



UCD Athletic Union Council
**CLUB OPERATIONS
MANUAL**

2023-24

UCD Athletic Union Council

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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 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 suzanne.bailey@ucd.ie for assistance.

Section 2

Structure of Sport at UCD



2.1 The Athletic Union Council

Established in 1909/10 the Athletic Union Council, is the governing body for UCD sports clubs, functioning as a funding, regulatory, arbitration and Colours awarding body. It consists of two representatives from all clubs, one graduate and one student.

2.1.1 The AUC's Mission

"Act as a representative and support body in assisting UCD clubs to ensure the highest quality sporting opportunities for all students to engage in sport and physical activity at the level to which they aspire while enabling them to achieve their full potential".

As clubs provide a range of opportunities to train, play, compete, manage and coach in sport at all levels, the AUC will act as a key support and guidance resource for the clubs.

As the governing body for sports clubs the AUC will function as a lobbying, funding, arbitration and Colours awarding body. Its primary functions 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 and advisory function to club committees, covering governance issues including organisational matters, event management, sponsorship, finance, safety and disciplinary issues.
- Manage and organise promotional and recruitment activities and events for UCD clubs.
- Provide a support point of contact for all interested parties.

- Ensure an arbitration and disciplinary service is available to all UCD clubs when required.
- Award Colours.
- Act as a lobby group on behalf of clubs to maximize available resources.

2.1.2 AUC Vision

"All student sports clubs, by being sustainable, accessible and excellent, will meet the changing needs and expectations of the student population in UCD."

2.1.3 AUC Values

Informed by the values of the University i.e. creativity, excellence, integrity, collegiality, engagement and diversity, the AUC applies the following values to its activity and that of its affiliated clubs:

- Equality
- Fairness
- Transparency
- Partnership
- Leadership
- Success

Equality: UCD clubs will be diverse and inclusive, encouraging engagement from all sections of the University population.

Fairness: UCD clubs will always have high ethical and professional standards applying to all aspects of running the club.

Transparency: UCD clubs will operate in an open manner, sharing knowledge and information and developing trust with its members and other stakeholders.

Partnership: UCD clubs will work in collaboration with all internal and external stakeholders to the betterment of the club as a whole.

Leadership: UCD clubs will lead both on and off the sporting field through innovative approaches to their work on campus.

Success: UCD clubs will continue to achieve at the highest levels of sport while also maintaining growth in participation and activity at all levels.

2.1.4 Strategic Priorities

Following consultation with UCD Sports clubs through the AUC Executive committee and in tandem with a review of the University's strategic plan, the AUC will focus on the following strategic areas for the period of the plan:

- Representation
- Participation
- Volunteerism and Support Services
- Governance & Management
- Elite Athlete Development
- Communications

The AUC Executive is made up of the five officers President, Vice President, Vice President (Student), Hon. Secretary and Hon. Treasurer. These officers are joined by 11 elected representatives of the UCD sports clubs and the Executive Secretary, Ms. Suzanne Bailey, and the Director of Student Services, Mr. Dominic O'Keefe.

Clubs are represented on the Executive Committee on a constituency basis with the clubs divided among eleven constituencies.

1. Men's Gaelic Football, Ladies Gaelic Football, Camogie, Hurling & Handball.
2. Table Tennis, Badminton, Squash, Tennis, Golf.
3. Judo, Karate, Ninjutsu, Lau Gar Kickboxing, Shaolin, Boxing, Tae Kwan Do.
4. Fencing, Target Shooting, Trampoline, Archery.
5. Ladies' & Men's Hockey, Cycling, Equestrian, Athletics.
6. Ladies' & Men's Basketball, Volleyball, Olympic Handball, Netball.
7. Swimming and Waterpolo, Boat, Ladies Boat, Sailing.
8. Rugby, Women's Rugby, Soccer, Women's Soccer.
9. Mountaineering, Orienteering, Caving and Potholing, Snowsports.
10. Surfing, Sub Aqua, Canoe, Windsurfing.
11. American Football, Lacrosse, Ultimate Frisbee, Cricket.

(Please note that only clubs who are fully affiliated to the AUC are assigned to a constituency.)

The AUC Executive is elected at the Annual General Meeting, which is held during the first Semester. The Executive meets 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**. You can also contact the Sports Office at **tel. 716 2183** or **sport@ucd.ie**, the Sports Development Officer Paula Cashman at **tel. 716 2122** or **paula.cashman@ucd.ie** or the Programmes and Communications Assistant Tadhg O'Leary at **tel. 716 2183** or **tadhg.oleary@ucd.ie**.

The Athletic Union Council joins with the Students Union and the Societies Council to make up the Student Activities Committee. 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, to air their views on matters relevant to student life.

2.3 UCD Sport

The administration centre for sport is based in UCD Sport. 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.

UCD Sport, which is home to the AUC, is based on the top floor of the section of the building housing the halls, courts and performance gym. Office hours are usually 9.30a.m.-5p.m. Monday to Friday.

Important Contacts:

Sports Office			
Sports Clubs & Scholarships		01 716 2183 /2208	
Sports Development Officers			
Suzanne Bailey	Development Manager AUC Executive Secretary	01 716 2208	suzanne.bailey@ucd.ie
Gerard Brennan	Gaelic Games Executive	01 716 2123	gaelicgames@ucd.ie
Josh Warde	GAA Games Development Officer	01 716 2402	josh.warde@ucd.ie
Emmet MacMahon	Director of Rugby	01 716 2184	emmet.macmahon@ucd.ie
Ciara O'Connor	Rugby Club Manager	01 716 2119	info@ucdrugby.com
Diarmuid McNally	Soccer Executive	01 716 2142	diarmuid.mcnally@ucd.ie
Ger Barron	Soccer Development Officer		gerard.mbarron@ucd.ie
Paula Cashman	Sports Development Officer	01 716 2122	paula.cashman@ucd.ie
Tadhg O'Leary	Programmes and Communications Assistant	01 7162183	tadhg.oleary@ucd.ie

UCD Sport - Indoor Halls, Climbing Wall, Courts, Pitches etc. (based at the UCD Sport reception)			
UCD Sport Facilities Booking Officer		01 716 3839/3821	sportfacilities@ucd.ie

UCD Sport & Fitness (Gym & Pool) & UCD Student Centre			
Gym & Pool queries		01 716 3800	fitness@ucd.ie
Conference & Events queries		01 716 3160	student.centre@ucd.ie

Other			
Sport Emergency Number		01 716 2121	
Campus Services Unicare		01 716 7999	
Dominic O'Keefe	Director of Student Services and Facilities		dominic.okeefe@ucd.ie
Peter Coulahan	University Safety Officer	01 716 2066	sirc@ucd.ie
UCD Clubhouse		01 716 3146 (office) 01 716 3147 (main bar)	
Poolside Café		01 716 3150	

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. In the case of existing clubs, the club must fully complete the grant application process each year in order to maintain affiliation to the AUC.

In the case of new clubs the following are the steps required in order to apply for 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 proposed Constitution outlining aims and objectives (samples of which are available from the Sports Office, see appendix 12 for Club Constitution Template).**
- 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.

Applications for affiliation by new clubs will be considered by the AUC Executive Committee on the following basis:

- **Uniqueness:** the activity must not be offered by an existing club in UCD.
- **Recognition of the activity by Sport Ireland:** the activity must be recognised as a sport by Sport Ireland, the statutory body for sport in Ireland.
- **Sustainable:** the group must be able to demonstrate that their activity, if approved, can be delivered in a sustainable way.
- **Insurable:** the AUC must be able to put in place relevant insurance as required by the University for the activity concerned. Where the AUC is unable to get said insurance or the cost of insuring the activity increases the AUC's premium costs by more than 10 percent, affiliation will not be granted.
- **Reputation:** the group must commit to the principle that their activity will be carried out in a manner that will enhance the reputation of the University.

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.

Where a club has not been active in twelve months or more, or fails to complete the affiliation process in an academic year, it will be declared non-operational or dormant. To re-establish a dormant club you must follow the same steps for setting up a new club.

Please be advised that due to financial pressures on existing clubs and the current requirement to hire facilities off campus, the AUC has in place a moratorium on the affiliation of new clubs. This moratorium can only be revoked in exceptional circumstances, subject to the approval of the AUC's Executive committee.

Where an existing clubs seeks to change or add to its activities and/or name, this is subject to the approval of the AUC Executive Committee. The club will need to formally apply to the AUC in writing detailing the following:

- What exactly the activity is and how it differs from activity already provided by the club and other UCD clubs.
- Rationale for the introduction of this activity / change in activity.
- Where adding an activity, how does this new activity align with the current activities of the club.
- Where adding an activity, what impact would the new activity have on core activity.
- What are the implications of this proposed activity in terms of competition and training costs, equipment, facilities, coaching, insurance, affiliation etc.
- Confirm with UCD Sports Facilities (where applicable) that they have space available for storing of the equipment and can allocate facility times to the clubs training /competition for this activity.
- Where an additional activity, how this activity would be governed and the impact on current club operations.

The application would go to the AUC Executive Committee for consideration. The AUC will consider the application of the addition of a new activity in a club on a similar basis to that of a new club i.e. uniqueness, recognition by Sport Ireland, sustainability, insurability and and that it will enhance the reputation of the University.

Where in the opinion of the AUC a club is seeking to fundamentally alter its core activities, such an application will be treated as a new club application and will be subject to the AUC moratorium.

3.2 Membership or office in a UCD Club

Membership or office in a University club is open to:

- a. Students who are currently registered and in attendance at courses for degrees or diplomas;
- b. Recent graduates of the University as approved by the Athletic Union Council;
- c. 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 the costs involved in the running of the club.*

** It should be noted that playing membership is restricted to recent graduates (graduates of less than 3 years) of the University as approved by the AUC. However, graduates are encouraged to become involved in a coaching and/or administrative capacity with clubs. Membership*

by graduates other than recent graduates is therefore permissible by the AUC for long standing graduates where they are involved in the administration and/or coaching of the respective club.

The AUC recommends an annual minimum membership fee of €15. However, it is at the discretion of each individual club to determine their membership fee. For the purposes of grant allocations for the 2023/24 academic year, the AUC will only consider those members who have paid a minimum fee of €15 as a member of the respective club. However, given the cost of running clubs, committees are advised to charge a membership fee in excess of €15.

3.3 Membership of a club by students U18 years of age

For students aged 17 years of age and under, a signed parental consent form must be submitted to the club by the student (Template available at UCD Sport website). The club must upload each signed parental consent form to the club grant upload system. The club must then contact the UCD Sport office to inform them that the club have uploaded the signed parental consent forms. UCD Sport will then verify the member. Once verified the club will be able to upload the member on the Sisweb membership management system.

Until all of the above steps have been completed the member is not permitted to participate in any club activity.

3.4 Membership Cancellation

UCD sport clubs must check the membership eligibility status of a student prior to the student taking up membership of that club. However, if the club discover that a student was not eligible to hold membership the club must email the student and inform them of same and that a refund will be processed.

The membership fee paid by a member to a UCD sports club is only refundable within 14 days of purchase provided that the holder has not taken part in any club activity. Such a refund is to be made by the respective club directly to the individual following a request in writing by the member to the respective club secretary (via an email to the clubname@ucd.ie) requesting the membership cancellation. After the 14 day cooling off period no refund is payable irrespective of the individuals activity level in that club.

Once a refund is made by the club, the individual is to be removed from the clubs membership list and is not entitled to take part in any activity of their former club. Please note that where a student withdraws from the University they are no longer entitled to hold membership of a sports club and their membership is automatically cancelled without refund.

Please see Appendix 15 for the AUC's Club Code of Conduct and Section 16 for the AUC's Disciplinary procedures.

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. This is a very important document that sets out the terms of reference and rules by which the club is governed. A copy of the club constitution should be present at all committee meetings and all members should be educated as to its contents. Committee members must also read and submit the online [AUC Code of Conduct for Sports Club Committee Members](#).

The Constitution will not cover all contingencies and the power of discretion will normally lie with the Executive Committee of the Club. The Constitution should detail the committee positions that your Club holds alongside how the Club is to be governed, in line with the University and AUC policies and procedures.

It is good practice that a committee reviews and re-signs their Club Constitution on an annual basis. When compiling or updating your Constitution you are also advised to consult with your National Governing Body regarding items which they may require you to have in your Constitution. A full list of governing bodies can be found at www.sportireland.ie.

If you want to change a role within your Club then your members must agree to it by voting to accept a new Constitution with the changes included in it; this can only happen at a club Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). Before a club adopts any new/amended Constitution it should be sent to the AUC (suzanne.bailey@ucd.ie) for approval.

Usual headings in your Constitution would include the following (a sample template can be found in appendix 10), please note your Club is not limited to these contents:

1. Club Details

1.1. Name of Club

1.2. Club Colours

1.3. Club Motto

1.4. Club Address

1.5. Club Affiliations

- Outline any affiliations the club may have (e.g. to the AUC, to a National Governing Body such as the IRFU, VI, HI, FAI etc.)
- Outline how an affiliation may affect the running of the club (e.g. abide by the rules of the University/AUC/NGB.).

2. Aims And Objectives

- Outline what the aims and objectives of the club are, for example; to promote and develop..., provide opportunities..., for the purpose of leisure and competition..., through the provision of coaching..., for all levels and abilities..., in the spirit of fairplay and sportsmanship etc.

3. Membership

3.1. Membership Types

- Clearly state the type of memberships the club has e.g. UCD Student, UCD Staff, UCD Graduate, Honorary Membership. (see **note No. 1**). Outline any specific eligibility criteria for each type. Is there a restriction on the number of years a graduate may hold membership?

3.2. Membership Application Process

- Describe the membership application process for each membership type. (fees payable, application form, identification required, membership deadlines, who the application is to be made to etc.).

3.3. Membership Entitlements

- Outline what the membership entitles the member to e.g. coaching, competition, facility use, attend trips, start and end date for membership, can members attend meetings, voting rights, is graduate membership restricted (in terms of playing rights) etc.

3.4. Membership Rules

- Outline how the rules of the club are communicated to its members. State how often these rules are updated.
- State:
 - » **Acceptance of membership of the Club implies acceptance of this Constitution, the policies and procedures of the University and the Athletic Union Council and any standing rules of the Club that may be passed by the Committee from time to time.**

3.5. Termination of Membership

- Outline the process by which membership can be terminated. Outline the reasons why membership may be terminated. Outline the appeal process.
- Outline the process by which a member can cancel their membership.

Note 1: 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. To ensure student representation graduate playing membership is usually restricted to a 3 year period. Graduates are welcome to remain as members of a Club beyond the 3 year period as non-playing members in a coaching or administrative capacity. Honorary membership, if available, should only be for non-playing members who fulfill the UCD Student, Staff and recent graduate criteria. Such Honorary members should be those who have formerly held membership in the Club and are no longer playing the sport.

4. Subscriptions

4.1. Subscription Information

- Outline when the level of membership is agreed and by whom.
- 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?
- Does the club issue a membership card?

5. Committee

5.1. Committee Roles & Responsibilities

- Firstly state the roles that make up the committee.
- State whether there is a minimum or maximum number of committee members that make up the committee.
- Ideally each person on the committee should only hold one position. However, in some cases the Children's Officer and New Member/Development Officer may be the same person.
- The constitution should clearly outline the responsibilities attached to each role (examples can be found in Section 5)
 - » Must have a:
 - ◇ Secretary
 - ◇ Captain
 - ◇ Senior Treasurer
 - ◇ New Member/Development Officer
 - ◇ Ordinary Members
 - ◇ Junior Treasurer
 - ◇ Children's Officer
 - ◇ Safety Officer
 - ◇ Public Relations Officer
 - » May have a:
 - ◇ President / Chairperson
 - ◇ Equipment Officer
 - ◇ Fixtures/Referees Secretary
 - ◇ Entertainment/Events Officer
 - ◇ Inclusion Officer
- The Constitution should also stipulate the number of ordinary members required on the committee. These are members of the Club who are not officers of the Club but represent the general membership on the committee.

5.2. Election of Committee Members

- Outline how the officers are elected to the committee i.e. at the AGM (is the AGM in the first or second semester?) and what is the duration of the term of office.
- State which documents committee members must read before starting in their committee position e.g. AUC Club Operations Manual, UCD AUC Sports Club Safety Manual, Club Constitution, online AUC Code of Conduct for Sports Clubs Committee Members etc.
- State whether all members are eligible to elect officers or is it just full members i.e. are honorary excluded? Any other eligibility criteria (e.g. to become club captain the person must be a member of the club for one year).
- The Senior Treasurer shall be elected in accordance with AUC rules, the election of any person to the Office of Senior Treasurer shall be subject to the approval of the AUC and notwithstanding the result of any election, no person may take up office as Honorary Treasurer until such approval has been obtained.
- The club Constitution should state that the person nominated must have agreed to the nomination.
- Is the election by a show of hands, secret ballot or a verbal vote? who is entitled to vote?
- 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.
- If during a term of office a vacancy arises on the committee, how shall it be filled?

5.3. Dismissal or Resignation of a committee member

- State the process for the dismissal or resignation of a committee member.
- Outline the appeal process.
- State the procedure as to how the vacant position is filled.
- Is there a specified number of consecutive missed meetings before a member of the committee must cease in their position.

- Include:
 - » **The Committee shall have the power to suspend or take any other action which it may deem advisable with regard to any member whose conduct shall be considered prejudicial to the good and well-being of the club; such suspension must be notified to the UCD AUC in accordance with the constitution of the AUC.**

5.4. Sub-Committees

- State whether sub-committees are permitted.
- State how these are formed, what role do they play and if there is a max/min number of members required/allowed.

6. Coaching

- 6.1. All coaches of the UCD clubs must be selected and appointed in accordance with the AUC policies. Coaches must always act in compliance with the AUC policies.

7. Meetings

7.1. Ordinary Meetings

- How often shall the club hold ordinary meetings?
- Who should be present (is there a quorum)?
- Who is allowed to attend the meeting?
- Who should chair the meeting (and in their absence who will chair the meeting)?
- Who can call a meeting? How much notice must be given – how and who communicates the notice of the meeting?

7.2. 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 Treasurer's Report (Financial)
 - (d) Election of Officers and Members of the Executive Committee
 - (e) Notice of Motions

- (f) Any other business
- (g) Club Constitution Review
- 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?

7.3. 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?

(All committee members must be familiar with the Proceedings at Committee Meetings as part of the AUC's Code of Conduct for Sports Club Committee Members

8. Finance And Accounts

- Outline when the financial year starts/ends.
- Include details of procedures for issuing cheques or withdrawing funds, making bank lodgements, cash handling, keeping up to date accounts, producing annual accounts.
- Has the club a policy on expenditure on social activities?
- Outline any information regarding the assets of the club.
- Has the club a policy on sponsorship or fundraising e.g. division of funds.
- Are there any specific areas where funding will not be provided by a club?

9. Complaint Procedures

- Outline the procedure by which a complaint is lodged and how a complaint is dealt with.

10. Disciplinary and Appeal Procedures

- Outline who within the committee is responsible for disciplinary issues.
- Has the club a disciplinary committee and who does this consist of.
- Is there a disciplinary hearing, must the member attend and outline what the consequences of non attendance are. State what notice is required for a disciplinary hearing.
- The Constitution may give examples of "conduct likely to bring the club or the University into disrepute" e.g. fraudulent or dishonest activity, failure to comply with the University's Consumption of Alcohol on Campus policy.
- What are the appeal procedures (deadline for appeal, how is an appeal made). If the appeal is rejected can the appeal be taken further?
- Please note the Disciplinary Procedures of the AUC in Section 16. Where the matter falls under the UCD Student Code and /or the UCD Policy on Dignity and Respect it should be referred immediately to the AUC Executive Secretary who will advise on how the matter is to be handled under the UCD processes.

11. Constitution Amendments

- Outline what the procedure is to make an amendment to a Constitution e.g. notice period prior to meeting, quota required to propose an amendment and quota required to pass an amendment. See Note 2.
- Once amended when and how does the amended Constitution come into effect.

(Note 2. Amendments to a constitution must be approved by the AUC in advance of any AGM or EGM)

12. Data Protection

- Data Protection - data must be kept for club purposes and used only for the effective management of the club, subject to the provisions of the Data Protection Act 2003.

Please be advised that in addition to the club Constitution, UCD clubs are bound by the Rules and Policies of the AUC (as outlined in this Operations Manual) and by the University's Policies and Procedures including the [UCD Student Code of Conduct](#) and the University's policy on Dignity and Respect.

Club Executive

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. In particular, the executive committee is responsible for:

- Developing plans for the club.
- Guaranteeing the club's financial health including approving the annual budget.
- Ensuring enough volunteers run the club and that the club is a positive place for volunteers.
- Making sure legal requirements are followed.
- Making sure the AUC and the University's policies and procedures are followed.
- Writing policies to guide the operation of the club.
- Working effectively together in order to run a successful club.
- Carrying out the administration.
- Setting up sub-committees where required for specific projects.
- Having good links with the University, the community and partner agencies.
- Organising trips and fixtures.
- Holding an AGM.

The above might seem like a lot at first, but don't forget that you are a committee and not just one person doing this – delegation is a good sign of leadership! Don't be overwhelmed – while you might be doing some of this for the first time the AUC and staff in the Sports office have been helping committees for years and in some cases have been committee members both in and out of the University, so don't be afraid to ask for help.

There is not a one size fits all structure that your club must adhere to. Each sport is unique and that means how you run your club must be adapted to your specific needs; however, the basic idea remains the same; clubs are run by a committee that is democratically elected at a club AGM for the benefit of their members.

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 (Compulsory)
- Safety Officer
- Ordinary Members

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 effect the future of the club. The President will be required to find out about the situation, decide on any change, 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. Records to be kept of all monies collected. (The collection of monies may also be done by the Junior Treasurer.)
- Maintain the club membership list and record of the office holders of the club.
- 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.
- Responsible for communicating all relevant information to club members e.g. training and development updates etc.
- 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.

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 be at a **minimum a graduate of at least two years.** All nominations for Senior Treasurer are to be submitted to the AUC Executive for approval. Nomination forms are available on the [UCD Sport website](#).

The Senior Treasurer plays a vital role in the financial management of the club and must report to the club members, club 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.

- Be an **authoriser of all payees and payments for online banking**, where provided.
- 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 be in regular correspondence with the Senior Treasurer.
- 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. The captain is responsible for ensuring that all accidents/incidents are reported to the UCD Sports Office within 24 hours or where practicable.

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.

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. Online PRO training can be found on the Training and Development section on the UCD Sport website.

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. Online Junior Treasurer training can be found on the Training and Development section on the UCD Sport website

Ultimately it will be the Senior Treasurer who will oversee and sign off on accounts and transactions.

5.1.8 Children's Officer

Each club must appoint a Children's Officer, this person must have, at a minimum, attended a Safeguarding 1 - Child Welfare and Protection Basic Awareness Course. This Children's Officer must also be Garda Vetted by the AUC, vetting is valid for three years. They should have as their primary objective the establishment of a child centred ethos within the club.

Other functions:

- To promote awareness of Sport Ireland's *Safeguarding Guidance for Children and Young People in Sport*, the AUC's *Code of Ethics and Conduct for Sports Coaches* and the UCD *Sport, UCD Sport and Fitness and UCD Student Centre Keeping Children Safe Plan and the Child Safeguarding Statement of the Club*.
- To influence policy and practice within the club in order to prioritise children's needs.
- 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.
- To ensure parental consent forms are provided to prospective student members aged 17 years of age and under.
- To upload signed parental consent forms to the Grant Document Upload for all student members aged 17 years of age and under.
- To review club trip lists to ensure that signed parental consent forms are in place for anyone traveling aged 17 years of age and under.
- To review accommodation arrangements for club trips ensuring that arrangements comply with the AUC's Trip Rules. Where they differ, the Children's Officer is to inform any parents of student members traveling who are aged 17 years and under of the alternate arrangements. Such parents are to be provided with the opportunity to make their own arrangements for their child.

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 for reporting to the Statutory Authorities and the AUC Executive Secretary.*

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 Safeguarding 1 - Child Welfare and Protection Basic Awareness Course (Certificate is valid for three years) must be uploaded when submitting the online Code of Conduct For Sports Club Committee Members. 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 for UCD Sports Clubs. The AUC will also facilitate those who have previously attended the Code of Ethics course to access the Children's Officer course run by the Dun Laoghaire Local Sports Partnership. Furthermore, all club committee members and coaches are required to read and implement the *UCD Sport, UCD Sport and Fitness and UCD Student Centre Keeping*

Children Safe Plan, and the Club's Child Safeguarding Statement which are available to download from [UCD Sport Website](#)

5.1.9 Safety Officer

The Safety Officer is responsible for ensuring that the club activities are organised in accordance with the club safety manual. This policy is to be revised as necessary and reviewed annually. The Safety Officer will ensure adequate safety training of club members and will also ensure that the Club's First Aid Kit is kept stocked. See "Section 8 - Health and 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. Ordinary members like the officers should:

- fully understand the work of the club,
- know the committees legal obligations and make sure these are followed,
- understand financial and budget issues,
- attend meetings and participate in the workings of the club.

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 Common Problems with Filling Executive Positions

Knowing some of the issues that might arise will allow you to address and hopefully avoid some of these common problems.

- **Members don't know what they are running for.** Try and provide them with as much information about the roles as possible.
- **No one wants to run for a position.** Talk about the opportunities and personal development opportunities that being on a committee offers. While you shouldn't campaign for an individual there is nothing wrong with telling someone that you think they would be perfect for a role.
- **I don't think the person is suitable.** While you might not be a fan of the person running for the position, don't forget that your committee is democratically elected and so a majority might like this person to be elected. Think about your reservations and consider discussing them with the individual or a member of the Sports Office.

5.3 Changing of the Club Executive & Bank Account Signatories

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. Use Google Drive to store relevant documents. Make sure you handover passwords for the club email, social media platforms and web pages.

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.

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.

Completion of the Club Officer Training in September is compulsory for clubs. Failure to attend will result in the club being fined 10% of their grant in 2023/24. Please check the club email account for details.

5.3.1 Bank Account Signatories

Once a club executive changes you are asked to please 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.

As before the AUC Executive Secretary will also be a signatory on all club accounts in 2023/24.

Please be advised that signatories on club accounts can not be changed without the prior approval of the AUC. Where on-line banking is approved for a club by the AUC, the users of such on-line banking must be the same as those listed on the club's bank mandate. A mobile telephone number and e-mail address must be provided to the Executive Secretary for all signatories. Once confirmation is received from the bank that the new account mandate has been accepted, the signatories access to the on-line club account will be set-up by the AUC Executive Secretary.

5.4 Tips on Managing Your Club Executive

In many cases, members are elected onto a committee without any previous experience of being on a committee or running a club for the benefit of their members. All of a sudden your committee has a number of objectives to achieve and rules to follow. So how do you achieve your goals and successfully run your club? Here are five tips to help.

5.4.1 Communication

Knowing what you are doing in your individual role is important. But when you are running one aspect of the club, then communicating what you are doing and knowing what others are doing becomes increasingly important. Committee meetings can become hugely important. See Section 12 Managing Meetings for further information.

5.4.2 Delegation

Once you know what it is that you have to do, make sure that the workload is shared. Too often a committee member can take on all of the work, which has two negative effects:

- **Things don't get done.** If there is too much for one person to do, then one person won't be able to do it. Or if they can, it will probably be at the detriment of their degree.
- **Resentment.** If your committee are feeling under-used and neglected, then they might stop doing what little they have been allowed to take responsibility for.

To avoid this, find out the strengths of each committee member and share the responsibilities accordingly.

5.4.3 Time Management

Important in all aspects of your life, prioritise what needs to be done and plan accordingly. Please don't forget time for going to lectures and doing your college work.

5.4.4 Preparation

Make sure that you prepare for anything that you need to do. You wouldn't go in to a match or race without training, so bring some of the same philosophy to running your club.

5.4.5 Ask for Help

Never be afraid to ask for help. No one expects you to have all the answers if you have never done the job before. Both staff and previous committee members have the experience to help so make sure you ask.

5.5 Code of Conduct for Committee Members

All committee members must submit the online Code of Conduct for Sports Club Committee Members. Club Children's Officers must also upload valid Safeguarding 1 and/or Safeguarding Refresher Certificate as part of submitting the online code. This online [Code of Conduct for Sports Club Committee Members](#) is available on the UCD Sport website.

