

Sports Club Officer Training

**Thursday 13th
September 2018**



Introductions

- Suzanne Bailey, AUC Executive Secretary / Development Manager Tel. 716 2208
- Joe Carthy, AUC President
- Maoiliosa O'Dubhthaigh, AUC Hon. Secretary
- Georgina Dwyer, Executive Assistant Tel. 716 2183
- Paula Cashman, Sports Development Officer Tel. 716 2122
- E-mail: sport@ucd.ie



Introductions

- Congratulations on being elected / nominated to the committee of your club.
- It will be a busy year, with some challenges.
- Hopefully you will enjoy it, make new friends, learn some new skills and maybe be successful!
- The AUC and the sports staff are here to help you.



Why?



Why?

Factors influencing Graduate Employability



International Employer Barometer 2007

Training Agenda

- Safety & Insurance
- SIS Membership & Document Management Systems
- Club Banking
- Election of constituency representatives
- AUC Part 1 - Grants & Key Dates
- AUC Part 2- Policies & Procedures



UCD SIRC Office

Safety & Insurance Aspects of Sport in UCD

Presented by Dr. Peter Coulahan

UCD SIRC Manager

safety@ucd.ie



University SIRC Office

The University SIRC Office has an involvement with sports clubs with respect to:

1. Child Safeguarding Risk Assessments
2. Club Safety Policy Documents
3. Club Insurance Matters
4. Large Event Planning



Child Safeguarding Risk Assessments

- All sports clubs are required to submit a Child Safeguarding Risk Assessment online
- A template is provided to all clubs (see www.ucd.ie/sport)
- This document outlines how the club will protect members under 18 years of age.



Child Safeguarding Risk Assessments

- The UCD Template is designed to meet the clubs legal duties under relevant child safety legislation.
- On its own this document will not make your club fully compliant with Sport Ireland Guidelines or your NGB's Guidelines on child protection.



Child Safeguarding Risk Assessments

- If your NGB has additional mandatory requirements in this area then you will need to review and implement same.
- Clubs can implement any additional child protection measures over and above those required by the AUC, but cannot exclude under 18's from their club activities.



Club Safety Policy Documents

- All sports clubs are required to submit a Club Safety Statement online
- A template is provided to all clubs (see www.ucd.ie/sport)
- For most clubs this will be a relatively simple document to complete.



Club Safety Policy Documents

- Some clubs by their nature will be required to complete a more detailed Safety Statement.
- This is due to the risks associated with the activities of these clubs.
- It is recommended that if necessary these 'higher risk' clubs contact the SIRC Office directly for assistance in this regard.



Club Safety Policy Document

Higher Risk Clubs

- Ladies Boat
- Men's Boat
- Canoe
- Caving & Potholing
- Mountaineering
- Kite
- Orienteering
- Target Shooting
- Sailing
- Sub Aqua
- Surf
- Windsurfing



Club Safety Policy Documents

- Grant payments will only be paid to clubs when their safety documents are approved by the SIRC Office.
- An evening information session has been arranged to aid club personnel in completing these templates. (Wednesday 19th Sept. @ 6p.m. Venue C005 Health Sciences).



Club Insurance

- **Public Liability Insurance**

- €6.35 million for affiliated UCD Clubs.

- This type of insurance covers the clubs and the club members if they are sued for any loss or damage that their activities cause to a third party. It also extends to those coaches who are engaged by clubs and who are paid via the AUC & Mazars.



Club Insurance

- **Employers Liability Insurance**

- €13m million for affiliated UCD Clubs.

- This type of insurance covers the clubs and the club members in the event that they are sued by club employees e.g. those coaches that are engaged by clubs and who are paid via the AUC & Mazars are designated as club employees and are covered by this insurance.



Club Insurance

■ Personal Accident Insurance

- Covers UCD sports clubs members engaged in sporting activities with their UCD clubs.
- Medical expenses maximum pay out of €5,000 to any person in any year (excess €500).
- Dental expenses up to €1,500 (excess €500).
- Up to six physiotherapy visits per year (excess €500).
- Does not cover loss of earnings.
- Various payments for serious injury.
- Applies to 32 counties only. If travelling overseas require additional insurance.



Club Insurance

- **Equipment Insurance**
 - Equipment insurance needs to be in place for a number of clubs due to the value of their equipment e.g. Boat, Sub-Aqua, Sailing, etc.
 - Important that an up to date inventory is submitted to the AUC every year.



Club Insurance

- **Third Party Professional Insurance**
 - Coaches who are engaged directly by clubs, without payment via the AUC & Mazars, are deemed as third party contractors and must have their own insurance, to be submitted to the AUC for approval. They are not covered by the AUC policies.
 - They should also be qualified, vetted and should maintain their own affiliation to the respective sports governing body.
 - Evidence of current qualification and membership should be submitted.



Club Insurance

- **‘Medical’ Volunteers / Professionals**
 - Professional medical personnel volunteering / working to assist the clubs with medical matters (doctors, physios, etc.) are not insured by the university against medical negligence claims.
 - Such persons must be made aware of this before they are allowed assist your club and it should be recommended to them that they have their own medical negligence cover in place.
 - A medical personnel form must be completed for any medic working/volunteering with clubs.



Large Event Planning

- Where hosting large events the club may need additional insurance.
- In addition, the Club will be required to submit full details of the event (an event plan) in writing to the University SIRC Office for review.
- Larger events may also require a detailed event management plan.
- Template for event management plans available.
- You are advised to contact the SIRC Office as early as possible when planning large events.



Accident Reporting

- All accidents involving club members or third parties must be reported to UCD SIRC Office on the appropriate form which can be obtained from the UCD Sports Office reception.
- Similarly all potential equipment losses must be reported to the SIRC Office if an insurance claim is likely.
- Before trip complete on-line travel form.
- Sports Emergency number (01) 7162121.



