

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 must inform the UCD Sport Facilities Booking Officer (email sportfacilities@ucd.ie) of competition dates and obtain the booking form.
- b. The booking form, signed by the club's Secretary/Captain and AUC Executive Secretary Suzanne Bailey, must be returned promptly to the UCD Sport Facilities Booking Officer (within 48 hours of receiving the form). Re-assignment of time for Intervarsity competitions is possible with evidence of Intervarsity status. 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. Other event bookings require AUC approval.
- c. Competitions and matches must start and finish on time. If additional time is needed, contact the UCD Sport Facilities Booking Officer at least 30 days in advance to inquire about availability and staff coverage.
- d. If charging entry fees, note it on the booking form, and UCD Sport Facilities may charge the club based on event size and entry fee.
- e. Large events like martial arts, basketball, and boxing competitions/seminars require first aid cover (Lifeline, St John's Ambulance, or Order of Malta) at the club's expense.
- f. UCD clubs hosting competitions and league matches should review the [insurance section](#).

9.1.2 Indoor Training

- a. Training times apply during term time, and alternate arrangements are made for out-of-term periods (see (f) for details).
- b. Student club training times are finalised yearly by the UCD Sport Facilities Booking Officer and AUC Executive Secretary, accommodating the needs of all clubs. Each club designates one person to liaise with UCD Sport Facilities for bookings. All booking requests/cancellations have to be made via email to sportfacilities@ucd.ie. Any changes or last-minute requests for UCD Sport Facilities can be made by emailing sportfacilities@ucd.ie by 12pm the day before and for Monday bookings 12pm on the Friday prior.
- c. Fixture lists of matches should be submitted to the UCD Sport Facilities Booking Officer at the start of the university year to allocate appropriate time and space. 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.
- d. Clubs must clear their allocated space promptly after the scheduled training time; failure to comply may result in forfeiting the allocated time.
- e. Clubs must vacate the area on time, factor in time to clear equipment and store it properly. Failure to do so may lead to forfeiting club training times.
- f. In and out of term times are provided to clubs in advance, and bookings for out-of-term training must be made two weeks before the term ends.
- g. Access to facilities is free for fully affiliated AUC clubs. Non-compliance with grant applications or non-UCD participants may lead to withdrawal

of access. 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. Clubs cannot book training areas for public training sessions or coaching for children; separate public booking with appropriate insurance is required.
- i. All club coaches must be listed on the club's grant application form to gain access to UCD Sport Facilities.

9.1.3 Outdoor Events & Training

- a. Book natural grass pitches through associated sports officers (e.g., Gaelic Games Executive, Director of Rugby, Soccer Executive). These bookings are to be communicated to UCD Sport who shall advise the UCD Sport Facilities Management, UCD Grounds Dept. and UCD Services. Unauthorised use is not allowed without permission from the relevant sports officer or Development Manager.
- b. For synthetic grass pitches, contact UCD Sport Facilities Booking Officer in writing/email to secure a booking. A booking form and/or email will be returned to confirm the booking.
- c. Training times apply during term time; out-of-term arrangements by UCD Sport Facilities, see (g) for details.
- d. UCD Sport Facilities Booking Officer and AUC Executive Secretary finalise yearly training schedules, designate one person to liaise with for club for bookings, 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. All booking requests/cancellations have to be made via email to sportfacilities@ucd.ie. Any changes or last-minute requests for UCD Sport Facilities can be done at UCD Sport Facilities reception or over the phone when needed but must be followed by emailing sportfacilities@ucd.ie.
- e. At the start of the year, provide fixture lists and full fixture details to UCD Sport Facilities Booking Officer; weekly match fixture confirmations are required via email.
- f. Clubs must conclude activities and clear space on time, factor in time for clearing and storing equipment. For evening training, participants have 30 minutes to vacate before the building is alarmed. Failure to comply with the above will result in the club concerned forfeiting their allocated time.
- g. In and out of term times will be communicated to clubs via email; book out-of-term training times two weeks in advance (subject to availability).