5.6 Club Officer Training

For 2023/24 the Club Officer training will once again be delivered online, this will be made available to club officers by way of invite to clubs. Invitations will be sent in early September to clubs.

Completion of club officer training is compulsory for at least one committee member from each club. Completion records will be available to the AUC via the online system. Failure to complete the course will result in the club forfeiting 10% of their allocated grant for 2023/24.

The training will need to be completed by October 13th to avoid the 10% grant reduction penalty.

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.
- A mobile telephone number and e-mail address must be provided to the Executive Secretary for all signatories to enable the setting up of on-line banking.

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 note that for 2023/24 the AUC Executive Secretary must be a signatory on all club accounts.

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 under any other name other than for a specific other purpose relating to the club, which may be temporary or permanent without the express permission of the AUC. 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 and/or electronic banking as approved by the AUC. 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 or via online banking as approved by the AUC. 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 or by electronic payment.
- d. Where a cheque is used, 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.
- 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, (as part of the grant process) 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 grants are not usually paid until 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.
- m. Where the club is collecting cash from members, two committee members must be present at all times. Both committee members must count the cash and confirm the figure for lodgement to the clubs bank account. Where possible club members should be encouraged to make a payment electronically in to the clubs bank account.
- n. Only cheques completed with details of the payee and the relevant amount are to be signed by the relevant signatories. **No blank cheques should be signed.**
- o. Where it has been approved by the Executive Secretary clubs may operate on-line banking. However, those listed as users on such accounts must be the same as those listed as signatories on the clubs account mandate. Furthermore, the Senior Treasurer plus one other signatory (user) must authorise all payees and payments.

Annual Accounts Summary Sheet for 2022/23

This section should be completed by the Senior Treasurer with your club's bank statements to hand.

Senior Treasurer Name:		Date:	
Signature:		Email:	

Copies of your opening and closing bank statements should be uploaded to the Club Doc Upload System., highlighting the opening and closing balance figures on the statement. Please complete the details below where asked to enter data in the BLANK CELLS. Other data will be copied automatically from earlier sections of the form. Data in this section should match your club accounts and data provided earlier in the form. Please do not enter any data cells where "transferred automatically from earlier section or automatically calculated" are adjacent to the cell.

Financial Year 2022/23	Date	Bank	Cash	
Start Date 2022/23 and Opening Bank and Opening Cash Balance				You must enter in both a Start and End Date. These dates should match what is on your Bank Statements. You should also highlight said figures on the Bank Statements uploaded to your Club Document Upload System.
End Date 2022/23 and Closing Bank Balance and Closing Cash Balance				

The dates entered here should match dates on your bank statements and accounts.

Income - 2022/23	Euro	
Annual Grant 2022/23 (including amount paid to coaches on your behalf by the AUC)		Any discrepancies will result in a delay in payment of the grant.
Special Grant 2022/23		
Membership Subscriptions	0	Transferred automatically from earlier sheet
Income from Sale of Equipment	0	Transferred automatically from earlier sheet
Sponsorship	0	Transferred automatically from earlier sheet
Fundraising	0	Transferred automatically from earlier sheet
Donor Contributions	0	Transferred automatically from earlier sheet
Member Contributions	0	Transferred automatically from earlier sheet
Other Income	0	Transferred automatically from earlier sheet
Total - Income	0	automatically calculated

Expenditure - 2022/23	Euro	
Domestic Competition Expenditure	0	Transferred automatically from earlier sheet
Equipment Expenditure	0	Transferred automatically from earlier sheet
Equipment Repairs & Maintenance	0	Transferred automatically from earlier sheet
Affiliation Costs	0	Transferred automatically from earlier sheet
Individual Affiliation Costs	0	Transferred automatically from earlier sheet
Insurance Costs	0	Transferred automatically from earlier sheet
First Aid Costs	0	Transferred automatically from earlier sheet
Ambulance & Physiotherapy Costs	0	Transferred automatically from earlier sheet
Coaching Costs	0	Transferred automatically from earlier sheet
Other Costs	0	Transferred automatically from earlier sheet
Other Costs where the AUC made no contribution	0	Transferred automatically from earlier sheet
Total - Expenditure	0	automatically calculated

Uncashed Cheques and Payments Pending	Euro	
Balance in Bank at end of 2022/23 year (as per date above)	0	Transferred automatically from above
Less		Expand on details in the applicable section below if necessary.
Cheques not Cashed		
Payments Owed (please provide details below)		
Specific purpose funds being held (please provide details below)		
Balance Available 2023/24 (Opening Bank Balance 2023/24)	0	automatically calculated

Details of Payments Owed in 2022/23	Euro	
Total	0	automatically calculated

Details of Specific Purpose Funds being held for 2023/24	Euro	
Total	0	automatically calculated

6.3 Grants

All clubs affiliated to the AUC are eligible to apply for a grant from the AUC to assist in the day to day running of the club. Grants are dependent on money received from the University and will be distributed according to membership size, club requirements (e.g. large capital items of equipment or hiring of outside facilities), activity and participation level, coaching costs, domestic competition level 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:

- Coaching and training expenses.
- Intervarsity competition costs.
- National / domestic competition costs.
- Affiliation fees.
- Equipment costs.
- First Aid equipment.

Full explanatory notes on the AUC's grant allocation model are contained in Appendix 11.

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 reduced / no funding being allocated, which will consequently penalise all members of the club.

In terms of the 2023/24 academic year, the AUC has decided to implement the following changes:

- Clubs will have until November 3rd to resolve any outstanding issues/paperwork with their grant application. Any outstanding paperwork is to be emailed in bulk from the club to the Executive Secretary (suzanne.bailey@ucd.ie) by November 3rd. Where documentation is still incomplete on November 3rd access to facilities will be immediately withdrawn. Insurance of activities will be suspended and the club will not be permitted to operate on or off campus in any capacity. The club will also be subject to a 10% reduction in their grant should they be reinstated at a later date. A meeting of the AUC Executive will take place on November 15th or 16th to review any additional paperwork submitted by clubs and reinstate clubs where they have subsequently completed grant requirements.

Any club reinstated at that time will be subject to a 10% reduction in their grant. Where clubs have engaged paid coaches who they propose to pay at the end of Semester 1, the AUC will only process such payments where the grant process has been completed in full by that club. Ultimately it is you, the club, which recruits and manages your coaches. Therefore, you have a responsibility to resolve any outstanding paperwork so that your grant and coaching payments can be made.

- Ensure all coaches, managers, and leaders for UCD clubs in September 2023 have the necessary documentation (valid vetting and valid coaching pack) on file with the AUC before they start in their roles. This documentation is also a requirement of the grant application process, but the documentation (ex. Vetting) should be submitted via a Google form by each coach/ leader, instead of through the grant upload system.

If any club is found to have a coach/leader/ manager operating without the required documentation, they will be immediately prohibited from conducting any activities. The club will also be referred to the AUC's Disciplinary process. A thorough review of coaching documentation will be conducted during the week of September 11th.

6.4.1 Grant Application Process

There are three stages to the grant application process.

Stage 1: Deadline September 8th, 2023

- A list of coaches, leaders, managers must be sent to paula.cashman@ucd.ie.
- Clubs will be informed about the status of vetting and safeguarding for their coaches, leaders, and managers, including expiration dates within the upcoming academic year.
- Vetting process: Coaches, leaders, and managers must apply for vetting through the AUC. Vetting is valid when following a review of the disclosure suitable individuals will receive confirmation to work in a UCD club. Early initiation of the vetting process is advised, as it may take several weeks to complete.



Click here to view video: What is required for a coach/manager/ instructor/leader

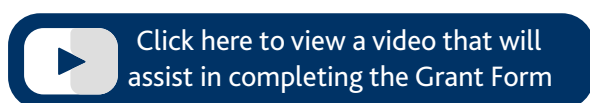
- Safeguarding: All coaches, leaders, and managers must possess a valid Safeguarding 1 certificate to start their roles. This certificate is obtained through in-person courses provided by AUC (or NGBs or local sports partnerships) and is valid for three years. Before the three year validity

period expire, they must renew through the Sport Ireland online refresher course. Failure to renew Safeguarding 1 via the online Refresher before the validity period expires, will result in the person having to complete the Safeguarding 1 face to face training again. Note the Refresher Course is also valid for three years so long as the original Safeguarding 1 cert is also submitted. Once the Refresher course is out of date (after 3 years) then the person will be required to complete face to face Safeguarding 1 training.

- Before starting in their role:
 - Paid coaches/managers must submit a Coach Employment Pack, including a signed contract, valid Safeguarding 1 Certificate or Refresher Certificate, coach set-up details, agreement to the Code of Ethics, and information on vetting requirements. Payment will not be made for coaching conducted before submitting a valid Coach Employment Pack.
 - Volunteer coaches/leaders/managers must submit a Volunteer Coach/Leader Pack, including a signed Volunteer Coaching Agreement, valid Safeguarding 1 Certificate or Refresher Certificate, agreement to the Code of Ethics, and information on vetting requirements.
- The Coach Employment Pack and Volunteer Coach/Leader Pack were emailed to clubs and are available on the UCD Sport website.
- A comprehensive review of coaching documentation will occur during the week of 11th September 2023.
- Any club found with coaches/leaders/managers lacking the required documentation will be immediately stopped from conducting activities and referred to the AUC's Disciplinary process.

Stage 2: Upload a complete grant form to the Club Document Management System by midnight on Friday 13th October 2023.

- New grant forms for 2023/24 are available from the UCD Sport website. Clubs must complete the grant form (which is an excel spreadsheet) and upload the completed form to the Club Document Management System on the UCD SISWeb portal by midnight on Friday October 13th.



- Other documents that must be also uploaded with the grant form to enable it to be properly reviewed include:
 - UCD Sports Club Safety Manual or Adventure Sports Safety Manual 2023 (Upload) Template

available on UCD Sport website.

- Signed parental consent forms for student members aged 17 years and under. (upload) Template available on the UCD Sport Website.
- Opening & Closing bank statements for the 2022/23 year, which should reconcile with the clubs annual accounts. (upload)
- Ensure the Annual Accounts summary sheet in the grant application has been approved by the Senior Treasurer. Please ensure that the opening and closing balances used reconcile with your bank statements.
- Paid Membership inputted in to the UCD SIS portal by midnight on October 13th.
- Each club must upload all of their committee members to the SISWeb Membership Management system. All club committee members must submit the online [UCD AUC Code of Conduct for Sports Club Committee Members](#).
- Once the grant form and the above documents are submitted on time, an analysis of the clubs grant requirements can be undertaken and the AUC grant meeting can take place. Please note that only complete applications will be considered by the AUC Executive at its meeting in the first semester.
- In order to facilitate the prompt processing of grant forms clubs are asked to please not add any text to the grant form outside the tables provided in the form. In addition, all support documentation for the grant process must be uploaded to the Club Document Management system in SIS, do not submit any hard copies to the AUC. Access to the Document Management System will automatically be given to the person responsible for each clubs on-line Club Membership input on SISWeb.

Stage 3: Remaining Support Documentation to be uploaded to Club Document Management System by October 27th 2023.

In order to release a clubs annual grant the following documentation must also be uploaded to the Club Document Management System by Friday October 27th:

- Senior Treasurer Nomination Form 2023/24.
- Club annual report 2022/23 as presented at the AGM.
- Receipts / Records of vouched coaching expenses paid in 2022/23.
- Club Development Plan.
- Copies of any insurance policies the Club may hold.

- Three quotations for each item valued over €3,000, from three different suppliers/contractors for proposed equipment purchase, repair or maintenance in 2023/24.
- A copy of the completed bank mandate to operate the account for 2023/24. Where there is no change in the signatories the mandate for the previous year will apply where the club uploads a document to the system confirming same.

Although the Friday October 27th date has been set as a deadline, clubs may upload the remaining support documentation at any time up to that date.

The upload system will close on October 27th when documents will be reviewed by the office staff. Any issues with the club documents will be flagged to clubs in the Admin Notes section of the grant document upload system.

Clubs will have until November 3rd to resolve any outstanding issues. Any outstanding paperwork is to be emailed in bulk from the club to the Executive Secretary (suzanne.bailey@ucd.ie) by November 3rd.

Where documentation is still incomplete on November 4th access to facilities will be immediately withdrawn. Insurance of activities will be suspended and the club will not be permitted to operate on or off campus in any capacity. The club will also be subject to a 10% reduction in their grant should they be reinstated at a later date.

A meeting of the AUC Executive will take place on November 13th or 14th to review any additional paperwork submitted by clubs and reinstate clubs where they have subsequently completed grant requirements. Any club reinstated at that time will be subject to a 10% reduction in their grant.

Any club found to have a coach working who is not vetted or does not have safeguarding will be immediately stopped from operating and the club referred to the AUC Disciplinary process.

Clubs will be invited to attend individual meetings in early September with the AUC Executive Secretary and other members of the Sports Development team where the grant process will be discussed. The grant process will also be discussed at the AUC's Club Officer training in September 2023, please check your club email for details. However, should a club have any queries regarding the grant application process they may also contact the AUC Executive Secretary.

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 or [UCD Sport website](#).

- 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 equipment is over 3,000 in value).
- Where the grant is required to host an event, an event budget should be submitted with relevant quotations.
- Where a UCD team qualifies for an international event as a result of domestic competition success, a budget for participation should be submitted with relevant quotes. Such special grants will be adjudicated on a case by case basis, subject to the AUC's published grant award criteria.

6.4.1 Club Member Special Grant

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 represented the respective UCD club during the previous twelve months. This must be confirmed in writing 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 Third Level Sports Association / National Governing Body. **Please be advised that such grants are for students who are representing Irish Universities in competition. Club member special grants are not awarded for students selected on non-student national teams.**

Please note that the award of any special grant 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.

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 and also the UCD Campus Fundraising Policy.

Guidelines:

- 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. For example Garda permit for collections, raffles. UCD permit via the AUC and Estate Services.
- Establish if any additional insurance cover is required for the event. Confirm this with the AUC Executive Secretary and the venue (where applicable).
- Establish any potential financial or legal risks.

6.5.1 UCD Campus Fundraising Policy

Purpose:

The purpose of this policy is to coordinate fundraising activity by students and staff on campus, promote best practice and provide a mechanism for dealing with requests to fundraise on campus.

Policy:

All fundraising activity on campus must be organised under the auspices of a student society, student sports club, the Students' Union or group of UCD staff members. External organisations applying to fundraise on campus must do so via one of these bodies. A fundraising permit must be applied for in advance of any planned students fundraising activity. Staff are asked to apply through the Employee Engagement Network and the

Culture & Engagement unit.

Students fundraising activity:

All fundraising activities must be carried out in partnership with the relevant student society/student sports club/students' union. The policy is implemented under the Office of the Dean of Students. Permission should ordinarily be applied for from the relevant offices by applying to:

- **Sports Club** – Executive Secretary, Athletic Union Council
- **Society** – Societies Officer, Societies Council
- **Students' Union** – Students' Union President

In addition:

- All Programmes days must take place under the auspices of the student societies council
- As a general rule, dates for Programme Days and/or collecting activities will be allocated on a first come basis. Bookings should be made at minimum two months in advance, bookings not made in a timely manner may not be granted permission to proceed.
- Money collection, counting and lodging procedures should be included as a separate appendix in the Event Management Plan for all Programmes Days.

Staff Fundraising Activity

- Major fundraising activities are facilitated centrally through the Employee Engagement Network and Culture & Engagement unit [www.ucd.ie/engage].
- In general, assistance is offered for events and activities that support UCD's official staff nominated charities for the period. Staff may wish to organise local initiatives with the support of their HOS/HOU. Queries can be addressed to the Culture & Engagement Unit at engage@ucd.ie.
- UCD Campus Fundraising Code of Practice
- The purpose of all fundraising must be clearly communicated by the promotional material, t-shirts/buckets, sponsorship cards etc., used by all collectors and at all collection points.
- Where such fundraising activity is in the name of a specific charitable organisation, permission to use the name and logo of that organisation must be sought and granted in advance.
- All street collections off campus in a public space must be carried out under permit from An Garda Síochána, and in accordance with such stipulations and conditions as may be directed.
- Where sponsorship cards are used, these must be returned with the funds and held by the organiser.

- Where a bucket collection is taking place:
 - » All collectors must operate at least in groups of two.
 - » All collections must use only sealed and tamper proof buckets and containers. Each container should be numbered and should be signed out and signed in by the person to whom that number has been assigned.
 - » All collection buckets must be returned to a central point for counting. Only authorised counting personnel will be allowed to remain in the counting room.
 - » All monies must be counted and lodged to the main society/sports club/students' union/or specific event account on the same banking day. Where lodgement is not possible, remaining monies must be lodged, sealed and secured with university authorities. Monies should not be left under the personal control of any one individual.

be access to a facility or service, products or equipment and/or access to expertise.

- Follow up on your proposal.
- Sign a formal agreement. Please contact the AUC Executive Secretary before you sign any formal contract with an organisation.

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). Items to include in a sponsorship proposal include:

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

6.6.2 UCD Restrictions on Sponsorship

UCD does not generally restrict the sponsorship of events by commercial operators; for example, the naming of events such as the "ABC Ltd Freshers' Ball". However, the situation regarding product promotion is different. In relation to financial services in particular, the University has made an agreement with AIB by which that bank has exclusive rights to product promotion of financial services on University property. However, this does not apply to the naming/branding of student events provided that no product promotion is involved.

Furthermore, UCD has entered into an exclusivity contractual agreement with Britvic, to exclusively supply soft drink products to UCD. In terms of club sponsorship competitors may sponsor sports clubs but are not allowed promote or sell product as part of the sponsorship. Signage, advertising etc. are all permissible but no product push or sales are allowed.

Clubs are also advised that sponsorship from betting companies, tobacco companies and alcohol companies is not permitted by the AUC.

Any questions/queries from clubs should be directed, in the first instance, to the Executive Secretary. No arrangements should be put in place without prior consultation.

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

6.6 Sponsorship

Obtaining sponsorship is a great way to ensure your club's financial sustainability for that year, and if your club plays its card right, it could be the start of a relationship that ensures long-term financial sustainability.

In order to gain sponsorship a club must provide the potential sponsor with a reason to supply support. 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. Remember you may not always need money, it may be that the sponsorship could

6.6.3 Keeping Your Sponsor

To really make your sponsorship count, it is worth doing everything you can to make your sponsor happy and connected to your club. If they hear from you and can see what you are doing for them, then they are so much more likely to sponsor you in future years.

Below are some tips:

- Invite them to sporting events. They will likely be delighted to see you in action and feel more connected to the club as a result.
 - Contact them at least once a semester. Let them know how you are getting on and what progress you have made. Importantly let them know how their support is making a difference.
- Send them a club photo making sure their logo is clearly visible.
 - If you have specific terms of the sponsorships that you must deliver then make sure you do!
 - Acknowledge them in social media posts related to the event or activity they are sponsoring.

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 uploaded to the grant upload system.

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.



Health & Safety

8.1 Insurance

All clubs affiliated with the Athletic Union Council have Public Liability cover through Allianz of up to €6.5 million for any one event and Employers liability cover in respect to coaching in affiliated clubs. Liability insurance protects the Club and its members in the event that they are sued for damages by a third party.

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 €3,000 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 and the UCD Women's Rugby Club players have a separate personal accident policy arranged through the IRFU. Club members should contact their Club for further details.

Equipment insurance needs to be in place for a number of Clubs due to the value of their equipment. It is important that an up to date inventory (via the Grant Form) is submitted to the AUC every year.

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 your 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

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

Clubs should keep an up to date record of all their equipment, the date purchased, cost and maintenance record. In respect to coaches/instructors/leaders/managers, 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 at suzanne.bailey@ucd.ie and/or the University's Safety Officer at sirc@ucd.ie.

8.3 Safety Audit

8.3.1 Pre-participation screening

- Are participants screened by a health professional if there are concerns about their health or an 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 securely stored and in a format that is accessible for those requiring access as part of their role?
- 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 UCD Sports Club Safety Manual or Adventure Sports Safety Manual for submission to the University SIRC Office and the University insurers. These manuals have a number of sections that clubs must complete:

- General Information
- General Risk Assessment
- Sports Club Child Risk Assessment.
- Standard Operating Procedures. (Adventure Sports only)
- Safety Procedures from your National Governing Body. (Adventure Sports only)
- Standard Operating Procedures from any Non-UCD Sports Facilities your club uses. (Adventure Sports only)

UCD Sports Club Safety Manual and Adventure Sports Safety Manual templates are available to download from the UCD Sport website. For most clubs this template can be completed following completion of the online Safety Session. Details will be sent to your club email account. Please note that completion of this course is mandatory and it must be completed by October 13th 2023. 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 SIRC Office directly to discuss their safety issues (sirc@ucd.ie). These clubs will be highlighted in the online safety training course. 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

It is a requirement of the AUC that each club team must possess a complete first aid kit, managed by the Safety Officer and/or Equipment Officer. The kit should remain fully stocked at all times. When club members travel off-campus for training or competition, they must bring the first aid kit with them. Similarly, the kit must be accessible during on-campus activities. 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 i.e. pitches, 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 bookings are to be communicated to UCD Sport (sport@ucd.ie) who shall advise 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.

- All pitch bookings for synthetic grass surfaces are to be made with the UCD Sport Facilities Booking Officer. Booking requests are to be made in writing/email to **sportfacilities@ucd.ie**. A booking form (in the case of an event) and/or email will be returned to confirm the booking. 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.

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, 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 (where possible) by UCD Sport Facilities.
- 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.
- UCD Sports Clubs and teams must 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 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 reception on the Emergency number tel. 01 716 2121 and commence CPR or send someone to get the AED and commence CPR.

8.6.1 Reporting of Accidents on pitches/ grounds:

- All teams playing on UCD pitches/grounds must have a mobile phone for emergencies and bring a First Aid kit with them to provide first aid cover.
- If an ambulance is needed, one designated club member should call the UCD Sport Facilities reception at tel. 716 2121, stating the injury nature and location of the casualty.

- UCD Sport Facilities reception will inform the UCD First Response Room at tel. 716 7999, requesting an ambulance to be dispatched and met at the incident location by UCD Services.
- If unable to reach UCD Sport Facilities reception, contact the UCD First Response Room at tel. 716 7999 and then inform the UCD Sport Facilities reception.
- 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.
- UCD Sport Facilities reception is responsible for completing an Accident Report Form, so it's vital to report the incident immediately.
- Unwell players should be accompanied to the changing rooms.
- Incidents/accidents occurring outside campus sports facilities require the club to obtain an incident/accident report form from the UCD Sports Office as soon as possible.

8.7 Code of Practice for those using UCD Sport facilities (Indoor) (incorporating Emergency Procedures and Reporting)

In case of an injury or accident at UCD Sport Facilities:

- A club member should immediately seek First Aid assistance at the front reception desk, providing details of the injury's location and nature. If necessary, they should specify if an ambulance is required.
- The UCD Sport Facilities will notify the UCD First Response Room for assistance.
- A club First Aider or another club member should stay with the injured person and wait for First Aid assistance from UCD Sport Facilities.
- The First Aider will assess the situation and determine the need for medical treatment and/or an ambulance. If an ambulance was not previously called, UCD Sport Facilities will request one from the UCD First Response Room.
- If the club contacts Emergency Services directly, they must inform the UCD Sport Facilities reception to avoid duplicate ambulance calls.
- Automated External Defibrillator (AED) Units are available 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. To use an AED, call the UCD Sport Facilities reception on the Emergency number (tel. 01 716 2121) and start CPR or send someone to get the AED and begin CPR.

- After treating the injured person, the UCD Sport Facilities reception should complete an Accident Report Form.
- If an incident or accident occurs outside of campus sports facilities, the club must collect the incident/accident report form from the UCD Sports Office promptly.
- If a club member needs to visit the hospital by car (e.g., Accident & Emergency), it is advisable for another 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.

Failure to adhere to the policy will result in immediate removal of driver and club access to UCD fleet vehicles.

- The list of authorised sports club drivers shall be reviewed on an annual basis by the Sports Development Manager and the UCD Estate Services.

8.8.3 Insurance

Operating UCD fleet vehicles will be insured under the university's motor policy. Unapproved drivers and passengers will not be covered by this policy, whilst unauthorised usage of a vehicle may result in the voiding of all non-third-party covers. The university reserves the right to recover the cost of any damage repairs from the relevant club in the event of same.

8.8.4 Towing of Trailers

- All club trailers must be indelibly marked and identifiable in some way. In the absence of a serial number an indelible club identifying number can be used.
- Club trailers must be subjected to at least an annual maintenance inspection with records of same retained for review if required. Arranging such annual maintenance inspection is the responsibility of the respective club.
- When trailers are being left unattended in an open unsecured area they must be secured via a tow hitch lock or wheel lock or similar. This applies even if the trailer is unloaded and when it is in the open on campus.
- Each club must provide a register of trailers to the Sports Development Manager which must be updated in 'real time' as trailers are inspected or decommissioned.
- Any club considering the purchase or use of a club trailer for the first time must get approval in advance from the Sports Development Manager. Only those persons approved by the Sports Development Manager and UCD Estate Services may tow trailers using UCD vehicles.
- In the event that a third party trailer is to be towed by a UCD vehicle the club must satisfy the Transport Pool Manager as to its suitability.

8.8.5 Use of Private Vehicles

- Where club members are using private cars for club travel then they must ensure that their motor insurance is suitable for same. Before a private car is used to tow a UCD owned trailer, permission must be obtained from the Sports Development Manager.
- It should be noted that when using a private car to tow a UCD trailer that the private vehicle's motor insurance is the primary instrument

8.8 Vehicle Use & Transportation

8.8.1 UCD Vehicle Rental Policy

All users of UCD vehicles must comply with the provisions of the **UCD Vehicle Rental Policy** (Appendix 16). With respect to the use of UCD vehicles by sports clubs, the AUC will act as the designated Unit and the Sports Development Manager /AUC Executive Secretary as the Head of Unit in the context of the aforementioned policy.

8.8.2 Driver Authorisation

In order to use a UCD vehicle on behalf of a sports club the following will apply:

- In the first instance the driver must be over the age of 25 and must have at least two years of experience in the class of vehicle operated under a full licence. Usage of a vehicle on behalf of a club must be authorised in writing by the Sports Development Manager. The Sports Development Manager will detail the types of driving to be undertaken, the nature of the vehicle required and whether or not permission to tow trailers is being sought.
- The Sports Development Manager must send the request to the UCD Estate Services.
- The driver must present evidence of a full clean EU driving licence (no penalty points) to the UCD Estate Services or his / her nominee. The licence must cover them for the types of vehicle they wish to drive from UCD Estate Services.
- The driver may be required to pass an in-house UCD driving assessment administered by the UCD Estate Services. The nature of the test will be determined by the UCD Estate Services following an assessment of the types of driving likely to be undertaken by the person seeking approval (including the towing of trailers).
- The provisions of the UCD Vehicle Rental Policy will apply to all authorised sports club drivers.

providing insurance cover in the event of an accident, including damage caused by the trailer or its load.

- If in the opinion of the Sports Development Manager, the UCD Estate Services or the University Safety Officer a club's usage of UCD vehicles or club trailers is inappropriate, permission to utilise UCD vehicles and to use the club trailers can be withdrawn.

8.8.6 Use of UCD Boat House at Islandbridge

Retrospective Declaration of Borrowing Boats at Short-Notice

In order to comply with the retrospective declaration, the club captains are required to confirm in writing to Suzanne Bailey (suzanne.bailey@ucd.ie) and the SIRC Office (sirc@ucd.ie) any boat borrowed by UCD for training or competition purposes. You will note that a 21 day maximum retrospective notice period applies. Please ensure that you communicate to any third party that you are borrowing boats from in this manner that this insurance cover is for marine liability purposes only and such boats are not covered under our property insurance.

In terms of using Old Collegians boats, UCD Boat Club accepts that they may borrow the boats of OC but that OC provide them without any implied or express warranties as to their condition. Note that this borrowing should also be advised by the captains retrospectively and only marine liability insurance will apply.

Insuring Third Party Boats in Advance

Where you have advanced knowledge of borrowing boats and need to insure for marine liability and property insurance you will need to provide details of the boat at least 7 days in advance to Suzanne Bailey (suzanne.bailey@ucd.ie) and UCD SIRC Office (sirc@ucd.ie). A quotation will be sought for the required insurance and the full cost passed on to the UCD club concerned.

