
Clubs Operations Manual

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Section One - 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 create an efficient and clear administrative focus.

It is anticipated that the manual will be utilised by the club committee and then passed on to each incoming committee from year to year. It is hoped that this will create a smooth transition period and will prevent mishaps from occurring such as not applying for grants on time, filling out forms incorrectly, not supplying information 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.

Section Two - Structure of Sport at UCD

2.1 The Athletic Union Council

The Athletic Union Council (AUC) is the Governing body for UCD sports clubs, functioning as a funding, arbitration and Colours awarding body.

The primary functions of the AUC are:

- The allocation of capitation funds received annually from the University to UCD clubs.
- Act as a regulator ensuring that all clubs operate in accordance with the guidelines of the AUC, the University, National Governing Bodies and the Statutory Agencies.
- Provide a support function to clubs committees, in terms of management training, advice on organizational matters, event management, sponsorship, finance, safety etc.
- Manage and organise promotional / recruitment activities and events for UCD clubs e.g. publications, website, recruitment fairs etc.
- Provide a point of contact for all interested parties.
- Award Colours according to specified standards laid down.
- Arbitrate where necessary between clubs.

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, Judo, Karate, Brazilian Jiu Jitsu, Ninjitsu.
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, Skiing, Surf.
11. Boat, Ladies Boat, Sailing, Dodgeball.
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 current officers of the AUC are:

President:	Dr. Alan O'Grady
Vice President:	Prof. Peter Clarke
Honorary Treasurer:	Mr. Richard Shakespeare
Honorary Secretary:	Mr. Gerry Horkan
Executive Secretary:	Ms. Suzanne Bailey
Ex-Officio:	Mr. Brian Mullins

The AUC Executive is elected at the Annual General Meeting, which is held during the first Semester. The Executive usually meet 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.

2.2 Students Consultative Forum

The Athletic Union Council joins with the Students Union, the Societies and the UCD Students Club 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 and the Students Club (Old Bar) to air their views on matters relevant to student life.

2.3 UCD Sport

The administration centre for sport is based in the Sports Centre. 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.

Section Three - 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. The following are the steps required in order to obtain 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 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.

Please be advised that a club which has not been active in twelve months or more will be declared non-operational or dormant. To re-establish a dormant club you must follow the same steps for setting up a club.

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 recommended annual membership fee by the AUC is €10, however, it is at the discretion of each individual club to determine their membership fee. For the purposes of grant allocations for the 2009/2010 academic year, **the AUC will only consider those members who have paid a minimum fee of €10.00 as a member of the respective club.**

Section Four - 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 outline the following:

1. **Name** of the club, define club colours, motto, etc.
2. **Objectives** of the club e.g. Promote and develop 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:
 - President / Chairperson
 - Secretary
 - Captain
 - Senior Treasurer
 - New Member/Development Officer
 - Ordinary Members
 - Junior Treasurer
 - Childrens Officer
 - Safety Co-ordinator (if required by the College Safety Officer)
 - May have a:
 - Public Relations Officer
 - Equipment Officer
 - Fixtures/Referees Secretary
 - Entertainment/Events Officer
 - The Constitution must 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 final academic term?) and what is the duration of the term of office.

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- 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 assented 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, ballot vote 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, 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 of the AUC (as outlined in this Operations Manual) and by the UCD Student Code of Conduct (a copy of which is available at www.ucd.ie/registry/academicsecretariat/pol_regs.htm)

Section Five - 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.

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 under 18 years of age, a Childrens Officer must be appointed.

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 affect the future of the club. The President will be required to find out about the situation, decide on any change, and 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.

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- 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.

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. Non-attendance may result in a fine being imposed by the AUC.

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 graduated of at least three years. All nominations for Senior Treasurer are to be submitted to the AUC Executive for approval. Nomination forms are attached to the grant application forms.

The Senior Treasurer plays a vital role in the financial management of the club and must report to the club members, 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 meet with the Senior Treasurer as often as is requested by the Senior Treasurer, but **not less than once a month** during term.

