

# Introduction

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

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

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

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