Safety

Q & A



Clubs

Automation of Membership

13 September 2018

Eoghan Nugent
EAG Customer Support
UCD IT Services



UCD Sport

Spórt UCD

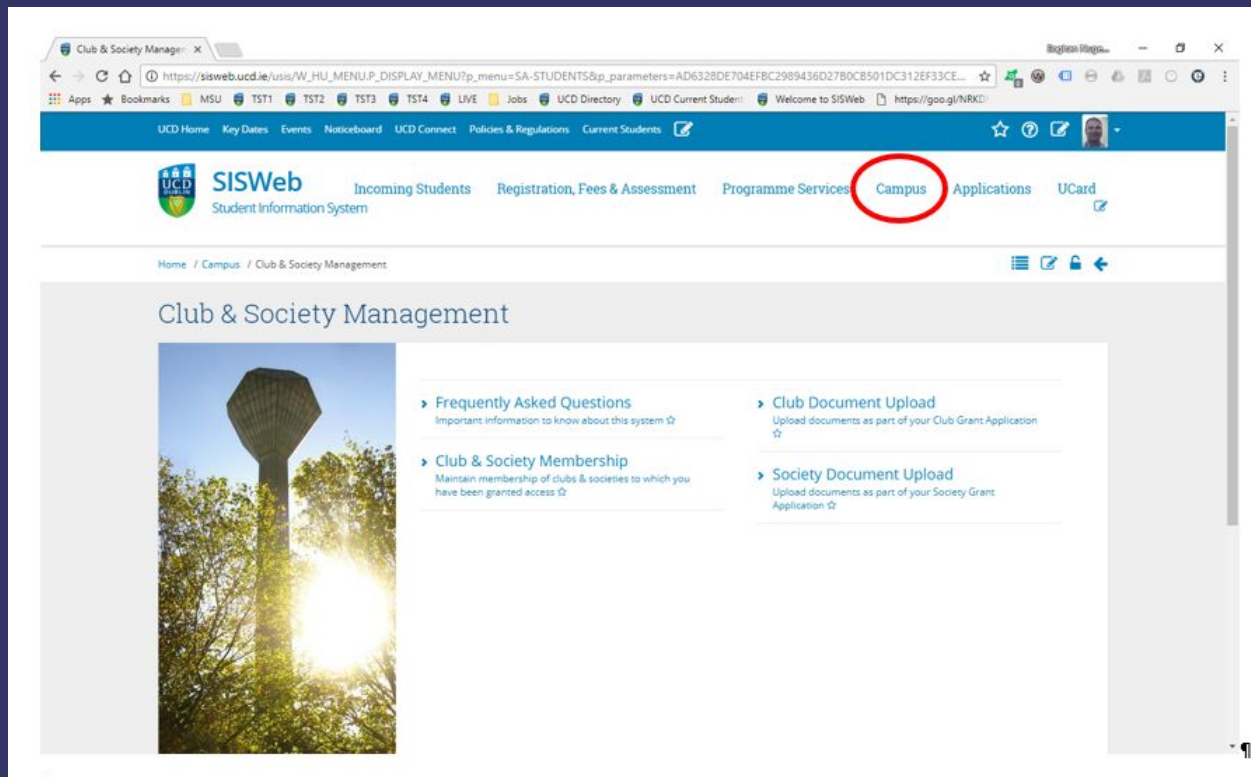
Recording of Membership

For 2018/19 continuing the online method of recording membership of Clubs & Societies.

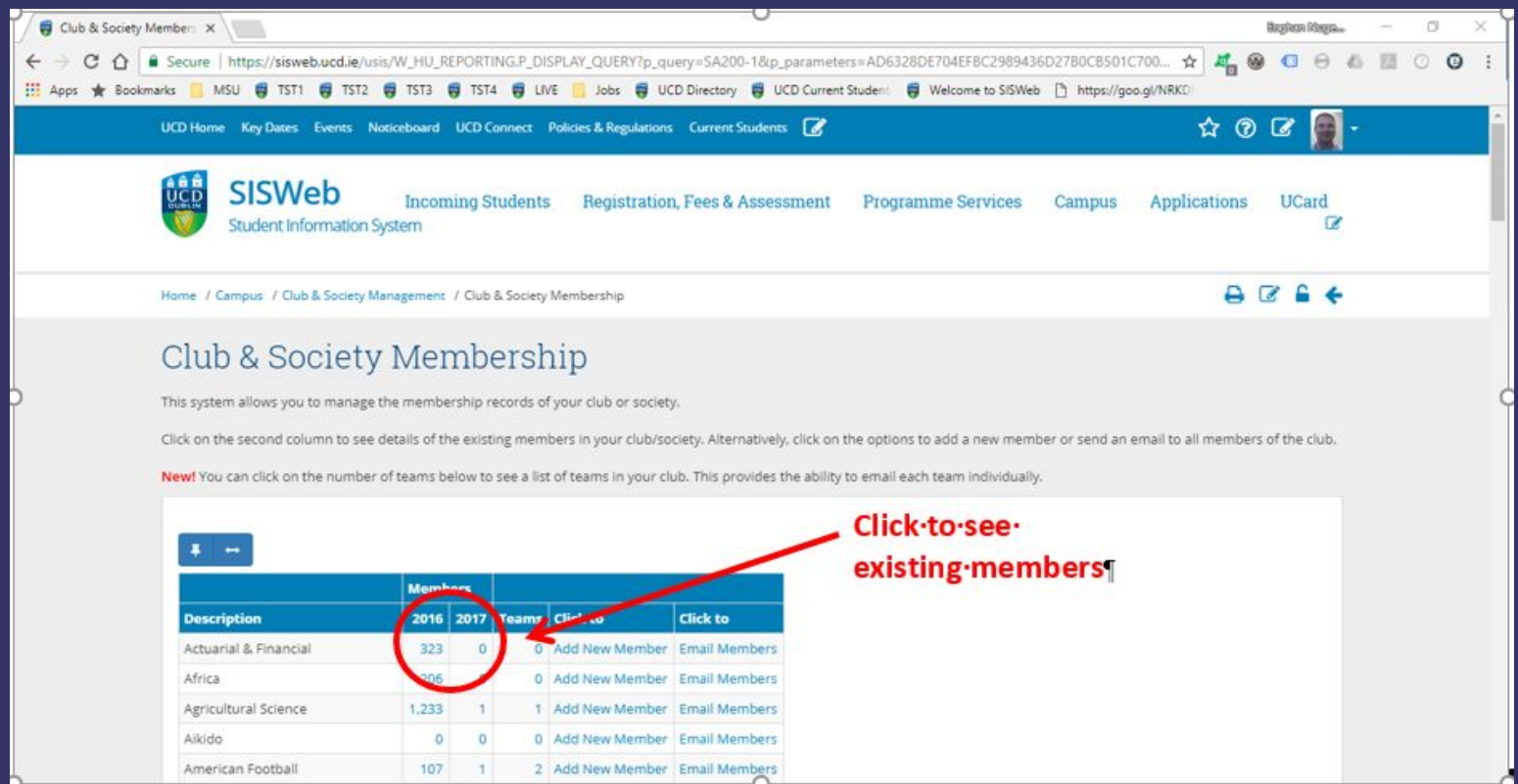
Using this system enables you to:

- Eliminate paper membership records.
- Ensure a single accurate database of membership is maintained with access to all relevant parties.
- Automatically email all members at one time.

The Club Management screen appears in SISWeb on “Campus” tab



The Club Membership screen is used to manage the membership of your club



Club & Society Membership

This system allows you to manage the membership records of your club or society.

Click on the second column to see details of the existing members in your club/society. Alternatively, click on the options to add a new member or send an email to all members of the club.

