

There is nothing worse than spending a year developing a project only to see progress lost because there wasn't a handover or because there wasn't the understanding of how to continue with a project. Therefore, a three year plan aims to lessen the chance of this happening by providing a clearer direction over an extended period of time. If done correctly, the aims should build over time giving long-term benefits, consistency of objectives and should encourage a good handover between committees.

17.3 How does it work in practice?

Under each strategic goal you are asked to come up with one or more objectives, which in turn are broken down in to three year targets. These three year targets should build on one another each year and all seek to achieve the set objective.

Each committee works on the first year of their three year plan, knowing that by reaching the targets they have set themselves, they have contributed to the development of their club over the following two years.

At the end of the year the old and incoming committees should work together to add an additional year to the plan, so that the club is constantly relooking at what it can achieve and what it is setting out to do, ensuring that it is relevant.

For example lets say that one of the goals is to increase overall membership from 30-50 in three years. The first target may be 38, then 45 and then finally 50. In practice the club might have a fantastic year and reach 45 in year one, meaning that the next committee might decide to update their target to reach 50 in their year. By keeping the targets fluid you'll be able to make sure that you're developing at a pace that is right for your club.

17.4 Setting Objectives

To achieve more than just what's required you must plan ahead. To help you reach your goals try using the acronym SMART:

S	Specific: It is no use having a goal such as "get more members". That is not a specific enough target – are you looking for one extra member or are you looking for 30?
M	Measureable: How are you going to measure your goal? It is easy if it is something like increase in members to a social event, but what if your goal is to improve defensive play?
A	Achievable: Don't aim to win the National Senior title if you are in Division 5! Make sure that you set targets that you can achieve.
R	Realistic: While something may be achievable is it realistic? You could set a goal to win the 800m at the Intervarsities but if your athletes PB is 2.30 is it likely to happen?
T	Time-bound: Having a goal set within a time scale helps to motivate and to complete in a certain period. Do you want your goal to stretch the season or just the first three weeks?

Bad examples:

- *"We are going to win the varsities in two seasons."* It is time bound and depending on the club it could be realistic but it is too vague. How are you going to win varsities? What is it that needs to change for you to win?
- *"I want to increase attendance at socials."* Great, but how? And by when?

Good Examples:

- *"By December 2013 we will have 20% of our members trained up to level 1."* Only the club can know if this is realistic, but assuming it is, it is a SMART goal.
- *"We will reduce the number of short corners conceded in semester 1 by 10% by running extra defensive drills."* Ticks all the boxes.

17.5 Making it Happen

Once you have set your objectives and broken them down in to yearly targets, then you need to make sure that they are going to happen. Your role as a committee member is to make sure that you are reaching the targets that you set yourself.

Breaking down the targets into task lists allows you to identify each aspect of the job at hand; importantly it clearly states who is responsible for each aspect of the job and when this should be completed by. See a simple example below.

Objective: Make the AUC Executive Committee a cup of tea			
Task	Resources	Responsibility	Timescale/ Deadline
Buy tea bags and milk	Money	Treasurer	Monday @ 6p.m.
Find out who takes milk & sugar	Pen and paper	Secretary	Monday @ 6p.m.
Make the tea	Kettle, cups and spoons	Team Captain	Monday @ 6.15p.m.
Wash the mugs	Washing-up liquid	Club Captain	Monday @ 6.45p.m.

Although very simple, you can see from the example above that if the Treasurer fails to buy the milk and tea bags that this will set the whole project back.

The use of task lists is incredibly important to allow you to monitor your progress and where necessary chase those on the committee that might be holding you back from developing your club.

17.6 Monitoring Your Development

It is not enough to have a development plan written down. For it to work and to work well it needs to be monitored, reviewed and consistently adapted to make sure that your objectives and targets remain relevant to those who are trying to achieve them.

17.6.1 Profile Your Club

The first thing you should do at the beginning of your term, before you even start to think about your objectives is to profile your club. Write down key statistics for your club such as the number of members, gender split, number of teams, coaches, competition entered etc. It is only by knowing where you are that you can begin to understand where you would like to go.

For example, following your profiling you may have noticed a gender split that heavily favours males. An objective therefore could be attract more female members through introductory women-only training sessions.

17.6.2 Development Meetings

At any stage through the year you can meet with the AUC Executive Secretary to discuss your progress and, if required, help you to adapt or adjust your targets. We are here to help.

17.6.3 Annual Report

At the end of the year your committee should present an annual report. This should include details on your progress against your set targets and will also help form the basis of the handover to your club's next committee.

Miscellany

18.1 Filming and Photography on Campus

Any person/groups wishing to film/photograph your club activities on the campus must first obtain permission from Suzanne Bailey, who will then contact the Communication Office and Services on your behalf. In most circumstances filming/photography is permitted when it is beneficial to UCD. However, any group given permission to film/photograph on campus must provide evidence of Public Liability Insurance which indemnifies UCD and Employers Liability insurance. The value of each will be advised by UCD. This information will be forwarded to the University insurance brokers for verification before filming can commence.

Please be advised that in addition to seeking permission from the relevant University Authorities, written permission must also be sought from those being filmed/photographed. Where those being filmed/photographed are under 18 years of age, written parental consent must be secured.

18.2 Sports Volunteer Development Programme

The Sports Volunteer Development programme is an initiative of the UCD Athletic Union Council, the Dun Laoghaire Rathdown Sports Partnership and the UCD Centre for Sports Studies. Based on the experiences of the partner organisations in working with sports clubs within UCD and the local community, the aim of this programme is to equip volunteers with the necessary skills to effectively contribute to the management and development of their sports club. By providing quality training to participants it is hoped that the programme will create a culture of active leadership and will enable the participants to become positive role models within UCD and community sports clubs.

