

Training and Development

18.1 AUC Training & Development Provision Policy

The AUC is committed to continuing to develop and deliver training resources and opportunities for volunteer club members to equip them with the skills and knowledge to lead sport in UCD. In this regard the AUC's Training and Development Provision Policy outlines the details of the training and funding opportunities available to club members to enhance existing skills and develop new skills.

Purpose of the policy

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

Scope of the Policy

This policy applies to members of all UCD sports clubs affiliated to the AUC. It is envisaged that the uptake of these opportunities will derive from club members who are actively participating in their club as a player, coach, volunteer or committee member.

Key Training Opportunities

- **Training Opportunities (As provided by the AUC)**

Individual UCD sports clubs have very similar requirements with regards to their operations and continuing development. On that basis many training opportunities will be relevant to all clubs. With this in mind the AUC offers a variety of training to ensure that all clubs are equipped with the knowledge and the skills to effectively run and develop their clubs.

The following areas have been identified as being suitable for all clubs:

- **Mandatory**
 - » Online AUC Club Officer Training (completed by at least one representative from each club)
 - » Online Safeguarding 1 - Child Welfare & Protection Basic Awareness Workshop
 - » Sports First Aid (Each club must have a qualified first aider)
 - » Online Safety Session (All Club Safety Officers must complete)
 - » Online Keeping Children Safe module
 - » Online Dignity and Respect: A Guide For Sports Club Officers
 - » Online GDPR Training
 - » Online Google Groups Collaborative Inbox Training
- **Recommended**
 - » Online Suicide Prevention Training.
 - » PRO Training
 - » Junior Treasurer Support Guide
 - » Online Concussion Awareness
 - » Training Opportunities (provided by third parties, funding may be provided)

The AUC recognises that each club's needs are unique, with that in mind the AUC believes that it is the club itself that is best placed to identify the sport specific course/s required to support the achievement of its aims.

Examples of these courses include:

- » Remote Emergency Care
- » Coaches/Instructor Courses

- » Officiating Courses
- » Safety/maintenance related courses e.g. Manual Handling, AED, Fire Extinguisher Training.

How will clubs be informed about the AUC's training opportunities?

- A calendar outlining when the courses/ workshops will run and details of the course is available on the **UCD Sport website**.
- UCD sports clubs will also be informed via email, the club should then distribute the email to its committee members and where relevant its club members. In some cases the AUC may send emails via UCD Targeted Communications.

How can I book a training course/workshop provided by the AUC?

- Bookings are made, via e-mail to Paula Cashman (paula.cashman@ucd.ie).
- Places will be offered on a first come, first served basis.
- For the mandatory courses at least one member of the club committee must complete the online course / attend the course.
- For the recommended courses booking procedures vary per course and will be e-mailed to the clubs.

How can I book a training opportunity provided by a third party?

- It is the responsibility of the member/club to book the individual onto the training course provided by the NGB or awarding body, the NGB or Awarding Body booking procedures for the course apply.
- Where the course is being run on behalf of the AUC, booking procedures will be sent to the club/s.

How can you apply for funding for a training course offered by a third party?

- Applications are made by the volunteer club member whose form must be signed by the respective club President / Chairperson or Captain (where the position of President / Chairperson does not exist). Applications for more than one member are usually made on their behalf by a committee member.
- See **Appendix 8** for the UCD Sport Training Subsidy Application Form.
- Your application will only be considered if the completed application is returned, via e-mail to Paula Cashman (paula.cashman@ucd.ie) by October 31st 2025.
- Applications received after the closing date will be reviewed under the availability of finance at the time and the criteria above. These will be adjudicated on a first come first served basis.
- It is the club / members responsibility to book and pay for the course. Subsidy will be paid upon successful completion of the course and on the successful completion of the agreed volunteering within the club or the local community within an agreed timeframe (agreed on an individual basis between the AUC, the respective UCD club and the individual).
- Criteria for receiving a subsidy:
 - » The chosen course must be from a recognised awarding body.
 - » The chosen course must reflect the club's sport.
 - » The club must demonstrate the need for the club to have a club member obtain the qualification.
 - » There must be a benefit to the club/ local community for a member to attend (e.g. member commits to coach a team on a voluntary basis, or the course is a requirement for the club to train/compete or the course covers important safety aspects for the club).
 - » Where multiple applications from the same club are received for the same course, the club will be asked to prioritise, unless the course is a requirement of their NGB.
 - » Evidence from the NGB / Awarding body of the course cost and content must be submitted with the application.
 - » Those attending must be fully paid up members of the club and continue to meet the AUC membership criteria.

18.2 Funding for Training Courses

Training Course Offered by the AUC

- Training courses offered by the AUC are funded by the AUC and no fee applies to the individual attending these courses.

Training courses offered by a third party

- The usual amount subsidised is subject to a maximum of 50% up to a maximum of €200 (unless oversubscribed). For example; course fee = €300, subsidy = €150
- The amount of subsidy is restricted by the available budget and will be allocated on a case by case basis.

- » In some cases applications from club coaches engaged on a voluntary capacity with a UCD club may be considered.

Conditions

- A report on the benefits for the club as a result of the subsidised course attendance and completion must be provided before the final drawdown of the subsidy is made.
- Additional conditions specific to the subsidy may be outlined.
- Following assessment successful applicants will be notified and may be requested to provide receipts and/or other relevant documentation in order to facilitate payment. On receipt of all documentation arrangements will be made for payment directly to the club's bank account. It is the responsibility of the club to reimburse the member.