Use & Storage of Personal Boats

Please note that where individuals are using their own boat for non-UCD activities e.g. training for an Irish squad, no insurance cover is provided by UCD.

With respect to individual boats being stored by club members in Islandbridge, clubs are required to get the owners to complete a waiver and furnish a copy of valid insurance for same. Copies of these waivers and insurance documentation are to be provided to Suzanne Bailey for record. Continual storage of personal equipment is based on the fact that the individual is compliant with the aforementioned documentation, is a student member of either UCD Boat Clubs and sufficient space is available for Club owned boats.

8.9 AUC Policy on Medicals & Medical Treatment Involving UCD Sports Club Members

8.9.1 Medicals

- Medicals required by National Governing Bodies for individual club members' sport participation must be conducted on-site with advance written permission from UCD SIRC Office and UCD Sport.
- Medicals must take place in a suitable facility approved by UCD Sport, conducted by qualified medical personnel familiar with the sport's requirements and following Medical Council Guidelines.
- The Club committee should provide full details of the required examination in advance.
- A completed Medical Policy Form, along with relevant documentation on medical personnel's qualifications, registration status, and insurance cover, must be submitted to UCD Sport at least seven days prior to the scheduled medical.
- Club members may request the presence of a third party during their examination, and this right should be made known to all members. Medical details should remain confidential, except for the decision on the member's fitness to participate.

8.9.2 Medical Treatment

- All club members must be informed that it is the norm for some UCD clubs may have physiotherapists, athletic therapists, or medical doctors on-site or traveling with teams during matches and training, acting as first responders.
- Clubs may offer physiotherapy or athletic therapy services pre/post-training in various locations (e.g. changing room, off the field of play etc)
- Club members have the right to request a third party's presence during service provision or choose not to receive the services.
- A completed Medical Policy Form, along with documentation on medical personnel qualifications and suitable insurance cover, must be submitted to UCD SIRC Office and UCD Sport at least seven days in advance for approval.

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, should 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 seven 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 finalized 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 done at UCD Sport Facilities reception or over the phone when needed but must be followed by emailing sportfacilities@ucd.ie.
- 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.

9.2.1 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. Unauthorized 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 finalize 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 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.
- 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 2121 and commence CPR or send someone to get the AED and commence CPR.
- 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 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.

9.3 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.
- b. 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.

9.4 Club Lockers

- UCD Sport Facilities provide lockers for clubs. To obtain a locker key, the club secretary must submit a list of authorized individuals to the Booking Manager using the Club Locker Key Nomination Form (available at the UCD Sport Facilities reception and website).
- Outgoing committees are responsible for handing over club locker keys to the incoming committee before the new academic year begins.
- Only those authorized 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.

9.5 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.

Hosting an Event

Hosting an event can seem like a daunting prospect. However, once broken down into a series of steps, the organisation of the event becomes much more manageable. This document, provided by the UCD Athletic Union Council, is a step by step guide to help UCD sport clubs in running a successful event. Whether you need to follow all or some of the steps will be dependent on the event itself. Each event you host will require the club to submit an event plan to the UCD Sport Development Manager and to the UCD Sport Facilities Bookings Manager (for events in UCD Sports Facilities). To assist UCD Sport clubs a template event plan can be found in Appendix 8. When beginning the plan, these guidance notes should be read to ensure an understanding of what each section should contain.

Key Date: Bookings for UCD Sport facilities must be made by the 31st of October each year.

10.1 Pre-Event Planning

Step 1: Organising Committee

- An organising committee with significant student involvement should be set up at an early stage.
- It should comprise of the club Chairperson/ President, club Secretary, club Treasurer, a club Safety Officer/officer, club Children's officer and a number of other members.
- At the first committee meeting each committee member's role relating to their role with the event, must be clearly defined and recorded. Roles should include (but is not limited to):
 - » The event manager: will have overall responsibility for the event and must remain present onsite for the duration of the event. The event manager can only

participate/compete in an event when their deputy is in a position to take over their duties.

- » A deputy event manager: should also be nominated in case the event manager is absent.
- » Bookings Manager: booking Facilities/ services/supplies.
- » Communications Manager.
- » Finance: budget, payments, invoicing, cash handling.
- » Safety Officer: insurance confirmation, first aid requirements, a contact point for the safety office, emergency procedures.
- » Children's Officer: if your event includes participants who are under the age of 18 years. then your clubs Children's officer must be involved in developing the event plan. In particular, they are responsible for developing a Child Safeguarding Risk Assessment specific to the event (see Event Plan Template section 3.17).

The committee is ultimately responsible for developing the event plan (as per the areas outlined in this document and managing the actual event).

- Meetings should be scheduled on a regular basis to review the preparations for the event. Decide upon and document the action points with agreed deadlines. Each committee member must report back on the action points they are responsible for at each meeting.

- Delegate roles for the day of the event (registration desk, event manager, safety officer, venue set up etc.).
- A timeline should be developed identifying key dates/deadlines and tasks.
- Regular contact should be made with the UCD Sport Office for advice and guidance.

Step 2: Booking Facilities

UCD Facilities

- To book UCD Sport Facilities (indoor and outdoor) a booking form (request a form from sportfacilities@ucd.ie) must be completed in full; the booking form must be signed by the Sports Development Manager and returned to the UCD Sport Facilities Bookings Manager no less than 48 hours upon receipt of the form.
- UCD Sport Facilities endeavours to accommodate Intersports Competitions due to be hosted by UCD Sport clubs. However, to avoid booking availability issues please contact the UCD Sport Facilities Bookings manager as soon as a club becomes aware that they are hosting the event. Priority is given to clubs hosting intersports events. UCD Sport clubs hosting of non-Intersports events are subject to the availability of the facilities.
- To accommodate as many UCD Sport club bookings as possible, the booking must be made before the 31st of October each year.
- For clubs requiring non-UCD Sport facilities for their event, it is also best to book these well in advance of October 31st. Before a club signs any booking agreement with a third party, the club must send the agreement to Suzanne Bailey (Suzanne.bailey@ucd.ie) who will also send it to the UCD SIRC Office for approval.
- For bookings within UCD Sport Facilities the booking is only confirmed upon receipt of written confirmation from the UCD Sport Facilities bookings manager.
- An event plan must be developed and in the first instance sent to paula.cashman@ucd.ie, after review it is then sent to UCD Sports Development Manager, UCD SIRC Office and the UCD Sport Facilities Bookings Manager no later than one month in advance of the booking. All three parties must approve the event plan for the event to go ahead.
- For large or complex events with significant insurance or safety implications, the event plan should be submitted to the aforementioned parties as early as possible, even if it is only available in draft format. The lack of a suitable event plan will result in insurance for the event

not being made available and the permission to hold the event being withdrawn.

- Booking for the Clubhouse Bar should go directly through the Clubhouse Bar (clubhouse@ucd.ie).
- Bookings for meeting/reception rooms should go through the Student Centre (student.centre@ucd.ie).
- Booking for natural grass areas should go through Suzanne Bailey (suzanne.bailey@ucd.ie).

Non-UCD Facilities

- The booking procedures for all external sports and entertainment (presentation/awards venue) facilities should be followed as per each respective venue.
- The booking should be made as soon as the club knows they are hosting the event. However, clubs are advised that before signing any contract with an external facility provider they must submit the contract to Suzanne Bailey who will also forward it to the UCD SIRC Office for approval. Always ensure you get written confirmation of the booking and associated cost.

Step 3: Confirming the Event Details with Student Sport Ireland (SSI) (where required)

- As soon as you know you are hosting an intersports event the following information must be sent to Student Sport Ireland (noel@studentsport.ie):
 - » Name of the Event
 - » Dates and times
 - » Venue
 - » Names and contact details of the Organising Committee.

You can find Student Sport Irelands' guidelines for hosting an Inter-Collegiate event at

www.studentsport.ie/intersports-competitions-20152016

Step 4: Special Grants/Fundraising/Sponsorship

It may be necessary to raise additional funds to host the event to prevent any adverse impact on your club's finances. Applying for and seeking a special grant/ sponsorship and fundraising early in the process is key to staying within your budget. The procedures that should be followed with regards to raising additional funds are outlined in the AUC's Club Operations Manual, which can be found on the [UCD Sport Website](#)

You can download an application form for Special Grants on the [UCD Sport website](#).

Step 5: Budget/Finances

- The process of developing a budget focuses the attention on value for money and deciding on luxuries versus necessities, whilst never compromising safety.

- A budget plan must be drawn up and submitted for AUC Approval. Suggested budget income and expenditure includes:

Income	Expenditure
Participation Fees per team/Individual	Officials
Sponsorship	Refreshments/Meals
NGB Funding	First Aid/Medical
AUC Funding (Grant)	Posters/Printing
Fundraising	Medals/Trophies
	Equipment/Supplies
	External facility hire

Please note that the AUC will not provide any funding towards awards/varsity dinners or entertainment. The cost of such activities should not be included in any application for funding to the AUC.

Step 6: Booking Services/Supplies

Booking all services/supplies required for an event as early as possible will greatly assist preparation for the event. It is good practice that you confirm all of these bookings closer to the event. These may include, but not limited to, the following:

- PA/Music system
- Sports Equipment
- First Aid Provision
- Bleacher Seating/Chairs/Tables (request as part of the UCD Sport booking form)
- Scoreboard
- Crew T-Shirts
- Match Programmes
- Trophies/Medals
- Catering (If required)
- Referees/Officials

When renting equipment or using a service provider the UCD SIRC Office will usually require you to submit evidence of the company's insurance cover.

When your event requires the use of referees/officials, the event plan must include details of their qualifications. It is the club's responsibility to obtain evidence of their qualification. Your event plan must also include confirmation that the event follows the rules of your NGB.

Step 7: Organising Entertainment/Presentation Dinner/Awards Ceremony

- It has become customary that when hosting an intervarsity competition that the host college may organise a variety of evening entertainment for the duration of the competition, for their

guest clubs. This could include a games night, karaoke, or a quiz. This can also provide a good source of finance to assist in the organisation of the event.

- Any entertainment that is arranged should follow the guidelines set out by Student Sport Ireland (SSI) and UCD's Alcohol Policy (Further information can be found at http://www.ucd.ie/students/documents/Consumption_of_alcohol_on_campus.pdf .
- The organising committee should consider very carefully the feasibility of a presentation dinner. If you are going to arrange this function, it should be conducted in the cordial and distinguished manner, which it merits. Please note that the AUC does not endorse the hosting of such functions.
- The plan for the medal ceremony must be decided upon (it should include the sequence for prize giving, thanking the venue managers, participants, announcing winners etc.). Ideally this should be done immediately after the last game or competition.

Step 8: Provision for People with Disabilities

- Consider
 - » Spectator and participant access and egress
 - » Viewing area
 - » Toilet and changing facilities
 - » Parking
 - » Additional Supports

Step 9: Captains Meeting (If required)

Where required as part of the event, the organising committee schedule and prepare for a Captains' Meeting on the first day of the competition. This meeting should be attended by the organising committee, the University/ College Sports Officer and two club members from each of the Universities/Colleges. At this meeting discussion should be held on:

- Competition rules
- Code of conduct
- Selection of representative team (if applicable)
- Initiation of Irish University Association (If not already taken place)
- Safety Information
- Next year's event dates (forwarded to SSI)

Step 10: Contacting Participating Teams

- The organising committee is responsible for ensuring that all participating teams are aware of the contact details for information about the competition.
- The organising committee is responsible for gathering the most up to date contact details of

- the club officers from the participating teams.
- At least two months in advance of the event the organising committee should send a comprehensive list of all hotels/guesthouses/B & B/Youth hostels contact details.
- The organising committee is responsible for finding out if any of the teams include U18's who will be participating in the event.
- Most events will use an entry form for participants to gather the required information for the event. You must ensure that the information you collect and hold follows GDPR.
- Higher risk sports must use the following waiver as part of their entry form:

By signing this document, I the undersigned, hereby agree to abide by the rules of the xxxxxxxx (hereinafter known as the event) which have been made available to me. I also agree to take part in the event entirely at my own risk. I confirm that no liability is attached to UCD or any of the venues for any injury that may be sustained by me as a result of my participation in the event. I have no physical or medical condition which would inhibit me from participation in the activity(s) for which I am registered. I agree that I am competent to participate in the events I am registered for. I also agree that I recognise and understand that xxxxxxxxxxxx are inherently dangerous and carry a risk of personal injury or death. I understand that I should only enter events and take part in activities for which I am suitably trained.

- At least one month in advance of the event the organising committee must provide an information pack for the participating teams. This pack must include the following:
 - » Event Location
 - » Timetable of the days events (Fixtures, Details of Presentation/Awards night, captains meeting)
 - » Contact details for further information
 - » Transport and parking information (A communicating guide to UCD can be found at <https://ucdestates.ie/commuting/>)
 - » Provision for any participant/spectator with a disability
 - » Alcohol Policy
 - » Security of personal items
 - » Eligibility and Student ID requirement
 - » Insurance

Step 11: Promoting the Event

There is a variety of ways in which you can promote your event, these include:

- Contacting the local press (the event details, results and photos)
 - » The College Tribune (editor@collegetribune.ie or tel. 01 716 8501)
 - » University Observer (sport@universityobserver.ie or tel. 01 716 3835)
- Social Media (Pre and post event article).
- Website (Pre and post event article).
- Posters (contact UCD Sport management to display posters around UCD Sport Facilities).
- Send poster and photo to sport@ucd.ie.

Step 12: Insurance

- Check thoroughly with the Sports Development Manager and the UCD SIRC Office about issues pertaining to public liability insurance cover for the event.
- Advise participants to check their own public liability and personal accident insurance cover.
- If you are using an external venue you will usually be asked to provide a copy of the AUC's Public Liability Insurance for the external venue (contact the Sports Development Manager for details).
- If you are borrowing or renting equipment please contact the UCD SIRC Office to determine what, if any, requirements they may have.
- Clubs are strongly advised to consider the use of participant waivers for sports with safety considerations (Step 10). Advice can be sought from the UCD SIRC Office.

Step 13: Equipment Check

- Ensure you have sufficient and safe equipment (balls, whistle, flags etc.) to run the event. Document all equipment safety checks that are completed.
- Ensure that the use of equipment is as per the National Governing Body guidelines for your sport and as per your club safety statement.
- If the club is borrowing or hiring equipment for the event the club must consult with the UCD Sports Development Manager in the first instance.

Step 14: Eligibility and Competency (if Required)

- It is essential that participant's eligibility is checked before the start of the tournament. The eligibility of UCD students can be verified in the Sports Office. Organisers should decide if they require entry forms to be "stamped" by the respective Universities and if participants must bring student ID cards.

- Clarify in advance what eligibility rules are in effect e.g. Student Sport Ireland or those of the respective Governing Body.
- Decide whether the events require an accreditation system (VIP's, guest passes etc.).
- Certain sports are categorised into different levels (beginner, advanced etc) or have different competency criteria (e.g. swim test) to participate. Include your sports criteria within your event plan and outline who is responsible for checking this.
- » How the results will be communicated (on the day, post event, social media updates)?
- » How will committee members communicate to each other on the day and during the planning phase.
- » How an emergency will be communicated.
- » How an event cancellation will be communicated.

Step 17: Event Health & Safety

- **First Aid Provision:** The organising committee is responsible for ensuring there is adequate first aid provision for the duration of the event. It should be organised in consultation with the Sports Development Manager. A specific location should be designated as a first aid station and this location must be known by all. If a club member is providing the first aid cover, they must be qualified, and they are not permitted to participate in the event itself unless appropriate cover is put in place. If your club is required to have first aid covered by medical professionals, then you must follow the AUC's Medical Policy which can be found within the AUC's Club Operations manual on the [UCD Sport Website](#).
- **Incident/accident Reporting:** Follow the procedures outlined in the AUC's Club Operations Manual for incident and accident reporting procedures for both at the time of the incident/accident and after the incident/accident.
- **Emergency Procedures:** Your event plan must include emergency reporting procedure, dealing with an emergency, evacuation procedure, medical emergencies, fire extinguisher locations, safety and security announcements. Most of the information on emergency procedures for UCD Sport Facilities can be obtained from UCD Sport Facilities management team. In the event of an evacuation you will follow the instructions of the UCD Sport Facilities manager on duty.
 - » If an ambulance is needed one nominated person from the club only is required to call the UCD Sport Facilities reception on the Emergency Number tel. 7162121. If the incident is within the UCD Sport Facilities building one member of the club is sent to seek first aid assistance at the UCD Sport Facilities reception desk. In both instances, ask to speak to the manager on duty and state the nature of the injury and the location of the casualty. The UCD Sport Facilities reception will then contact the UCD First Response Room at 7167999 advising them of the incident and requesting that an ambulance be called,

Step 15: Venue Set-up and Take down

- When booking the facilities ensure you factor in time for venue set-up and take down.
- Members of the organising committee must be involved with the venue set-up and take down.
- A plan/map/checklist must be developed to guide and act as a checklist to ensure the venue is ready before the event starts on the day. Consider, seating, specialist flooring, signage, tables, sports equipment, storage, PA systems, music system, registration etc.
- Ensure all set-up details are included in your event plan.
- Ensure the venue is left in the exact state that it was handed over to committee.
- For events hosted in UCD you should inform the UCD Sport Facilities manager on duty that you have arrived to set up, contact him/her should you have any issues setting up the venue and let them know when you have finished setting up.
- Before the event starts you must perform a walk of the site to check for any hazards, access/egress points are clear, signage is in place etc.
- Throughout the event the equipment should be checked regularly by the equipment officer to ensure it remains fit for purpose.
- Design and print signage/schedules/programmes etc.

Step 16: Communications Plan

- Consider:
 - » Whether music is required and how this will be played ensuring a safe set-up.
 - » How PA announcements will be made (if required).
 - » What signage will be used, what size will it be, how will it be secured, what material will it be and where will it be located?
 - » Will loud hailers be used?
 - » The impact any noise will have on other activities taking place within the venue.

then met and brought to the incident by UCD Estate Services. In the event that you are unable to contact the UCD Sport Facilities reception please contact the UCD First Response room at 7167999 and then advise the UCD Sport Facilities reception.

If your club is using non-UCD Sports facilities for hosting an event, the club is responsible for finding out the emergency procedures pertaining to the venue they are using. These procedures must be included in the event plan.

- Water-based Sports must have first aid and emergency procedures for activity on and off the water.
- **Risk Assessment:** Carry out a risk assessment for your event. There are five basic steps to a risk assessment;
 1. Identify the hazards/emergency,
 2. Identify what control measures are in place,
 3. Identify if the hazard/Emergency is likely to cause harm,
 4. Identify if additional risk reduction measures are practical/necessary,
 5. Record the findings in writing and include in the event management plan.

Guidelines on completing risk assessment can be found in the Risk Management section of the AUC Club Operations manual.

- **Child Safeguarding Procedures:** Outline what safeguarding procedures are in place with regards to U18's participating in the event. For example, has your children's officer (who is vetted and completed Safeguarding training) been involved in developing the event plan and will they be available at the event? Include a Child Safeguarding Risk Assessment (specific to the event) and ensure all UCD participants who are U18 years of age have signed written parental consent to participate. For non UCD participants who are under 18 years of age you can request a parental consent form, specific for the event, from paula.cashman@ucd.ie.
- **Traffic Management Plan:** Discuss how and when participants/spectators will arrive (if required), details of stewards at car parks or around the venue, any road/paths closures, conflicts with other events, traffic volumes, traffic flow, main access points, communication plan. Where deemed necessary you may be required to provide stewarding for the event.
- **Traffic Restrictions:** Within the UCD Campus traffic barriers are in place to prevent through

traffic. The barriers are in operation from 7am-10.30am and from 4-7.30pm Mon-Fri. Parking restrictions are also in place on campus. All related information can be found at <https://ucdestates.ie/commuting/>.

- **Capacity:** It is important to accurately determine the number of spectators and participants that you can safely allow into your event. You may need to contact the venue manager in this regard.
- **Security:** Schedule numerous announcements throughout the event with regards to securing personal belongings. If the event requires cash handling, ensure all transactions are accounted for, receipted and ensure that the cash is stored safely. For events taking place in UCD Sport Facilities a safe drop can be arranged by contacting paula.cashman@ucd.ie. In some instances the event may require security personnel to be present, the club will be responsible for meeting the cost of this.
- **Alcohol:** Ensure the event abides by the UCD policy on the Consumption of Alcohol on Campus (see the UCD AUC Club Operations Manual). As per this policy, alcohol can only be consumed in designated areas i.e. the Clubhouse Bar.
- **Campus Impact:** If the event is large and is being held on campus it may have implications for other campus users, e.g. large number on site; extra traffic and coaches on site, etc. If you think your event falls into this category contact the UCD Sports Development Manager at least 6 months in advance of the event.

Step 18: Filming/Photography

- Details of any filming or photography within UCD during the event must be outlined in the event plan by completing the permission to film form.
- For events held in UCD you may be asked to complete a permission to film form and to produce evidence of Public Liability Insurance which indemnifies UCD and Employers Liability Insurance of any external parties who will be filming/taking photos.
- Written permission must be sought from those being filmed/photographed. Written parental consent must be secured for those being filmed/photographed and are under the age of 18 years.
- If you wish to film your event using a drone there are significant regulatory and university requirements around the same – contact UCD SIRC Office for details.

Step 19: Waste Management

- If bins are overflowing you should contact the

UCD Sport Facilities manager on duty where the event is being hosted in UCD Sport Facilities or alternatively the venue manager.

- Schedule in PA announcement to remind participants/spectators to use the bins provided.
- When the event is being hosted in UCD Sport Facilities and extra bins are required please note this on the UCD Sports Facilities booking form.

Step 20: Contingency Plan

Contingency planning is a vital aspect of event planning. To react quickly and effectively to problems, if they arise, the organising committee should dedicate some time to anticipate what problems or emergencies may arrive and develop a plan to best deal with the situation. For example; adverse weather conditions or a team/referee arriving late.

After the first step of identifying possible problems and how you will deal with these you must then decide on the criteria for cancelling an event. An event may be cancelled for a variety of reasons by the club itself, by the venue manager or by others associated with the event such as UCD Sport, UCD SIRC Office etc.

Your event plan must include the procedures for cancelling the event, these include, but not limited to:

- Decide who is responsible (most qualified) to make this call?
- Document the cancellation criteria e.g. specific weather conditions, or if a service provider fails to show etc. What procedures have you in place to ensure the decision to cancel an event is made in a timely manner e.g. scheduled weather checks.
- Document the communication process that must occur if the event needs to be cancelled prior to or during the event – consider the means of communication to be used and consider everyone who needs to know (participants, spectators, venue manager, service providers or suppliers etc.).
- Ensure the organising committee are aware of these procedures.
- Consider whether the event can be rescheduled.

Step 21: Developing your Event Plan

The event plan will develop out of the discussions and decisions made at the series of Organising Committee meetings that will have taken place. The event plan must be developed and sent in the first instance to paula.cashman@ucd.ie for review, after reviewing it is then sent to the Sports Development Manager, the UCD Sport Facilities Booking Manager and the UCD SIRC Office no later than one month in advance of the booking (see step 2).

To assist the host club, the UCD AUC have developed an event plan template (See appendix 8).

Step 22: Pre-Event Briefing

- Decide on the content to be discussed at the pre event briefing, this may include but is not limited to; overview of the event schedule, health and safety information, confirmation of roles for the event, basic do's and don'ts, venue set up.
- The pre-event briefing should take place close to the event itself, allowing time for some last-minute adjustments.
- Include details of what is discussed at this briefing within the event plan.

10.2 Event

Step 23: Running the Event

Now it's time to put your event plan into action, things may not always go exactly to plan but all the work you have done to this point will limit the effect any last-minute issues may have. As a precaution you should incorporate some time at various points to allow for potential over runs. Track the event schedule to ensure you are keeping to it, if an event is running over time you should inform the UCD Sport Facilities manager on duty or venue manager (when using non-UCD Sport Facilities) as soon as you become aware.

A typical itinerary of the day may be along the following lines:

- Inform the venue manager that you have arrived and are about to set-up.
- Schedule weather checks
- Venue Set Up
- Walking the site
- Team Arrivals
- Event Registration
- Captains Meeting
- Spectators Arrival
- Safety Announcement and or briefing before the first fixture
- First Fixtures announced
- Fixtures take place
- Ongoing:
 - » Fixtures take place
 - » Security/Safety announcements
 - » Fixture & results announced
 - » Results board/forms updated and finals decided upon and announced
 - » Breaks announced
 - » Photography/filming

- Track event schedule
- Awards Ceremony
- Spectators leave
- Teams leave
- Venue take down
- Report back to UCD Sport manager on duty/or venue manager (Non-UCD Sport Facilities)
- You may have to set up for the entertainment/presentation dinner venue
- Proceed to entertainment/presentation dinner

Please note that your event should be run in line with the rules of your National Governing Body.

10.3 Post Event

Step 24: Results

- Where applicable, a full set of results should be sent to SSI and all participating teams.
- A full set of results and some photographs (for use by UCD Sport) should be sent to UCD Sport (sport@ucd.ie).

Step 25: Payments

- Ensure all expenses incurred as a result of the event (suppliers, facilities etc.) are paid promptly and in accordance with normal AUC procedures.

Step 26: Post Event Evaluation

- Seek feedback from the organising committee, the UCD Sport Facilities manager on duty and

the participating teams.

- Consider:
 - » What went well and what did not go so well
 - » What and how could it have been improved
 - » Consider the planning phase and the event itself
 - » Did the event stay within budget.
- The information gained from the evaluation should be documented and communicated as part of a handover to the committee members to avoid making the same mistakes again.

Event Checklist

To use this template you should add any specific tasks to the three planning phases, pre-event, the event and post event. Some examples have been provided, however each event you plan will vary in the tasks required and the scheduling of same.

Task	Completed by	Lead Time	Completed Y/N
Pre-Event			
Establish an organising committee (OC)		Once you become aware that you are hosting the event	
Decide on OC roles			
Book facilities (save confirmation of booking)		Before Oct 31st for UCD Sport Facilities	
Send any contracts for renting external facilities to the UCD SIRC Office		On receipt of contract	
Confirm Event details with SSI			
Develop and decide on event budget			
Consider & identify funding sources			
Book event services/supplies			
OC meetings		Regularly	
Decide on and book entertainment/presentation/ awards ceremony venue/catering etc.			
Consider and include provision for people with disabilities			
Gather the correct contact details of all participating teams/athletes		Before you send them their information packs	
Collate information for and contact participating teams			
Contact any VIP's you wish to invite		when details are finalised	
Promoting the event		Ongoing up until event finishes	
Check insurance requirements and send insurance information to UCD SIRC Office		Submit with event plan	
Obtain insurance information for any borrowed equipment and send to UCD SIRC Office		Submit with event plan	
Complete an equipment inventory			
Clarify what eligibility rules are in effect for the event e.g. SSI and NGB			
Check participant eligibility			
Prepare content for captains meeting			
Plan the venue set up and take down			
Decide on the communications plan			
Schedule and plan for the pre event briefing			
Decide on all Health and Safety aspects of the event			
Decide on any filming and photography			
Decide on a waste management plan			
Decide on a contingency plan			
Design and order printed materials (programmes, signage, schedules)			

Develop your event plan		ongoing	
Submit event plan		1 month before event	
Confirm final numbers (players, spectators, presentation/entertainment/catering) with respective contacts			
Confirm all bookings			
Confirm if any VIP's are attending			
Pre-event briefing takes place		5-6 days before the event	
Documented equipment Safety Check		One month, 1 week and day before event	
Event			
Venue set-up		Night before/morning of	
Walking the site		Once set-up is complete	
Safety Checks		Whilst walking the site	
Teams Arrive and directed			
Event registration			
Captains meeting takes place		Before any fixtures take place	
Spectators arrive		throughout	
Safety announcements		ongoing	
Fixtures announced		ongoing	
Fixtures take place		ongoing	
Results announced		ongoing	
Breaks announced			
Take photos/filming		ongoing	
Social Media Updates		ongoing	
Result boards updated		ongoing	
Finals take place			
Prize giving/Awards take place			
Spectators leave			
Teams leave			
Venue take down			
Report to UCD Sport Facilities manager on duty or venue manager where using non-UCD Sport facilities		Once venue take down is complete	
Set up of venue entertainment/awards presentation			
Proceed to entertainment/awards presentation			
Entertainment/Presentation venue take down (where required)		Night of event	
Post Event			
Results distributed		As soon as possible	
Payments made		Promptly	
Post event evaluation completed		One week after event	
Thank host venue/volunteers etc.			