During the programme participants will attend workshops and seminars on the following subjects:

- Sports First Aid
- Code of Ethics
- Sports Inclusion
- Volunteer Recruitment and Management
- Structures of Sport in Ireland
- Club Finances
- Sports Governance
- Sports Sponsorship
- Communications & Media
- Event Management

18.2.1 Eligibility

Programme participants must be over 18 years of age and currently be or aspire to become, actively involved in an organisational or administrative capacity in a UCD club or a sports club within Dun Laoghaire Rathdown

County.

Eighteen places will be made available this year. Nine of these places will be reserved for members of UCD sports clubs and 9 for those from sports clubs in the County. In both cases, priority for places on the programme will be given to women and volunteers involved in minority sports.

18.2.2 Application Procedure

UCD applicants will be required to complete and return an application form which can be downloaded from www.ucd.ie/sport and return it to Suzanne Bailey (suzanne.bailey@ucd.ie) by the 6th September 2013.

18.2.3 Assessment

Participants will be required to attend all workshops and seminars. In the case of the Sports First Aid course a practical examination will be held at the end of the day which participants are required to pass. Participants will also be required to submit a reflective learning journal at the end of the programme.

18.2.4 Cost

The programme fee is 75 euro. In the case of participants from UCD clubs, the fee will be paid by the AUC. However, should participants from UCD clubs not attend in full at all workshops and seminars they will be liable to the AUC for the full amount of the programme fee.

18.2.5 Programme Design

The programme will be delivered September to December 2013. Participants will be required to attend all ten workshops and seminars totalling 20 hours. All elements of the programme will be delivered in UCD.

Appendix



Club Coach Set-up Form

Club Coach Set-up Form

PAYROLL DETAILS

EMPLOYEE DETAILS

Surname

Forename

Address

Contact tel. no.

Date of Birth

Over 65 years of Age? Yes

No

E-mail

Employment Start Date

Job Title

UCD Club

PPS Number

SALARY DETAILS

Payment per hour

Anticipated No. of Hours

Anticipated Total Cost

Time Period Applicable

Commenced:

Concludes:

Evidence of Qualifications Submitted:

All sections of this form must be completed. Incomplete forms will be returned.

Form to be submitted to the AUC, c/o UCD Sports Office, UCD Sport by 5p.m. on Friday October 4th 2013.

All coaches must sign a coaching contract with the respective UCD Club and the Code of Ethics & Good Conduct for Coaches. These are to be submitted by the UCD Club.

All coaches are subject to Garda Vetting.

All coaches are engaged by the respective UCD Club.

Payment will be made twice per year to coaches (December & May) upon receipt by the AUC of written confirmation from the club of the payment owed to the coach and the club having sufficient funds to cover the payment and associated costs.

Total				

Submitted by:		Date:	
Club:		Tel. No.	
Executive Position:			

Appendix

2

Application Form for
Coaches / Leaders

UCD Athletic Union Council Club Volunteer / Coach Application Form

All information received in this form will be treated confidentially

Name:	
Maiden Name: (if applicable)	
Current Address:	
Previous address over the last five years:	Address 1
	How long have you lived at this address?
	Address 2
	How long have you lived at this address?
	Address 3
	How long have you lived at this address?
	Address 4
	How long have you lived at this address?
Date of Birth:	
Place of Birth:	
Tel. No.:	
Mobile No.:	
PPS Number (R.O.I. only):	
NI Number (N.I. only):	
Previous work/voluntary experience & relevant qualifications:	

Do you agree to abide by the AUC's Code of Ethics & Good Behaviour for Sports Coaches and the UCD Sport Keeping Children Safe Plan (copies available from www.ucd.ie/sport)?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Have you ever been asked to leave a sporting organisation in the past?
(If you have answered yes we will contact you in confidence)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Name:	<input type="text"/>	Name:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Tel. No.:	<input type="text"/>	Tel. No.:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>

For official use only:

Club:	<input type="text"/>	Position applied for:	<input type="text"/>			
Date application received:	<input type="text"/>	Date of interview:	<input type="text"/>			
Interviewed by:	<input type="text"/>	Interviewed by:	<input type="text"/>			
References received & are satisfactory:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Comments:						
Statutory check completed & returned:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Proof of applicants identification received:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	
Recommendation:	Approved		<input type="checkbox"/>	Not approved		<input type="checkbox"/>
Reason if not approved:						
Signed:					Date:	

Appendix

3

Club Locker Key Nomination Form
2013/2014

Club Locker Key Nomination Form 2013/2014

Club:
Captain's Name:
Captain's contact tel. no.:

Name of first nominee:
Position within club:
Address:
Contact tel. no.:

Copy of photo identification attached: Yes No

Name of second nominee:
Position within club:
Address:
Contact tel. no.:

Copy of photo identification attached: Yes No

Name of third nominee:
Position within club:
Address:
Contact tel. no.:

Copy of photo identification attached: Yes No

Appendix

4

Code of Ethics and Good Practice for
Children's Sport in Ireland: Leaders

Code of Ethics and Good Practice for Children's Sport in Ireland: Leaders

The full version is available for download at: www.irishsportsCouncil.ie/participation/code_of_ethics



The Code of Ethics and Good Practice for Children's Sport in Ireland Leaders

Sport and Young People
Many leaders become involved in sport for young people for a variety of different reasons, from a variety of sporting backgrounds and take on varying roles within clubs and organisations. Yet irrespective of the role or responsibility, we share a common goal in our commitment to sport for young people. We want sport to be safe, we want sport to be fun and we want to ensure that no matter what sport young people are involved in, that it takes place in the spirit of 'fair play'.

Fair play is the guiding principle of The Code of Ethics and Good Practice for Children's Sport which is designed to provide guidance for those working with young people in sport. It outlines for sports organisations the type of issues that need to be discussed and addressed to provide the safest and most enjoyable environment for young people. As Sports Leaders we achieve satisfaction from our work with young people. Focusing on the participants' needs and performance, encourages

young people to achieve and demonstrate enjoyment, equality and fair play. They will come to realise that standards of behaviour are as important as sports performance. In taking this approach participants will be encouraged to:

- Have a go - put in their best effort
- Improve their skills
- Make friends
- Play by the rules
- Appreciate/accept everyone in the group, regardless of ability, race, religion, gender etc.

