

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 the **UCD Sport Facilities Booking Officer (tel. 7163839/7163821, email sportfacilities@ucd.ie)** of the competition dates and obtain the relevant booking form.
- b. The booking form should be signed by the club's Secretary / Captain and the AUC Executive Secretary, Suzanne Bailey, as soon as possible and returned to the UCD Sport Facilities Booking Officer (no less than 48 hours after receiving the booking form). Please note that where a club requires time allocated to another UCD club(s), the UCD Sport Facilities Booking Officer may 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 AUC Executive Secretary at the time of booking.** All other event bookings will only be confirmed by UCD Sport Facilities once approved by the AUC. Furthermore, where other club(s) time is utilised to facilitate your event, this time must be returned to the club affected and will be confirmed by the UCD Sport Facilities Booking Officer.
- c. Competitions and matches must commence and conclude at the agreed time. Where it is anticipated that an event will require additional time, the club concerned must contact the UCD Sport Facilities Booking Officer 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 may incur a charge from UCD Sport Facilities.
- 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 liable in full for all costs incurred.**
- f. UCD clubs hosting competitions and league matches please refer to the insurance section.

9.1.2 Indoor Training

- a. Training times are the times when league or club matches are usually played (where possible). Please note that these training times only apply during term time. Alternate arrangements are put in place by UCD Sport Facilities 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 the UCD Sport Facilities Booking Officer with the AUC Executive Secretary each year with a view to accommodating as best as possible and in a fair manner the needs of all clubs concerned. Please note that each club must designate one person to liaise with UCD Sport Facilities in relation to their club bookings. Bookings will only be accepted from this person. Where clubs liaise with each other and agree to a change in the schedule this change must be confirmed in writing by both captains to the UCD Sport Facilities Booking Officer and the AUC Executive Secretary.
- c. At the start of the University year (or when available)

fixture lists of matches should be handed in to the the UCD Sport Facilities Booking Officer, this ensures the correct time and space is allocated i.e. Squash court, halls etc.

- d. **Clubs must conclude their activities and clear their allocated space of all equipment and members by the required time.** Please be advised that where a club training session is scheduled to conclude at 10.30p.m. on weekdays, or 5.00p.m. on weekends, UCD Sport Facilities only allows 30 minutes for participants to shower, change and vacate the building before it is alarmed. **Failure to comply with the above will result in the club concerned forfeiting their allocated time. No exceptions are made.**
- e. **Clubs are advised that they must vacate the area allocated to them at the end of their training session on time.** Where the club is using mats or other equipment it is the clubs responsibility to ensure that this equipment is cleared at the end of their training time. For example if the training time is 6-7p.m. and it takes 15 minutes to clear equipment then the training session must conclude at 6.45p.m. to facilitate the timely removal of said equipment. Furthermore, **all equipment must be stored in the assigned storage area. Failure to do so will result in the forfeit of club training times.**
- f. A clear outline of In and Out of Term times will be emailed to clubs prior to the term time commencing by the UCD Sport Facilities Booking Officer. Clubs wishing to avail of training space during "out of term" periods must book the available times two weeks before the end of the term (N.B. these times will be restricted and are subject to availability).
- g. Please be advised that access to facilities for club training and/or competition is provided free of charge by UCD Sport Facilities on the basis that the club concerned and it's members are fully affiliated to the AUC. Therefore, **where a club does not complete the grant application process on time, or is found to have non-UCD participants, access to facilities may be withdrawn and the time reallocated by UCD Sport Facilities. This policy will be strictly enforced in 2020/21, with all those wishing to access UCD Sport Facilities being required to produce evidence of their student, staff, graduate or coaching status by the UCD Sport Facilities management. Failure to produce the required evidence will result in non-admittance.**
- h. Under no circumstances can any club book a 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 €70 per hour will be

applied. In addition, a public events booking form should be completed and evidence of appropriate insurance submitted.

- i. All club coaches wishing to gain access to UCD Sport Facilities must be listed on the clubs grant application form.