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- 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.

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. Specific training will be organised for club Public Relations Officers (PRO) by the AUC in early October. All PRO's will be required to attend.

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 under the age of 18 and/or has club members involved in the coaching of those under 18 years.

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* 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.

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 in early October.

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.

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 Changing of the Club Executive

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.

Please also 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.

Section Six – 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. 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.

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- 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 2008/2009 for the UCD Tiddlywinks Club and Budgeted Financial Performance for 2009/2010

	<u>Actual</u> <u>2008/2009</u>	<u>Budget</u> <u>2009/2010</u>
<u>Item</u>	<u>Euro</u> <input type="checkbox"/>	<u>Euro</u> <input type="checkbox"/>
<i>Opening Balance (Bank A/c plus cash held)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Income</u>		
Annual Grant	<input type="checkbox"/>	N/A
Special Grant	<input type="checkbox"/>	N/A
Revenue from Members Subscriptions	<input type="checkbox"/>	<input type="checkbox"/>
Revenue from Sponsorship, Fundraising & Donations	<input type="checkbox"/>	<input type="checkbox"/>
Contribution by Club Members towards Travel & Competition Costs	<input type="checkbox"/>	<input type="checkbox"/>
Other Income	<input type="checkbox"/>	<input type="checkbox"/>
Total Income	<input type="checkbox"/>	<input type="checkbox"/>
<u>Expenditure</u>		
Affiliation Fees	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Costs	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Costs	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Costs	<input type="checkbox"/>	<input type="checkbox"/>
Coaching Costs	<input type="checkbox"/>	<input type="checkbox"/>
Domestic Travel & Competition Costs	<input type="checkbox"/>	<input type="checkbox"/>
Other Expenditure	<input type="checkbox"/>	<input type="checkbox"/>
Total Expenditure	<input type="checkbox"/>	<input type="checkbox"/>
<i>Closing Balance</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Grant Required 2009/2010</i>	N/A	<input type="checkbox"/>

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 capitation and will be distributed according to membership size, club requirements (e.g. large capital items of equipment or hiring of outside facilities), activity, competition 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:

- a. Coaching and training expenses.

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- b. Intervarsity competition costs.
 - c. National / domestic competition costs.
 - d. Affiliation fees.
 - e. 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 no 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 2nd 2009) and must include:

- Copy of the club Annual Report 2008/2009.
- Full set of accounts signed by the 2008/2009 Senior Treasurer.
- Opening and Closing bank statements for 2008/2009.
- 2009/2010 Membership list including student numbers and date of birth. Where members are staff, staff number should be provided. Where members are graduates, their old student number and /or valid graduate number must be provided.
- Copies of insurance policies held by the club.
- List of equipment held by the club and estimated value.
- 2009/2010 Senior Treasurer nomination form.
- 2008/2009 Coaching receipts.
- Copy of the Club Constitution.
- Quotations for any proposed equipment expenditure in 2009/2010
- Full inventory of first aid equipment.
- Name(s) of person(s) completing the grant form and contact number(s).

Grant application forms will be distributed at the start of the 2009/2010 academic year by the Sports Office. Grant application forms can also be downloaded from <http://www.ucd.ie/sport/clubforms.htm>

When applying for affiliation to the AUC applications must include:

- Constitution.
- List of Officers.
- Membership list including student numbers and dates of birth.
- Letter to the AUC Honorary Secretary seeking affiliation.
- Outline of club activities and costs.

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. 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.

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 / or represented the respective UCD club during the previous twelve months. This must be confirmed 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 for your club:

- 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.

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

6.6 Sponsorship

Do you understand what sponsorship is? Is it just a handout of money to help with the running costs of your club? The simple answer to that is **NO**. Sponsorship is a business arrangement and must be treated as such.

In order to gain sponsorship a club must provide the potential sponsor with a reason to supply money. 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.
- Follow up on your proposal.
- Sign a formal agreement.