Useful Contacts

Area	Contact Name	Contact Details
UCD		
UCD Sport Development Manager	Suzanne Bailey	01 716 2208 Suzanne.bailey@ucd.ie
UCD Sport Facilities Booking Officer		01 716 3839 sportfacilities@ucd.ie
UCD Sport Facilities Reception		01 7163839/3821
UCD Student Centre	Robert Mullee	Robert.Mullee@ucd.ie
UCD Sport Facilities Safety Information	Barry Mahoney	01 7163832 Barry.mahoney@ucd.ie
UCD Clubhouse Bar	Steve Donnelly	clubhouse@ucd.ie 01 7163146
Café Brava (UCD)	Des Moran	Des.moran@ucd.ie
UCD First Response Room	Duty Manager	01 716 7999
UCD Sport Facilities Emergency Line	Duty Manager/Reception Staff	01 7162121
UCD SIRC Office (formerly Safety Office)(Safety, Insurance, Operational Risk & Compliance)		01 7168768 01 7168771 sirc@ucd.ie
First Aid Provision		
First Aid Provision St Johns Ambulance		01 6688077 eventcover@stjohn.ie
PA System Rental		
Soundworks		01 2821744/087 4115968 info@soundworks.ie
Terry Finnegan		0872571929
Bus Hire		
Kavanagh Coaches		056 8831189
Marathon Coaches		01 4755010 info@marathontravel.ie
Dualway Coaches		01 580054 info@dualway.com
Student Sport Ireland		
Student Sport Ireland	Student Sport Development Officer	ciaran@studentsport.ie
Accommodation		
Double Tree Hotel, Burlington Rd		01 6185600
Talbot Hotel Stillorgan		01 2001800 reservations@talbotstillorgan.ie
Radisson Blu St. Helens Hotel		01 2186000 Reservations.sthelens.dublin@radissonblu.com

Note the names and contact details of third party providers are listed for information purposes only. Neither the University or the AUC endorses these third parties. Clubs are free to source services and facilities from any party.

Evacuation Plan of UCD Sport Indoor Facilities

UCD SPORTS FACILITIES

FIRE SAFETY NOTICE

IF YOU HEAR THE FIRE ALARM

1. Do not panic, but prepare to leave the building.
2. The alarm will sound continuously; leave the building immediately in an orderly fashion using the nearest exit.
3. Classes in session must be dismissed and students directed to leave.
4. Do not use the lifts.
5. Do not go back to your working area for any reason.
6. If for any reason you are unable to leave the building make your way to a protected stairwell or a room with an external window and shut the door. If possible inform the emergency line (ext. 7999) or a colleague of your location and the reason you cannot safely exit the building.
7. If safe to do so nominated fire marshals should inspect their designated areas.
8. Proceed to the nearest emergency assembly area to your point of departure from the building. The assembly areas for the UCD Sport Facilities building is:

Side of Building: Bus Stop Between UCD Sport Facilities and Car park
Rear of Building: Sport & Fitness members car park
9. Report any knowledge you may have of missing or injured persons to a *Fire Marshal / Services Personnel*.
10. Return to the building only after the *Chief Fire Marshal / Services Personnel* has given the all clear signal.

IF YOU OBSERVE A FIRE

11. Activate the fire alarm by breaking one of the red wall mounted break glass units located throughout the building.
12. If it is safe to do so and you have been trained to do so the fire may be tackled using a suitable fire extinguisher, but only if this does not place any person at risk of injury.
13. If you decide to fight a fire ensure that you have a safe and clear means of escape from the fire at all times.
14. In the event that you cannot fight the fire or the fire begins to get out of control evacuate the area immediately.

Section 11

Coaching

11.1 Recruitment

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.

Where the club is engaging the services of a coach (including engagement in a voluntary capacity or where the club is covering expenses) the committee must have a system in place for screening and selecting coaches. This system must be documented and a person (s) identified within the club who is responsible for the recruitment and management of coaches. A sample application form for coaches is available from www.ucd.ie/sport please refer to the Clubs section or see Appendix 1.

Information on screening and selecting volunteers is also available from www.volunteeringireland.ie, please refer to their Support and Resources - How To Guides section.

All paid coaches must submit a **Coach Employment Pack**, to submit this form the club must provide the coach/leader/manager with a Coaching Contract. In the case of a volunteer coach/leader/manager it is a Volunteer Coaching Agreement that is submitted when submitting the **Volunteer Coach/Leader Pack**. To submit their respective pack coaches/leaders/managers must

- Upload a valid Safeguarding 1 certificate and/or Safeguarding 1 Refresher Certificate.
- Upload a signed Coaching Contract/Volunteer Coach Agreement.
- Provide set up details (paid coaches/managers/leaders).
- Agree to the Code of Ethics and Conduct For Sport Club Coaches/Leaders.

- Accept the terms within the Pack.

It is important to note that the appointment of all UCD club coaches, whether paid or voluntary is subject to the final approval of the AUC.

Vetting & Safeguarding

- To comply with the “UCD Sport, UCD Sport and Fitness, and UCD Student Centre Child Safeguarding Statement” and the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012–2016, the AUC must conduct Garda Vetting for individuals before they take up roles involving work with vulnerable persons or those under 18 years old.
- Vetting is mandatory for all coaches, leaders, and managers, regardless of whether club members are under 17 years old or registered with the club. Failure to comply will lead to automatic disqualification.
- National Vetting Bureau forms will be provided by the AUC and must be returned to Paula Cashman. The full policy document is available on the UCD Sport website.
- Coaches, managers, and leaders must ensure their vetting remains valid while engaged with a UCD sports club. Vetting is valid for three years from the NVB number date, and renewal is required before the expiration of the three-year period as per AUC rules.
- Confirmation of vetting number and disclosure from the National Vetting Bureau via Ireland Active is necessary for coaches/managers/leaders to be considered vetted and allowed to work/volunteer with a UCD club.
- Clubs should submit vetting forms in early August to ensure coaches/managers/leaders are vetted before the term and training commence,

as the process may take several weeks.

- All coaches/leaders/managers must read and follow the “UCD Sport, UCD Sport and Fitness and UCD Student Centre Child Safeguarding Statement” and complete Sport Ireland Safeguarding 1 before starting work/volunteering with the club. The original Sport Ireland Safeguarding 1 certificate and the Refresher certificate (if applicable) must be uploaded when submitting the Coach Employment/Volunteer Coach/Leader Pack.
- Safeguarding 1 qualification must remain valid while engaged with a UCD sports club. The qualification is valid for three years, and coaches must renew it before the expiration of this period. The renewal can be done through a face-to-face course or via Sport Ireland’s online refresher course. The validity period starts from the date the Safeguarding course was completed. If a six-year period expires, the course must be attended again through face-to-face training or video conferencing.

Children (aged 17 and Under)

In relation to the practise of coaching children i.e. those aged 17 and under, please also refer to Sport Ireland’s booklet Safeguarding Guidance for Children & Young People in Sport.

[Download the Sport Ireland Safeguarding Guidance for Children and Young People in Sport](#)

This booklet covers the following area (See Appendix 3):

- Code for Sports Leaders
- Creating a safe and enjoyable environment
- Recognising and ensuring welfare of children

Note: Where members are aged 17 and under, their parents must complete a parental consent form. Students aged 17 years and under will be permitted to take part in club activities on and off campus provided that they submit a parental consent form for same.

It will be the responsibility of the Children’s Officer in each club to ensure that parental consent forms are completed and uploaded to the Club Document Upload system for each person aged 17 years and under before they commence activity with the club.

A copy of the Parental Consent form to be used is available to download on the UCD Sport website. A copy has also been sent to each club’s e-mail account. The form can also be found in Appendix 13.

Students aged 17 and under will be permitted to participate in club activity and /or competitive games with a UCD club once the parental consent form has been uploaded to the Club document upload system, has been verified by UCD Sport and the member has been

uploaded to to the clubs membership on SISWeb.



[Click here to view the steps to take when uploading an U-18 club member](#)

When clubs are going on away trips they will need to advise on the Travel Form (Google Form) if any of the participants are aged 17 years and under and ensure parental consent forms are already on file.

AUC Trip Rules have been developed with the University for overnight trips. (see the UCD Sport website and Appendix 13). All coaches/ managers/ activity leaders / trip leaders and committee members should ensure that they read these rules and that trips are organised in accordance with the rules.

When signing up members, please ensure to ask them if they are under 18 years of age. If so, please provide them with the parental consent form. The club will only be able to add the student as a member once they upload their parental consent form, they must then inform UCD Sport that they have done so, UCD Sport will then verify the member, after which the club can upload them on SISWeb as a member.

In summary the AUC requires the following for each club coach:

- Valid Vetting.
- Valid Coach Employment Pack or Volunteer Coach/Leader Pack.

In summary the AUC requires the following from each club:

- Details of Recruitment and Selection procedures.
- Coach to be listed on Grant form and included on list of coaches/leaders/manager sent to Paula Cashman.

Failure to submit the above will result in automatic disqualification of the coach. All of the above should be submitted with club grant application form.

In summary the AUC requires the following for each club trip leader:

- Valid Vetting.
- Valid Volunteer Coach/Leader Pack.

In summary the AUC requires the following from each club:

- Trip Leader to be listed on Grant form and included on list of coaches/leaders/manager list sent to Paula Cashman.

Please note that it is the coach's responsibility to pay their own insurance and membership fees to the respective sports association/governing body.

Where unqualified club members are "coaching or leading" at club training sessions or trips, 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.

All coaches/leaders/managers seeking to have access to UCD Sport Facilities should be listed on your clubs grant application form.

While UCD AUC allocates various grants to clubs it does not take a lead role in the operation of these clubs. As such any employees/coaches of the clubs are employed directly by each club and not UCD. Clubs engage the coaches/leaders/managers and subsequently terminate the working relationship as appropriate.

Where the AUC does not have the required documentation on file for a coach/leader/manager (namely Vetting, Safeguarding, Contract/Volunteer Coaching Agreement & Code of Conduct) they will not be permitted to coach/lead/manage a UCD club at all. You are therefore asked to ensure that all coaches/leaders/managers that will be involved with your club in September 2023 are Vetted via the AUC and have an up to date Safeguarding 1 Cert before September 2023. A **Coach Employment Pack** or **Volunteer Coach/Leader Pack** must be successfully submitted by each coach/leader by October 13th 2023. Full reviews of coaching records will be conducted by the AUC on the week beginning September 11th and throughout the year. Any club that is found to not have the required documentation on file for a coach/leader/manager, namely vetting safeguarding and respective Pack, will be immediately stopped from operating any activities and the club will be referred to the AUC's Disciplinary process.

Coaching/Leader/Manager Categories

In general sports coaches can be broken down into 3 categories:

- Volunteers
- Employees

- Self-employed

Volunteers do not get paid, however they may get reimbursed for any out of pocket costs provided these costs are reasonable and can be verified should there be no tax issues. (All such coaches/leaders/managers should sign a Volunteer Coaching Agreement with the respective club which sets out the terms of the expenses. Furthermore, copies of expenses claims should be kept by the club. Where the coach/leader/manager is claiming for travel expenses please complete the Travel Expense Form on the UCD Sport website.)

The central issue in clubs is whether the coaches/leader/managers are employees or self-employed. The Revenue Commissioners have issued a general code of practice which was drawn up in conjunction with IBEC, SFA, ICTU etc. and this code lays down some criteria that can be used in establishing whether an individual is an employee or self-employed.

As a general guide as to whether a worker is an employee or self-employed; if the answer is 'Yes' to all of the following questions, then the worker is probably an employee:

- Do they have to do the work themselves?
- Can someone tell them at any time what to do, where to carry out the work or when and how to do it?
- Can they work a set amount of hours?
- Can someone move them from task to task?
- Are they paid by the hour, week, or month?
- Can they get overtime pay or bonus payment?

If the answer is 'Yes' to all of the following questions, it will usually mean that the worker is self-employed:

- Can they hire someone to do the work or engage helpers at their own expense?
- Do they risk their own money?
- Do they provide the main items of equipment they need to do their job, not just the small tools that many employees provide for themselves.
- Do they agree to do a job for a fixed price regardless of how long the job may take? Can they decide what work to do, how and when to do the work and where to provide the services?
- Do they regularly work for a number of different people?
- Do they have to correct unsatisfactory work in their own time and at their own expense?

With the view to the above it is likely that most sports coaches/leaders/managers working with clubs for pay would be treated as employees and would therefore be liable to PAYE/PRSI on their earnings. (Please refer also to section 4.10 on page 18 of the document "Income Tax-Statement of Practice" available from www.revenue.ie,

for further information on the tax treatment of payment to coaches).

11.2.1 Payments to Employees

It is the responsibility of each club (employer) to register for tax and deduct the tax and pay it over to the Revenue Commissioners, together with any PRSI. To facilitate this Mazars have been engaged by the Athletic Union Council (AUC) to provide payroll services for UCD Sport clubs. For convenience and to reduce costs the AUC has been registered as the employers. Mazars will maintain the registration of the AUC with the Revenue Commissioners and will prepare payslips and the annual and quarterly returns to the Revenue Commissioners accordingly.

The AUC will pass on in full the cost of pay, employers PRSI, levies and Mazars administration cost (for the processing of each payment to a coach, returns to the Revenue Commissioners, P45's, P60's etc.) to the respective club. An estimate of the total cost will be made during the processing of the clubs grant and will be held by the AUC until required. Where the total actual costs is less than that initially estimated in the grant application, the balance will not be issued to the club. Where the total cost exceeds that initially estimated, the AUC will recover the amount from the club.

Please note that it is anticipated that payment to coaches will be made twice per annum in December and April/ May each year. Payment to coaches/leaders/managers in Semester one are required to provide employee set-up details as part of submitting the **Coach Employment Pack** prior to beginning in their role. Clubs are asked to indicate on this form the amount that is payable to the coach/leader/manager until the end of this calendar year. Please exclude from the amount all legitimate expenses, (evidence of expenses should be retained by the club). Where your coach/leader/manager is over 66 years of age you are also asked to indicate this on the form as a different PRSI rate applies.

Prior to payment being issued in December and May, the club will be asked to confirm in writing the amount owing to a coach/leader/manager for the period in question by completing a time sheet for each coach. This time sheet can be found on the UCD sport website.

Where a coach/leader/manager only becomes involved with a club after the October 27th deadline, the club is asked to immediately contact the Executive Secretary. Where clubs have engaged paid coaches/leaders/managers who they propose to pay at the end of Semester 1, the AUC will only process such payments where the grant process has been completed in full by that club. Ultimately it is you, the club, which recruits and manages your coaches/leaders/managers. Therefore, you have a responsibility to resolve any outstanding paperwork so that your grant and coaching payments can be made.

It is important to note that the employees (club coaches/leaders/managers) will need to contact the Revenue Commissioners themselves regarding the allocation of their tax credits and cut-off points against this employment. To do this, the employee will require their own PPS number plus the AUC's PAYE registration number (9743288A). Otherwise the employee will be placed on emergency tax.

11.2.2 Payments to Self-Employed

In the case of individuals who you believe are self-employed, you will be required to submit an invoice for the services, a current tax clearance certificate and evidence that the individual provides a similar service elsewhere. However, please note that the **final decision on whether a person is paid as a PAYE employee or self-employed will be made by the AUC.**

Further information on the operation of PAYE/ PRSI can be found at www.revenue.ie/en/business/employers-pay.html. In addition, please ensure that any employment contracts issued to coaches/leaders/managers are clearly in the clubs name and not UCD's. A template for a club coaches contract is given in Appendix 5.

11.2.3 Payment to Coaches for Services Provided to UCD

It has come to the attention of the AUC that clubs and / or club members have been providing coaches/leaders/managers services to UCD Sport Facilities for activities, which UCD Sport Facilities staff run directly e.g. Sports Camps, Uni Life, New Era etc. Please be advised that should a club wish to participate in any of these events they are not permitted by the AUC or the University to invoice UCD Sport Facilities or any other third party for coaching services provided. **All payments issued to coaches/leaders/managers by clubs must be officially processed by the AUC via Mazars Accountants as per the agreement in place with the AUC, the University and the Revenue Commissioners for payment to coaches by clubs.**

Consequently, the following solutions have been agreed for the continued provision of such activities:

- a. *Clubs, if they wish, become involved in such activities as part of their own recruitment campaign and are not in receipt of any payment for their involvement.*

Clarification has been sought by the AUC from the UCD Safety Office with regard to the level of insurance for same, in particular where participants are not UCD students. The Safety Office has confirmed that as long as your club suitably manages and supervises the activity, the AUC's public liability policy would be extended to cover such activities. However, it should be noted that the AUC's personal accident policy only covers your club members engaged in club

activities therefore, non-members would not be covered should they be injured. Where your club needs to purchase equipment for use during these particular activities, an agreement may need to be reached with UCD Sport Facilities regarding covering some or all of the cost of such equipment e.g. bows for archery, particularly where the activity does not have a recruitment benefit to your club, for example, birthday parties, camps etc.

- b. *Coaches/Leaders/Managers who may be involved with UCD clubs are formally engaged by UCD Sport Facilities or A. N. Other party within UCD as part time staff.*

The person's qualifications are verified by UCD Sport Facilities or other party within UCD and the person receives payment directly from UCD Sport Facilities or other party within UCD. As a UCD employee they would be covered by UCD Sport Facilities's insurance and be compliant with the Revenue Commissioners.

- c. *Coaches/Leaders/Managers who may be involved with UCD clubs issue an invoice to UCD Sport Facilities or A.N. Other party within UCD for their services.*

Where payment is issued directly to the individual by the UCD Bursars Office less withholding tax i.e. they are being treated as self-employed, the person needs to provide evidence of their own Public Liability insurance of at least 1.4 million euro and proof of qualification / competency. This evidence of insurance and qualification needs to be provided before the person commences the work.

Furthermore, where an individual is working with those 17 years of age and under, the UCD Sport, UCD Sport and Fitness and UCD Student Centre Child Safeguarding Statement must be adhered to as well as the recommendations of Sports Ireland's Safeguarding Guidance for Children and Young People in Sport.

11.2.4 Use of Club Equipment for Non-Club Activity

If an individual or UCD Sport Facilities requires access to club equipment, written permission will need to be sought from the respective club for use of this equipment and compensation, if required, given to the club for use, replacement or repair of same. In addition, UCD Sport Facilities will be required to sign a form, which details their responsibilities with regard to the equipment use and also put in place appropriate insurance to cover the AUC and the club. Evidence of the required insurance will need to be provided to the AUC in advance of the use of any club equipment. A copy of the form, which UCD Sport Facilities should complete, is in Appendix 7.

The AUC believes that it is important that UCD Sports Clubs continue to play a role in the recruitment and retention of students and will actively encourage and facilitate all clubs accordingly. However, in order to ensure that clubs are acting in accordance with the AUC's approved policies and procedures, should anyone contact your club for any of the aforementioned activities, it would be appreciated if the Executive Secretary could be advised in advance of your plans.

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 the following are a number of guidelines to assist you in the proper management of club meetings on both a formal and informal level. UCD Sports club committee members must make themselves aware of, complete and submit the online UCD AUC Code of Conduct for Sports Clubs Committee Members.

All students have Zoom accounts assigned to their UCD Connect email account which enables them to host online meetings in addition to in person meetings. Tips on hosting zoom meetings and also zoom etiquette can be found [here](#).

12.1 Appoint a chairperson for the meeting

The role of 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".

12.1.1 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 your meetings effectiveness.

12.1.2 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.

12.1.3 Assign Action Items

- Don't finish any discussion in the meeting without deciding how to act on it. Listen for key comments 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.

12.2.1 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.

12.2.2 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.

12.2.3 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 minuted.

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 ABC Club CLUB

Fifth Annual General Meeting

Friday 15th August 2017

1. Welcome and Introductions
 - Present
 - Apologies
2. Confirmation of Minutes of fourth Annual General Meeting 5 August 2016
3. Adoption of Annual Accounts for year end 30th June 2016
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

12.7 Common Problems with Meetings

Meetings can be plagued by problems. Some of the most often recurring problems are easily avoided if you know what you are looking for:

- **Lack of clarity:** The chair should clarify or sum up all issues, for the purpose of the attendees and the minute taker.
- **Decisions delayed:** Putting off a decision won't make it go away. Only do this if you genuinely need more information or wider consultation.
- **Too little involvement:** Make sure everyone gets the chance to share their point of view. If someone is being over-bearing ask them to be quiet and let others have some input.
- **Meetings go on too long:** Agree a rough finishing time at the beginning of the meeting and don't let people ramble on.
- **Lack of understanding of the issues:** Make sure people are given the information they need to make a decision on an issue.
- **No real follow up:** Make sure actions are clearly identified. If work is not done then it is easier to find out where the problem is.

Recruitment, Communications & Promotion

14.1 Sports Guide

This is the annual sports guide published by the AUC and is the official sports handbook for students, staff and visitors to the University. It functions as an all year round reference book and provides in-depth information on all UCD sports clubs. Clubs are requested to submit information and high quality images for publication. Forms will be sent to each club Secretary at the end of the Spring trimester requesting their clubs 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 where an article and contact details are posted on each club. The website is updated on an almost daily basis.

The "Running Your Club" section on the website is where clubs can download important and useful information and forms e.g the Club Operations Manual, grant application forms, senior treasurer nomination form etc. Clubs also feature in the main news section of the site and are asked to regularly submit news articles, videos and images for publication. Clubs are encouraged to submit match reports, away trip reports, and information on community or charity work to be published and shared online.

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. www.ucd.ie/events

14.3 Sports Expo

Sports Expo is usually held during the second week of trimester 1 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.

At the Sports Expo, each club will be 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 end of the Spring trimester.

With a footfall of over 10,000 people to the Sports Expo over the four days it is an important recruitment tool for all clubs and essential that all clubs have a presence at their stand throughout the week to provide information and sign up new members.

Think about what is your clubs Unique Selling Point?

What makes your club the right choice? Think about what you have to offer and sell to prospective students.

Handouts. Handouts. We advise keeping handouts to a minimum to align with the universities move for a more sustainable campus. Clubs could instead print a QR code that students can scan that takes them to their club web page or a certain social media post with more details.

Know your dates. Trials, training times and days are all essential, but have you planned your first social or an introduction meeting before a training session?

Your stand. Having an attractive stand will help you stand out from those around you. Think about the following:

- **Equipment:** Use your equipment to make a statement. If you have a boat, why not bring it? Got some skis? Hang them on the stand.
- **Demos:** Make sure that you are wowing the audience with all that you do.

- **Clutter free:** While it is good to have photos make sure it is clear who you are by keeping posters large and easy to read from afar.
- **Tables:** While you are provided with a table, you don't have to stand or sit behind it. Get out in front and interact with all your new members.
- **Numbers:** Limit the number of committee/ club members at the stall as it can be very intimidating for a prospective member to approach a large group.
- **Shiny things:** A well presented stand with trophies and silverware will make sure freshers are in no doubt about how successful your club is.

Because of the scale of Expo, we ask you to tell us in advance what you are planning and bringing on the Sports Expo registration form. Please give us as much information as possible so we can make sure everyone is safe.

We want the Sports Expo to be as successful as possible for you so help us help you and always feel free to come and talk to us if you want to try something new.

14.4 Refreshers Day

Refreshers Day provides another opportunity for clubs to formally recruit members. Organised by the AUC and the Societies Council, Refreshers Day is usually held for one day in late January/early February in the Astra Hall, UCD Student Centre. Stand application forms are usually distributed to clubs during December.

14.5 Public Relations Officers

All club committees **MUST** have a designated Public Relations Officer (PRO) whose job it is to publicise the clubs activities and achievements. One of the key responsibilities of the PRO is to promote and advertise the activity and success of the club. The PRO is also requested to provide this information along with images and videos and any other relevant club information to Tadhg O'Leary in the Sports Office. The club is required to ensure their respective websites and social media platforms are kept up to date.

Help us to promote your clubs activities and achievements by following some simple guidelines when writing match reports and stories.

What to include?

- Facts – venue, place, date(s) and opponents
- What is it for? How important is it?
- Links to relevant website.
- Result
- Names! Who scored, who competed, year of study /course.
- Key moments and details.

- Quote (captain and/or coach)
- Good quality (high resolution) action photos

We encourage all clubs to provide any and all information on their activities no matter how big or small. By providing us with this information, it will be much easier to publicise your activities and achievements. If you are late with the story, still send it in – we may still be able to use it for University publications, reports and websites.

Online PRO Training will be available early in the academic year, details will be emailed to clubs.

14.6 Email Correspondence

All correspondence from the AUC is sent by email to the @ucd.ie club email address for your club. Please ensure that this email is checked regularly. As all UCD sports club accounts are Google Group accounts, the membership manager should be able to add and delete members as required. All club accounts are sponsored by the Executive Secretary who also needs to remain as an account manager on each clubs account. Should you require any assistance with your club email please contact the Executive Secretary. Email accounts are updated on an annual basis by UCD Sport. If you require further assistance with your account you should contact ithelpdesk@ucd.ie

14.7 Social Media

Alongside our official website, UCD Sport is on Facebook (@ucdsport), Twitter (@ucdsportsclubs) and Instagram (@ucdsport) and other platforms which can be accessed via the UCD Sport website. Our Instagram and Twitter pages are proving very popular with over 10,000 visits to the pages each week during term. As the pages are updated daily with news, match reports, events and photos they are the best ways for you to keep up to date with all the news and events that affect you and your club.

It is also really easy to cross promote yourself on the back of UCD Sport's number of fans and followers. By tagging us in your posts or tweets we can re-publish and re-tweet your information, getting out your message to many more people than clubs traditionally have on their own pages.

14.7.1 AUC Social Media Policy for Affiliated UCD Sports Clubs

Purpose

The UCD AUC recognise that the use of social media by its affiliated clubs plays an important role in helping to promote a club when used appropriately. Whilst offering many opportunities social media also presents significant risks. The purpose of this policy is:

- To educate, assist and protect UCD Sports clubs,

its members, the AUC and the University

- To promote good practice in the use of social media

Scope

This policy applies to all AUC affiliated club members, this includes, but not limited to, players, coaches, volunteers, committee members, supporters and mentors. It governs the use of social media platforms used to communicate on behalf of UCD Sports clubs, this may occur using the following means:

- Social media sites affiliated to UCD (e.g. your clubs Facebook account)
- Commenting/posting on social media sites where UCD is associated with or identified
- Social Media for personal use where UCD is associated with or identified

This policy applies to the various social media platforms including, but not limited to:

- Social networking sites
- Video and photo sharing sites
- Forums and discussion boards
- Blogging sites
- Text messaging services

Standards

Users of social media, those outlined above under Scope, must at all times adhere to the following standards:

- Access to posting on your social media platforms should be limited to two/three people (Social Media Editors), one of whom should be your clubs Public Relations Officer (PRO), the other should be the person responsible for GDPR on your committee. All your Social Media Editors must be committee members and must sign the Committee Members Code of Conduct. These individuals should be your only authorised spokespersons on your social media platforms. Contact details for these individuals should be held by the club captain.
- The club committee should agree in advance what type of content can be posted on your social media platforms. The Social Media Editors are responsible at all times for the content on your social media platforms. Before content is published by them, it should be reviewed to ensure it meets the clubs content criteria. Furthermore, the Social Media Editors need to monitor public comments posted to ensure their appropriateness. Where complaints are made to the AUC regarding content posted on a club site, the AUC will contact the club captain to discuss the appropriateness of the content.

- Ensure your social media platforms are secure. Only the clubs' Social Media Editors should know the password/s; these must be changed when there is a handover of these committee positions.
- All content should be suitable for persons under 18 years of age.
- Enable appropriate privacy settings on all social media platforms.
- When posting photographs or videos you must have the appropriate permissions.
- Content should not be based on opinions, politics, sensitive topical issues, sex, "slagging", ambiguous commentary which could be misinterpreted or commentary on other related organisations.
- Do not post any information that is confidential to the club, its members or any third party that has disclosed information to the club.
- Ensure that all content on your social media platforms is accurate and up to date; content should be removed where it is no longer required.
- Be polite and respectful, posts should always align with the values of the AUC such as equality, fairness, transparency.
- Do not mix your official club role with your personal life online. There must be a clear distinction between the two.
- Do not promote or advertise a commercial product or business except those approved by the AUC.
- Ensure you display your comments policy on your social media platforms; this outlines the rules of conduct to encourage positive discussion. Where comments do not comply with your comments policy remove them. Do not engage in on-line conversations regarding any matter outside of your comments policy.
- All UCD sport club members should be made aware that as a member of your club they are representing the club, the AUC and the University at all times. As such it is important that members understand how their own personal use of social media can impact others and reflect on their club.
- UCD Sport must be permitted to view all social media titled as a UCD sports club.
- Breaches of this policy may lead to disciplinary action by the club, the AUC and/or by the University.