A Child Centred Approach
As leaders we need to keep in mind the reasons why young people want to take part in sport. They want to learn new skills, make new friends, be part of a group, to win and be successful, experience excitement, challenges and action. These too, are the reasons why most leaders are involved- we know sport has a lot to offer young people. As leaders our aim is to create and maintain a safe and fun environment, where we put our

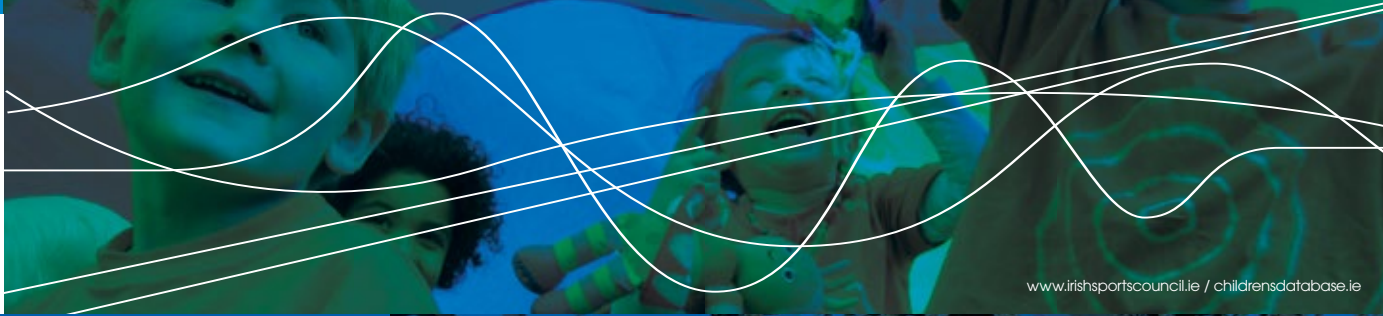
participants at the centre of all or activities. To promote this good practice and create and maintain a child centred approach we:

- Act as good role models
- Are encouraging and positive during sessions so that the participants leave with a sense of achievement
- Plan and prepare appropriately for each session, so that each session suits the needs of the group, all activities are age appropriate and inclusive and allow each person to participate in a fun and enjoyable way.

- Put the welfare and enjoyment of the participant first, striking a balance between this and winning or achieving results
- Enforce the principles of fair play, treating each participant equally, with respect and dignity and ensure that all participants abide by the rules
- Recognize the development needs of the child, (avoiding excessive training and over competition)
- Involve parents/guardians and club members in what we do
- Show the necessary attributes

to work with young people or take on the roles within the club/organisation

- Are qualified or up-to-date with the knowledge and skills related to what we are leading



www.irishsportsCouncil.ie / childrensdatabase.ie

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Good Practice

In keeping young people at the forefront of our planning and practice we can be confident that participants will enjoy their sporting experiences and that our actions are regarded as safe. As Sports Leaders we are responsible for setting and monitoring boundaries - where we strike a balance between a working relationship and friendship with the participants. It is important that we follow an agreed code of good practice and are satisfied that we are suitable to lead the activities we undertake. In addition Sports Leaders should never:

- Exert undue influence over a participant in order to obtain personal benefit or reward
- Share a room with a young person alone on away trips
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about or to a child
- Use any form of corporal punishment or physical force on a young person

- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc.) in the training of young people

Most leaders will be working in an environment where it is recognised that, in a sporting context, certain types of coaching require a 'hands on approach'. i.e., it may be necessary to support a participant in order to physically demonstrate a particular technique. This should only occur when necessary and in an open and appropriate way with the knowledge, permission and full understanding of the participant concerned and his/her parents/guardians. There are other situations where the leader's role may extend beyond the duties of the club/organisation but where possible Sports Leaders should avoid:

- Spending excessive amounts of time with a participant away from others
- Taking sessions alone
- Taking young people to their home
- Taking young people on journeys alone in their car

LEADER'S ROLE

IN THE CLUB

AGREE A CODE OF GOOD PRACTICE
SIGN UP TO A CODE OF GOOD PRACTICE
REVIEW THE CLUBS CONSTITUTION
CREATE DISCIPLINARY PROCEDURES
MAINTAIN A CHILD-CENTRED ETHOS

WITH PARENTS

COMMUNICATE WITH PARENTS
INFORM OF TRAINING PROGRAMME
INFORM OF CHANGE IN LOCATION/TIME
SEEK THEIR ASSISTANCE
INVOLVE IN ORGANISATION

IN TRAINING

EXPERIENCE OF WORKING WITH CHILDREN
KNOWLEDGE OF THE CODE
AWARENESS OF RESPONSE TO ABUSE
LEADERSHIP QUALIFICATION
KNOWLEDGE OF FIRST AID

provides an excellent way for young people to learn skills, become more confident and maximize their own potential. These benefits will occur as a positive approach to involvement of children in sport at places like the needs of a child first and winning and competition second. It is an important goal but at all costs does not meet the needs of young participants. Children seem to enjoy the thrill of competing, to improve their skills, and to have a good time. It is the courage to compete that comes back for more. In the importance of participation for each child, best effort and enjoyment. If participants enjoy their earlier experiences of sport they are more likely to stay involved, returning many benefits in terms of the health and well-being of our future adult population.

For further information:
Contact your Governing Body of Sport and/or the Irish Sports Council, Top Floor, Block A, West-end Office Park, Blanchardstown, Dublin 15.
Tel No: 01 8608800
Fax No: 01 8608880
E-mail: info@irishsportsCouncil.ie
Website: www.irishsportsCouncil.ie
Visit: childrensdatabase.ie

THE IRISH SPORTS COUNCIL



AN CHOMHAIRLE SPÓIRT

www.irishsportsCouncil.ie / childrensdatabase.ie

Appendix

5

Web Account Registration Form
For Clubs & Societies

UCD WWW Account Application/Renewal Form For Societies and Clubs

Information Provider

I, _____, hereby apply for/ renewal of my Club's/Society's WWW account on UCD's main WWW Server, and nominate the person named below as the organisations Designated Agent.