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).

Summary

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

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

Section Seven - 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 Eight - 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.

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 have a separate personal accident policy arranged through the IRFU. Rugby Club members should contact the 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 you 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

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

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 /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 health or 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 an organised safety training session. 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

As of September 1st 2006 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. 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 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 booking are to be communicated to Georgina Dwyer in the Sports Office who shall advise the Sports Centre 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 Superintendent of Sports Facilities/ Director of Sport.
- All pitch bookings for synthetic grass surfaces are to be made with Paula Cashman, Outdoor Booking Manager in the Sports Centre. Booking requests are to be made in writing / e-mail to Paula. A booking form and /or e-mail will be returned to confirm the booking.
- On the Day of the game / training:
 - A club member e.g. sports officer, captain or coach should contact the Sports Centre 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 by the Sports Centre Management.
 - The club are responsible for the security of their personal belongings. The club should advise the Sports Centre reception or Pavilion staff member 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 Sports Centre reception, Sports Centre changing pavilion entrance, and in the office of the UCD Bowl changing pavilions. **Should you require an AED please phone the Sports Centre reception on the Emergency number tel. 716 2121 and commence CPR or send someone to get the AED and commence CPR.**
- Reporting of Accidents:

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- All teams playing on UCD Grounds must have a mobile number for emergency use and are requested to 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 Sports Centre reception on the Emergency number tel. 716 2121, stating the nature of the injury and location of the casualty.** The Sports Centre reception will then contact the Emergency Services. The Sports Centre reception will also contact the UCD First Response Room at 716 7999 advising them of the incident and requesting that the ambulance be met and brought to the incident by UCD Services. **In the event that you are unable to contact the Sports Centre reception please contact the UCD First Response room at 716 7999 and then advise the Sports Centre reception.**
 - As the Sports Centre 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.

8.7 Code of Practice for those using the Sports Centre (incorporating Emergency Procedures).

- When an injury or accident takes place within the Sports Centre, 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. The Sports Centre will contact the emergency services and the UCD First Response Room.
- A club First Aider or member of the club remains with the casualty and awaits first aid assistance from the Sports Centre.
- 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). It is the Sports Centres responsibility to contact the Emergency Services.
- If for any reason the club notifies the Emergency Services, the club must inform the Sports Centre reception accordingly to prevent 2 ambulances being called.
- Please be advised that Automated External Defibrillator (AED) Units are located at the Sports Centre reception, Sports Centre changing pavilion entrance, and in the office of the UCD Bowl changing pavilions. **Should you require an AED please phone the Sports Centre reception on the Emergency number tel. 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 Sports Centre 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.

Section Nine - 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 Caroline Duggan, Sports Centre Manager (tel. 7162145 / 2185) 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 Caroline Duggan (at least two weeks prior to the event). Please note that where a club requires time allocated to another UCD club(s), the Sports Centre 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 Booking Manager at the time of booking.** All other events bookings will only be confirmed by the Sports Centre 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 Booking 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 Duty 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 the Sports Centre.
- 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 the Sports Centre 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 Caroline Duggan, the Sports Centre booking manager each year with a view to accommodating as best as possible and in a fair manner the needs of all clubs concerned. 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 Caroline Duggan.

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- c. At the start of the University year fixture lists of matches should be handed in to the bookings 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 10p.m. on weekdays, or 5.30p.m. on weekends, the Sports Centre 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. 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 the Sports Centre 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 the Sports Centre. This policy will be strictly enforced in 2009/10, with all those wishing to access the Sports Centre being required to produce evidence of their student, staff, graduate or coaching status by the Sports Centre 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 the Sports Centre must be in possession of a coaching card. Application forms are available from Caroline Duggan.

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 Sports Centre 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 Superintendent of Sports Facilities/ Director of Sport.