New! You can click on the number of teams below to see a list of teams in your club. This provides the ability to email each team individually.

| Description | Members | | Teams | Click to | Click to |
|-----------------------|---------|------|-------|----------------|---------------|
| | 2016 | 2017 | | | |
| Actuarial & Financial | 323 | 0 | 0 | Add New Member | Email Members |
| Africa | 206 | 0 | 0 | Add New Member | Email Members |
| Agricultural Science | 1,233 | 1 | 1 | Add New Member | Email Members |
| Aikido | 0 | 0 | 0 | Add New Member | Email Members |
| American Football | 107 | 1 | 2 | Add New Member | Email Members |

Click to see existing members of the club

Club & Society Membership

UCD Home Key Dates Events Noticeboard UCD Connect Policies & Regulations Current Students

SISWeb Student Information System Incoming Students Registration, Fees & Assessment Programme Services Campus Applications UCard

Home / Campus / Club & Society Management / Club & Society Membership / Club & Society Membership

Club & Society Membership

Members of Comedy

| ID Number | Member | Committee | Team | Under 18 | Email Address | Mobile Number | Emergency Contact | Click to | Copy to Current Year |
|------------|------------|-----------|------|----------|---------------|---------------|-------------------|----------|--------------------------|
| [REDACTED] | [REDACTED] | | | No | [REDACTED] | [REDACTED] | [REDACTED] | Edit | <input type="checkbox"/> |
| [REDACTED] | [REDACTED] | Auditor | | No | [REDACTED] | [REDACTED] | [REDACTED] | Edit | <input type="checkbox"/> |
| [REDACTED] | [REDACTED] | Auditor | | No | [REDACTED] | [REDACTED] | [REDACTED] | Edit | <input type="checkbox"/> |

3 rows took .06 seconds run **Export to Excel** Edit Query Query Cols SQL

You do not need to record email addresses, mobile numbers or emergency contact information

Option to download to Excel

UCD Home Useful Links Contact Details

Adding a new member is easy ...

The screenshot shows the 'Add a new Member' form in the SISWeb system. The form has three main input fields: 'Member*', 'Club/Society*', and 'Team'. The 'Member*' field is empty, and the 'Check Name' button is disabled. The 'Club/Society*' field is set to 'S001 - Aikido'. The 'Team' field is a dropdown menu, currently showing a downward arrow. A red box highlights the 'Team' dropdown, and a red arrow points to it from a text box on the right. The text box contains instructions on how to enter the member information.

Member*

Club/Society*

Team

Save

Check Name

S001 - Aikido

Just enter the member based on:

- (1) Their student number (recommended)
- (2) Their name
- (3) Their email address

And click "Check Name"

If you wish to assign to teams

Copying members from last year

Club & Society Members

https://sisweb.ucd.ie/isis/W_HU_REPORTING.P_DISPLAY_QUERY?p_query=SA200-1A&p_parameters=3982903F6B45ED630D5231DA2F33C8FCE0C...

UCD Home Key Dates Events Noticeboard UCD Connect Policies & Regulations Current Students

SISWeb Student Information System Incoming Students Registration, Fees & Assessment Programme Services Campus Applications UCard

Home / Campus / Club & Society Management / Club & Society Membership / Club & Society Membership

Club & Society Membership

Members of Architecture

Members of Architecture

| ID Number | Member | Committee | Team | Under 18 | Email Address | Mobile Number | Emergency Contact | Click to | Copy to Current Year |
|-----------|--------|-----------|------|----------|---------------|---------------|-------------------|----------|--------------------------|
| | | | | | | | | Edit | <input type="checkbox"/> |
| | | | | | | | | Edit | <input type="checkbox"/> |
| | | | | | | | | Edit | <input type="checkbox"/> |
| | | | | | | | | Edit | <input type="checkbox"/> |
| | | | | | | | | Edit | <input type="checkbox"/> |
| | | | | | | | | Edit | <input type="checkbox"/> |
| | | | | | | | | Edit | <input type="checkbox"/> |
| | | | | | | | | Edit | <input type="checkbox"/> |

Tick the students (max-20) that you want to copy each time.... then
Click "Copy to Current Year"

How the system works

- AUC Executive Secretary has to setup each club and nominates a person to maintain the club membership. (Max. 2 people)
- It is mandatory that all members are recorded in the system so that they are insured for club activities.
- Only those who have paid are to be recorded on the system.

Email Members of the Club

Targeted Communication

https://sisweb.ucd.ie/isis/W_ID_GROUP_EMAILS.P_SELECTION?p_query=SA200-1A&p_parameters=3982903F6845ED630D5231DA2F33C8FCC96CB68BADC...

MSU TST1 TST2 TST3 TST4 LIVE Jobs UCD Directory UCD Current Student Welcome to SISWeb https://goo.gl/NRKDI

Student Information System

Home / Campus / Club & Society Management / Club & Society Membership / Targeted Communications System

Targeted Communications System

Step 1 - Select Recipients

Members of Actuarial & Financial

Step 2 - Write your message

Method of Sending* ☒ Email Only ☐ SMS Only ☐ Both Email and SMS

Mail Category Standard display with tracking (Default)

From Address* Eoghan Nugent <eoghan.nugent@ucd.ie>

Email Header Akido Club Also accepts an image URL or NONE for no header

Email Subject* Our Next Meeting

Greeting Type Informal (e.g. Dear John)

Email Message*

HTML B / U You have 30000 characters left

Our next meeting will be

Click the HTML button to enter a HTML message.

If you are pasting a full HTML message you **must** include the open and close HTML tags at the top.

Tips for Emailing

- Choose your “Subject” carefully – research shows that it (along with the name of the sender) determines whether a person reads an email.
- Avoid long, complex emails – people don’t read them
- Graphics in emails may not be shown to all your audience
- Too many links to outside UCD often cause Google mail to think it is spam.
- Attachments can be sent via the system.
- Opt-out option in development.

Document Upload

- Select the correct year and club
- A predefined list of documents is shown
- Upload as required (PDFs, Word Documents, scanned documents)
- After “cutoff date” – documents become read only.



Home / Search Results / Clubs & Societies Document Checklist Maintenance

Clubs & Societies Document Checklist Maintenance

Select Club or Society: Aikido

Select Academic Year: Academic Year 2018/2019

Document Checklist Maintenance for selected Club or Society in 2018

Below is a check list of Required Documents that are associated with the Club and Year selected. You may insert a new checklist item by choosing the 'Insert' button. Existing Documents may be removed by hitting the 'Click to Delete Record' button.