Name of Club/Society: _____

Title of Club/Society: _____

I have read and will abide by the regulations for the use of UCD's WWW Server (See Attached Sheet).

Surname _____ First Name _____

Signature _____ Title _____

Email _____ Student Number _____

Student Consultative Forum

Approved by: _____

Designated Agent (If Applicable) _____

I hereby agree to act as Designated Agent for the Club/Society named above. I have read and will abide by the regulations for the use of UCD's WWW Server.

Surname _____ First Name _____

Telephone _____ Email _____

Student No. _____

For official use: _____

Login ID _____ Date Received _____

Approved by _____

Computer and Network Systems Acceptable Use Policy

University College Dublin is committed to providing computer resources, including e-mail and internet access, for staff and student use to promote the aims of the University and to facilitate education, research and administration.

To safeguard individual users and to ensure the integrity and reliability of the computer system, UCD has the following usage policies. These are not intended to limit an individual's use of the University's computer resources, rather they are designed to ensure that the University can offer the widest possible range of services to its community. Nothing that follows in this document attempts to limit academic freedom as set out in the Universities Act (1997).

The University is committed to maintaining the privacy of its users and does not actively monitor computer usage (including e-mail and the internet). However users should be aware that records are kept of all usage and could be made available in specific circumstances.

In general, the computer resources of the University may not be used for illegal acts, for activities in breach of University policies or for personal commercial activity unless specifically authorised. Only staff of the University, registered students or other approved users may take use of the universities computer resources that are not available to the general public. Unauthorised use may lead to disciplinary action or prosecution under the Criminal Damages Act (1991).

The following highlight a number of areas that you, as a user, must pay particular attention to.

1. You must respect the laws of Ireland and specifically, but not exclusively, be aware of responsibilities under
Copyright Act (1963) and as amended. Criminal Damage Act (1991)
Data Protection Act (1988) Freedom of Information Act (1997)
Prohibition of incitement to hatred Act (1989) Child Trafficking and Pornography Act, 1998
In addition, there are University policies in a variety of areas under which all users must operate.

These include the -Student Disciplinary Code, Policy on Dignity and Respect

2. You may be provided with accounts and passwords to permit access to the college networks and other computer resources. You must take reasonable precautions to prevent unauthorised use of such accounts. In addition, if you are a staff member, you must ensure, in so far as practicable, that the computers in your office or under your control are not used for unauthorised purposes. Advice and practical help will be available to help safeguard data, systems and computer equipment.
3. You must behave reasonably in your use of the college computer resources. You must not undertake or facilitate any activity that could jeopardise in any way, the integrity, reliability and performance of these resources. Any devices connected to the network must comply with the requirements of computing services. Check with Computing Services before you do anything that might affect the network. Wilful damage (or attempted damage) to computer resources will result in disciplinary action, which may include prosecution under appropriate legislation. Likewise deliberately wasteful use of resources and time could lead to a withdrawal of services or severe disciplinary action.
4. You must take reasonable care to ensure that you do not transmit viruses or other malicious computer code to other users. The college will provide guidelines and practical help to all users to protect their computers.
5. It is not acceptable to view, download, transmit or store any offensive, indecent images or material. Nor is it acceptable to attempt to access any files, data or records for which you are not authorised. You may not use the University's computer systems to publish or transmit anything that is libellous or defamatory or is damaging to another computer system. Neither may you deliberately misrepresent your views as those of the University or any other person or organisation. Such action will be regarded as a serious disciplinary matter.
6. All Software installed and used on the university's computer systems, including stand-alone computers, must be appropriately licensed. Where University site licenses permit off-campus use and/or personal use, users must adhere to the terms and conditions of such licenses.
7. Increasing amounts of the data and information are stored on electronic media on the university's computer system. If you have access to or are responsible for such data, you must make yourself aware of the University's security policy for electronically held data and ensure that the integrity, accessibility, accuracy and confidentiality of such data are maintained. If you keep personal data on the others you must comply with the provisions of the Data Protection Act (1988). You must also be aware that the freedom of the Information Act applies to records held in electronic format.
8. A failure to abide by these policies may result in being denied access to computer resources as well as other proceedings.

This policy on acceptable computer use supersedes all previous policies on acceptable computer use and will be amended from time to time as required. Any user of University computer resources is deemed to have made him/herself aware of these policies.

September 2001

Appendix

6

Contract Template for Club Coaches
(Employees)

Coaching Contract

1. PARTIES

1.1 University College Dublin _____ Club. ("hereinafter referred to as the Club").

1.2 _____, ("hereinafter referred to as the Coach") address to be inserted

2. DATE OF COMMENCEMENT

1.1 This agreement will commence on the XXX.

3. DURATION OF AGREEMENT

3.1 This fixed term contract is a XXX month agreement concluding date. The Unfair Dismissals Acts 1977-2001 shall not apply to the ending of this contract by reason of the expiry of the fixed term period.

The objective grounds for the issue of this fixed term contract rather than a permanent contract is the provision of temporary specialist coaching expertise, the need for which is not guaranteed on an indefinite basis.

The fixed term nature of this contract underpins the fulfilment of a legitimate objective of the Club to provide temporary specialist coaching expertise on an as needed basis.

4. DUTIES

4.1 The Coach shall provide services as the **Coach** to the UCD XXX Club

Specific Duties to include: (add / delete as appropriate)

- Develop and implement the training programme for all players on the first team squad.
- Supervise all training sessions for the first team.
- Team selection.
- Attendance at all first team fixtures.
- Assist in the selection, supervision and development of scholarship players.

4.2 In addition to the agreed duties, the Coach may from time to time be required to provide additional or other services as necessary to meet the needs of the Club's requirements. As **Coach** he will report to the Committee of the Club or their nominee.