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- b. All pitch bookings for synthetic grass surfaces are to be made with Paula Cashman, Outdoor Booking Manager in the Sports Centre. Booking requests are to be made in writing / e-mail to Paula. 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 the Sports Centre 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 Sports Centre booking manager each year with a view to accommodating as best as possible and in a fair manner the needs of all clubs concerned. Where clubs liaise with each other and agree to a change in the schedule this change must be agreed with and recorded by the booking manager.
 - e. At the start of the University year fixture lists of matches should be handed in to the bookings manager, this ensures the correct time and space is allocated.
 - 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 10p.m. on weekdays, or 5.30p.m. on weekends, the Sports Centre 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. 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 the Sports Centre 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 the Sports Centre. This policy will be strictly enforced in 2009/10, with all those wishing to access the Sports Centre and outdoor facilities being required to produce evidence of their student, staff, graduate or coaching status by the Sports Centre management. Failure to produce the required evidence will result in non-admittance.**
 - j. On the Day of the game / training:
 - o A club member e.g. sports officer, captain or coach should contact the Sports Centre reception to verify that the pitches are playable. In the case of the Superleague, team captain should contact the Superleague hotline.

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- 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 by the Sports Centre Management.
 - The club are responsible for the security of their personal belongings. The club should advise the Sports Centre reception or Pavilion staff member 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 Sports Centre reception, Sports Centre changing pavilion entrance, and in the office of the UCD Bowl changing pavilions. **Should you require an AED please phone the Sports Centre reception on the Emergency number tel. 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 Paula Cashman, Outdoor Booking Manager (tel. 716 2145 / 2185) of the competition dates and obtain the relevant booking form.
- 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 Paula (at least two weeks prior to the event). Please note that where a club requires time allocated to another UCD club(s), the Sports Centre 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 Booking Manager at the time of booking.** All other events bookings will only be confirmed by the Sports Centre 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 Booking 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 Duty 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 the Sports Centre.
- 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.

9.3 Cancellation Policy

- a. Should a club for whatever reason wish to cancel a training or event booking, the club must give at least 48 hours notice of the cancellation to the Booking 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 the Sports Centre.
- 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 Booking Manager. Training times shall be revoked until the outstanding charges are paid to the Sports Centre.

9.4 Club Lockers

Where a locker is provided in the Sports Centre for a club, the club secretary must submit a list of those authorised to obtain the club locker key from the Sports Centre reception to Caroline Duggan, Sports Centre Manager. Club locker key nomination forms are available from the Sports Centre reception (see Appendix Three). Please be advised that it is your outgoing committees 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 Sports Centre 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 or 23 in the Sports Centre, 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 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 Sports Centre reception. It is the responsibility of respective club secretary to ensure that a key is given to the Sports Centre 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. This decision is made by the Grounds Department in conjunction with the Sports Office.

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

Section Ten - Intervarsities

10.1 Intervarsity 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 intervarsities 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 Intervarsities/Colours

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

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

Remember where indoor sports facilities are required you must contact Caroline Duggan (Booking Manager) at the start of the academic year with your request for facilities. Remember where outdoor sports facilities are required you must contact Paula Cashman (Booking Manager) at the start of the academic year with your request for facilities. **Evidence of Intervarsity status of the event must be submitted to the Booking Manager at the time of booking.** An event form must be completed for all events hosted in the Sports Centre. The event form should be completed by your clubs, signed by the AUC Executive Secretary and then submitted to the Booking Manager. Forms are available from Caroline Duggan. / Paula Cashman. In addition, when hosting an Intervarsity event clubs are required to submit an Event Plan at least seven days 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 CUSAI Guidelines for Hosting an Event (source www.cusai.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, CUSAI have outlined a list of guidelines, which should be considered when organising an intervarsity event. It is important to remember that CUSAI 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 CUSAI** – As soon as you have agreed to host the event, you should forward this confirmation (and dates and venue if already decided) to the CUSAI 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 is 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 CUSAI Alcohol Policy (available on www.cusai.ie) and the UCD Alcohol Policy (refer to the Student Code of Conduct).

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.

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. CUSAI would encourage that the Captains' Meeting of each sport 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 CUSAI Office.