Insert

| Club Code | Year | Document Code | Requirement | Delete |
|-----------|------|---------------|--|------------------------|
| S001 | 2018 | SA-001 | Annual Accounts signed by Treasurer (Prior year) | Click to Delete Record |
| S001 | 2018 | SA-002 | Opening & Closing Bank Statements (Prior year) | Click to Delete Record |
| S001 | 2018 | SA-003 | Annual Report presented at AGM (Prior year) | Click to Delete Record |

- Additional documents from this year.

| | | | | |
|------|------|---------|-----------------------------------|------------------------|
| S001 | 2018 | SA-0132 | Coaching Contract | Click to Delete Record |
| S001 | 2018 | SA-014 | Other | Click to Delete Record |
| S001 | 2018 | SA-0142 | Committee Members Code of Conduct | Click to Delete Record |
| S001 | 2018 | SA-0143 | Parental Consent Forms | Click to Delete Record |
| S001 | 2018 | SA-0144 | Safeguarding Certificates | Click to Delete Record |
| S001 | 2018 | SA-015 | Other | Click to Delete Record |

Security of Information is Critical

The security of *your* personal information contained in the membership records is critical. Therefore,

- Access is granted to named individuals only.
- All use of the system is tracked.
- Mobile numbers and emergency contact information can only be updated by the student themselves.
- Be very careful where you store any downloads of personal information – in particular avoid storing it on USB keys. *Better still – don't download it.*
- GDPR. Workshops with Data Protection Officer in Oct.
- All Club Members see in SISWeb the clubs they have joined (and what data is made available to each club).

<http://www.ucd.ie/itservices/ourservices/security/topsecuritytips/>



Support

If you run into a **problem** using the system then contact the AUC Executive Secretary.

If you have a **suggestion** for how to make the system better for your club ... then email infohub@ucd.ie.

Club Banking

Bank of Ireland 



AUC - Constituency Elections

1. Gaelic Games.
2. Table Tennis, Badminton, Squash, Tennis, Golf.
3. Judo, Karate, Ninjutsu, Lau Gar Kickboxing, Shaolin Kung Fu, Boxing, Tae Kwando, Capoeira, Sepak Takraw.
4. Fencing, Rifle, Trampoline, Archery, Pool & Snooker.
5. Ladies Hockey, Men's Hockey, Cycling, Equestrian, Athletics.
6. Ladies Basketball, Men's Basketball, Volleyball, Olympic Handball, Netball.
7. Swimming & Waterpolo, Boat, Ladies Boat, Sailing.
8. Rugby, Women's Rugby, Soccer, Women's Soccer.
9. Mountaineering, Orienteering, Caving & Potholing, Snowsports.
10. Kite Surfing, Surfing, Sub Aqua, Canoe, Windsurfing.
11. American Football, Lacrosse, Ultimate Frisbee, Cricket.

Each club has one graduate and one student vote only. Vote by ballot.



BREAK



AUC - Constituency Elections

1. Gaelic Games.
2. Table Tennis, Badminton, Squash, Tennis, Golf.
3. Judo, Karate, Ninjutsu, Lau Gar Kickboxing, Shaolin Kung Fu, Boxing, Tae Kwando, Capoeira, Sepak Takraw.
4. Fencing, Rifle, Trampoline, Archery, Pool & Snooker.
5. Ladies Hockey, Men's Hockey, Cycling, Equestrian, Athletics.
6. Ladies Basketball, Men's Basketball, Volleyball, Olympic Handball, Netball.
7. Swimming & Waterpolo, Boat, Ladies Boat, Sailing.
8. Rugby, Women's Rugby, Soccer, Women's Soccer.
9. Mountaineering, Orienteering, Caving & Potholing, Snowsports.
10. Kite Surfing, Surfing, Sub Aqua, Canoe, Windsurfing.
11. American Football, Lacrosse, Ultimate Frisbee, Cricket.

Each club has one graduate and one student vote only.



AUC Presentation (part 1)

- Grant Form & Funding
- Facilities
- AUC Policies & Procedures
- Coaching



AUC's Mission

Act as a representative and support body in assisting UCD clubs to ensure the highest quality sporting opportunities for all students to engage in sport and physical activity at the level to which they aspire while enabling them to achieve their full potential.



What is the AUC?

- Governing body for all UCD Sports Clubs.
- Affiliate to the AUC via completion of grant application process.
- AUC Officers elected at the AGM.
- 5 Officers – President, Vice President, Student Vice President, Hon. Secretary, Hon. Treasurer.
- 11 representatives from clubs (per constituency) elected at this meeting.
- Meets usually 3-4 times per year.



Key Functions

Allocate Funds

Support
Committees

Manage Events
& Publications

Point of contact
&
Representation

Arbitration

Regulation



Strategic Priorities

Representation

- Partnerships, communication, lobby, liaison with NGB's.

Participation

- Recreational, elite, development of leaders.

Volunteerism & Support Services

- Training, acknowledge, education.

Governance & Management

- Structures & systems.

Elite Athlete Development

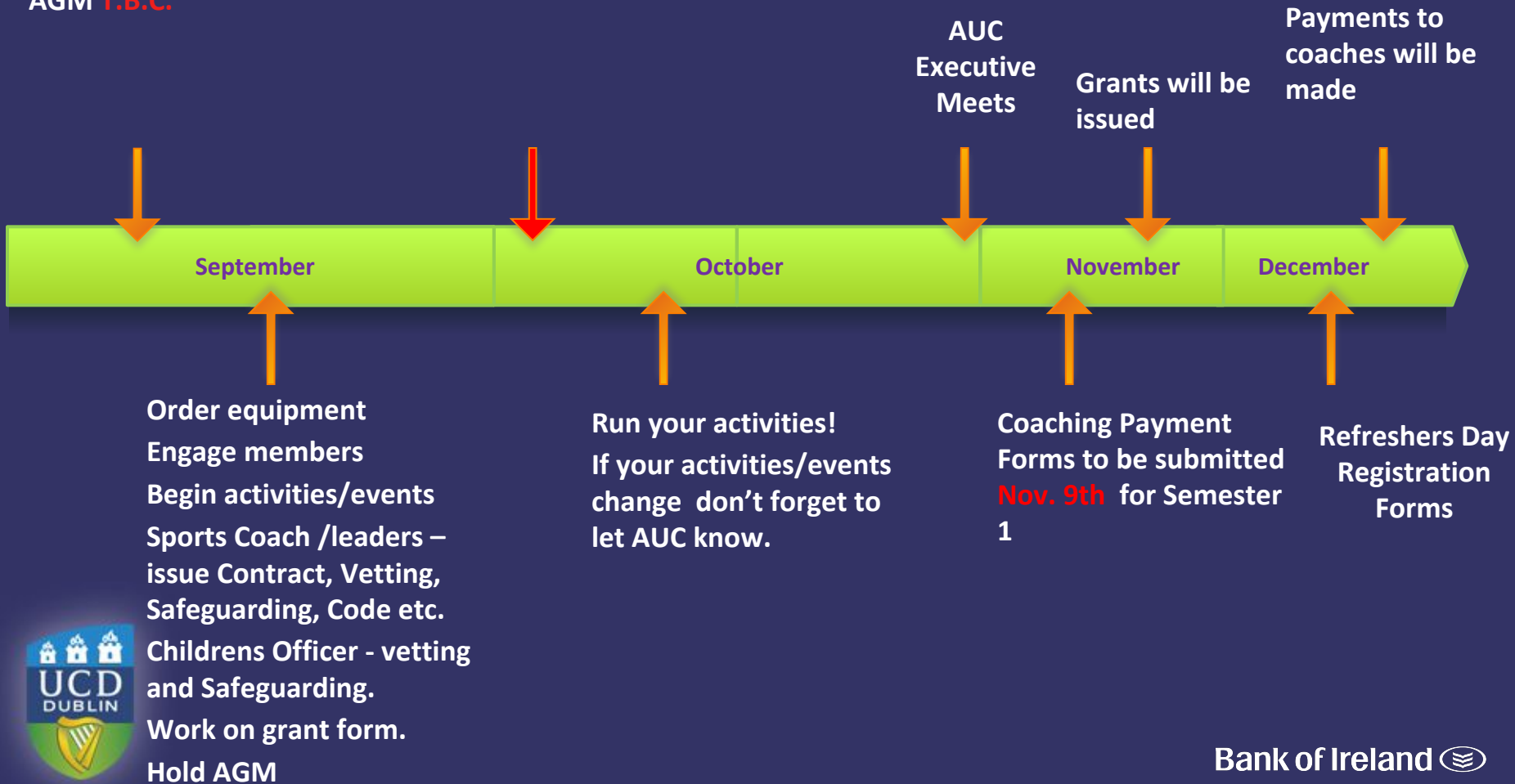
- Academic flexibility, technical expertise, communication.