5. PLACE OF WORK

5.1 The normal place of provision is UCD, Belfield, Dublin 4. The Coach will be expected to perform his duties in such area within Ireland or elsewhere as may be assigned to him from time to time.

6. PAYMENT

(Delete as appropriate 6.1)

6.1 The Club shall pay the fixed amount of XXX for coaching services provided for the duration of this contract.

Or

6.1 The Club shall pay an honorarium of XXX for coaching services provided for the duration of this contract.

Or

6.1 The Club shall pay a fixed rate of XXX per session for coaching services provided.

Or

6.1 The Club shall reimburse the coach for legitimate expenses incurred in the provision of coaching services up to a maximum of XXX. All such expenses must be vouched and copies of receipts must be provided to the Club. Reimbursement of such expenses will be made directly by the Club.

6.2 Payment will be issued on the Club's behalf by the Athletic Union Council upon receipt of an employee

set-up form and confirmation of remuneration from the XXX Club. Payment shall be in the form of a cheque.

- 6.3 The Athletic Union Council on behalf of the XXX Club will deduct at source PRSI, PAYE, etc. from such payments and will issue a pay slip with all payments.
- 6.4 Payments will be made twice per year by the Athletic Union Council on behalf of the XXX Club in December and May.
- 6.5 Where the Coach is unable to attend a coaching session due to illness, he / she should inform the designated Club contact as soon as possible. There is no entitlement to sick pay under the terms of this contract.
- 6.6 Under the terms of this contract, the Coach will have access to a Personal Retirement Savings Account (PRSA) in accordance with the provisions of the Pensions (Amendment) Act 2002. The Club does not make any employer contribution to PRSA's. Information is available on request from the Club Secretary.

7. HOURS OF SERVICE PROVISION

- 7.1 The Coach shall provide a minimum of XXX hours service a week, including time on Saturdays, Sundays and Public Holidays, at times commensurate with the training of athletes and as agreed with the Club, and this shall be considered normal hours. The Coach may be required to provide services to the Club in such hours outside and above the normal hours as the Club considers necessary to meet the needs of the club and the Coach shall not be entitled to be paid for such further hours.

8. TERMINATION OF AGREEMENT

- 8.1 The Coach may terminate this agreement by giving to the Club not less than one month's notice in writing.
- 8.2 The Club may terminate this agreement by giving one months notice in writing, and shall be sufficiently served on the Coach by post to the address to which it was sent.
- 8.3 In cases of gross misconduct, the Club reserves the right to terminate the Coaches agreement without notice or a payment in lieu thereof.
- 1.4 On termination of this agreement for whatsoever reason, the Coach must return all Club property, which is in their possession. The Coach will be liable to reimburse the Club for any loss of or damage to such property, except for fair wear and tear.

9. EXTERNAL ACTIVITY

Any external activity engaged in by the Coach must not be such as to interfere with the fulfilling of the terms of this agreement with the Club.

Any employment, self employment, working partnerships or consultancy work entered into by the Coach must not conflict with the interests of the Club and must have prior written authorisation from the Club. Approval may be given where this activity is not deemed to interfere with the fulfilling of the Coach duties and responsibilities to the Club and/or where such activity is deemed not to be in conflict with the interests of the Club. Such approval will not be unreasonably withheld. Any approval/refusal will be subject to on-going review by the Club.

10. CONFIDENTIAL INFORMATION

- 10.1 In the course of, or for the purposes of this agreement, the Coach will acquire or have access to and be entrusted with information which is confidential to the Club. It is the Coach duty to observe such confidentiality. The restriction shall continue to apply after the termination of this agreement.

11. HEALTH AND SAFETY

- 11.1 While the Club will, as far as practicable, ensure a safe and healthy environment, the responsibility for personal health, safety and welfare while undertaking the duties of this agreement rests with the Coach. The Coach should ensure that the duties are conducted taking due care of health, safety and welfare without putting at risk the health, safety and welfare of himself, his colleagues, members of the Club and members of the public.

13. INSURANCE

13.1 For the duration of the agreement the Athletic Union Council shall take out and maintain public liability insurance and employer’s liability insurance on behalf of the XXX Club. The Athletic Union Council shall provide a current certificate of insurance on request from the Club.

14. ACCIDENT REPORT

14.1 The Coach shall report any reported accident which occurred on any part of the UCD campus to the UCD Sport Duty Manager (tel. (01) 716 2121 or to the UCD Safety Office ((01) 716 2068 /2070) as soon as the accident become apparent and in any event within 24 hours from when such an accident occurs. The individual will be required to complete an accident report form.

15. CLUB POLICIES & RULES

15.1 The policies and rules of the Club are as set out in the Clubs Constitution and Safety Policy document. In addition, it should be noted that the Club is affiliated to the Athletic Union Council and is therefore governed by the policies and rules of the Athletic Union Council.

15.2 The Keeping Children Safe Policy for UCD Sport, reinforces the importance placed by the University on the protection of children and young people. All coaches are required to read and implement this policy while undertaking their duties. Furthermore, it is the policy of the Athletic Union Council that all coaching appointments are subject to Garda Vetting. Consequently, the Coach will be required to comply with the Athletic Union Council’s Garda Vetting procedures. Failure to do so will result in automatic disqualification.

15.3 The Coach is required to read and sign the Athletic Union Council’s Code of Ethics & Conduct for Sports Coaches. Failure to do so will result in automatic disqualification.

I acknowledge receipt of and agree to the terms and conditions of this coaching agreement as set out.

Signed

Witness:

Date

Signed:

For and on behalf of University College Dublin XXX Club

Witness:

Date:

Appendix

7

Permission Form for use
of Club Equipment

AUC Affiliated Clubs Equipment Usage Agreement

I, _____, the duly authorised officer of UCD Sport, hereby confirm that UCD Sport is using equipment owned by UCD sports clubs for activities which are non-club related. While using the said equipment, UCD Sport confirms that it is using the equipment without any prejudice to the respective UCD club and accepts in full the responsibility of ensuring that the said equipment is fit for purpose and used in an appropriate manner under the supervision of qualified instructors. Furthermore, UCD Sport will specifically indemnify all clubs affiliated to the AUC in respect of the use by UCD Sport of equipment owned by AUC affiliated clubs.