10.3.12 Results

A full set of results should be furnished to CUSAI 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 CUSAI 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.

Section Eleven - Coaching

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.

In addition, where a club has members under 18 years and/or is involved in coaching those under 18 years, in accordance with the *Code of Ethics and Good Practice for Children's Sport in Ireland* all coaches should be asked to complete an application form which should include a self declaration form (See Appendix Two). In relation to the practice of coaching children, please refer to the Irish Sports Council's booklet for *Leaders* this is available at

(http://www.irishsportsCouncil.ie/Participation/Code_of_Ethics/Leaders_PDF_/) which covers the following areas:

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

Where members are under the age of 18 by October 2nd 2009 their parents should complete a parental consent form a sample form is available from the *Code of Ethics and Good Practice for Children in Sport* please refer to Appendix 9.

In terms of the AUC requirements, clubs should provide the AUC with full details of their coaches in terms of:

- Name & address.
- Qualification and level.
- Copies of Insurance/Affiliation paid.

It is the coaches responsibility to pay their own insurance and membership fees to the respective sports association/governing body.

Where the club is engaging the services of a coach (either in a voluntary capacity or where the club is covering expenses) the committee must have a system in place for screening and selecting coaches. Please refer to Appendix 2, 3 and 10 of the Irish Sports Councils Code of Ethics & Good Practice for Children in Sport. 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).

Please be advised that 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.

Where a club is paying a coach for their services or making a contribution towards their expenses, the club should ensure that the person receiving payment signs a document confirming receipt of payment and also confirming that they understand that they are personally liable for all associated tax liabilities. A sample document is attached in Appendix One. Please note that this document should be drawn up on

club headed paper and should be returned with your annual grant application. Any payment made to a coach for whatever purpose should be made by cheque.

All coaches seeking to have access to the UCD Sports Centre should be in possession of a coaches card. Application forms for cards are available from Caroline Duggan at the Sports Centre reception.

Section Twelve - 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".

12.1.2 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.

12.1.3 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.

12.1.4 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.

12.2.2 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.

12.2.3 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 minted.

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
Thursday 20th August, 2003.

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

Section Fourteen – Recruitment, Communications & Promotion

14.1 Sporting Publications

Sporting clubs may submit articles for publication in “Sport UCD” and the news section on the Sports website.

14.1.1 Sport UCD

This is the annual sports guide published by UCD Sport and is the official sports handbook for students, staff and visitors to the University. Sport UCD 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/fixture 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 to Thursday inclusive. Located in Hall B of the Sports Centre, 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.

14.5 Refreshers Day

Refreshers Day provides another opportunity for clubs to formally recruit members. Organised by the AUC, the Societies Council and the Students Union, 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. This year the AUC is organizing special training for all PRO's so that they will be aware of their responsibilities and the communication channels available to them. Attendance at this session will be mandatory. 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.

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 Sports Week

A new initiative this year, Sports Week takes place from September 28th to October 4th. All clubs are encouraged to hold open training sessions / new member sessions / beginner classes during this week. Details of such sessions should be forwarded to Suzanne.Bailey@ucd.ie by September 23rd so that they can be promoted on campus to prospective members.

Section Fifteen - Colours

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.

Section Sixteen - Miscellany

16.1 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 of at least €6.5 million which indemnifies 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 permission must be secured.

Appendix One
Coach Payment Letter

UCD Kite Club Headed Note Paper

November 2008

I, **John Smith** have received the amount of **Euro€635** in respect of coaching expenses from the **UCD Kite Club** for the period September to November 2008.

I, understand that I am personally responsible to the Revenue Commissioners for any associated tax liabilities relating to the same.

Signed: _____

Date: _____

Appendix Two
Sample Application Form for Coaches / Leaders

Appendix Three
Club Locker Key Nomination Form

Club Locker Key Nomination Form 2009/20010

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 Four

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

Appendix Five

Web Account Registration Form For Clubs & Societies