9.2.1 Outdoor Events & Training

- a. All pitch bookings for natural grass pitches are to be made by the associated sports officer i.e. Gaelic Games Executive, the Director of Rugby and the Soccer Executive respectively. These booking are to be communicated to Georgina Dwyer in the Sports Office who shall advise the UCD Sport Facilities Management, UCD Grounds Dept. and UCD Services. Use of these pitches by other clubs and groups is strictly forbidden unless permission is secured from the relevant sports officer and/or the Development Manager.
- b. All pitch bookings for synthetic grass surfaces are to be made with with the UCD Sport Facilities Booking Officer (**tel. 7163839/7163821, email sportfacilities@ucd.ie**). Booking requests are to be made in writing/email. A booking form and/or email will be returned to confirm the booking.
- c. Training times are the times when league or club matches are usually played (where possible). Please note that these training times only apply during term time. Alternate arrangements are put in place by UCD Sport Facilities for out of term periods, please refer to (h) for details.
- d. Student club training times usually stay the same from year to year. However, the schedule is finalised by the UCD Sport Facilities Booking Officer and the AUC Executive Secretary each year with a view to accommodating as best as possible and in a fair manner the needs of all clubs concerned. Please note that each club must designate one person to liaise with UCD Sport Facilities in relation to their club bookings. Bookings will only be accepted from this person. Where clubs liaise with each other and agree to a change in the schedule this change must be agreed with and recorded by the UCD Sport Facilities Booking Officer.
- e. At the start of the University year (or when available) fixture lists of matches should be handed in to the UCD Sport Facilities Bookings Officer, this ensures the correct time and space is allocated. Furthermore, each match fixture must be confirmed by e-mail on a weekly basis, confirming the time of the booking, the pitch and the names of both teams involved.
- f. **Clubs must conclude their activities and clear their allocated space of all equipment and members by the required time.** Please be advised that where

a club training session is scheduled to conclude at 10.30p.m. on weekdays, or 5.00p.m. on weekends, UCD Sport Facilities only allows 30 minutes for participants to shower, change and vacate the building before it is alarmed. **Failure to comply with the above will result in the club concerned forfeiting their allocated time. No exceptions are made.**