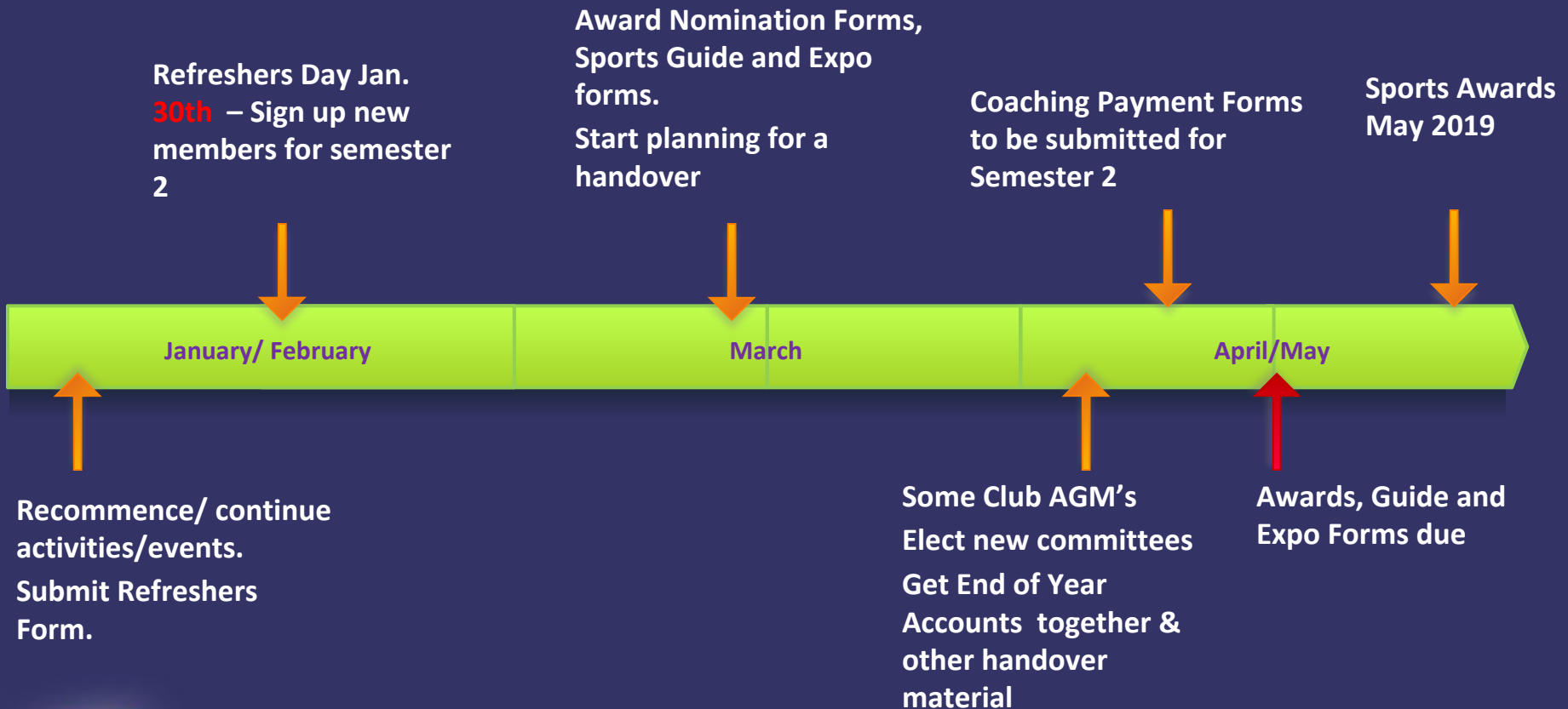
Timelines Semester 1

Recruit & Plan!
Vetting Forms **1st**
Expo **17th-20th**
AGM **T.B.C.**

Submit grant forms
Oct. 5th
T & D application
Oct. 14th
Book Varsity
Events **Oct. 31st**
Submit rest of docs
for grant **Oct. 31st**



Timelines Semester 2



Tips on Running Your Club

- Communication
- Delegation
- Time Management
- Preparation
- ASK FOR HELP



Annual Grant - On-line Form

(Submit by Friday October 5th)

- New grant forms have been e-mailed to all club e-mail accounts
- Complete and upload to the Clubs Document Management Upload system by midnight October 5th.
- Only an electronic Excel file will be accepted.
- Please name the file “clubname.xls”.
- Please do not write outside the tables in the excel sheets.
- Where numbers are required only enter numbers.



Annual Grant - Stage 2 :On-line Form (Submit by Friday October 5th)

- Other documents that must be uploaded/complete by Oct. 5th include:
 - Health & Safety Statement & Child Safeguarding Risk Assessment.
 - Parental consent forms.
 - Opening & Closing bank statements for the 2017/18 year.
 - Annual accounts for 2017/18 signed by the 2017/18 Senior Treasurer.
 - Full inventory of first aid equipment.
 - Full inventory of equipment and estimated value.
 - Paid Membership inputted in to the UCD SIS portal by midnight on October 5th.



Annual Grant - Tips for Form Completion

- Before you start, work out a budget for the year.
- Review the previous years accounts and see where money was spent. Determine possible differences in your activities for this year.
- Get quotes where necessary.



Annual Grant - Tips for For Completion

- Where hosting a varsity event work out a full separate budget for the event and submit a special grant application. Only put UCD participation costs in annual grant application.
- Be realistic, members may have to make contributions above their membership fee to cover costs.
- Type the application.



Annual Grant - Tips for Form Completion

- Ensure all relevant sections for your club are complete. If not relevant leave empty.
- Figures should balance and match those outlined in your Income and Expenditure.
- Ensure figures in the summary section match those in the main part of the application.
- Give yourself plenty of time to complete the form.