Signed by: _____ Date: _____

On behalf of UCD Sport

Received by : _____ Date: _____

Copy of insurance received: Yes / No Date: _____

8

UCD Athletic Union Council Code of
Ethics & Conduct for Sports Coaches

UCD Athletic Union Council Code of Ethics & Conduct for Sports Coaches

University College Dublin Athletic Union Council (AUC) is committed to the promotion of an environment for participation, play and performance which upholds the dignity and respect of the individual and which supports every individual's right to participate, play and perform in an environment which is free from any form of harassment, intimidation or bullying, and where improvements in performance are facilitated through a programme of safe, guided practice and measured performance & / or competition.

The AUC recognises that the role of the coach within sport is a very important one. Sports coaches are expected to conform to ethical standards in a number of areas: respect and dignity, relationships, commitment, co-operation, integrity, advertising, confidentiality, abuse of privilege, safety and competence. To be part of the coaching team in UCD it is a requirement that all potential coaches agree to this Code of Ethics and Conduct by signing the attached form and returning it to the UCD Sports Office. All coaches will also be required to read and implement the "Keeping Children Safe Policy for UCD Sport" a copy of which is available from www.ucd.ie/sport/clubs/clubforms

Furthermore, all coaches shall be subject to Garda Vetting and will be required to complete a Garda Vetting form and return it to the UCD Sports Office.

For the purposes of this code, the coach is defined as any person who is responsible for the development of an individual or group of individuals within a specific sport and who has been formally appointed by the Executive Committee of the relevant Sports Club or an authorized representative of that Sports Club. As well as the sporting development, the coach is also tasked with the all round development of the player / participant, or group of players / participants, within the sporting context.

Consequently, in addition to the respective National Governing Body's Code of Conduct, a coach must meet the following requirements in regard to their conduct during any activity held or sanctioned by an affiliated AUC Club and in their role as a coach appointed by that club.

Dignity and Respect

Coaches must respect the rights, dignity and worth of each person in their right to self-determination. Specifically, coaches must ensure to treat everyone equitably and sensitively within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion, political beliefs or socio-economic status.

Coaches should encourage players / participants to respect one another and to expect respect for their worth regardless of their level of play.

Coaches should encourage players / participants to respect their opponents and their spectators.

Coaches must ensure their actions, words or gestures do not breach the protected areas covered under Equality Acts¹.

Anyone working with any member of the UCD community will also need to be cognisant of UCD's Dignity and Respect Policy which is available from: [www.ucd.ie/equality/policies/Dignity and Respect](http://www.ucd.ie/equality/policies/Dignity%20and%20Respect)

Relationships and Boundaries

Coaches must be concerned primarily with the well-being, safety, protection and future of the individual player / participant. There must be a balance between the development of performance and the social, emotional, intellectual and physical needs of the individual.

Encourage and facilitate players / participants independence and responsibility for their own behaviour, performance, decisions and actions.

Involve players / participants in all decisions that affect them.

Do not tolerate acts of aggression.

Provide feedback to players / participants in a manner sensitive to their needs. Avoid overly negative feedback.

Ensure any physical contact with players / participants is appropriate to the situation and necessary for the players / participants skill development. Ensure that no action could be misconstrued and that any National Governing Body guidelines on this matter are followed.

¹ Protected areas covered under the Equality Acts are: gender, civil status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller Community.

Players/ participants should be made aware of the coach's qualifications and experience, and must be given the opportunity to consent to or decline proposals for training, performance or competition.

Avoid situations with your players / participants that could be construed as compromising.

Be conscious of the fact that as the coach of a UCD club, you are representing the respective UCD club, the UCD Athletic Union Council and the University at all times. Language, gestures and interactions that occur before, during and after a sporting event will not only have an impact on the player / participant but also on spectators and those attending the event. Negative displays will not only undermine the individual it can also have a negative affect on the reputation of UCD. Consequently, coaches must consistently display high standards of behaviour and appearance.

Commitment

Coaches should clarify in advance with the UCD club the number of sessions, fees (if any) and method of payment. They should explore with the players / participants and the Club the expectation of the outcome of coaching. The AUC requires that all coaches sign a written contract, whether paid or not for their service.

Declare to the players / participants and / or club any other coaching commitments. They should also find out if any prospective player / participant is receiving instruction from another coach. If so the, the coach should be contacted to discuss the situation.

Coaches who become aware of a conflict between their obligation to their players / participants and their obligation to other organisations employing them, or availing of their service, must make explicit to all parties the nature of the conflict, and the loyalties and responsibilities involved.

Co-operation

Recognise players' / participants' rights to consult with other coaches and advisers. Co-operate fully with other specialists for example, sports scientists, doctors and physiotherapists).

Integrity

Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances.

Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your players / participants.

Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.

Know and abide by rules, regulations and standards, and encourage players / participants to do likewise. Accept both the letter and spirit of the rules.

Ensure that activities, training and competition programmes advocated and directed are appropriate for the age, maturity, experience and ability of the individual player / participant.

Be honest and ensure that qualifications are not misrepresented.

Confidentiality

Coaches and players / participants must reach agreement about what is to be regarded as confidential information's (i.e. not divulged to a third party without the express approval of the player / participant).

Confidentiality does not preclude the disclosure of information about an athlete to person who can be judged to have a right to know. For example, evaluation for competitive selection purposes, recommendations for employment, legal and medical requirements for disclosure, in pursuit of action to protect children from abuse, in pursuit of disciplinary action by a sports organisation or club against one of its members.