- g. **Clubs are advised that they must vacate the area allocated to them at the end of their training session on time.** Where the club is using cones or other equipment it is the clubs responsibility to ensure that this equipment is cleared at the end of their training time. For example if the training time is 6-7p.m. and it takes 15 minutes to clear equipment then the training session must conclude at 6.45p.m. to facilitate the timely removal of said equipment. Furthermore, **all equipment must be stored in the assigned storage area. Failure to do so will result in the forfeit of club training times.**
- h. A clear outline of In and Out of term times will be emailed to clubs prior to term-time commencing by the UCD Sport Facilities Booking Officer. Clubs wishing to avail of training space during "out of term" periods must book the available times two weeks before the end of the term (N.B. these times will be restricted and are subject to availability).
- i. Please be advised that access to facilities for club training and/or competition is provided free of charge by UCD Sport Facilities on the basis that the club concerned and it's members are fully affiliated to the AUC. Therefore, **where a club does not complete the grant application process on time, or is found to have non-UCD participants, access to facilities may be withdrawn and the time reallocated by UCD Sport Facilities. This policy will be strictly enforced in 2021-22, with all those wishing to access UCD Sport Facilities and outdoor facilities being required to produce evidence of their student, staff, graduate or coaching status by the UCD Sport Facilities management. Failure to produce the required evidence wil result in non-admitance.**
- j. On the Day of the game / training:
- A club member e.g. sports officer, captain or coach should contact the UCD Sport Facilities reception to verify that the pitches are playable. In the case of the Superleague, the team captain should contact the Superleague hotline.
 - All clubs/teams should have key items for games / training e.g. flag poles, mobile phone, first aid kit and important contact numbers with them at the pitch.
 - The club will be allocated a pitch and changing facilities (where possible) by the UCD Sport Facilities reception.
- The club is responsible for the security of their personal belongings. The club should advise the UCD Sport Facilities reception when they are leaving the changing room so that the room may be locked.
- k. **University clubs and teams must have a first aid kit and First Aider in attendance at all training sessions and games.**
- l. Please be advised that Automated External Defibrillator (AED) Units are located at the UCD Sport Facilities reception, UCD Sport Facilities changing pavilion entrance, and in the office of the UCD Bowl changing pavilions. **Should you require an AED please phone the UCD Sport Facilities reception on the Emergency number tel. 01 716 2121 and commence CPR or send someone to get the AED and commence CPR.**
- m. Student clubs wishing to book additional space and or time on the synthetic pitches for hosting competitions must inform the UCD Sport Facilities Booking Officer (tel. 7163839/7163821 email sportfacilities@ucd.ie) of the competition dates and obtain the relevant booking form. The booking form must be fully completed and returned to the UCD Sport Facilities Booking Officer no less than 48 hours after receiving the booking form. The booking itself should be made well in advance and all bookings are subject to availability.
- n. The booking form should be signed by the club's Secretary / Captain and the AUC Executive Secretary, Suzanne Bailey, as soon as possible and returned to the UCD Sport Facilities Booking Officer (no less than 48 hours after receiving the booking form). Please note that where a club requires time allocated to another UCD club(s), the UCD Sport Facilities Booking Officer will re-assign (where possible) 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 AUC Executive Secretary at the time of booking.** All other events bookings will only be confirmed by UCD Sport Facilities once approved by the AUC. Furthermore, where other club(s) time is utilised to facilitate your event, this time must be returned to the club affected and will be confirmed by the UCD Sport Facilities Booking Officer.
- o. Competitions and matches must commence and conclude at the agreed time. Where it is anticipated that an event will require additional time, the club concerned must contact the UCD Sport Facilities Booking Officer 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 may incur a charge from UCD Sport Facilities.
- q. Large events such as martial arts, basketball and boxing competitions / seminars, clubs must arrange for first aid cover i.e. Lifeline, St John's Ambulance or Order of Malta. **Clubs are totally liable for all costs incurred.**
- r. UCD clubs hosting competitions and league matches please refer to the insurance section.
- s. Under no circumstances can any club book a training area under the pretence of club training / matches to conduct public training sessions/ events or coaching for children. Should clubs wish to conduct these sessions they should book the areas required as a public booking. A cost per hour will be applied for the relevant area. In addition, a public events booking form should be completed and evidence of appropriate insurance submitted.

9.3 Cancellation Policy

- a. Should a club for whatever reason wish to cancel a training session or event booking, the club must give at least 48 hours notice in writing of the cancellation to the UCD Sport Facilities Booking Officer and AUC Executive Secretary. Failure to do so will result in full commercial rental charges being applied to the club concerned. UCD Sport Facilities will invoice the club concerned at the end of the relevant semester. Failure to pay the outstanding amount in full by the first day of the next semester will result in training times being withdrawn.
- b. Should a club fail to attend at two consecutive training sessions on the same weekday and time, the club will automatically forfeit that training time for the rest of the academic year unless the club has complied with the aforementioned cancellation policy.

9.4 Club Lockers

Where a locker is provided in UCD Sport Facilities for a club, the club secretary must submit a list of those authorised to obtain the club locker key from the UCD Sport Facilities reception to the Booking Manager. Club locker key nomination forms are available from the UCD Sport Facilities reception (see Appendix 3) and the UCD Sport website. Please be advised that it is your outgoing committee's responsibility to ensure that all club keys are handed over to the incoming committee before the start of the new academic year.

Please note that staff at the UCD Sport Facilities reception will only issue a key to a club locker to those authorised to obtain the key i.e. as per submitted

forms. All those seeking a club locker key will be asked for their UCD student card before the key will be given to them.

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

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

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

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

9.5 Wet Weather Policy

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

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

9.6 UCD Policy on the Consumption of Alcohol on Campus

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

In line with this policy, the Academic Council has approved the following regulations in relation to the consumption and advertising of alcohol on campus.

(Note: these regulations are currently under review. Please check the UCD website for updates).

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