Annual Grants – Points of Note

- Contribution towards travel for competition only.
- No social costs are covered with the exception of post match refreshments where they are required by the N.G.B.
- No funding for event banquets.
- AUC grants will not cover 100% of costs, members will have to contribute.



Annual Grants – Points of Note

- Refer to Appendix 14 of Ops Manual for full grant award criteria.
- Coaching costs –legal & tax implications.
- The AUC may apply a panel/team limit when calculating the contribution from the AUC to competition costs.
- Failure to submit the form on time may result in no funding being available when you submit your application.



- Add in all coaches, trip leaders and leaders to coaching section of form.

Payments to Coaches

- Responsibility of each club to register for tax, deduct tax and pay the Revenue Commissioners.
- AUC has engaged services of Mazars Accountants to act on behalf of clubs.
- The AUC has been registered as the Employer with the Revenue Commissioners.



The AUC has the final approval on the appointment of all coaches (vol. & paid).

Payments to Coaches

- However, coaches are employed by the respective UCD Club and not the AUC.
- Clubs are responsible for recruitment, vetting, and managing coaches.
 - E.g. Coach set-up form, contract, volunteer letter of engagement, Safeguarding, references etc.
- Mazars will maintain the AUC registration on behalf of clubs. They will prepare pay slips and monthly/ annual returns to Revenue.



Payments to Coaches

- Cost of Employers PRSI, levies and Mazars admin. charge will be passed to the respective club for each coach employed by them.
- Estimate will be made of the total cost to the club for each coach upon receipt of grant forms and part of grant will be withheld to cover same.
- Payments to be made in December & April/May.



Payments to Coaches

- For December payment Employee Set-up form needs to be submitted by November 9th.
- Prior to payment being issued the club will be asked to confirm the amount.
- Exclude all legitimate vouched expenses. Receipts & mileage forms required to be retained by the club.
- Coach to contact Revenue themselves regarding allocation of their tax credits.



Annual Grant - Items to be uploaded to Document Management System (Submit by midnight Friday October 5th)

- Accessed via your SIS/Infohub.
- Those who are given access to the Membership System will also have access to the Document System.
- You can add and delete documents up until midnight 31st October. However, **only grant forms received by midnight 5th October will be reviewed.**
- All documents will be checked after submission and any queries inputted by the AUC to the system.



Annual Grant - Items for Input

(Submit by Friday October 5th)

- 2018/2019 Membership list including student (staff / graduate) numbers and date of birth. (Needs to be inputted onto UCD membership system by the club)
 - Ensure committee details are inputted to membership system.
 - Check if Under 18 & get Parental Consent form first.
 - Advise prospective members that when added as a member they will receive communication from the Club and the AUC regarding their membership and club/AUC related matter.
- Also advise if details are provided to a third party for the purposes of registration to an NGB.



Annual Grant - Stage 3: Remaining Items to be uploaded to Document Management System (submit by Wednesday October 31st)

- Senior Treasurer Nomination Form 2018/2019.
- Club annual report 2017/18 as presented at the AGM.
- Receipts / Records of vouched coaching expenses paid in 2017/18.
- Completed Coach Set-up Form for each coach listed in 2018/2019.
- Signed Coaching Contract for each coach listed in 2018/2019.



Signed Code of Ethics & Conduct for Sports Coaches for each coach listed 2018/19.

Annual Grant - Stage 3: Remaining Items to be uploaded to Document Management System (submit by Wednesday October 31st)

- Safeguarding Certs for coaches, leaders and Childrens Officer.
- Club Development Plan.
- Signed Code of Conduct for Committee Members for each committee member listed 2018/2019.
- Copies of any insurance policies the Club may hold.
- Three quotations for proposed equipment purchase, repair or maintenance. 2018/2019.



| Requirement | File | Notes | Click to | Click to | Click to |
|--|-------------|-------|------------------------|----------|----------|
| Annual Accounts signed by Treasurer (Prior year) | Outstanding | | Upload | | |
| Opening & Closing Bank Statements (Prior year) | Outstanding | | Upload | | |
| Annual Report presented at AGM (Prior year) | Outstanding | | Upload | | |
| Vouched Coaching Expenses Receipts (Prior year) | Outstanding | | Upload | | |
| Senior Treasurer Nomination Form | Outstanding | | Upload | | |
| Quote 1 for Proposed Equipment purchase | Outstanding | | Upload | | |
| Quote 2 for Proposed Equipment purchase | Outstanding | | Upload | | |
| Quote 3 for Proposed Equipment purchase | Outstanding | | Upload | | |
| Employee Setup Forms | Outstanding | | Upload | | |
| Signed Code of Ethics & Conduct for each Coach | Outstanding | | Upload | | |
| Coaching Contract | Outstanding | | Upload | | |
| Copies of Insurance Policies | Outstanding | | Upload | | |
| Up to date Safety Statement | Outstanding | | Upload | | |
| Bank Mandate | Outstanding | | Upload | | |
| Club Development Plan | Outstanding | | Upload | | |
| Complete Grant Form (upload in Excel PC version) | Outstanding | | Upload | | |

[Home](#) > [Students](#) > [Clubs & Societies Membership](#) > [Club Grant Applications System](#) > [Clubs & Societies Documents Upload Facility](#) >

View or Amend a Grant Application Document

This form permits UCD Clubs & Societies to view documents they have already submitted as part of the Grant Applications process. Changes can be made

File

No file uploaded

No file selected.

Notes



AUC – Part 2

- Policies & Procedures
- Club resources
- Facilities (Events, Training & Cancellation, Lockers)
- Keeping Children Safe



AUC Policies & Procedures

- Safety Policy documents and trip registration.
- Trip Rules (New).
- Parental Consent Form for Under 18. (New)
- Entry fees should not include social costs.
- Minimum membership fee is 15 euro, but should be much more.
- Club membership must be recorded on SIS.



AUC Policies & Procedures- Emergency / Incident

Inside Sports Centre:

- Go to reception desk and advise manager of incident.
- AED's & First Aid equipment located in the building.

Outside Sports Centre:

- Contact **716 2121** and advise staff of incident.
- Emergency vehicle will be contacted.

Incident / Emergency is Off-campus:



Phone emergency services and then tel. **716 2121**.

Always fill out an incident report form!

Bank of Ireland 

AUC Policies & Procedures

- UCD Student Code
- UCD Dignity & Respect Policy
- UCD Fundraising Policy
- UCD Postering Policy
- UCD Alcohol & Drug Policy
- AUC Disciplinary Policy
- UCD Sport “Keeping Children Safe Policy”



AUC Policies & Procedures

- AUC “Code of Ethics & Behaviour for Sports Coaches”.
- Committee Members Code of Conduct
- Garda Vetting & Safeguarding of Coaches/ Leaders/ Children’s Officers.
- Verification of Sporting Representation.
- AUC Social Media Policy.