Please note the UCD AUC will not publish the details of any online social media groups set up by UCD sports clubs. Furthermore the UCD AUC will not publish the

details of any social media platform, belonging to a UCD sports club, that has been inactive for 6 months or more.

Inclusive Social Media

Captions are really important for ensuring video content is accessible. They can help deaf people and hard of hearing people to follow videos as well as people who may have concentration or processing difficulties and those stuck in loud, busy environments!

Captions on Zoom

Captions on Instagram

Provide descriptive image captions such as Alt Text. Alt Text ensures that blind and visually impaired people who use screen readers can enjoy your posts! This is different to captions. It is a description of what is in your post or picture.

See [HERE](#) for a guide on inclusive design of social media.

Further advice and guidelines on Access Inclusive for your club can be found on the [UCD Access and Lifelong Learning website](#).

Related Documents

- UCDs' Dignity And Respect Policy
- UCD Sport, UCD Sport and Fitness and UCD Student Centre Child Safeguarding Statement
- Code of Ethics and Conduct for Sports Club Coaches
- [Code of Conduct For Sports Club Committee Members](#)
- Social Media Guidance Document For Sports Club Members
- UCD's Data Protection Policy & Guidance Document
- UCD Student Code
- UCD Alcohol Policy
- AUC Club Code of Conduct
- AUC Disciplinary Process

Related Regulation

- General Data Protection Regulation (GDPR)
- Copyright and Related Rights Act
- Social media terms of use
- Defamation Act
- Children's First Act

Sample Comments Policy

This is an open forum, and we encourage you to get involved, however, it's also a family friendly one, so please keep your comments and wall posts clean. In addition to keeping it family friendly, we ask that you follow our posting guidelines here. Posts and comments in breach of these guidelines will be removed:

- We do not allow graphic, obscene, explicit or racial comments or submissions nor do we allow comments that are abusive, hateful or intended to defame anyone or any organization.
- We do not allow comments that suggest or encourage illegal activity.
- We do not allow solicitations or advertisements. This includes promotion or endorsement of any financial, commercial or non-governmental agency. Similarly, we do not allow attempts to defame or defraud any financial, commercial or non-governmental agency.
- You participate at your own risk, taking personal responsibility for your comments, your username and any information provided.
- The appearance of external links on this page does not constitute official endorsement on behalf of UCD Sport.

14.8 Mobile Application

UCD Mobile Application provides access to a range of resources while you are on-the-go. The services are targeted at the UCD community and will be especially useful for current and prospective students. With UCD Mobile App, a full range of sports news are always at your fingertips. The app also allows you to check Programme information, access Brightspace, check the Staff Directory, and find your way around campus with the interactive map. Visit www.ucd.ie/newstudents/downloadourapp for more information on the full range of services available.

14.9 UCD Regulations and Guidelines Regarding Posters and Promotional Material

In the interests of creating a positive and safe learning and working environment, the following guidelines have been drawn up in consultation with staff and students. It is the responsibility of all Student Union Officers, Society Auditors, Club Captains, committee members and staff members, to be aware of the regulations and guidelines covering poster and advertising material. 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 or staff for commercial or other external events

will be removed from UCD property, and further action will be taken where necessary. Any Society, Club or group which allows its title or logo to be used to promote a commercial event or venue will be in breach of University regulations and the University, Recognition Committee or Athletic Union Council may take disciplinary action.

Guidelines for the Content of Posters

Broadly speaking, care should be taken to ensure that any images or content should appear in context and not cause undue offence to the University population, or to a specific grouping within the University. Attention is hereby drawn to the University Policy on Dignity and Respect, which applies to all students and staff, and also to the national legislation in the area, including *inter alia* the Equal Status Act (2000), the Employment Equality Act (1998) and the Prohibition of Incitement to Hatred Act (1989). Equally however, it is also the policy of the University to protect freedom of expression and intellectual enquiry and to ensure that they are exercised in such a way as they do not interfere with the rights of others, or breach the laws of the state.

Complaints and breaches of good standards in this area may be considered by the Recognition Committee, which has broad powers in relation to Society discipline, by the Athletic Union Council, which has similar powers in relation to Clubs, by the Independent Appeals Board, which deals with disciplinary matters relating to the Students' Union and by the University itself, where jurisdiction falls outside the remit of the above bodies.

Formal complaints against society posters must be submitted to the Societies Officer, formal complaints against club posters to the Athletic Union Council and against a Student Union poster to the Independent Appeals Board.

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 will be removed and the University, Recognition Committee or Athletic Union Council may take disciplinary action against any group, Society or Club respectively that contravenes this regulation.

Guidelines for the Display of Posters

1. The name of the sponsoring UCD club, society or organisation must be clearly displayed on each poster.
2. No private organisations have a right to display posters. Students must not assist private organisations in so doing.
3. Posters may be displayed only on designated notice boards throughout the buildings and campus and on the clusters of coloured boards on the ground floor of the John Henry Newman

Building.

4. Posters must not be hung on walls, on doors, on glass, in lecture theatres or from ceilings, or stuck to the ground.
5. During Students' Union sabbatical elections the Returning Officer has control of one board in every three in the Newman building.
6. The Library Tunnel must not be used for the display of posters.
7. Blanket coverage of noticeboards by posters for any one event or by any one grouping will not be allowed. Posters for any one event may, at a maximum, occupy only one quarter of the space provided on clusters of noticeboards.
8. Noticeboards on the narrow sides of pillars on the library concourse are reserved for posters of A3 size or less. The maximum allowed size for posters on all other boards is A2. No more than 2 posters for any one event or series of events can be attached together for posting. No more than 2 posters for any one event can be posted together. No more than 4 posters for any one event or series of events can be attached together for display on the noticeboards on the wall of the library concourse. Events can be advertised using either full size posters or reduced size posters; groups are not permitted to monopolise space by using a range of different sized posters for the same event.
9. The use of stickers is strictly prohibited.
10. The use of freestanding panels or stands for advertising events, and the location of these in designated areas, must be sanctioned in writing in each instance by the Building Manager.
11. It is the responsibility of the sponsoring club, society or organisation to remove their posters after their event has taken place.
12. Any club, society or organisation that wishes to put up posters are permitted to remove any out-of-date posters still displayed on their designated noticeboards.
13. All outdoor posters will be removed by Services on Thursdays, except those under regulation 5 above. Poster removal in other buildings will take place weekly, on a day set by the Building Manager. Outdoor postering will begin at 08.30 on Thursday mornings, or earlier as called by the Societies Officer.
14. Infringement of these regulations will result in the immediate removal of posters by the University and disciplinary action where necessary.

In addition to physical postering, UCD Sport & Fitness provides a Digital Poster board for notices, events and student announcements. Clubs can submit pre made posters or designs in the required format (1080 x 1920 Pixels) to promote an event or up and coming competition they may be hosting. Similarly the UCD Student Centre provide a number of Digital TV Screens which can also be used for club activity. Images and designs for the tv screens must again be in the correct format (366 x 768 Pixels) and clubs should email the completed design to sport@ucd.ie to activate them.

Colours & Awards

15.1 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. Also when using the UCD logo please consult the Sports Office to make sure the your proposed use of the logo is in accordance with the UCD brand guidelines.

Brand guidelines and artwork files are available at: www.ucd.ie/universityrelations/identity-and-marketing/ucd_brand_guidelines

15.2 Sports Awards

The Sports Awards ceremony is held at the end of the Spring trimester to honour the sportsmen and women who bring honour and prestige to the University by their achievements on the sporting fields and arenas of Ireland and abroad. Teams or individuals winning nationally recognised titles or intervarsity trophies are honoured at the function as well as students who receive national or representative honours. More recently the AUC introduced three new awards to recognise the contribution of graduates, the importance of inclusion and effective event management to club sport at UCD. Usually there are in excess of five hundred students honoured at the Sports Awards Ceremony which is organised by the AUC.

Nomination forms for awards are distributed to clubs in March each year. With most of the awards being made on the basis of the nominations received from clubs.

Disciplinary Procedure

1 Background

As a person associated with a UCD Sports Club, you are a member of the wider University community and as such it is important for you to be aware of the University's regulations and policies which are intended to promote and support an environment of honesty, integrity, equality and dignity and respect for all members of the University community whilst engaged in Club activity.

You are expected to act responsibly at all times, whilst engaged in Club activity, to observe and abide by the regulations and policies of the University and the policies and procedures of the UCD Athletic Union Council (AUC), as outlined in the AUC's Club Operations Manual. All activities must be conducted in accordance with the Constitution of the relevant Club.

Where a conflict exists between the University regulations and policies, the policies and procedures of the AUC and/or the Club Constitution, the regulations and policies of the University take precedence. Where a conflict exists between the AUC policies and procedures and those of a Club Constitution, the policies and procedures of the AUC take precedence.

2 Scope

2.1 These Disciplinary Procedures apply to all those who are involved in a UCD sport Club, as follows:

- Members of the Club: UCD employees ("UCD Employees") registered students at UCD ("UCD Students") and UCD graduates ("Graduates") who are playing and non-playing members of a UCD Sports Club;
- individuals who are employed or engaged by a Sports Club to provide any services to the Club ("Club Employees");

- individuals who are engaged directly by a UCD Sports Club to provide services on a voluntary basis ("Volunteers"); and
- individuals who are acting as the responsible figure on a Club trip or at Club activity ("Leaders").

Only complaints of breaches of discipline that take place during Club activities are covered under this Procedure.

- 2.2 A complaint of a breach of discipline against a person who is also a UCD Employee or UCD Student may also be referred by the AUC Executive Secretary or Disciplinary Committee to be considered under a University Policy or procedure as appropriate, in addition to being dealt with under the AUC Disciplinary Procedure. Allegations of discipline breaches against persons who are not UCD Employees or UCD Students, will be dealt with under this Disciplinary Procedure and the outcomes may be referred by the AUC Executive Secretary or Disciplinary Committee to the relevant Club. Where a person who is also a UCD Employee or UCD Student is found to be in breach of a University Policy including the Disciplinary Statute or UCD Student Code of Conduct and sanctioned in accordance with such Policy, the AUC Disciplinary Committee may take these outcomes as findings of fact and may impose such penalties or sanctions as appears fair and reasonable in all the circumstances of the case in accordance with Clause 6.2 without the need to undertake an investigation.
- 2.3 The following matters will be dealt with under the relevant University Policy save to

the extent such Policy is not appropriate in which case the following matters may be dealt with in accordance with the AUC Disciplinary Procedures:

- **A complaint of bullying, harassment, sexual harassment and sexual misconduct is raised.** The complainant will be directed to the UCD Policy on Dignity and Respect and the reporting procedures therein.
- **The matter relates to Child Safety.** The procedures of the UCD Sport, UCD Sport & Fitness and the University Child Safeguarding Statements will be followed.
- **There is an alleged breach of the UCD Student Code of Conduct.** The matter should be referred to the Registrar to be dealt with under the UCD Student Code of Conduct.

2.4 A failure of the Club to operate as outlined in the AUC Club Operations Manual will be referred to the AUC Executive Secretary.

2.5 A complaint of breach of discipline should be made within 12 months of the alleged incident.

2.6 All complaints raised under this Procedure will be handled sensitively, and confidentiality will be observed as far as possible.

2.7 Where there is a risk to the health and safety of any member of the UCD community or of any member of the public or if it is considered that other substantial grounds justify same, then the Club Committee, the AUC Executive Secretary or the AUC Disciplinary Committee may temporarily suspend an individual from the UCD Sports Club pending the consideration of the matter under these Disciplinary Procedures. Any temporary suspension does not indicate that the AUC or the University has concluded that the person has committed a breach of discipline. Temporary suspension will depend on the seriousness of the situation and each case will be assessed on its own merit.

2.8 Where temporary suspension is considered appropriate, the person concerned will be invited to attend a suspension hearing. They will be informed of the reasons why suspension is being considered and the person concerned will be given the opportunity to respond. Temporary suspension can occur at any stage during the discipline process.

2.9 The temporary suspension or exclusion of any person from office, membership or position with any Club of the University in accordance with this Disciplinary Procedure must be notified to the AUC Hon. Secretary.

2.10 An individual who is a UCD Employee or UCD Student may be suspended under the Disciplinary Statute or the UCD Student Code of Conduct in addition to any suspension imposed under this Procedure.

3: Club Disciplinary Actions

3.1 A complaint of a breach of discipline relating to any UCD Club shall be addressed to and resolved in the first instance by the Committee of that Club, as per the Constitution of that Club with the exception of matters as set out in Section 2.3.

Breaches of discipline may include, but are not limited to:

- Infringements on the rights of Club Members e.g. to train, compete, use equipment.
- Bringing the University and/or UCD Sports Club into disrepute e.g. abusing a referee, breach of anti-doping Regulations, financial irregularities.
- Failure to abide by the provisions of the Club Constitution, Code of Conduct for Sports Clubs or Code of Ethics and Conduct for Sports Coaches or Code of Conduct for Committee Members e.g. does not attend at required number of meetings, fails to carry out duties of their role.

3.2 Complaints of discipline breaches can be made in the first instance to the respective Club secretary (contact details for all clubs are available on the UCD Sport website), to be dealt with under that Club's Constitution.

3.3 In the following circumstances the complaint shall be referred immediately (within five working days) by the Club secretary to the AUC Executive Secretary to be dealt with under the AUC's Disciplinary Procedures;

- Where the Club's Constitution is silent on the breach of discipline concerned.
- Where the Club Committee is aware of a conflict of interest.
- Where the breach of discipline complained of is of a serious nature, which, if established, could lead to suspension or expulsion of membership or termination of Club role.

3.4 Where the breach of discipline complained of falls under the remit of the Club Committee, sanctions may be imposed as set out in the Club's Constitution. Where the individual does not accept or abide by the sanctions imposed on them by the Club, the matter will be referred to the AUC Executive Secretary.

- 3.5 The AUC Executive Secretary, on consideration of the nature of disciplinary breach and the actions taken by the Club Committee, reserves the right to refer the matter under the disciplinary procedures, as specified in the University's Statutes, UCD Policy on Dignity & Respect, the UCD Sport and UCD Sport & Fitness, University Child Safeguarding Statements, UCD Student Code of Conduct or any other relevant University Policy.
- 3.6 An appeal of the Club decision shall be dealt with in accordance with the Club Constitution. Where the Club Constitution is silent on an internal appeals process, the person against whom a complaint has been made may appeal to the AUC Appeal's Committee within 10 working days from notification of the Club decision. See Section 7 for the appeal process.

4 AUC Disciplinary Procedures

- 4.1 The procedures set out in this Section 4 shall apply where a complaint of breach of discipline has been referred to the AUC Executive Secretary.
- 4.2 Where the AUC Executive Secretary has had any prior involvement in the matter or otherwise has a conflict of interest, the matter shall be dealt with by the AUC Hon. Secretary in accordance with the procedures set out in this Clause 4 and Clause 5. In this regard, any reference to the AUC Executive Secretary shall be construed as a reference to AUC Hon. Secretary.
- 4.3 The AUC Executive Secretary will refer the complaint to the AUC Disciplinary Committee where the matter is of a serious nature and cannot be dealt with by them. The AUC Executive Secretary reserves the right to refer the matter to the Disciplinary Committee at any stage of the procedures set out in this Section 4.
- 4.4 The AUC Executive Secretary will decide whether the matter can be dealt with by them on a review of:
- i. the nature and gravity of the complaints(s),
 - ii. the submissions and any clarification of same,
 - iii. the nature and seriousness of the matter generally.
- 4.5 All other matters will be dealt with as follows. Upon receipt of the complaint(s), the AUC Executive Secretary will provide the party against whom the complaint(s) has been made (the "respondent") with a copy of the complaint(s) and seek their response in writing to same. The complainant and respondent will be invited to attend at a joint meeting to seek clarification on the content of their submissions, and where

appropriate, reach a resolution.

- 4.6 The parties may be invited to attend a joint meeting, where a resolution is not reached through a joint meeting or the parties do not agree to attend a joint meeting, the AUC Executive Secretary may meet with the complainant and respondent individually. The AUC Executive Secretary may also meet with any witnesses that the AUC Executive Secretary deems appropriate and may request additional supporting documentation from the complainant and respondent with a view to establishing the facts. The complainant and respondent will be given a specified timeline to comment on any submission, response or supporting evidence provided to the AUC Executive Secretary.

5 Penalties Where Disciplinary Matter Dealt with by the AUC Executive Secretary

- 5.1 When all information available to the AUC Executive Secretary has been considered, the following outcomes are available:
- i. Dismiss alleged breach of discipline with no further action.
 - ii. Fine, up to maximum of €200.
 - iii. Temporary suspension from office, membership or position. The AUC Executive Secretary may make a recommendation to the relevant Club that the respondent be temporarily suspended from office, membership or position.
 - iv. Requirement to make good to the satisfaction of the AUC Executive Secretary any damage or loss which they intentionally caused to any property of the University or third party or for any such loss or damage which arises as a result of the breach of discipline.
 - v. Referral to the Registrar in the case of a UCD Student to be dealt with under the UCD Student Code of Conduct.
 - vi. Referral to the Director of HR in the case of a UCD Employee.
 - vii. Non-awarding or reclamation of any grant paid to the Club or individual.
 - viii. Remedy any failure to operate in line with the AUC Club Operations Manual.
- In addition to any of the outcomes above, the Executive Secretary may direct the respondent to provide a letter of apology to the complainant.
- 5.2 Following the conclusion of this process the AUC Executive Secretary will normally communicate their decision in writing to both parties within 10

working days after the meeting at 4.6 above.

5.3 The Executive Secretary will inform the respondent of their right to appeal the decision, the procedure for lodging the appeal and the time limit for lodging the appeal (ten working days from notification of the decision). See section 7 for details of the Appeal process.

5.4 Unless exceptional circumstances arise, a Club would normally be expected to abide by a recommendation of the AUC Executive Secretary.

6 AUC Disciplinary Committee

6.1 Where the matter is referred by the Executive Secretary to the Disciplinary Committee the following will apply:

- The Disciplinary Committee will be comprised of three voting members which will usually be comprised of at least two Officers of the AUC and the Director of Sport, or their nominee.
- Upon referral by Executive Secretary, a Disciplinary meeting will be held as soon as is practicable and the respondent will be notified in writing (by email) of the date and time of the hearing, no later than 10 working days in advance of the hearing. Both parties will be invited to attend the meeting with the Disciplinary Committee.
- The Disciplinary Committee may interview such witnesses as they deem appropriate. All paperwork received by the Executive Secretary regarding the complaint(s) will be provided to the Committee members, the respondent and the complainant.
- The complainant and respondent will be given an opportunity to offer submissions.
- Where the respondent fails to attend the Disciplinary Committee meeting and the Disciplinary Committee has made reasonable attempts to accommodate them, the Committee may decide to adjudicate on the matter in their absence, relying on the documentation furnished to the respondent and the Disciplinary Committee.
- Decisions of the Disciplinary Committee will be taken by a simple majority and will be made on the balance of probabilities.

6.2 When all information available to the Disciplinary Committee has been considered, the following outcomes are available to the Disciplinary Committee:

- i. Dismiss the breach of discipline complained of with no further action.

- ii. Fines up to maximum of €400.

- iii. Temporary suspension from office, membership or position. The Disciplinary Committee may make a recommendation to the relevant Club that the respondent be temporarily suspended from office, membership or position.

- iv. Requirement to make good to the satisfaction of the Disciplinary Committee any damage or loss which they intentionally caused to any property of the University or third party or for any such loss or damage which arises as a result of the breach of discipline.

- v. Referral to the Registrar in the case of a UCD Student, to be dealt with under the UCD Student Code of Conduct.

- vi. Referral to the Director of HR, in the case of a UCD Employee .

- vii. Non-awarding or reclamation of any grant paid to the Club or individual.

- viii. Exclusion from office, membership or position with any Club of the University. The Disciplinary Committee may make a recommendation to the relevant Club that the respondent be excluded from office, membership or position.

In addition to any of the outcomes above, the Disciplinary Committee may direct the respondent to provide a letter of apology to the complainant.

6.3 Following the conclusion of this process, the Disciplinary Committee will normally communicate its decision in writing to both parties within 10 working days after the Disciplinary Committee Hearing. The Disciplinary Committee will inform the respondent of their right to appeal the decision, the procedure for lodging the appeal and the time limit for lodging the appeal (ten working days from notification of the decision).

6.4 Unless exceptional circumstances arise, a Club would normally be expected to abide by the recommendation of the Disciplinary Committee.

7 Appeal of the Decision of a Club Committee, the Executive Secretary or the AUC Disciplinary Committee

7.1 Where the person against whom a complaint has been upheld wishes to appeal a decision (the "Appellant"), this appeal must be lodged within 10 working days of notification the decision and the case shall be referred to a sub-Committee of the AUC (the "Appeal Committee"). The Appeal Committee will be comprised of three voting members drawn from a panel of members of

the AUC Executive which will, where possible, include the Director of Sport, or their nominee. The Appeal Committee will where possible hear the appeal within 10 working days of it being lodged.

Where the AUC Disciplinary Committee was convened to adjudicate on a disciplinary breach, no AUC Executive member involved in that process may sit on the Appeals Committee for that breach. Furthermore, the Director of Sport will be replaced by the Director of Student Services, or their nominee, where the Director of Sport has had prior involvement with the matter or is otherwise unavailable.

- 7.2 Grounds for appeal shall be limited to:
- a. New evidence – Information directly relevant to the decision, which for good reason was not available to the relevant body who adjudicated on the case i.e. Club Committee, Executive Secretary or Disciplinary Committee.
 - b. Procedural irregularity – The Appellant has evidence that the procedures relating to the decision were not followed properly, which may have impacted on the decision.

- c. Severity of penalty – The Appellant contends that the penalty imposed is disproportionately severe with regard to the circumstances of the complaint.

7.3 The outcomes available to the Appeal Committee are:

- Uphold the original decision;
- Not uphold the original decision;
- Vary the original decision.

On upholding an appeal, the Appeal Committee may require the Appellant to meet specified conditions.

7.4 The decision of the Appeals Committee is final and will be communicated to the Appellant and Complainant and, where appropriate, it may be communicated to the Registrar and/or Director of HR, as appropriate.

Club Development Plans

17.1 What is a club development plan?

A development plan is a short document that outlines the objectives that a group or organisation hopes to achieve. It should help to structure developments within a framework so that it is easy to understand and accomplish. All UCD Clubs are required to submit a development plan each year. In 2023/24 clubs must submit their development plan by October 27th.

Ideally all clubs should be working to achieve aims and objectives set out in three year development plans. These plans will help to ensure that your club is doing more than just standing still by giving you a set of goals to achieve and a framework to help you do that.

Strategic goals that should be considered by all UCD clubs are:

- Increasing participation
- Improving performance
- Sustainability
- Governance and leadership

Each club is responsible for setting out its objectives and target under the suggested goals above.

17.2 Why a three year plan?

There is nothing worse than spending a year developing a project only to see progress lost because there wasn't a handover or because there wasn't the understanding of how to continue with a project. Therefore, a three year plan aims to lessen the chance of this happening by providing a clearer direction over an extended period of time. If done correctly, the aims should build over time giving long-term benefits, consistency of objectives and should encourage a good handover between committees.

17.3 How does it work in practice?

Under each strategic goal you are asked to come up with one or more objectives, which in turn are broken down in to three year targets. These three year targets should build on one another each year and all seek to achieve the set objective.

Each committee works on the first year of their three year plan, knowing that by reaching the targets they have set themselves, they have contributed to the development of their club over the following two years.

At the end of the year the old and incoming committees should work together to add an additional year to the plan, so that the club is constantly relooking at what it can achieve and what it is setting out to do, ensuring that it is relevant.

For example lets say that one of the goals is to increase overall membership from 30-50 in three years. The first target may be 38, then 45 and then finally 50. In practice the club might have a fantastic year and reach 45 in year one, meaning that the next committee might decide to update their target to reach 50 in their year. By keeping the targets fluid you'll be able to make sure that you're developing at a pace that is right for your club.

17.4 Setting Objectives

To achieve more than just what's required you must plan ahead. To help you reach your goals try using the acronym SMART:

S	Specific: It is no use having a goal such as "get more members". That is not a specific enough target – are you looking for one extra member or are you looking for 30?
M	Measurable: How are you going to measure your goal? It is easy if it is something like increase in members to a social event, but what if your goal is to improve defensive play?
A	Achievable: Don't aim to win the National Senior title if you are in Division 5! Make sure that you set targets that you can achieve.
R	Relevant: Will this goal really achieve what the club needs? Why is this goal important? Is this the right time to pursue this goal?
T	Time-bound: Having a goal set within a time scale helps to motivate and to complete in a certain period. Do you want your goal to stretch the season or just the first three weeks?

Bad examples:

- *"We are going to win the varsities in two seasons."* It is time bound and depending on the club it could be realistic but it is too vague. How are you going to win varsities? What is it that needs to change for you to win?
- *"I want to increase attendance at socials."* Great, but how? And by when?

Good Examples:

- *"By December 2020 we will have 20% of our members trained up to level 1."* Only the club can know if this is realistic, but assuming it is, it is a SMART goal.
- *"We will reduce the number of short corners conceded in semester 1 by 10% by running extra defensive drills."* Ticks all the boxes.

17.5 Making it Happen

Once you have set your objectives and broken them down in to yearly targets, then you need to make sure that they are going to happen. Your role as a committee member is to make sure that you are reaching the targets that you set yourself.

Breaking down the targets into task lists allows you to identify each aspect of the job at hand; importantly it clearly states who is responsible for each aspect of the job and when this should be completed by. See a simple example below.

Objective: Increase Netball membership by 10% before the end of Semester 1			
Task	Responsibility	Role	Timescale/Deadline
Authorise payments for any promotional/ advertising items that could be used to generate publicity.	Finance	Treasurer	12 weeks Nov 31st
Collect any new membership monies. Forward to Treasurer. Update membership list on SISWeb.	Correspondence/ Membership	Secretary	12 weeks Nov 31st
Integrate new members into training session and squad.	New members	Team Captain	12 weeks Nov 31st
Monitor/ Evaluate membership figures. Review if 10% target was reached.	Monitor and evaluate objective	Club Captain	Review date Dec 1st

Although very simple, you can see from the example above that if the Secretary fails to upload the new members on SISWeb that the Club Captain cannot monitor membership increases.

The use of task lists is incredibly important to allow you to monitor your progress and where necessary chase those on the committee that might be holding you back from developing your club.

17.6 Monitoring Your Development

It is not enough to have a development plan written down. For it to work and to work well it needs to be monitored, reviewed and consistently adapted to make sure that your objectives and targets remain relevant to those who are trying to achieve them.

17.6.1 Profile Your Club

The first thing you should do at the beginning of your term, before you even start to think about your objectives is to profile your club. Write down key statistics for your club such as the number of members, gender split, number of teams, coaches, competition entered etc. It is only by knowing where you are that you can begin to understand where you would like to go.

For example, following your profiling you may have noticed a gender split that heavily favours males. An objective therefore could be attract more female members through introductory women-only training sessions.

17.6.2 Development Meetings

At any stage through the year you can meet with the AUC Executive Secretary to discuss your progress and, if required, help you to adapt or adjust your targets. We are here to help.

17.6.3 Annual Report

At the end of the year your committee should present an annual report. This should include details on your progress against your set targets and will also help form the basis of the handover to your club's next committee.

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 regards 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 Sport 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 Dignity and Respect: A Guide For Sports Club Officers
 - » Online GDPR Training
- **Recommended**
 - » Online Suicide prevention training.
 - » PRO Training
 - » Junior Treasurer Training
 - » Online Concussion Training
 - » Club Management Module: a number of academic undergraduate elective modules are also offered in UCD which may be of interest to those running UCD clubs for example Club and Sports Management (SCI10050) and Community, Volunteering & Leadership (SCI20030). For a full list of modules available, please refer to www.ucd.ie/students/registration/electives

- **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 will be 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.