Abuse of Privilege

The coach is privileged to have regular contact with athletes and occasionally to travel and reside with players / participants in the course of coaching and competitive practice. A coach must not attempt to exert undue influence over the athlete in order to obtain personal benefit or reward.

Note: the intention of the coach will not be the determinate as to whether undue influence or pressure has been extended

on a player / participant. The impact of the actions of the coach on the player / participant will determine whether the behaviour was acceptable. In situation where teams are travelling it may be a requirement that coaches of both genders travel with the team.

Coaches must display high personal standards and project a favourable image of their sport and of coaching to players / participants, their parents / families, other coaches, officials, spectators, the media and the public.

Coaches should never smoke while coaching.

Coaches should not drink alcohol before coaching if it could affect their competence to coach, compromise the safety of participants / players or obviously indicate they had been drinking.

In all situations the relationship of the coach player / participant must be maintained regardless of the environment. Coaches must maintain their professionalism even when attending events associated with the team.

Coaches will have access to contact information and must only use this to contact the player / participant with information relating to their training and competition needs.

Safety

Within the limits of their control, coaches have a responsibility to ensure as far as possible the safety of the players / participants with whom they work. Coaches should read and adhere to the respective club safety statement.

All reasonable steps should be taken to establish a safe working environment.

The activity undertaken should be suitable for the age, physical and emotional maturity, experience and ability of the performers.

Coaches have a duty to protect all members from harm and abuse.

The performers should have been systematically prepared for the activity and made aware of their personal responsibilities in terms of safety.

Coaches should arrange adequate insurance to cover all aspects of their coaching practice.

Coaches should be aware that they are responsible for all players / participants in their care during any club organised event. The coach's responsibility only ends when the full team have returned to the point of departure for team events. In an instance where one of the athletes decides to make alternative arrangements the coach must receive verbal confirmation of same from the athlete.

Place the well-being, safety and enjoyment of each player / participant above everything, including winning.

Confine practice to those elements of sport in which they have been adequately trained / educated.

Ensure that all coaching is delivered in accordance with the respective clubs health & safety statement and the approved practice for that activity as defined by the respective sports governing body.

Advertising

Advertising by coaches in respect of qualifications, training and /or services must be accurate and professionally restrained. Coaches must be able to present evidence of current qualifications upon request. Evidence should also be available to support any claim associated with the promotion of their service.

Coaches must not display any affiliation with an organisation in a manner that falsely implies sponsorship or accreditation by that organisation.

Competence

Coaches shall confine themselves to practice in those elements of sport for which their training and competence is recognised by appropriate governing body. Training includes the accumulation of knowledge and skills through formal coach education courses, independent research and the accumulation of relevant verifiable experience.

Recognise and accept when to refer players / participants to other coaches or agencies.

Regularly seek ways of increasing their personal and professional development.

Welcome evaluation of their work by colleagues and be able to account to players / participants, the club, National Governing Bodies and colleagues for what they do and why.

Maintain own effectiveness, resilience and abilities. Recognise when their own personal resources are so depleted that help is needed.



Acceptance of the University College Dublin/ UCD Athletic Union Council Code of Conduct for Sports Coaches

I have read the University College Dublin/ UCD Athletic Union Council Coaching Code of Conduct and agree to abide by its contents.

Signed: _____ Date: _____

Print Name: _____ Position: _____

This form must be retained by the UCD Sports Office.

UCD Athletic Union Council Complaints Procedure

Complaints Procedure

Anyone wishing to make a complaint about any person acting in the capacity of a club coach within the context of this Code of Conduct must follow the procedures outlined below:

1. Report the matter to the AUC Executive Secretary, Ms. Suzanne Bailey.
2. Report the matter to the employer of the coach i.e. the UCD club that has engaged the coach.
3. On receipt of a complaint procedural guidelines will be issued to all parties.

AUC Disciplinary Procedure

1. Without prejudice to the rights of the University or of individual students in relation to proceedings against individual students under the terms of the Student Code, a club, its officers or members may be charged with conduct which infringes on the rights of members of the University or which brings the University into disrepute, or with failing to abide by the provisions of its constitution, the operations of a club as outlined in the AUC Club Operations Manual and /or the constitution of the AUC. (Ignorance of the content of the Club Operations Manual will not be considered a reasonable excuse).
2. Accusations leading to charges under "Disciplinary Procedures" may be made by any individual or group and should be brought in the first instance to the attention of the AUC Executive Secretary. The Executive Secretary, in consultation with the AUC Hon. Secretary, the AUC President and the UCD Director of Sport shall decide if there is, *prima facie*, a case to be considered. If it is so decided the case may be heard in the first instance by the Executive Secretary. The decision of the Executive Secretary will be communicated in writing to the parties concerned within 14 days of the hearing.
3. Where the parties concerned wish to appeal the decision of the Executive Secretary, this appeal must be lodged within 7 days of receipt of the decision and the case shall be referred to a sub-committee of the AUC officers. The sub-committee will usually be comprised of at least one officer of the AUC and the Director of Sport, and will hear the appeal within 14 days of it being lodged.
4. The AUC shall regulate and apply its own procedures in accordance with the principles of natural justice. In cases where it is satisfied that the charges brought have been proved, it may impose such penalties as it considers appropriate, including fines, suspension from office, exclusion from sporting activities, withdrawal of affiliation, non-awarding or reclamation of any grant.
5. The final decision of the AUC will be communicated in writing to the parties concerned and to the Vice President for Students who can adjudicate if the case needs to also be brought to a higher internal UCD authority and / or the Gardai.
6. In the event of any inability on the part of the AUC to deal with any matter, or in relation to former officers of a Club over whom the AUC has no jurisdiction, the case be referred to the Registrar of the University, who bears ultimate responsibility for student discipline or to the Vice President for Staff in the case of staff discipline.