- h. Access to facilities is free for fully affiliated AUC clubs; failure to comply with grant applications or having non-UCD participants may result in withdrawal of access. All those wishing to access UCD Sport Facilities and outdoor facilities are 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
- i. On the day of the game/training, contact UCD Sport Facilities reception to verify the pitch status and to be allocated a pitch and changing room (where possible). The club must ensure they have necessary items (flagpoles, cones etc.) 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.
- j. All university clubs and teams must have a first aid kit and First Aider present during training sessions and games.
- k. AED Units available at different locations; contact UCD Sport Facilities reception in case of Please be advised that Automated External Defibrillator (AED) Units are located at the UCD Sport Facilities reception, UCD Sport Facilities changing pavilion entrance on the athletic running track fence, 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 3821 and commence CPR or send someone to get the AED and commence CPR. UCD Sport Facilities reception will inform the UCD First Response Room at tel. 01 716 7999, requesting an ambulance to be dispatched and met at the incident location by UCD Services. If the call is not answered after 5 rings it will automatically be transferred to the Campus Emergency line on 01 716 7999. The Campus Sport and Leisure Duty Manager can be contacted on 087 743 7211 during business operational hours (Mon-Friday from 6am- 10. 30pm and Saturday and Sunday from 8am - 6pm.
- l. To book additional space and time on synthetic pitches for competitions, inform UCD Sport Facilities Booking Officer well in advance, complete the booking form, and return it within 48 hours of receiving it. The booking form must be signed by the club's Secretary/Captain and AUC Executive Secretary. Intervarsity events require evidence of status. Re-assignment of time for other clubs may occur for Intervarsity competitions.
- m. Competitions and matches must start and finish on time; request additional time at the time of booking if required.
- n. If charging entry fees for events, note it on the

booking form, and UCD Sport Facilities may apply charges based on event size and entry fee.

- o. Large events require first aid cover at the club's expense.
- p. UCD clubs hosting competitions and league matches should review the insurance section.
- q. Clubs cannot book training areas under the pretense of club training to conduct public sessions/events or coaching for children; such sessions require a public booking and appropriate costs and forms.

9.2 Cancellation Policy

- a. Clubs must provide at least 48 hours written notice of cancellation to the UCD Sport Facilities Booking Officer and AUC Executive Secretary. Failure to do so will result in full commercial rental charges and will be invoiced at the end of the relevant semester. Failure to pay by the next semester's first day will result in withdrawn training times.
- a. If a club misses two consecutive training sessions on the same weekday and time without complying with the cancellation policy, the club will forfeit that training time for the academic year.

9.3 Club Lockers

- UCD Sport Facilities provide lockers for clubs. To obtain a locker key, the club secretary must submit a list of authorised individuals to the Booking Manager using the Club Locker Key Nomination Form (available at the UCD Sport Facilities reception and [UCD Sport website](#)).
- Outgoing committees are responsible for handing over club locker keys to the incoming committee before the new academic year begins.
- Only those authorised on the submitted forms will be issued a club locker key by the UCD Sport Facilities reception. They must present their UCD student card as identification.
- Club lockers are for storing club equipment only; personal items or money should not be left in them.
- For clubs with storage facilities in Newstead sheds, Rooms 4 in UCD Sport Facilities, or the Boat House, Islandbridge, the allocated space is strictly for club sports equipment storage only. Personal items, money, meetings, or social activities are not allowed in these spaces. Violation of these rules will result in forfeiture of the storage space.
- The UCD Sport Facilities reception should hold a copy of the key to club storage sheds for safety reasons. The club secretary must provide a fully completed Club Locker Key Nomination Form along with the key to the reception. The key

should only be given to UCD Estate Services staff or Emergency Services personnel.

- The University does not take responsibility for items stored in club lockers or storage sheds.

9.4 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.

9.5 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 an 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.