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.

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 9 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 13th 2023.
- 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 clubs 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.
- » 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.

GDPR for Sports Clubs

The General Data Protection Regulation (GDPR) took effect on the 25 May 2018, replacing the earlier data protection framework under the EU Data Protection Directive. As a regulation, GDPR does not generally require transposition into Irish law (regulations have 'direct effect'). Organisations involved in processing personal data of any sort (including sports clubs) need to be aware that the regulation addresses them directly in terms of the obligations it imposes.

The act set out various obligations on data controllers and rights for data subjects. It also sets out the powers and responsibilities of the Data Protection Commission. As a club operating in UCD you need to be aware of the implications of the legislation in terms of how your club processes personal data.

The information contained in this section is based on a presentation given by the UCD Data Protection Officer in February 2020. Please refer to the UCD Sport website for the presentation slides.

19.1 What is the difference between using personal information in a purely private context versus your work or studies?

If you use personal information in a purely private context, which always remains private and does not spill over into your professional or university life, you can make use of the so called "**household exemption**", where GDPR does not apply.

However, anything you do with personal data in the context of your work or study needs to strictly follow GDPR, as it is within a public and professional context. This includes how you interact with fellow students as part of your study and courses.

Consequently, anything you do with personal data collected from your members and third parties for your club must follow GDPR.

19.2 What is personal data?

The term 'personal data' means any information concerning or relating to a living person who is either identified or identifiable (such a person is referred to as a 'data subject').

An individual could be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier (such as an IP address), or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, social identity of that individual.

Personal data doesn't have to be in written form, it can also be information about what a data subject looks or sounds like, for example photos or audio or video recordings, but data protection law only applies where that information is processed by 'automated means' (such as electronically) or as part of some other sort of filing system.

19.3 What is special category & sensitive personal data?

Special category data includes:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data
- biometric data
- health data
- sex life or sexual orientation

Other sensitive data includes:

- financial data
- criminal convictions and offences

19.4 What is data processing?

Data Processing covers a wide range of operations performed on personal data, including by manual or automated means.

It includes the collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of personal data.

19.5 What are the valid grounds for processing data?

There are six legal bases under GDPR:

- Consent
- Contractual necessity
- Compliance with legal obligation
- Vital interest
- Public interest
- Legitimate interest

You need at least one, which needs to be decided in advance of data collection, and individuals (data subjects) have the right to know which legal basis you are processing their data under.

19.6 What does 'consent' mean under GDPR?

Any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

That means:

- Need to have full information before making a decision.
- No pre-ticked boxes.
- No catch-all consent.
- Not to be pressured into giving consent.
- Being able to prove that consent was received.
- Consent needs to be easy to withdraw at any time.

19.7 What happens if consent is withdrawn?

- Processing of personal data has to stop.
- Processing that already happened before withdrawal of consent is lawful, but processing after withdrawal is not.

19.8 What are the 7 principles for processing personal data?

Article 5 of the General Data Protection Regulation

(GDPR) sets out key principles which lie at the heart of the general data protection regime.

1. Lawful, fair & transparent processing

This means you need:

- One or more valid grounds for your processing.
- To handle people's data in ways they would reasonably expect, or if it is unexpected, you can explain why any unexpected processing is justified.
- To be clear, open and honest with people from the start about how you will use their personal data.

2. Purpose limitation

This means you need:

- To process the personal data only for the purpose(s) you collected them for and in line with what individuals expect.
- To ask individuals for their permission / consent if you want to use their personal data for a different purpose. You need to do this in advance, and they need to have allowed you to get back in touch with them.

3. Minimisation of processing

This means you need:

- To only collect personal data, you actually need for your specified purpose(s).
- To have sufficient personal data to properly fulfil your purpose.
- To periodically review the data you hold and delete anything you don't need any longer.

4. Data accuracy/quality

This means you need:

- To take all reasonable steps to ensure the personal data you collect, or hold is not incorrect or misleading.
- To correct any personal data once you find out they are incorrect or misleading, or erase the incorrect personal data as soon as possible

5. Storage limitation

This means you need:

- To keep personal data only for the minimum time you need it to do what you said you would do.
- To periodically review the data you hold, and erase or anonymise it when you no longer need it.

- To tell the individuals for how long you will keep their personal data.

6. Integrity, confidentiality and security

This means you need:

- To protect the personal data by technical and organisational security measures.
- To ensure that personal data are protected from various forms of unauthorised access and data breaches.
- To be very mindful of and restrictive with sharing any personal information with others. Only share it with people who have a valid relevant business reason to see the data.

Simple steps you can take in your club to keep electronic personal data secure & safe:

- Encrypt & password protect mobile devices, e.g. Smartphones, Tablets.
- Avoid using USB keys. If you cannot avoid using it, be sure to encrypt the device or at very least the file.
- Encrypt personal data before transferring it across the internet, e.g. email. The decryption password should be communicated separately, e.g. phone call, text.
- Passwords should be strong and never shared.
- Use Anti-Virus Software on your device.
- Backup data regularly.

7. Accountability

This means you need:

- To take responsibility for what you do with personal data and how you comply with the other principles.
- To keep track /a record of what you do with the personal data.
- To put in place measures and processes that keep the data safe and secure.

8. Data Subject Rights

Individuals have a number of specific rights under data protection law to keep them informed and in control of the processing of their personal data. The most commonly exercised of those rights are those found under the GDPR (in Articles 12-22 and 34).

The data subject rights under the GDPR include:

- Right to be informed if, how, and why their personal data are being processed.
- Right to access and get a copy of their personal data.
- Right to have their personal data corrected or supplemented if it is inaccurate or incomplete.
- Right to have their personal data deleted or erased.
- Right to limit or restrict how their personal data are used.
- Right to data portability.
- Right to object to processing of their personal data.
- Right not to be subject to automated decisions without human involvement, where it would significantly affect them.

Information provided to data subjects when these rights are exercised must be transparent, understandable and easily accessible, using clear and plain language. The information should be provided in writing, or other means, including, where appropriate, electronically. When requested by the data subject, the information may be provided orally, provided that the identity of the data subject is clear or can be proven.

19.9 What are the key club activities that involve personal data?

Remember, your position comes with responsibilities. Any access you are granted to personal data in your function in the sports club, you must strictly limit to the specific purpose, nothing else!

At present committee members have access to the following data using UCD systems:

1. Two committee members per club have access to InfoHub

Data you have access to includes:

- student number
- name
- U18 Yes/No
- committee position
- team
- phone
- email address
- emergency contact

Purpose of your access:

- To be able to add a student as a member of your club and then to send the student an email to inform them this has been done.

Data types involved in this processing operation:

- Student number, name, U18 Yes/No, committee position, team, phone, email address, emergency contact. These are all normal types of personal data.

2. Two committee members have access to the clubs@ucd email and Google-drive

Purpose of your access:

- Email: to send club relevant information to club members and, in your function, to communicate on behalf of the club to other entities.
- G-Drive: to store information relevant to the running of the club.

Things to consider:

- Be extremely protective of the password for the club email. Make sure it is changed when your committee changes.
- Don't use the club email for non-club business.
- When you send emails to groups, don't disclose individuals' email addresses to all by using the To, or CC function, but rather the BCC.
- Make sure you send information to the right recipient.
- On the G-Drive, only store files that are relevant for the business.
- Don't keep files with person information for longer than necessary.
- Don't access the drive through devices that have unsecure apps installed.
- Don't access your email or G-Drive via a non-secure wireless network connection like UCD wireless.
- For personal information on the G-Drive you inherited, check if something needs to be deleted by now.
- Don't process personal data unnecessarily and think what valid ground for processing applies to what you want to do.
- Your club email and G-Drive needs to follow GDPR. It is not your private life!

3. Committee members may have access to

coaching records

Where your club engages coaches your committee members may have access to coaching records:

- Employee set up info, pps number, bank details, date of birth, address
- CVs
- References
- Time sheets

Purpose of access and processing:

- To select and hire coaches for your sports club.

Things to consider:

- CVs contain a large amount of personal information and have to be treated confidentially.
- Don't leave CVs laying around or in places where anyone can see them.
- References are very personal as well.
- You need permission from the candidate to contact someone to provide a reference and can contact the reference provider only at a point in time where the candidate is about to be hired, not far in advance.
- An employee set up form is likely to contain sensitive information (PPS number, financial info etc), keep this in mind and keep this info secure and only show it to people who are permitted to see it.

4. Committee members may have access to scholarship applications

Access to scholarship application is restricted to applications in their own sport.

Purpose of access and processing:

- This is required to adjudicate on the suitability of the applicant.

Things to consider:

- Many scholarship applications will contain a substantial amount of personal information, possibly special category data, which need to be treated with a higher degree of care.
- Keep the club member informed in advance of any processing activity involving their personal data, so that they can reasonably expect it.

5. Committee members may have access to minutes of meetings, insurance matters, incident/accident reports, membership records and entry forms (name, number, medial details etc)

Purpose of access and processing:

- To manage and run the club.

Things to consider:

- Minutes of meetings; Insurance matters; Incident/accident reports; Membership records; Entry forms; are all documents that are important to keep well organised and safely stored.
- For a number of these kind of records expected retention periods exist, which you should be aware of.
- Several of these documents might fall under the group of confidential data.
- When you send out such documents, be sure you send it only to people who should see them.

Any medical, health, performance and other data of this nature are considered SPECIAL CATEGORY data. There are considerable restrictions on processing such data; often you need the 'explicit consent' of the individual, whose data they are to do so.

6. Clubs may share some data with their National Governing Body

Purpose of access and processing:

- To register a student to play competitively in a national club the UCD Sports Club must register them in leagues/cups.

Things to consider:

- Keep the club member informed in advance of any processing activity involving their personal data, so that they can reasonably expect it.
- To register a student to play competitively in a national club the UCD Sports Club must register them in leagues/cups.

7. Social Media

Finally don't forget that GDPR applies when you use social media for your sports club! Let people know in advance what you plan to do.

Purpose of access and processing:

- To promote the activities and achievements.

Things to consider:

- In some instances you will need their active consent to use their personal data, photographs, audio or video footage.

Further information is available from the Data Protection Commission www.dataprotection.ie

Miscellany

20.1 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 which indemnifies UCD and Employers Liability insurance. The value of each will be advised by 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 consent must be secured.

Application Form for
Coaches/Leaders/Managers

UCD Athletic Union Council Club Coach/Leader/Manager Application Form

All information received in this form will be treated confidentially

Name:	
Maiden Name: (if applicable)	
Current Address:	
Previous address over the last five years:	Address 1
	How long have you lived at this address?
	Address 2
	How long have you lived at this address?
	Address 3
	How long have you lived at this address?
	Address 4
	How long have you lived at this address?
Date of Birth:	
Place of Birth:	
Tel. No.:	
Mobile No.:	
PPS Number (R.O.I. only):	
NI Number (N.I. only):	

Previous work/voluntary experience & relevant qualifications:	
---	--

Do you agree to abide by the AUC's Code of Ethics & Conduct for Sports Coaches and the UCD Sport UCD Sport, UCD Sport and Fitness and UCD Student Centre Child Safeguarding Statement (copies available from www.ucd.ie/sport)?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Have you ever been asked to leave a sporting organisation in the past?
(If you have answered yes we will contact you in confidence)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Name:		Name:	
Address:		Address:	
Tel. No.:		Tel. No.:	
Position:		Position:	

For official use only:

Club:		Position applied for:	
Date application received:		Date of interview:	
Interviewed by:		Interviewed by:	
References received & are satisfactory:	Yes	<input type="checkbox"/>	No

Comments:

Statutory check completed & returned:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Proof of applicants identification received:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Recommendation:	Approved			Not approved		

Reason if not approved:

Signed:		Date:	
---------	--	-------	--

Appendix

2

Club Locker Key Nomination Form
2023/24

Club Locker Key Nomination Form 2023/24

Club:
Captain's Name:
Captain's contact tel. no.:

Name of first nominee:
Position within club:
Email Address:
Contact tel. no.:
Copy of photo identification attached: Yes No

Name of second nominee:
Position within club:
Email Address:
Contact tel. no.:
Copy of photo identification attached: Yes No

Name of third nominee:
Position within club:
Email Address:
Contact tel. no.:
Copy of photo identification attached: Yes No

Appendix

3

Sport Ireland Safeguarding Guidance for Children and Young People in Sport: Code for Sports Leaders

Sport Ireland Safeguarding Guidance for Children and Young People in Sport: Code for Sports Leaders

The full version is available [here](#) to download

Sport Leaders play a vital role in children's sport. Sports organisations and sports groups should ensure that the work of Sport Leaders which occurs mainly on a voluntary basis, is guided by this safeguarding guidance and best practice whilst also recognising that they are entitled to obtain a healthy sense of achievement and satisfaction through their involvement in children's sport.

In order to act as a role model and to promote their safety and the safety of young people Sport Leaders should:

Create a safe and enjoyable environment for children by:

- Planning and preparing appropriately and be positive during sessions.
- Making sure all levels of participation should be enjoyable and fun.
- Prioritising skill development and personal satisfaction over highly structured competition.
- Setting age appropriate and realistic goals.
- Avoiding favouritism – each child will need attention according to their sporting needs.
- Praising and encouraging effort as well as results.
- Showing respect for all involved, children and adults.

Recognise and ensure the welfare of children by:

- Keeping attendance records.
- Not exposing a child to criticism, hostility or sarcasm.
- Never swearing at, ridiculing, shouting unnecessarily or arguing with a child.
- Being aware of a child's developmental needs and how a child may be psychologically or physically affected (if relevant for your role).
- Working in an open environment.
- Ensuring there is adequate supervision.
- Involving and updating parents, especially if a problem has arisen.
- Respecting a child's sensitivity.
- Never using physical punishment or force.
- Not using verbal or physical punishments or exclusion for mistakes.

Additional Information:

- Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child.
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation.
- Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the training of children. Any such activity, if qualified, must only be with parent/guardian consent and the understanding of the child.
- Keep any information in relation to a child/young person of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information on a need to know basis.
- Never exert undue influence over a participant in order to obtain personal benefit or reward.
- Acknowledge the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Avoid the use of alcohol at all times whilst responsible for young people e.g. training sessions, events and on trips with young people

Appendix

4

Web Account Registration Form For Clubs & Societies

UCD WWW Account Application/Renewal Form For Societies and Clubs

Information Provider

I, _____, hereby apply for/ renewal of my Club's/Society's WWW account on UCD's main WWW Server, and nominate the person named below as the organisations Designated Agent.

Name of Club/Society:			
Title of Club/Society:			
I have read and will abide by the regulations for the use of UCD's WWW Server (See Attached Sheet).			
Surname		First Name	
Signature		Title	
Email	Student Number		

Student Consultative Forum			
Approved by:			
Designated Agent (If Applicable)			
I hereby agree to act as Designated Agent for the Club/Society named above. I have read and will abide by the regulations for the use of UCD's WWW Server.			
Surname		First Name	
Telephone		Email	
Student No.			

For official use:			
Login ID		Date Received	
Approved by			

Computer and Network Systems Acceptable Use Policy

University College Dublin is committed to providing computer resources, including e-mail and internet access, for staff and student use to promote the aims of the University and to facilitate education, research and administration.

To safeguard individual users and to ensure the integrity and reliability of the computer system, UCD has the following usage policies. These are not intended to limit an individual's use of the University's computer resources, rather they are designed to ensure that the University can offer the widest possible range of services to its community. Nothing that follows in this document attempts to limit academic freedom as set out in the Universities Act (1997).

The University is committed to maintaining the privacy of its users and does not actively monitor computer usage (including e-mail and the internet). However users should be aware that records are kept of all usage and could be made available in specific circumstances.

In general, the computer resources of the University may not be used for illegal acts, for activities in breach of University policies or for personal commercial activity unless specifically authorised. Only staff of the University, registered students or other approved users may take use of the universities computer resources that are not available to the general public. Unauthorised use may lead to disciplinary action or prosecution under the Criminal Damages Act (1991).

The following highlight a number of areas that you, as a user, must pay particular attention to.

1. You must respect the laws of Ireland and specifically, but not exclusively, be aware of responsibilities under

Copyright Act (1963) and as amended.	Criminal Damage Act (1991)
Data Protection Act (1988)	Freedom of Information Act (1997)

Prohibition of incitement to hatred Act (1989) Child Trafficking and Pornography Act, 1998
In addition, there are University policies in a variety of areas under which all users must operate.

These include the -Student Disciplinary Code, Policy on Dignity and Respect

2. You may be provided with accounts and passwords to permit access to the college networks and other computer resources. You must take reasonable precautions to prevent unauthorised use of such accounts. In addition, if you are a staff member, you must ensure, in so far as practicable, that the computers in your office or under your control are not used for unauthorised purposes. Advice and practical help will be available to help safeguard data, systems and computer equipment.
3. You must behave reasonably in your use of the college computer resources. You must not undertake or facilitate any activity that could jeopardise in any way, the integrity, reliability and performance of these resources. Any devices connected to the network must comply with the requirements of computing services. Check with Computing Services before you do anything that might affect the network. Wilful damage (or attempted damage) to computer resources will result in disciplinary action, which may include prosecution under appropriate legislation. Likewise deliberately wasteful use of resources and time could lead to a withdrawal of services or severe disciplinary action.
4. You must take reasonable care to ensure that you do not transmit viruses or other malicious computer code to other users. The college will provide guidelines and practical help to all users to protect their computers.
5. It is not acceptable to view, download, transmit or store any offensive, indecent images or material. Nor is it acceptable to attempt to access any files, data or records for which you are not authorised. You may not use the University's computer systems to publish or transmit anything that is libellous or defamatory or is damaging to another computer system. Neither may you deliberately misrepresent your views as those of the University or any other person or organisation. Such action will be regarded as a serious disciplinary matter.
6. All Software installed and used on the university's computer systems, including stand-alone computers, must be appropriately licensed. Where University site licenses permit off-campus use and/or personal use, users must adhere to the terms and conditions of such licenses.
7. Increasing amounts of the data and information are stored on electronic media on the university's computer system. If you have access to or are responsible for such data, you must make yourself aware of the University's security policy for electronically held data and ensure that the integrity, accessibility, accuracy and confidentiality of such data are maintained. If you keep personal data on the others you must comply with the provisions of the Data Protection Act (1988). You must also be aware that the freedom of the Information Act applies to records held in electronic format.
8. A failure to abide by these policies may result in being denied access to computer resources as well as other proceedings.

This policy on acceptable computer use supersedes all previous policies on acceptable computer use and will be amended from time to time as required. Any user of University computer resources is deemed to have made him/herself aware of these policies.

Appendix

5

Contract Template for Club Coaches (Employees)

Coaching Contract

1. PARTIES

1.1 University College Dublin _____ Club. ("hereinafter referred to as the Club").

1.2 _____, ("hereinafter referred to as the Coach") address to be inserted

2. DATE OF COMMENCEMENT

2.1 This agreement will commence on the XXX. Before you commence employment you must first successfully complete the AUC Vetting process, submit a Sport Ireland Safeguarding 1 certificate and a signed Code of Ethics and Conduct for Sports Coaches. You are not permitted to commence work until these items are submitted and the AUC. The employment of those who are not compliant will be suspended without pay until such time as all outstanding matters are resolved.

3. DURATION OF AGREEMENT

3.1 This fixed term contract is a XXX month agreement concluding date. The Unfair Dismissals Acts 1977-2001 shall not apply to the ending of this contract by reason of the expiry of the fixed term period.

The objective grounds for the issue of this fixed term contract rather than a permanent contract is the provision of temporary specialist coaching expertise, the need for which is not guaranteed on an indefinite basis.

The fixed term nature of this contract underpins the fulfilment of a legitimate objective of the Club to provide temporary specialist coaching expertise on an as needed basis.

4. DUTIES

4.1 The Coach shall provide services as the Coach to the UCD XXX Club

Specific Duties to include: (add / delete as appropriate)

- Develop and implement the training programme for all players on the first team squad.
- Supervise all training sessions for the first team.
- Team selection.
- Attendance at all first team fixtures.
- Assist in the selection, supervision and development of scholarship players.

4.2 In addition to the agreed duties, the Coach may from time to time be required to provide additional or other services as necessary to meet the needs of the Club's requirements. As Coach he will report to the Committee of the Club or their nominee.

5. PLACE OF WORK

5.1 The normal place of provision is UCD, Belfield, Dublin 4. The Coach will be expected to perform his duties in such area within Ireland or elsewhere as may be assigned to him from time to time.

6. PAYMENT

(Delete as appropriate 6.1)

6.1 The Club shall pay the fixed amount of XXX for coaching services provided for the duration of this contract.

Or

6.1 The Club shall pay an honorarium of XXX for coaching services provided for the duration of this contract.

Or

6.1 The Club shall pay a fixed rate of XXX per session for coaching services provided.

Or

6.2 Payment will be issued on the Club's behalf by the Athletic Union Council upon receipt of an employee set-up form and confirmation of remuneration from the XXX Club. Payment shall be in the form of a cheque.

- 6.3 The Athletic Union Council on behalf of the XXX Club will deduct at source PRSI, PAYE, etc. from such payments and will issue a pay slip with all payments.
- 6.4 Payments will be made twice per year by the Athletic Union Council on behalf of the XXX Club in December and May. Payment is subject to the coach successfully completing Vetting with the AUC, submitting a valid Safeguarding 1 certificate and a signed AUC's Coaches Code of Ethics and Conduct. Furthermore, the Club must have completed the AUC's grant application process.
- 6.5 Where the Coach is unable to attend a coaching session due to illness, he / she should inform the designated Club contact as soon as possible. There is no entitlement to sick pay under the terms of this contract.
- 6.6 Under the terms of this contract, the Coach will have access to a Personal Retirement Savings Account (PRSA) in accordance with the provisions of the Pensions (Amendment) Act 2002. The Club does not make any employer contribution to PRSA's. Information is available on request from the Club Secretary.

7. EXPENSES

- 7.1 The Club shall reimburse the coach for legitimate expenses incurred in the provision of coaching services up to a maximum of XXX. All such expenses must be vouched and copies of receipts must be provided to the Club. Reimbursement of such expenses will be made directly by the Club.

8. HOURS OF SERVICE PROVISION

- 8.1 The Coach shall provide a minimum of XXX hours service a week, including time on Saturdays, Sundays and Public Holidays, at times commensurate with the training of athletes and as agreed with the Club, and this shall be considered normal hours. The Coach may be required to provide services to the Club in such hours outside and above the normal hours as the Club considers necessary to meet the needs of the club and the Coach shall not be entitled to be paid for such further hours.

9. TERMINATION OF AGREEMENT

- 9.1 The Coach may terminate this agreement by giving to the Club not less than one month's notice in writing.
- 9.2 The Club may terminate this agreement by giving one month's notice in writing, and shall be sufficiently served on the Coach by post to the address to which it was sent.
- 9.3 In cases of gross misconduct, and/or breaches of the AUC's Code of Ethics & Conduct for Sports Coaches, the Club reserves the right to terminate the Coaches agreement without notice or a payment in lieu thereof.

On termination of this agreement for whatsoever reason, the Coach must return all Club property, which is in their possession. The Coach will be liable to reimburse the Club for any loss of or damage to such property, except for fair wear and tear.

10. EXTERNAL ACTIVITY

Any external activity engaged in by the Coach must not be such as to interfere with the fulfilling of the terms of this agreement with the Club.

Any employment, self-employment, working partnerships or consultancy work entered into by the Coach must not conflict with the interests of the Club and must have prior written authorisation from the Club. Approval may be given where this activity is not deemed to interfere with the fulfilling of the Coach duties and responsibilities to the Club and/or where such activity is deemed not to be in conflict with the interests of the Club. Such approval will not be unreasonably withheld. Any approval/refusal will be subject to on-going review by the Club.

11. CONFIDENTIAL INFORMATION & DATA PROTECTION

- 11.1 In the course of, or for the purposes of this agreement, the Coach will acquire or have access to and be entrusted with information which is confidential to the Club. It is the Coach duty to observe such confidentiality. The restriction shall continue to apply after the termination of this agreement.
- 11.2 The Coach should ensure compliance with the Data Protection Act 2018, the General Data Protection Regulation 2016/679 and all policies and procedures adopted by UCD in relation to data protection.

12 HEALTH AND SAFETY

12.1 While the Club will, as far as practicable, ensure a safe and healthy environment, the responsibility for personal health, safety and welfare while undertaking the duties of this agreement rests with the Coach. The Coach should ensure that the duties are conducted taking due care of health, safety and welfare without putting at risk the health, safety and welfare of himself, his colleagues, members of the Club and members of the public. The Coach should ensure that all coaching is delivered in accordance with the respective clubs health & safety statement and the approved practice for that activity as defined by the respective sports governing body

13. INSURANCE

13.1 For the duration of the agreement the Athletic Union Council shall take out and maintain public liability insurance and employers liability insurance on behalf of the XXX Club. The Athletic Union Council shall provide a current certificate of insurance on request from the Club.

14. ACCIDENT REPORT

14.1 The Coach shall report any reported accident which occurred on any part of the UCD campus to the UCD Sports Centre Duty Manager (tel. (01) 716 2121 or to the UCD Safety Office ((01) 716 8768 /8770) as soon as the accident become apparent and in any event within 24 hours from when such an accident occurs. The individual will be required to complete an accident report form.

15. CLUB POLICIES & RULES

15.1 The policies and rules of the Club are as set out in the Clubs Constitution and Safety Policy document. In addition, it should be noted that the Club is affiliated to the Athletic Union Council and is therefore governed by the policies and rules of the Athletic Union Council.

15.2 The Keeping Children Safe Policy for UCD Sport, reinforces the importance placed by the University on the protection of children and young people. All coaches are required to read and implement this policy while undertaking their duties. Furthermore, it is the policy of the Athletic Union Council that all coaching appointments are subject to Garda Vetting. Consequently, the Coach will be required to comply with the Athletic Union Council’s Garda Vetting procedures. All coaches are also required to hold at a minimum a valid Sport Ireland Safeguarding 1 qualification. Failure to successfully complete Garda Vetting or hold a valid Safeguarding 1 qualification will result in automatic disqualification.

15.3 The Coach is required to read, sign and abide by the Athletic Union Council’s Code of Ethics & Conduct for Sports Coaches. Failure to do so will result in automatic disqualification.

15.4 All coaching appointments are subject to the approval of the Athletic Union Council. This contract shall not come into force until such time as the Athletic Union Council approves the appointment of the Coach and endorses this contract. In the event that the Athletic Union Council does not approve this contract, no contract shall ever be deemed to have come into existence and neither party shall have any claim against the other.

I acknowledge receipt of and agree to the terms and conditions of this coaching agreement as set out.

Signed Witness: Date:

Signed:

For and on behalf of University College Dublin XXX Club

Witness:

Endorsement of the Athletic Union Council

The Athletic Union Council hereby approves the appointment of _____ as coach for the UCD _____ Club.

Signed: _____ Date: _____

AUC Office Use	Date received:	Approved by:
	Received by:	Date approved:

Appendix

6

Volunteer Coaching Agreement Template

This form is to be completed by the Club and signed by the Coach / Leader on page 2.

Please complete all sections of this form and edit the highlighted sections.

Re: Voluntary Coach Position, UCD XXXXX Club

Dear XXXXX

Academic Year 2023-2024

I refer to previous discussions and would like to thank you for volunteering to coach/lead the UCD XXXXX club members for the above-mentioned academic year.

As a volunteer you will not be paid for your contribution but you will be entitled to reclaim vouched agreed expenses up to a maximum of XXXX. You must submit a claim for agreed expenses to XXXXX.

The Club reserves the right not to reimburse an expenses claim made by a volunteer should the claim be for an expense not agreed by the Club or if no evidence of such expense is provided. The reimbursement will be in accordance with Revenue Guidance Reference SP-IT/2/07.

I enclose your Volunteer Coaching/Leading Agreement for you to read and complete. This, alongside your Safeguarding 1 certificate, must be uploaded as part of submitting your Volunteer Coach/Leader Pack to the UCD Athletic Union Council (AUC). This link to this pack will be sent to you. The Garda Vetting process must also be completed in full. Club coaches/leaders are not permitted to begin in their role until they have received confirmation from the AUC.

It would be appreciated if you could forward a copy of your coaching qualification (If required) and a copy of your NGB Insurance/Affiliation (If required) to XXXXXXXX by XXXXXX.