Appendix

9

Project Plan for Hosting an Intervarsity

Area	Action	Responsibility
Intervarsity Name	Name of the Intervarsity Competition.	
Date & Time	Date and time of the Intervarsity.	
UCD Facilities	<p>UCD Sports Facilities required for the event. For indoor facilities please contact Jenna.Geiran@ucd.ie.</p> <p>Where you require synthetic grass please contact Brian.Cashman@ucd.ie. You will be required to book and complete a Sports Facilities - Event Booking Form. Where you require natural grass pitches please contact Suzanne.Bailey@ucd.ie</p> <p>Should you require use of the Sports Clubhouse or Student Centre rooms please contact the Sports Development Manager.</p>	
External Facilities	Name, address and phone number of External Sports Facilities Required for the event.	
Public Liability Insurance	If you are using an external venue you must provide a copy of the AUC's Public Liability Insurance for the external venue. See the Sports Development Manager for details. Whether you are using internal or external facilities a copy of your event plan must be submitted to the UCD Safety Office, please see section on Safety Office below.	
Equipment	Match balls, Flags, Mats etc	
Organising Committee	<p>To comprise Chair, Secretary and Treasurer, Development Manager (if required) plus a number of other club members.</p> <p>Tasks to be allocated to members of the committee e.g. entertainment, presentation dinner, communication etc.</p> <p>Reference www.studentsport.ie for entire organisational issues and useful information.</p>	
Number of Teams	<p>Estimate of the number of sports team/individuals that will be competing. Use previous year's numbers as an estimate.</p> <p>Fixtures schedule to be devised.</p>	
Budget	<p>Budget plan to be drawn up and submitted to the AUC for approval. Suggested budget income and expenditure:</p> <p>Expenditure:</p> <ul style="list-style-type: none"> • Officials • Refreshments/Meals • First aid/Medical • Posters & Printing • Medals & Trophy's • Equipment – balls, flagpoles etc • Crew T-shirts • Income: • Participation Fees per team/individual • Sponsorship • NGB Funding • AUC Funding required. 	

Area	Action	Responsibility
Varsity Dinner	<p>The Organising Committee should consider very carefully the feasibility of a Presentation Dinner. If you proceed to arrange this function, it should be organised in consultation with the Sports Development Manager and it must be conducted in the cordial and distinguished manner, which it merits. Furthermore, it should be self-financing.</p> <p>Please be advised that the AUC will not provide any funding for a varsity dinner.</p>	
Potential Sponsors	<p>€: Confirmed:</p> <ul style="list-style-type: none"> • Sponsorship In Kind: Confirmed: • Energy bars • Water or soft drinks - Red Bull, Coca Cola • Sports Equipment 	
Insurance	See the Sports Development Manager for details of Public Liability Insurance, Personal accident Insurance & NGB Insurance.	
First Aid	<p>First aid cover is required on site for the duration of the event. The Safety Office / Development Manager will advise if an ambulance is required once full details of the event are provided.</p> <p>Should you require the services of an external provider please contact St. John's Ambulance tel. 01 6688077 to get a quote.</p>	
Accommodation	<p>Source 'packages' from local hotels based on approximate number of participants – Stillorgan Park Hotel, Tara Towers, Burlington</p> <p>Communicate accommodation options to colleges.</p>	
Communication	<p>Communication with participating colleges is of utmost importance.</p> <p>Establish email database for all participating clubs/universities</p> <p>Information updates to be sent to clubs and Club website/facebook to be used as key point of information</p> <p>Set up a player welcome area/registration at the Sports Grounds and all clubs to be given a player welcome pack</p> <p>Fixtures to be displayed in the Sports Grounds / UCD Sport.</p>	
Eligibility	<p>It is essential that participants' eligibility is checked before the start of the tournament.</p> <p>Entry forms to be 'stamped' by university and participants must bring their student cards.</p>	
Safety Office	<p>Contact Dr. Peter Coulahan tel. 716 2066 safety@ucd.ie to inform him that the event is happening and provide him with a copy of the event management plan.</p> <p>You need to contact at least three weeks in advance of the event so make sure that the Safety Office is happy with the event plan and can extend the AUC's insurance to cover the event.</p>	
Community Guard	If applicable (check with the Sports Development Manager) contact the Community Guard in the Campus Services Office (Agricultural Science) Monday-Wednesday 1-2p.m. or Donnybrook Garda Station 01 6669200 to inform him that the event is happening.	

Area	Action	Responsibility
Food & Refreshments	Details of food and refreshments to be provided for all participants. Include details of venue, costs and meal tickets or vouchers	
Captains Meeting	<p>It is important that the Organising Committee schedule a Captains' Meeting on the first day of the competition. This Meeting should be attended by the Organising Committee, the University / College Sports Officer and two club members from each of the Universities/Colleges. At this meeting discussions should be held on:</p> <ul style="list-style-type: none"> • Competition Rules • Code of Conduct • Selection of Representative Team (if applicable) • Initiation of Irish University Association (if not already in place) 	
Crew T-Shirts	Quantity of Crew T-shirts required for event crew. Where to purchase t-shirts, printing costs etc	
Publicity	<p>Launch to be organised approximately 10 days before the event to include a photo on campus</p> <p>Contact the College Tribune (editor@collegetribune.ie or tel. 01 716 8501) and University Observer (sport@universityobserver.ie or tel. 01 7163835 /3837) to advise them of the event and provide them with some information</p> <p>Create a pre & post event article for media and websites</p> <p>Use Facebook - your club page, UCD Sport</p> <p>Send pdf of poster, press release and photo to sport@ucd.ie</p>	
Results	To be communicated to sport@ucd.ie and admin@studentsport.ie	
Next Years Event	To be agreed before the end of the tournament in UCD and communicated to Student Sport Ireland and the governing bodies.	

For further assistance or queries regarding hosting an Intervarsity event contact:

Suzanne Bailey, Sports Development Manager

Tel.: 716 2208

E-mail: Suzanne.bailey@ucd.ie

Web: www.ucd.ie/sport

Facebook: UCD Sport

Twitter: [ucdsportsclubs](https://twitter.com/ucdsportsclubs)



WWW.UCD.IE/SPORT