Club Resources

- AUC Executive Secretary / Sports Development Manager, Suzanne Bailey.
- UCD Sport Executive Assistant, Georgina Dwyer.
- UCD Sports Development Officer, Paula Cashman
- Club Operations Manual.
- UCD Sport website. www.ucd.ie/sport
- Previous committee members.
- Club Google Drive.



Facilities

- Events/Competitions
- Training
- Lockers



Facilities - Events

- Contact Sports Facilities desk to check dates & obtain booking form.
- Form to be signed by Suzanne Bailey & returned to the sports facilities desk.
- The time will then be re-assigned to accommodate intervarsity event.
- Evidence of Intervarsity status must be submitted.

Varsity events must be booked by October 31st.

All other events are subject to the approval of the
AUC & UCD Sport.



Facilities - Events

- Competitions/matches must commence and conclude at the agreed times.
- Where spectators are being charged for entry, UCD Sport may apply a charge to the club.
- Where hosting large events, clubs must arrange for first aid cover. Clubs are fully liable for all costs incurred.



Facilities - Events

- I am here to help you with managing your event/s by helping you to develop your event management plan
- Event Management Guide
- Event Management Template
- Don't forget event management plans must be sent to Suzanne Bailey, the Safety Office and the UCD Sport Facilities so **START YOUR PLAN EARLY**



Successfully managing an event is a great experience and it looks great on your CV too!

Facilities - Training

- Training times are the times when league or club matches are usually played.
- Times usually stay the same from year to year. (Differ out of term)
- Where clubs agree to swap times, such changes must be advised in writing by both clubs to sportfacilitiesinfo@ucd.ie.
- Clubs must conclude activities & clear allocated space of equipment & members by the required time.



Facilities - Training

- Training times will be withdrawn and / or charged for in the following cases:
 - Club does not complete grant application process on time.
 - Club is found to have non-UCD participants.
 - Club does not vacate facilities on time.
 - Club does not return equipment to designated storage area.
 - Club does not show up. No shows will be charged!
 - Two consecutive no shows & your time will be forfeited



Facilities – Training Outdoor

- Natural grass bookings to be made with relevant Sports Officer. Use of pitches by other groups is strictly forbidden unless permission secured.
- Synthetic grass pitch bookings to be made with the Sports Facilities Team. Email request to sportfacilitiesinfo@ucd.ie & bookings for events require Suzanne Bailey's signature on Booking Form
- Training times apply during term only.



Facilities – Cancellation Policy

- 48 Hours written notice (e-mail) required to the sports facilities team (sportfacilitiesinfo@ucd.ie) and Suzanne.
- Failure to cancel on time will result in full commercial rental charges will be applied and training time suspended until charges are paid.
- Two consecutive no shows = automatic forfeit of that training time.



Facilities - Club Lockers

- Locker forms available at Sports desk Reception. Form to be completed by Club Secretary.
- Key will ONLY be issued to those listed on on the form on the production of student card/ relevant photo id.
- Lockers are for club equipment only.
- Where storage sheds are provided these are for the storage of club equipment only. No other activity / purpose is permitted.



Training & Development

- Provision Policy
- Opportunities
- Funding




Training & Development

- **AUC Training & Development Provision Policy**

- **Purpose of the Policy**

- To ensure that club committees are **supported and enabled** to effectively run their club.
- To highlight the training **opportunities** available to members of UCD sports clubs.
- To provide information on how a club or club member can **access** these training opportunities.

- **Scope of the Policy**

- Members of all UCD sports clubs affiliated to the AUC.
- Club members who are actively participating in their club as a player, coach, volunteer or **Bank of Ireland**  committee member.



Training & Development FUNDING



Non-Sport Specific Training Opportunities

Non Sport specific training courses are funded by the AUC and **no fee** applies to the individual attending these courses.

Sport Specific Training Opportunities

The usual amount subsidised is subject to a **maximum of 50%** up to a **maximum of €200** (unless oversubscribed). For example; course fee = €300, subsidy = €150

The amount of subsidy is **restricted by the available budget** and will be allocated on a case by case basis.



**How to
Apply**

Bank of Ireland 

T & D Timeline Semester 1

- Club Meetings
- Club Officer Night 13th
- Safety Talk: 19th
- Safeguarding 1: 22nd



- GDPR Seminar: TBC
- T & D Subsidy application 14th
- Safeguarding 1 13th
- Social Media/PRO Training 17th
- First Aid: 20st



- SafeTALK: 19th



September

October

November

December



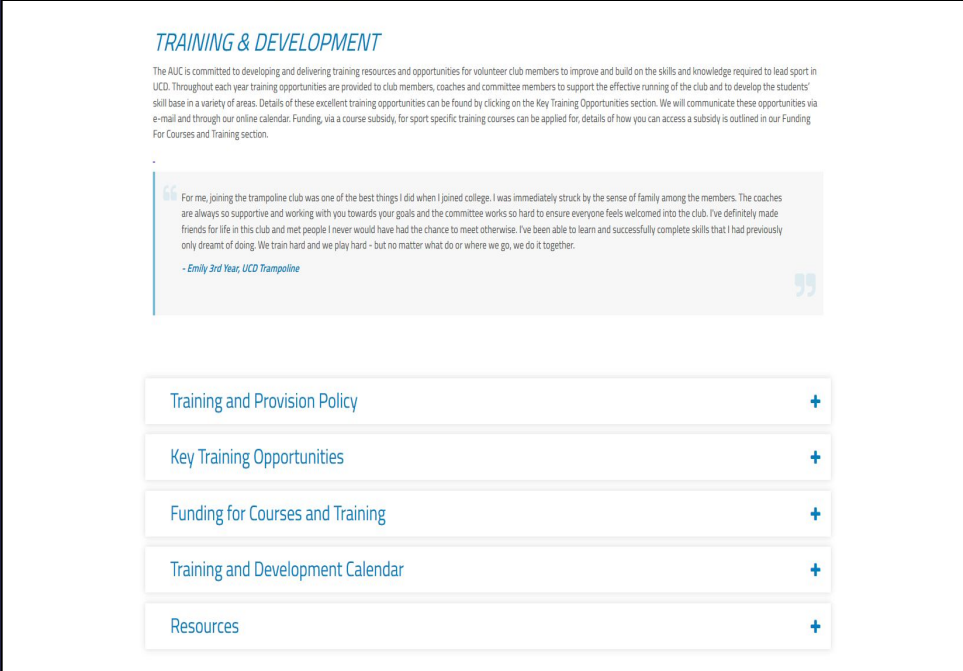
Training & Development

How Will Clubs be Informed ?