At all times, you must ensure compliance with the Data Protection Act 2018, the General Data Protection Regulation 2016/679 and all policies and procedures adopted by UCD in relation to data protection.

In addition, you must ensure that all coaching/leading is delivered in accordance with the respective club's health & safety manual and the approved practice for that activity as defined by the respective sport's governing body.

Please note that the appointment of all coaches/leaders is subject to successfully submitting the Volunteer Coach/Leader pack, a satisfactory Vetting disclosure being returned and the approval of the UCD AUC.

Kind Regards,

Chairperson

UCD XXXXXXXX Club

UCD Athletic Union Council

Volunteer Coaching Agreement 2023/24

UCD Club & Team:	
Coach/Leader Name:	
Coach/Leader E-mail:	
Coach/Leader Telephone No:	

Training Dates Semester 1:	September	
	October	
	November	
	December	

Training Dates Semester 2:	February	
	March	
	April	
	May	

Training Days & Times:	
------------------------	--

Reimbursement of Expenses	Reimbursement of expenses will be made by your Club up to XXX euro. Only expenses agreed by your Club will be reimbursed by your Club subject to relevant receipts / proof being submitted to your Club. The reimbursement will be in accordance with Revenue Guidance Reference SP-IT/2/07.
Coaches Qualification (s) (If required) including Safeguarding Training	

Please note the following:

- All coaching is subject to securing sufficient membership numbers and funding in the UCD Club and/or Team.
- The Coach/Leader must provide sufficient notice if they are not available to attend a coaching session.
- There may be other out of pocket expenses that you incur outside those covered above. Please check in advance for allowable expenses with your Club.

In signing below, you agree to provide Voluntary coaching support to the XXX Club for the period XXXXX to XXXXXX in accordance with the terms of this Agreement and accept and acknowledge the terms of the letter accompanying this Agreement. You further agree to at all times fulfil this engagement in accordance with the rules of the XXX Club and University College Dublin Athletic Council Union.

Signed: _____

Name: _____

Date: _____

Permission Form for use
of UCD Club Equipment

AUC Affiliated Clubs Equipment Usage Agreement

I, _____, the duly authorised officer of UCD Sport Facilities, hereby confirm that UCD Sport Facilities is using equipment owned by UCD sports clubs for activities which are non-club related. While using the said equipment, UCD Sport Facilities confirms that it is using the equipment without any prejudice to the respective UCD club and accepts in full the responsibility of ensuring that the said equipment is fit for purpose and used in an appropriate manner under the supervision of qualified instructors. Furthermore, UCD Sport Facilities will specifically indemnify all clubs affiliated to the AUC in respect of the use by UCD Sport Facilities of equipment owned by AUC affiliated clubs.

Signed by: _____ Date: _____

On behalf of UCD Sport

Received by: _____ Date: _____

Copy of insurance received: Yes / No Date: _____

Appendix

8

Event Plan Template

Event Plan Template

The first page of the plan must include the title of the event and the dates and times of the event; this is followed by the following headings:

Event Title

Dates and Times

Name of Club

1.0 Event Summary

1.1 Event Details

Name of event:

Dates/times of event:

Name of club running the event:

Type of event:

Description of event:

Event venue:

Brief profile of event participants:

Expected number of event participants and spectators:

2.0 Event Key People

2.1 Event Organising Committee

List the contact details of the event organising committee members and their roles relating to event organisation/planning:

2.2 Event Day Key Contacts

List the contact details of the key event day volunteers/organisers, outline what their roles will be on the day/s of the event:

2.3 Event Liaisons

List the contact details of the key event liaisons e.g. suppliers, venue bookings manager, officials, NGB etc.

2.4 Event Participants

Provide a profile of the event participants:

Will any participants be under 18 years of age:

If yes, you are required to get written parental consent for these participants (See step 17 of Section 10; Guide to Hosting an Event) and complete section 3.17.

3.0 Event Logistics

3.1 Details of Facilities & Services Booked

Outline what facilities you have booked, include dates and times:

Outline what services you have booked:

Outline details of any equipment you are borrowing:

Please include a copy of any written agreement for venue hire or for any borrowed equipment, please also include evidence of insurance for same.

3.2 Event Set-Up Arrangements

Provide a running order (include start and finish times) of what set-up involves and where it will take place. Outline who is responsible for each aspect of set up and include a hall/pitch layout map (see appendix A)]. Use the template below and add more rows if necessary.

Start/Finish Time	Details	Location

3.3 Running Order of events

[See step 23 of section 10; Guide to Hosting an Event]

3.4 Event Takedown Arrangements

[Include a running order (include start and finish times) of what take down involves and where it will take place. Outline who is responsible for the take down, see step 15 of section 10; Guide to Hosting an Event]. Use the template below and add more rows if necessary.

Start/Finish Time	Details	Location

3.5 Registration Information

Where will registration take place:

Will registration include any cash handling:

If yes, how much do you expect to take in, where will it be stored/ when lodged to bank:

Do participants complete an entry form:

If anyone under the age of 18 years is participating will you have gained written parental consent for each of them prior to participation:

If your sport is a higher risk sport have you included a waiver (See step 10 of section 10; Guide to Hosting an Event) as part of your entry form:

3.6 Officiating

Are you using officials for your event e.g. referees:

Are these officials appropriately qualified:

If not, on what basis are they acting as an official:

Does your event follow the rules of your NGB:

3.7 Officiating

[If applicable, include the fixtures schedule for matches/games].

3.8 Details of any Catering Provision

Is catering being provided for the event:

If yes;

Provide details of what catering is being provided:

Who is providing the catering and submit a copy of their insurance:

Where will this catering be served/consumed:

3.9 Transport

What modes of transport do you expect participants/spectators to use:

How many of each mode do you expect at the event:

Have you sent a commuting guide to UCD to participants:

3.10 Eligibility and Accreditation System (If required)

Do the event participants have to prove competency to participate in the event or to compete at a specific level within the event:

If yes, how is this checked and who is responsible for checking this:

If no, how is their level of competition/participation categorised:

Is there an accreditation system in place for the event:

3.11 Communication Plan

How will you communicate between committee members during the event:

How will you communicate to event participants during the event:

Will music be played on a PA system during the event:

If yes, confirm that it will be played at an appropriate:

Will you be using a microphone during the event:

Any health and safety information pertaining to the above must be included in section 3.16

3.12 Photography and Filming

Will the club be taking photographs or filming during the event:

If yes, outline the purpose of this:

How have you informed participants that photographs and filming will take place:

Ensure a "Permission to Film" form is completed. See step 18 of Section 10; Guide to Hosting an Event & form located at the end of this template].

3.13 Sponsorship/Advertising

Include details of any sponsorship/advertising for the event:

Are any "goodie bags" or "freebies" been given out during the event, if so please confirm what these include:

If you are erecting any signage relating to sponsorship/advertising please outline the size, material used, how it will be secured and the location of this signage:

3.14 Waste Management

If required, have you requested additional bins:

Will you be making announcements regularly to ensure participants/spectators are using the bins provided:

3.15 Contingency Plan

Outline all contingency plans below (See step 20 of Section 10; Guide to Hosting an Event):

Outline your cancellation criteria:

Outline your cancellation procedure:

3.16 Health and Safety Information

What provision has been made for first aid:

What is the procedure for reporting an accident/incident that occurs during the event:

Outline what the emergency procedures are for the event (Medical, fire, extreme environmental conditions, evacuations etc)

(Please note water based sports must have procedures for both on and off the water)

What safety procedures, checks and rules will be in place:

What security measures are in place for the event:

What is your capacity in relation to participants: and spectators:

If applicable, what plans are in place for traffic management:

Can you confirm that alcohol will not be consumed at the event, how will this be policed:

Risk Assessment

Complete the risk assessment (below) specific to your event (add additional risks where necessary):

Risk 1

Identify the risk:

Control measures in place:

Risk Level:

Risk 2

Identify the risk:

Control measures in place:

Risk Level:

Risk 3

Identify the risk:

Control measures in place:

Risk Level:

Risk 4

Identify the risk:

Control measures in place:

Risk Level:

3.17 Child Safeguarding Risk Assessment (MUST be completed if U18 are participating)

Will any of the event participants be under 18 years of age:

If **no**, you can skip this section.

If **yes**, please include the following information:

Name of clubs' children's officer:

Will the clubs' children's officer act in their role and be present during the event:

Will the club be getting signed parental consent for those event participants who are under 18 years of age:

Please complete the following child safeguarding risk assessment for your event (add additional risks where necessary):

Risk 1

Identify the risk:

Control measures in place:

Risk Level:

Risk 2

Identify the risk:

Control measures in place:

Risk Level:

Risk 3

Identify the risk:

Control measures in place:

Risk Level:

Risk 4

Identify the risk:

Control measures in place:

Risk Level:

3.18 VIP's

Will any VIP's be attending the event:

If yes, please provide details of this person:

[For example name, title, security arrangements (if any) estimated time of arrival, location of where they will spectate or any role they will play in the event, how they will arrive and what entrance to UCD sport they will use, who will meet them when they arrive etc].

4.0 Appendices

The appendices of the event plan should include:

Appendix A: A Comprehensive Map of Event Area

[Identify some or all of the following on the map; traffic flow, Access/egress routes for players/spectators, first aid point, court/pitch layout, exits, marshals, registration area, catering etc. (See steps 15 and 17 of Section 10; Guide to Hosting an Event)].

Appendix B: Insurance Information (If required)

[e.g. copy of insurance certificate]

Appendix C: Event Budget

[include a predicted income and expenditure budget for the event, see Guide; Step 5]

Appendix D: Charity Letter

[when the event is being run as a charity event you are required to provide a letter from the charity acknowledging that you are running the event in aid of this charity]

If you are running your event in UCD Sport Facilities include the evacuation procedure below:

Evacuation Plan of UCD Sport Indoor Facilities

UCD SPORTS CENTRE

Fire Safety Notice - If you hear the fire Alarm

1. Do not panic, but prepare to leave the building.
2. The alarm will sound continuously; leave the building immediately in an orderly fashion using the nearest exit.
3. Classes in session must be dismissed and students directed to leave.
4. Do not use the lifts.
5. Do not go back to your working area for any reason.
6. If for any reason you are unable to leave the building make your way to a protected stairwell or a room with an external window and shut the door. If possible inform the emergency line (ext. 7999) or a colleague of your location and the reason you cannot safely exit the building.
7. If safe to do so nominated fire marshals should inspect their designated areas.
8. Proceed to the nearest emergency assembly area to your point of departure from the building. The assembly areas for the Sports Centre Building is:
 - » Side of Building: Bus Stop Between UCD Sport and Car park
 - » Rear of Building: SLLS Car park
9. Report any knowledge you may have of missing or injured persons to a Fire Marshal / Services Personnel.
10. Return to the building only after the *Chief Fire Marshal* / Services Personnel has given the all clear signal.

If you observe a fire

1. Activate the fire alarm by breaking one of the red wall mounted break glass units located throughout the building.
2. If it is safe to do so and you have been trained to do so the fire may be tackled using a suitable fire extinguisher, but only if this does not place any person at risk of injury.
3. If you decide to fight a fire ensure that you have a safe and clear means of escape from the fire at all times.
4. In the event that you cannot fight the fire or the fire begins to get out of control, evacuate the area immediately.

If your event is taking place in UCD Sport Facilities then you must complete the Permission to Film form below for any photography and filming that you are requesting to do within UCD Sports Facilities. Include this within your event plan along with a copy of the student ID card.

Permission to Film Form



Application for Permission to Film at UCD Sports Facilities

(attach a copy of insurance details)

Name of Applicant:

Company:

Contact Tel. No.:

Address:

Proposed area (s) of filming/ photography:

Number of people involved:

Insurance Company name:

Insurance Policy Number

Date & time requested to film:

Purpose for which film will be used:

I, _____, hereby apply for permission to film / photograph on the

_____ (for the purpose outlined above. I understand that should permission be granted I may only film/ photograph in the area (s) agreed and on the approved time and date. I will ensure that permission is granted from any person (s) featured in said film / photo and that UCD is not identifiable in said film / photo. Furthermore, I will pay in full any charges which may be applied by the UCD Sport.

Signed:

Date:

Appendix

09

UCD Sport Club Training Subsidy Application Form

UCD Sport Club Training Subsidy Application Form

Name of Club Applying For Subsidy	
-----------------------------------	--

Personal Details (of member/s subsidy is being applied for)

Name		Year of Study	
Phone Number		Email Address	
Student No.			
Name		Year of Study	
Phone Number		Email Address	
Student No.			
Name		Year of Study	
Phone Number		Email Address	
Student No.			
Name		Year of Study	
Phone Number		Email Address	
Student No.			

All of the above must be fully paid up members of your club and continue to meet the AUC membership criteria.

Details of Training

Name of Training Course		Awarding Body	
Level of Course		Date/s of Course	
Full Cost of Course		Is the course a requirement of your NGB?	<input type="checkbox"/> YES <input type="checkbox"/> NO
What will gaining this qualification enable you to do?			
Is this qualification required by your NGB?			
Once awarded the above qualification is there any further membership/qualifications required in order for you to use this qualification in line with your NGB's policy.			
How many members of your club currently have this same qualification?			
Cost of Course Covered by:	Club Member	<input type="checkbox"/>	Club
			<input type="checkbox"/>

Commitment to the Club/Community

(Please provide information on the planned commitment to the club or community as a result of gaining this qualification for each member)

When will the agreed commitment be completed by?

Applicant Support Information

Contact Details of President/Chairperson of the UCD club that you are a member of, who will endorse this application.

President/Chairperson Signature

Mobile Number

Email Address

Provide Information to demonstrate the need for this club member to attend this training

Contact Details of person within the club, where you will be coaching etc. with, who will confirm successful completion of agreed commitment.

Name

Name of Club

Mobile Number

Position in the club

Email Address

(we may contact this person to verify the successful completion of the agreed commitment)

I the undersigned have read and understood the AUCs' Training Provision Policy.

Signature of Applicant: _____

Notes:

- Deadline for the return of the completed form is October 13th 2023.
- It is the club members responsibility to book and pay for the course.
- Please supply evidence of the cost and content of the course with this application.
- A report on the benefits for the club as a result of course attendance and completion must be provided before the final drawdown of the subsidy is made.
- Subsidy payments are made directly to the club, it is the clubs responsibility to reimburse the member.

For Office Use

Amount of Agreed Subsidy:

€

Successful Completion of agreed commitment:

Receipt of Payment received:

Date of transfer of subsidy:

Appendix

10

Club Constitution Template

UCD [Insert club Name] Constitution

As of [insert date constituted was passed].

Table of Contents

1. Club Details

1. Name of Club
2. Club Colours
3. Club Motto
4. Club Address
5. Club Affiliations

2. Aims and Objectives

3. Membership

1. Membership Types
2. Membership Application Process
3. Membership Entitlements
4. Membership Rules
5. Termination of Membership

4. Subscriptions

1. Subscription Information

5. Committee

1. Committee Roles & Responsibilities
2. Election of Committee Members
3. Dismissal or Resignation of a committee member
4. Sub-Committees

6. Coaching

7. Meetings

1. Ordinary Meetings
2. A.G.M
3. E.G.M

8. Finance And Accounts

9. Complaint Procedures

10. Disciplinary And Appeal Procedures

11. Constitution Amendments

12. Data Protection

Constitution Review Details

Review Date	Reviewed By	Position held

AUC Approval

Approved By	Approval Date

Criteria for Grant Awards

Criteria for Grant Awards

Funding is provided from the grant awarded by the University to the AUC (€686,000). Grants awarded are based on the submission received from each club and the availability of funding. Funding is awarded to clubs in three ways

1. Annual Grants (approx. €500,000 will be available for grants to all affiliated clubs)

Annual Club Grants are for day to day expenditure and each club must complete a grant application Form. Forms are available from the AUC and completed forms must be uploaded to the Clubs Grant Document Management System before midnight on 13th October 2023.

Clubs should note that when considering applications for funding the AUC reviews the club income (i.e. membership income from subscriptions, fundraising, sponsorship, member contribution to travel and other income) when deciding upon a grant award. The total income for a club excluding any grant award should be at least 50% of the cost of running the club (excluding items that the AUC does not fund).

Items that will be considered for funding include:

a. Intervarsities (Home)

Entry Fee up to 50% - see special grant for support of other costs.

b. Intervarsities (Away):-

Teams/groups will be funded as follows:

i. Entry Fee up to 50%

ii. Travel Rate (up to 50% of the cost of the bus hire or train/bus ticket).

Where private cars are used no contribution is made.

iii. Night Rates (per person) – Republic of Ireland

Max rate of €30 per night, AUC to cover 50%.

iv. Night Rates (per person) – Northern Ireland

Max rate of €40 per night, AUC to cover 50%.

Number of nights will be based on what is necessary to start and finish the sports competition. No funding will be provided to cover the accommodation cost due to social activities.

Team/Panel size:

Gaelic Football, Hurling, Rugby, Camogie	30 + 2
Soccer	20 + 2

Hockey	18 + 2
Basketball	12 + 1 per team
Volleyball	10 + 1 per team
Squash, Tennis	7 + 1 per team
Martial Arts and non-defined team events	25-30 depending on submission

c. League Match

Funding is available to clubs who participate in officially organised University league matches & National Leagues. Usually up to a maximum of 50% of the travel cost and entry cost is paid. No overnight funding is provided and no food costs are covered.

d. Facility Hire

Some funding is available to Clubs who due to non-availability of College facilities are forced to hire facilities. **Planning must be put in place so that prior notice of such hire can be given to the AUC.** 100% funding is not available – 50% may be possible depending on the requirement.

e. Travel Subsidy

- To cater for ('outdoor pursuit' type clubs). No contribution is made towards travel and accommodation costs of such trips. However, a contribution of up to 50% is made towards the costs of formal lessons in approved training centres.
- To cater for clubs engaged in domestic competitions (see league match and intervarsity details).
- No funding is provided for international travel in annual grants. Where clubs or club members gain third level representative selection which requires international travel, they can make a special grant application.

f. Intensive Training/ Training Camps

No funding is provided towards the cost of training camps.

g. Personal Equipment

No funding will be provided.

h. Club Equipment

Expenditure for small items of everyday items of equipment such as balls, cones, bibs, jerseys etc. these will be considered as part of the annual grant application. Usually a club will receive up to 50% of this funding where the item is deemed necessary for the operation of the club. In the case of major capital items i.e. boats, mats,

machines etc. the club will be required to make a separate special grant application.

A contribution will be made towards equipment maintenance and repairs based on the submission of quotations.

i. Affiliation Fees

Affiliation fee of the club to a recognised National Governing Body of that sport will receive 50% funding. Individual affiliation fees of members will not receive any funding.

j. Insurance

As the AUC provides public liability insurance, employers liability insurance and personal accident insurance no funding will be provided to any club for the purchase of similar insurance. The AUC will consider making a contribution towards the cost of funding equipment insurance on a case by case basis subject to a minimum equipment value of €10,000.

k. First aid equipment

The AUC will cover the full cost of first aid equipment. However, no contribution will be made towards the cost of physiotherapy provisions such as tape. Where a doctor or ambulance is required to be in attendance at matches up to 50 % of the cost may be covered.

l. Coaching Costs

Given financial constraints the AUC is not in a position to cover the coaching costs of club. Consequently, a contribution is made towards the coaching in a club. This is determined on a case by case basis in reference to the level of competition a club is competing in, the number of members/teams, the number of training sessions, and the contribution members are making towards the overall running costs of their club.

m. Other Costs

Other costs are examined on a case by case basis. Costs considered include hire of an external facility for training or competition (up to 50% depending on the requirement and prior notice), formal lessons in an approved training centre (up to 50% per lesson), bank fees (other than account maintenance charges), the cost of referees / officials / judges (on a case by case basis) and catering (where it is a requirement of the NGB). The AUC will make no contribution to any other costs e.g. social costs.

€60,000 unless used to cover annual grants.

Intervarsities (Home)

Expenditure other than for meals will be considered eg. hire of facilities, fees for referees/umpires, medals, trophies, first aid etc on production of quotations and a budget for the event showing all entry fees and other income.

n. National Cup Competitions

In the case of national cup competitions and other similar events where teams qualify for finals normal Intervarsity rates will apply.

o. Capital Equipment

In the case of a capital equipment, the AUC will adjudicate on each application based on its merits and the availability of funding. However, at all times the club will be expected to raise at least 33% of the cost of such items.

p. Representation

i. Individual International Colleges Representation

The AUC endeavours to support the overseas travel of students selected to represent their country as a consequence of their UCD club representation. Selection to University/ College representative sides only applies. Students must be selected by the Governing Body of the sport and a letter must accompany all applications confirming selection and associated costs. The AUC will award a maximum of 33% of the cost of such travel to the club member subject to the availability of funds at the time of selection.

ii. Club International Colleges Representation

Where a UCD club has qualified for an international competition as a consequence of their success in the domestic equivalent, the club should submit a budget for their participation in the event. The AUC will adjudicate on each application based on its merits and the availability of funding. However, at all times the club will be expected to raise at least 50% of the cost of such participation.

3. Training & Development Fund

A fund of €10,000 has been set aside for the training and development costs of volunteer coaches and managers. Officially recognised courses will be part funded up to a maximum of 50% or €200 (whichever is the lesser).

2. Special Grants

Special grant applications are accepted throughout the year, however, they are subject to the availability of funds at the time of application. Approximate budget annually

Reminder for 2023/24

In terms of the 2023/24 academic year, the AUC is implementing the following:

The clubs grant upload system will close on October 27th when documents will be reviewed by the office staff. Any issues with the club documents will be flagged to clubs on the document upload system.

Clubs will have until November 3rd to resolve any outstanding issues. Any outstanding paperwork is to be emailed in bulk from the club to the Executive Secretary (suzanne.bailey@ucd.ie) by November 4th.

Where documentation is still incomplete on November 4th access to facilities will be immediately withdrawn. Insurance of activities will be suspended and the club will not be permitted to operate on or off campus in any capacity. The club will also be subject to a 10% reduction in their grant should they be reinstated at a later date.

A meeting of the AUC Executive will take place on November 14th or 15th to review any additional paperwork submitted by clubs and reinstate clubs where they have subsequently completed grant requirements. Any club reinstated at that time will be subject to a 10% reduction in their grant.

Any club found to have a coach working who is not vetted or does not have safeguarding will be immediately stopped from operating and the club referred to the AUC Disciplinary process.

Where clubs have engaged paid coaches who they propose to pay at the end of Semester 1, the AUC will only process such payments where the grant process has been completed in full by that club. Ultimately it is you, the club, which recruits and manages your coaches. Therefore, you have a responsibility to resolve any outstanding paperwork so that your grant and coaching payments can be made.

Appendix

12

AUC Constitution

CONSTITUTION OF THE UCD ATHLETIC UNION COUNCIL

1. TITLE

1.1 The title shall be the University College Dublin Athletic Union Council (hereinafter referred to as the "AUC").

2. OBJECTIVES

2.1 The objectives of the AUC shall be to;

- a) Promote and develop affiliated club sport within University College Dublin;
- b) Allocate finance from University College Dublin to member Clubs affiliated to the AUC;
- c) Award Colours to students who fulfil the stipulated requirements;
- d) Ensure arbitration and disciplinary services are available to all UCD Clubs when required;
- e) Provide a support and advisory function to Club committees, covering governance issues including management training, organizational matters, event management, sponsorship, finance, safety, disciplinary issues and any other matter relevant to Club activities;
- f) Manage and organise promotional and recruitment activities and events for Clubs;
- g) Provide a support point of contact for all interested parties;
- h) Act as a regulator ensuring that all Clubs operate in accordance with the policies and procedures of the AUC, the University, National Governing Bodies of sport and the Statutory Agencies;
- i) Act as a lobby group on behalf of Clubs to maximize available resources.

3. AFFILIATED SPORTS CLUBS

3.1 The AUC shall consist of the representatives of the affiliated sports Clubs in the University and in addition the Director of Sport & Executive Secretary.

3.2 The AUC shall have the right to confer the status of affiliated sports Club upon such terms as the Executive Committee shall deem fit and may withdraw such status at any time upon due notice in writing. Such terms for affiliation will include the completion of the annual grant application process

3.3 All Clubs affiliated by the procedures in existence prior to the coming in force of this constitution shall be recognised as clubs.

3.4 Where a Club fails to complete the annual affiliation process it shall be deemed to be defunct.

4. MEMBERSHIP OF AFFILIATED CLUBS

4.1 Membership of affiliated Clubs shall be open to:

- a) registered students of the University,
- b) members of the UCD staff (academic and administrative),
- c) graduates of the University as approved by the AUC.

4.2 Members of affiliated Clubs shall pay a membership fee to be determined annually by the committee of Management of the Club. Such membership fee shall be at least equal to the minimum club membership fee set by the AUC.

5. COLOURS

5.1 The playing Colours of the AUC and its affiliated Clubs shall be when practicable the official University Colours, St. Patrick's Blue and Saffron.

6. COMPOSITION OF THE ATHLETIC UNION COUNCIL

- 6.1 The AUC shall consist of the Honorary Officers, the Director of Sport, an Executive Secretary (who is the Sports Development Manager) and two members of each affiliated Club, hereafter referred to as "representatives". One of these two representatives shall be a graduate of the University or staff member of the University and the other representative shall be a registered student.
- 6.2 The Officers shall consist of a President, two Vice Presidents, (one a student, the other a graduate or staff member), Hon. Secretary and Hon. Treasurer all of whom shall be elected at the Annual General Meeting and must hold current membership of an AUC club.
- 6.3 Nominations for the officers of the AUC shall be submitted to the Executive Secretary of the AUC one week prior to the Annual General Meeting for circulation to all club secretaries. The Vice President (student) must be a student member of an affiliated sports club and he/she shall be nominated by the Executive Committee of that club of which he/she is a member or by a member of the AUC Executive committee. The Student Vice President may be re-elected for a maximum of one further term. Other Officers shall be elected for a term of two years and they may be re-elected for a maximum of two further terms.
- 6.4 Should a vacancy arise on the Executive Committee during the year, the Executive Committee shall have the power to make appointments to fill vacancies.
- 6.5 The Executive Committee shall seek to achieve gender balance in its composition. Each nominating body will be asked to consider gender balance in making nominations to the Executive Committee.

7. OFFICERS

- 7.1 The President shall preside at all Meetings of the AUC. In the absence of the President, one of the Vice Presidents shall preside and if neither are present, a chairperson shall be appointed by the Executive Committee.
- 7.2 The Hon. Secretary shall record the minutes of all the meetings, shall convene all meetings and shall make an Annual Report to the Annual General Meeting.
- 7.3 The Hon. Treasurer shall deal with all financial matters and shall keep records of all income and expenditure. The Hon. Treasurer shall present a financial report and a balance sheet to the Annual General Meeting.
- 7.4 The Student Vice president shall represent the AUC on the University Management Committee - Student Experience Group, the Student Activities Committee and any other University Committee that requires a student representative from the AUC.
- 7.5 The Executive Secretary shall deal with correspondence and matters arising on a day to day basis in consultation with the relevant Officer (s).

8. ORDINARY COUNCIL MEETINGS

- 8.1 The AUC shall hold Ordinary Council Meeting at least once during each Semester. The Ordinary Council meeting in Semester 1 shall also include mandatory Club Officer Training and the election of constituency representatives. Representatives from at least ten affiliated Sports Clubs and at least two officers shall constitute a quorum.

9. EXECUTIVE COMMITTEE

- 9.1 The Annual General Meeting of the AUC shall appoint an Executive Committee consisting of the Officers, the Director of Sport, the Executive Secretary and a maximum of 11 representatives of affiliated Clubs, who shall hereafter be referred to as "constituency representatives". In line with University policy, the AUC will take steps to achieve gender balance on the Executive Committee. Outcomes will be reviewed on an annual basis and further action taken as necessary.
- 9.2 The Executive Committee shall conduct the business of the AUC between Ordinary Meetings of the Council. The Executive Committee shall decide on the allocation of grants to Clubs on an annual basis. At least two Officers and at least five constituency representatives shall constitute a quorum for an

Executive Committee Meetings.