- Club Meetings
- Website - Via Calendar of Events
- Club Email
- Social Media



LET YOUR
MEMBERS
KNOW



TRAINING & DEVELOPMENT

The AUC is committed to developing and delivering training resources and opportunities for volunteer club members to improve and build on the skills and knowledge required to lead sport in UCD. Throughout each year training opportunities are provided to club members, coaches and committee members to support the effective running of the club and to develop the students' skill base in a variety of areas. Details of these excellent training opportunities can be found by clicking on the Key Training Opportunities section. We will communicate these opportunities via e-mail and through our online calendar. Funding, via a course subsidy, for sport specific training courses can be applied for; details of how you can access a subsidy is outlined in our Funding For Courses and Training section.

“For me, joining the trampolining club was one of the best things I did when I joined college. I was immediately struck by the sense of family among the members. The coaches are always so supportive and working with you towards your goals and the committee works so hard to ensure everyone feels welcomed into the club. I've definitely made friends for life in this club and met people I never would have had the chance to meet otherwise. I've been able to learn and successfully complete skills that I had previously only dreamt of doing. We train hard and we play hard - but no matter what do or where we go, we do it together.”

- Emily 3rd Year, UCD Trampoline

- Training and Provision Policy
- Key Training Opportunities
- Funding for Courses and Training
- Training and Development Calendar
- Resources

Participation Data

- Key Stats 2017-2018
- Data Collection 2018-2019



Participation Data

Key Stats 2017-2018

- Data Collected over 4 weeks
- 97% Compliance
- Average weekly attendance of 6,560
- Approx. 780 hours of activity a week
- 59% for Training purposes with Social Activity accounting for 4% of the activity

When will data be collected in 2018/19 ?

- Week 3 & 8 of each semester



Keeping Children Safe-

Why is this needed in UCD?

- Some first year students who will become members of UCD clubs are not 18 years of age.
- UCD Clubs and/or Club members currently work with or may work with those 17 years and under.
- Others using the facilities will be 17 years & under.
- Play against / socialise with those 17 years & under.
- Vulnerable adults.



Legal requirement.

Keeping Children Safe- Documents

- Tusla - Children First
- UCD Child Safety Statement.
- UCD Sport, UCD Sport & Fitness, UCD Student Centre Keeping Children Safe Policy.
- Irish Sports Council Code of Ethics & Good Practice for Children in Sport.
- National Governing Body Child Safety Statements/Policies
- AUC Operations Manual



Club Child Safeguarding Risk Assessment

Keeping Children Safe – UCD Sport Plan

- Available on the UCD Sport website.
- Now operational across all sporting facilities, classes and clubs.
- Encourages best child protection practice.
- Supports all persons & children.
- Provides consistency in how to respond to the issue of child protection.
- Designated Officer for Student Services is Dominic O’Keeffe.
- Designated Officer for UCD is Prof. Jason Last.



Keeping Children Safe

- Irish Sports Council's Safeguarding 1, 2 & 3 training. Minimum Safeguarding 1 for coaches, trip leaders, leaders and Childrens Officers to be completed by Oct. 31st. Certs to be uploaded.
- Review UCD Sport "Keeping Children Safe Plan".
- Coaches must sign the AUC Code of Ethics & Behaviour for Club Coaches.
- Vetting for coaches, trip leaders, leaders and Childrens Officers.



Keeping Children Safe

- Parental Consent Forms must be signed by parent and child and uploaded in advance of commencement of activity.
- Club Child Safeguarding Risk Assessment to be completed.
- Overnight trips must be registered on-line and childrens officer must ensure that parental consent forms are on file.
- Trip leader to ensure AUC Trip Rules are applied.



Keeping Children Safe

- Safeguarding training including Childrens Officer, coaches and any trip leader or club leaders.
- Review Club Procedures – recruitment & selection, away trips, communication, supervision etc.
- Inform all members about the relevant policies.
- Legal requirement to report concerns.



Examples of Issues

- Photography
- Taking sessions alone
- Communication (no one on one with Under 18)
- Child abuse (allegations of / reporting of abuse concerns)
- Recruitment of coaches / leaders.
- Social events



Away trips

Away Overnight Trips

- Parents must complete an AUC parental consent form. The form is on the web and must be submitted by the Club Childrens Officer before the registration of a person Under 18 and before they commence activity.
- Where the student is travelling away with the group, the consent form clearly states that the student will only be supervised by the trip leader in transit to and from the activity and during the actual activity.
- The Under 18 also signs the consent form.
- Club completes the on-line Travel Form.



Key things to note!



- Your **club email**: xxclub@ucd.ie You need to get your logins! Your email a/c is reactivated every year by UCD Sport.
- Change passwords to web page, e-mail, social media.
- **SIS web**
 - contact sport@ucd.ie to become a membership manager (how to add members, move members over from last year)
 - Access and use targeted communications (send club emails and club information)
 - Upload grant documentation



- Team Gym:
 - For **Team Slots** contact hughie.mcgearty@ucd.ie
 - To access the team gym you **MUST** add your club members on SIS Web and all members must activate their gym membership.
 - For graduate members, coaches or others contact sport@ucd.ie
- Physio Hub
ciaran.purcell.1@ucdconnect.ie



- **ADVANCED** Verification forms
www.ucd.ie/sport/clubs/getinvolved/runningyourclub/
For representation at bona fide competitions. Does not include training and does not include travel to and from competition or social activities.
- Filming Permission
Request a form from sport@ucd.ie
return with insurance details



Student Activities Centre

Student Activities Centre (formerly called the Forum Office) has been relocated to the top floor of the Student Centre above the Societies corridor and meeting rooms.

Access to the Centre via code 2451. (Managed by Liz Cronin)

Access to a photocopier, scanner, printer and computers for use with respect to club matters.

Please note that continued provision of these facilities is for club and society committee members only, for club / society business.

Keys to Club post boxes are also kept in the Student Activities Centre
Please know where your club post is being sent to!

Clubhouse

- clubhouseevents.ucd.ie
- clubhouse@ucd.ie

Bank of Ireland Student Hub

Events Facility, Contact Ciara Boyle for bookings: Ciara_a.Boyle@boi.com



Student Centre Bookings

Please take note of this link:

<http://www.ucd.ie/studentcentre/venue/bookings/>

- The email address linked to your account is the generic society/club email account (for eg sport@ucd.ie)
- While money is referenced, please ignore this and use your credit limits. This is a background administration feature not relevant to your accounts.
- A few accounts have had issues with credit limits, we can resolve this quickly.
- We review all bookings within 24 hours, any that do not fit the guidelines will be refused.
- Please save your confirmation emails, these will now replace our booking forms as the official record of bookings. We automatically get a copy of each of these also.

If your having issues:

- Please email us on student.centre@ucd.ie
- Call 7163810/7163161
- Drop by Reception.



Finally; Key dates

- Sports Expo 17th to 20th September 2018
- Refreshers Day
Wednesday 30th January 2019

Seminar Series, Workshops and guest speakers

!Watch social media for updates, notices and further information

!Please provide constant updates, images and videos of your club activity throughout the year!



We're here to help you! Come
to us for any advice or support!



THE END!

Q & A