- 9.3 The constituency representatives of the affiliated clubs shall be elected to the Executive Committee on a constituency basis, each with the mandate of representing the interests of their constituency. There will be 11 constituencies, of the following composition;
- 1) Men's Gaelic Football, Ladies Gaelic Football, Camogie, Hurling & Handball.
 - 2) Table Tennis, Badminton, Squash, Tennis, Golf.
 - 3) Aikido, Judo, Karate, Ninjutsu, Lau Gar Kickboxing, Shaolin, Boxing, Tae Kwan Do, Capoeira, Sepak Takraw.
 - 4) Fencing, Rifle, Trampoline, Archery, Pool & Snooker.
 - 5) Ladies' & Men's Hockey, Cycling, Equestrian, Athletics.
 - 6) Ladies' & Men's Basketball, Volleyball, Olympic Handball, Netball.
 - 7) Swimming and Waterpolo, Boat, Ladies' Boat, Sailing.
 - 8) Rugby, Women's Rugby, Soccer, Women's Soccer.
 - 9) Mountaineering, Orienteering, Caving and Potholing, Snowsports.
 - 10) Kite Surfing, Surfing, Sub Aqua, Canoe, Windsurfing.
 - 11) American Football, Lacrosse, Ultimate Frisbee, Cricket, Softball.
- 9.4 Constituency representatives must be members of affiliated clubs. Nominees for the position of constituency representative must be nominated by their Club one week prior to the AUC Ordinary General Meeting in Semester 1, for circulation by the Executive Secretary within the constituency.
- 9.5 Constituency representatives are elected at the Ordinary General Meeting in Semester 1 from within their constituency on the basis of whosoever has the most votes, with each club having a maximum of two votes, (one student and one graduate/staff member).
- 9.6 A constituency representative may be re-elected, serving a maximum of 3 terms. A constituency representative who wishes to stand for re-election must be nominated by their Club one week prior to the AUC Ordinary General Meeting in Semester 1, for circulation by the Executive Secretary within the constituency.
- 9.7 At the end of a constituency representatives tenure, the Club which the constituency representative is a member of is not permitted to nominate another representative for one term, the exceptions being where there are no other nominations forthcoming or the incumbent is seeking re-election. In the case of no other nominations forthcoming from other clubs within the constituency, the Club may nominate a representative at the Ordinary General Meeting in Semester 1.

10. NOTIFICATION OF MEETINGS

- 10.1 Ordinary General Meetings shall be convened at the discretion of the President. The Hon. Secretary shall send notices of meetings to the Secretary of each affiliated Club and each member of the Executive Committee at least seven days in advance of the meeting. With this notification, the minutes of all AUC Executive Committee meetings which took place since the last Ordinary General meeting shall be circulated, alongside the meeting agenda. Alterations to the agenda can be made on written request by AUC representatives/ delegates to the Hon. Secretary. Such requests must be received at least five days prior to the meeting and approved by the President.
- 10.2 The Executive Committee shall meet as necessary but no fewer than once per Semester. The Hon. Secretary shall send notices of the meetings to the Secretary of each affiliated Club with the agenda and each member of the Executive Committee at least seven days in advance of the meeting. The agenda of the upcoming meeting shall be circulated to the Secretary of each Club. It shall be at the discretion of the President as to when the Executive Committee shall meet, however a meeting may be convened

within 21 days on written request by four delegates to the President, or at the request of one of the Vice Presidents.

- 10.3 In the case of extenuating circumstances, constituency representatives may nominate another AUC representative, to represent their constituency on their behalf for the course of the meeting. Such substitution shall be subject to; two days written notice to the Hon. Secretary, and the approval of the President.

11. ANNUAL GENERAL MEETING

- 11.1 The Annual General Meeting shall be held before November 30th of each year. The business of the meeting shall be:
- a) notice to Meetings;
 - b) to consider the Minutes of the previous years Annual General Meeting;
 - c) to receive the Annual Report of the Athletic Union Council;
 - d) to receive the Hon. Treasurers Annual Report;
 - e) to elect the President, two Vice Presidents, Hon. Secretary, Hon. Treasurer;
 - f) to note the election of the constituency representatives; to consider any amendments to the Constitution of the AUC;
 - g) any other business.
- 11.2 At least two of the Officers and representatives from at least ten affiliated Clubs shall constitute a quorum. Each Club is entitled to have two Club members represent them at the meeting one being a student and the other a graduate or staff member.
- 11.3 The Hon. Secretary shall give seven days written notice of the date of the Meeting.
- 11.4 Motions to amend the Constitution must be submitted in writing to the Hon. Secretary of the AUC by an affiliated sports Club at least 14 days in advance of the date of the Meeting. A two-thirds majority of those present and eligible to vote shall be required to alter the Constitution.

12. EXTRAORDINARY GENERAL MEETING

- 12.1 An Extraordinary General Meeting may be convened at the discretion of the Officers. Alternatively, an Extraordinary General Meeting may be convened, within 21 days, on receipt by the Hon. Secretary of a written petition signed by at least twenty affiliated Sports Clubs. At least seven days written notice of the date of the meeting must be given by the Hon. Secretary
- 12.2 No other business other than that specified in the Notice of Meeting may be transacted at the Extraordinary General Meeting. At least two of the Officers and representatives from at least ten affiliated Clubs shall constitute a quorum. A two-thirds majority of those present and eligible to vote shall be required to pass any motion proposed.

13. AFFILIATION OF NEW CLUBS

- 13.1 Newly formed groups seeking affiliation as a Club must submit, in writing, to the Hon. Secretary a copy of their proposed Constitution, their list of proposed members and a list of their proposed officers.

Applications for affiliation by new clubs will be considered by the AUC Executive Committee on the following basis -

- **Uniqueness:** the activity must not be offered by an existing club in UCD.
- **Recognition of the activity by Sport Ireland:** the activity must be recognised as a sport by Sport Ireland, the statutory body for sport in Ireland.
- **Sustainable:** the group must be able to demonstrate that their activity, if approved, can be delivered in a sustainable way.
- **Insurable:** the AUC must be able to put in place relevant insurance as required by the University for the activity concerned. Where the AUC is unable to get said insurance or the

cost of insuring the activity increases the AUC's premium costs by more than 10 percent, affiliation will not be granted.

- **Reputation:** the group must commit to the principle that their activity will be carried out in a manner that will enhance the reputation of the University.

Where an application is approved by the AUC Executive Committee, the Constitution shall be submitted to the Student Activities Committee for approval and the Club shall then be placed on probation for a two-year period, at the end of which full affiliation may be confirmed by the AUC Executive Committee.

Where an application for affiliation has been rejected, it shall not be considered again by the AUC Executive Committee during the same academic session, unless a conciliation/appeals process has been initiated under article 19 of the Constitution of the AUC.

13.2 Clubs which are on probation may be represented at Ordinary General meetings, but shall not have voting rights. Voting rights shall be afforded to the club upon; confirmation of full affiliation, and placement within a constituency of the AUC by the AUC Executive Committee.

13.3 Article 9.3 of the constitution of the AUC shall be altered by simple majority by the AUC Executive Committee to reflect any change in constituencies upon affiliation/ disaffiliation of a club.

14. FINANCE OF THE AUC

14.1 The AUC shall have the right to retain a maximum of 10% of the total grant allocated to it by the University authorities, in order to fund the administration of the AUC.

14.2 At least two of the following shall be empowered to act as signatories on all cheques issued by the AUC; the Officers of the AUC, the Director of Sport/ or the Executive Secretary and a nominee from the Bursars Office. However one of the signatories must be either an Officer of the AUC or the Director of Sport / the Executive Secretary.

14.3 The AUC shall not authorise the payment of any grant to an affiliated Club unless the grant application process for the current year has been completed in full including submission of the previous years accounts of that Club.

14.4 The Senior Treasurer of each affiliated Club must be a member of staff of the University or a graduate of the University of at least two years.

15. CLUB MEMBERSHIP

15.1 Each affiliated Club shall submit to the Council, a list of all its paid up member's. Submission of its members details shall be via the on-line Infohub system.

16. ANNUAL FINANCIAL ACCOUNTS

16.1 The annual report of the Hon. Treasurer of the AUC shall be externally verified by a qualified accountant and his /her report shall be attached to the Hon. Treasurers report which shall be available to members and Clubs' representatives at the Annual General Meeting.

17. ANNUAL REPORT

17.1 The President or his nominee shall forward a copy of the Honorary Secretary's annual report and the Honorary Treasurer's annual report to the AUC at Annual General Meeting to the Student Activities Committee. A copy of both reports will also be sent to the nominee of the UCD President.

18. DECISION MAKING

18.1 With regards to Ordinary General Meetings of the AUC and Executive Committee Meetings of the AUC, the presiding President or Vice President of the AUC shall seek consensus on issues prior to adoption of proposals which have been made and seconded. Where consensus cannot be achieved the presiding chairperson may initiate a vote by simple majority of members present.

18.2 Members of the AUC who represent the AUC on committees outside of the AUC, shall report and stand accountable to the AUC Executive Committee. The regularity of this reporting shall be at the President's discretion, but shall not be less than once per term of office.

- 18.3 The Executive Secretary of the AUC shall oversee the day to day work of the AUC, in consultation with the relevant officers of the AUC.

19. APPEALS AND CONCILIATION PROCEDURE

- 19.1 If a member of the AUC, representative, or officer have a reasonable disagreement against a decision made by the AUC Officers or Executive Committee, a conciliation process shall be initiated.

In the first instance the party concerned shall be required to make a written submission to the Hon. Secretary outlining their disagreement against a decision made by the AUC Officers or Executive Committee. Upon receipt of the written submission, the Hon. Secretary or his / her nominee, will respond directly to the party concerned in writing, within seven days. outlining the rationale underpinning the decision of the AUC Officers or Executive Committee.

- 19.2 Where the party remains aggrieved, a formal appeal to the AUC Executive Committee may be initiated; whereby a vote on the matter may be called for at the next AUC Executive Committee meeting. The appellant shall make a written request to the Hon. Secretary no less than seven days in advance of the next Executive Committee meeting, where the appellant shall have speaking rights on the subject prior to a vote by simple majority of members present.
- 19.3 Where local resolution has failed, further appeals of decisions made by AUC Officers or AUC Executive Committee can be made to the Student Activities Committee, a subcommittee of the UCD Student Experience Group. The appellant may nominate a delegate, or an officer to aid in the navigation of this appeals process.
- 19.4 The UCD Student Complaint's process can be used to make complaints regarding the decision making processes of the AUC.

20. DISCIPLINARY MATTERS

- 20.1 Without prejudice to the rights of the University or of individual students in relation to proceedings against individual students or members of the University under the terms of the Student Code or such other University codes and policies, including but not limited to the University's policy on Dignity and Respect, a club, its officers, club employees, club volunteers or club members may be charged with conduct which infringes on the rights of members of the University or which brings the University into disrepute, or with failing to abide by the provisions of its constitution, the operations of a club as outlined in the AUC Club Operations Manual and /or the constitution of the AUC.
- 20.1 The AUC shall regulate and apply its own procedures in accordance with the principles of natural justice. Such policies will be outlined in the AUC Club Operations Manual.
- 20.3 Any member of the Executive committee who fails to attend four consecutive meetings shall be deemed to have resigned their place on the Executive Committee.

21. AMMENDMENTS TO THIS CONSTITUTION

- 21.1 Only Article 9.3 of the constitution of the AUC shall be altered by simple majority by the AUC Executive Committee to reflect any change in constituencies upon affiliation/ disaffiliation of a club.
- 21.2 Changes to other Articles of the Constitution require a motion to ammend the Constitution being moved by the Executive Committee or a submission of a Motion in writing by at least 20 Sports Clubs. Where such motion has been moved by the Executive Committee or submitted to the Hon Secretary, the said Hon. Secretary shall convene an Extraordinary General Meeting within 21 days. At least seven days written notice of the date of the meeting must be given by the Hon. Secretary With the exception of Article 9.3 with respect to changing the membership of a constituency upon the affiliation/disaffiliation of a club, all other changes to Articles of the Constitution must be approved by the Student Activities Committee.

Approved at the AGM 24th November 2016.

Articles 21.2, 19.3, 19.4, 9.1, 6.3 were changed at the AUC Executive Committee meeting 3/4/17.

Article 6.5 added at the AUC Executive Committee meeting 3/4/17.

Approved by UMT SEG 29/5/17.

Appendix

13

AUC Away Trip Rules & Parental Consent

AUC Trip Rules

- A completed Parental Consent form for any student Under 18 years of must be uploaded to the UCD Infohub Grant Document Upload System by the Children's Officer of the UCD club. This form must be signed by the parent and the student before the student can commence activity with the club, including but not limited to travel off-campus and overnight travel. Ensure you follow the procedure for uploading a student who is under U18 years of age as a member of your club (See section 3.3)
- All those travelling on the club trip must conduct themselves as directed by the Club Committee members and/or trip leader accompanying the group.
- Those designated by a club to lead any trip must have completed Garda Vetting with the AUC and must at a minimum have attended Safeguarding 1 training. Evidence of such training to be uploaded to the UCD Infohub Grant Document Upload System.
- All coaches in attendance on the trip must have completed Garda Vetting with the AUC and must at a minimum have attended Safeguarding 1 training. Evidence of such training to be uploaded to the UCD Infohub Grant Document Upload System.
- All off-campus over night travel must be registered on the on-line Travel Form available at www.ucd.ie/sport/clubs/getinvolved/runningyourclub
- The trip leader before departure must verify with the Children's Officer if any of the members travelling are under 18 and that a parental consent form is in place.
- Trip leaders are responsible for the supervision of all club members whilst engaged in the respective sporting activity and during travel to/from such activity where travel is organised by the club. However, trip leaders will not be responsible for the supervision of any member including those under 18 years of age at any other time.
- Trip leaders will have access to emergency contact details of all those travelling.
- Any incidents/ accidents involving medical treatment must be reported to the AUC Executive Secretary upon return.
- Any concerns in relation to the Safeguarding of those under 18 should be reported to the UCD Designated Liaison Person or in the case where the child is in immediate danger the statutory authorities.
- All members are to be advised that while on an official UCD trip there are subject to the UCD Student Code of Conduct.
- Where it is practicable, those under 18 years should be assigned to same sex accommodation rooms. However, it is recognised that this is not always possible due to the nature of accommodation utilized and/or the location of the activity. For example the use of large room hostels by adventure sports clubs. Parents to be advised if a same sex room is not being provided in advance of the trip.
- Where a parent wishes they may make alternative accommodation and supervision arrangements for their child. The parent must advise the club committee of such arrangements in advance of the trip.

Background

The UCD Athletic Union Council (AUC, governing body for sports clubs in UCD) has a strong commitment to equal opportunities and works to ensure that all its club activities are open and available to all students. This includes students under the age of 18 years, who are legally considered minor.

In UCD our sports clubs are primarily run by student volunteer committees for students. Therefore, to ensure that the Athletic Union Council and its affiliated clubs fulfill their duty of care and provides adequate support for all members the following steps must be undertaken before anyone under the age of 18 can participate in the activities of any club:

- Parental Consent form must be signed by the parent / guardian of the student before the student can commence activity with the respective club. This form must be returned to the Children's Officer of the respective Club. The consent form will then be scanned and uploaded by the club to a UCD electronic document depository where it can be accessed by the Club Committee, UCD AUC, UCD Sport and the UCD Safety Insurance Risk and Compliance Office. The club must then contact the UCD Sport office to inform them that the club have uploaded the signed parental consent forms. UCD Sport will then verify the member. Once verified the club will be able to upload the member on the Sisweb membership management system. Until all of the above steps have been completed the member is not permitted to participate in club activity.
- The UCD club must have a Children's Officer who has completed Safeguarding 1 training and is Garda Vetted. This Children's Officer is responsible for ensuring the completion of a parental consent form for those Under 18 years. Furthermore, they are responsible for ensuring the implementation of the AUC policies with regard to under 18 year olds in the club.
- All club coaches and trip leaders are to be Garda Vetted and must complete Safeguarding 1 training.
- All clubs are to complete a child safeguarding risk assessment statement.
- All student members of clubs must adhere to the UCD Student Code of Conduct.
- Club committees organising away overnight trips must register such trips through the on-line Travel Form on the UCD Sport website. Those travelling who are Under 18 are to be flagged on this form and the club must confirm receipt of the parental consent form.
- All club trips must comply with the AUC's Away Trip Protocol for the inclusion of Under 18 year olds.
- All communication to those members under 18 should be in the form of an "all members communication". Where one to one communication is required from the committee, club coach or leader at least one other adult member of the club should also receive the communication.

UCD Athletic Union Council Parental & Child Consent for Sports Club Participation

Name of Student under 18 Years of Age: _____

Date of Birth of Student: _____

Student Number: _____

UCD Club: _____

I, the undersigned certify that I am the parent/ legal guardian of the above-mentioned student. I hereby authorize my child named above to register as a member and participate in the activities of the above named UCD Club. Such activities to include:

- on and off-campus training,
- away fixtures and training camps,
- overnight trips,
- committee meetings,
- social and fundraising activities.

The above named activities are to be undertaken in accordance with the clubs safety statement and policies and procedures of the AUC and the University.

Parent/Guardian Signature: _____

I understand that my child will be supervised by the club committee, club leaders and/or coaches for the duration of the sporting activity itself and where provided, transportation to/from said activity. However, the club committee, club leader and/or coaches will not supervise my child outside of these times, this includes but is not limited to social activities and supervision of accommodation when on away trips.

Parent/Guardian Signature: _____

Prior to the participation of my child, I acknowledge that there are certain risks associated with club activities, including, by way of example, physical injury due to activity related accidents, and physical injury due to transportation-related accidents, illness or in exceptional circumstances even death. Furthermore, in addition I acknowledge that there may be there risks inherent in these activities of which I may not be presently aware. Accordingly, I acknowledge that participation in such activities involves certain dangers and risks which may expose my child to hazards of bodily injury or property damage and which may result in my child being unable to contact me or be unable to receive immediate medical care and assistance if injury occurs.

Parent/Guardian Signature: _____

I hereby give the above named UCD club, UCD AUC, UCD Sport and the University the right and permission to photograph, digitally record, videotape or audio tape, my above named child while s/he is attending or participating in any club activity occurring on or off campus. I further agree that any or all of the material recorded may be used, in any form, in publications, including electronic publications, or in audio-visual presentations, promotional literature, advertising or in similar ways, and that such use shall be without payment of fees, royalties, special credit or other compensation. I understand that all such recordings, in whatever medium shall remain the property of the University.

Parent/Guardian Signature: _____

I recognize that there may be occasions where the above named child may be in need of first aid or emergency medical or dental treatment as a result of an accident, illness, or other health condition or injury. In the event that the club is unable to contact me or where there is a immediate risk to health, I authorize any club committee member, trip leader or coach to consent to any x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment or hospital care for my child.

Parent/Guardian Signature: _____

Consent of Student Under 18 Years

Under 18's and parents/legal guardian have a responsibility to inform the respective club of any medical condition or previous injury, which might inhibit your participation in, or put at risk any other member of the club. This information will be passed onto the relevant coach and/or trip leader.

As a member of a sports club you may participate in activities, which involve an element of risk, in an environment where professional medical services and rescue services may not always be immediately available. Although the club, the AUC, UCD Sport and the University will take all necessary steps to ensure that your health and safety requirements are always met, it is your responsibility to ensure that you fully understand the exact nature of each activity you undertake, the risk involved, the skill levels required and the equipment needed for your participation. As a minor and club member you must also undertake the sporting activity under the reasonable direction/supervision of the club. You should be aware that the club is responsible for your supervision during the sporting activity itself and transportation to/from the activity where required. However, the club will not supervise you outside of these times. You should never participate in any activity if you are unsure of any of the above aspects.

Furthermore, while undertaking any club activity you are subject to the UCD Student Code of Conduct and must adhere to the terms therein. As a minor you are also reminded that you are not permitted to consume alcohol at any time.

Completing and signing the attached consent forms confirms that all information supplied is correct and that you;

- Have read, understood and agreed to act in accordance with the above statement
- Agree to act in accordance with the area policies and relevant risk assessments at all times.

Signature of the Child: _____

Appendix

14

AUC Grievance Procedure

UCD Sports Club Grievance Policy

1. PURPOSE

UCD Sports Clubs are committed to promoting and maintaining good workplace relations and safeguarding the well-being of all employees and volunteers. It is recognised that from time to time difficulties will occur in the normal course of interaction between Club members/employees/volunteers. This is to be expected in any organisation or workplace and each UCD Sports Club endeavours to resolve any issues affecting its employees and/or volunteers quickly, efficiently and in an atmosphere of mutual trust and confidence. In most instances, it is intended that issues will be resolved informally between employee/volunteer and the line manager/ person assigned to manage in their Club. In cases where this is not possible, this Grievance Policy will apply.

When issues concerning a potential conflict of interest arise and/or where senior Club Officers are party to the grievance, the Club Secretary will endeavour to ensure an objective party of appropriate level of seniority is in place to hear the grievance.

Please note, in cases of alleged bullying and/or harassment, including alleged sexual harassment and sexual misconduct, the complainant concerned may channel their complaint through the University's Dignity and Respect Policy, where appropriate. If an employee/volunteer wishes to make a disclosure regarding a relevant wrongdoing, the person concerned may direct their disclosure through the University's Protected Disclosures Policy. Please note, the University reserves the right to direct the employee/volunteer to policies and procedures, other than this Grievance Procedure where a resolution is expressly provided for elsewhere within the University.

2. DEFINITIONS

Grievance

A grievance may be defined as a complaint that an employee/volunteer has regarding their terms and conditions of employment, working environment or working relationships. A non-exhaustive list of grievances may include; assignment of duties, terms and conditions of employment, health and safety issues, and/or workplace change.

Grievance Stages Informal Stage

Most grievances are capable of being resolved on an informal basis without recourse to the formal grievance process stages listed in the paragraphs below. Where a grievance arises, the parties concerned are encouraged to understand the other party's position and should seek, as far as possible, a mutually acceptable solution through informal means. Where appropriate, coaches should in the first instance raise the grievance informally and engage in respectful conversation with the Club Secretary to ascertain if a solution can be reached prior to evoking the formal stages of the grievance process.

Formal Stages

Where a grievance remains unresolved following the informal stage of the grievance process, or where a grievance raised is not suitable to be dealt with informally, the grievance may be referred to the formal stages of the process listed below. There are four formal stages of the UCD Sports Club Grievance Process;

a. Formal Stage 1

This is the first step of the formal process of the grievance policy. Typically, where an employee/volunteer has a grievance, under Stage 1, they raise the grievance with their line manager/person assigned to manage.

b. Formal Stage 2

If the grievance cannot be resolved at Stage 1, the grievance may be referred to a more senior manager/officer (Club Captain / President/ Chair) under Stage 2 of the process.

c. Formal Stage 3

If the grievance remains unresolved after Stage 2, or if the grievance relates to remuneration, the grievance may be referred to AUC Executive Secretary. As appropriate, an investigator may be appointed to investigate the grievance. If necessary, this may be an external appointee.

d. Formal Stage 4

If having exhausted the internal resolution mechanisms at Stages 1 to 3, and the grievance remains unresolved, a referral to the Workplace Relations Commission may be made, where applicable.

3. PRINCIPLES

Below is a non-exhaustive list of this Grievance Policy's principles:

- i. Any grievance should be raised informally in the first instance with the intention of securing a resolution prior to invoking formal procedures;
- ii. The grievance should be addressed promptly and where possible, by the relevant line manager/Club Officer/person assigned to manage;
- iii. An employee/volunteer who has raised a grievance will not be penalised. In instances of where the issue raised is proven to be vexatious, misleading, false or malicious, such matters will be dealt with in accordance with AUC disciplinary mechanisms;
- iv. An employee/volunteer has the right to be accompanied at the formal stage of the grievance procedure by a colleague of their choice or by a Trade Union official;
- v. Time limits will be indicated and adhered to unless there are exceptional circumstance prevailing or due process requires extensions to the indicated timelines;
- vi. The decision to carry out any fact-finding enquiries as a result of a grievance shall not be inferred as liability or wrongdoing on any party;
- vii. If any issues arise which cannot immediately be disposed of and which are being processed in accordance with this Grievance Policy, including any referrals to third parties, normal working practices will continue pending the outcome of the proceedings. All parties should continue to work as normal and cooperate with any change(s) while the issues remain unresolved; and
- viii. The right of appeal for decisions made in accordance with this Grievance Policy shall be the next stage of the Grievance Procedure up to Stage 4 of the policy, where applicable.

4. ROLES AND RESPONSIBILITIES

A employee/volunteer making a grievance complaint under this Policy shall:

- i. Consider in the first instance local and informal resolution options in advance of instigating formal grievance procedures;
- ii. Engage with and adhere to this Grievance Policy at all times;
- iii. Commit to only submitting bona fide grievances and under no circumstances make vexations, misleading, false or malicious complaints;
- iv. Not treat differently or inappropriately interact with any UCD Sports Club members, employees or volunteers;
- v. Not interfere with UCD Sports Club or University property, including electronic data, as a result of grievance proceedings;
- vi. Maintain discretion and confidentiality when required with due regard for the circumstances
- vii. Make themselves available to attend meetings as required; and
- viii. Ensure that the dignity of UCD Sports Club members is maintained at all times.

Relevant manager(s)/Club Officers shall:

- i. Engage with this Grievance Policy fully at all times;
- ii. Treat a person who has raised a grievance with dignity and respect at all times;
- iii. Handle any grievance with confidentiality and discretion with due regard for the circumstances;
- iv. Make themselves available to attend meetings as required;
- v. Not punish, isolate, treat differently or inappropriately interact with any person who has raised a grievance or interfere with UCD Sports Club or University property, including electronic data, as a result of grievance proceedings; and
- vi. Maintain discretion and confidentiality when required with due regard for the circumstances.

UCD sport Club employees and volunteers shall:

- i. Treat all Club members, employees and volunteers with dignity and respect at all times;
- ii. Not treat differently or inappropriately interact with any person;
- iii. Not interfere with University property, including electronic data, as a result of grievance proceedings;
- iv. Use discretion at all times concerning the grievance; and
- v. Make themselves available to attend meetings as required.

5. RELATED DOCUMENTS

- UCD Dignity & Respect Policy
- AUC Disciplinary Policy
- Industrial Relations Act 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000

Appendix

15

AUC Club Code of Conduct

UCD Athletic Union Council Club Code of Conduct

PURPOSE

This Code of Conduct (the “Code”) has been devised to provide guidance to all involved in UCD Sports Clubs as to the standards of conduct, responsibilities and interactions that are expected by the UCD Athletic Union Council (AUC) and the University.

This Code is applicable to

- all members of a UCD sport Club (“Members”). Members include: UCD employees (“UCD Employees”) registered students (“UCD Students”) and UCD graduates (“Graduates”) who are playing members and non-playing members of a UCD Sports Club
- individuals who are employed or engaged by a UCD Sports Club to provide any services to the Club (“Club Employees”):
- individuals who are engaged directly by a UCD Sports Club to provide any services to the Club on a voluntary basis (“Volunteers”);
- individuals who are acting as the responsible figure on a Club trip or at a Club activity (“Leaders”);
- other individuals who participate in, contribute or are involved in a UCD Sports Club including but not limited to medical personnel, committee members, Officers, guests attending a UCD Sports Club event, AUC Officer, AUC Executive Committee member or Club staff (“Others”).

The AUC is fully committed to safeguarding the wellbeing of everybody listed above and encourages best practice in the running of sport Clubs through its commitment to providing an environment that demonstrates dignity and respect and understanding for the rights, safety and welfare of those persons. The achievement of best practice is reliant upon the adoption of this Code by every person to whom it applies.

Every person to whom this Code applies is expected to comply with this Code and encourage others to comply with this Code in all circumstances, at all times while engaged in UCD Club sport and related events on or off-campus.

1. GUIDING PRINCIPLES

Respect for the universal fundamental ethical principles of sport within Clubs is paramount and the following guiding principles shall apply;

- 1.1 Respect for the sporting spirit, which requires mutual understanding with a spirit of friendship, solidarity and fair play.
- 1.2 Respect for the principle of the universality and political neutrality of the sporting relations.
- 1.3 Maintaining harmonious relations with sports authorities, while respecting the principle of autonomy.
- 1.4 Respecting all property, facilities, equipment and capital to which they have access or with which they are provided while training and participating in a UCD Club event or activity.
- 1.5 Respect for international conventions on protecting human rights insofar as they apply to Club sport and which ensure in particular;
 - a. respect for human dignity.
 - b. rejection of discrimination of any kind on whatever grounds, be it nationality/race/colour/language, gender, sexual orientation, civil status, disability, age, religion, political or other opinion, social origin, property, birth or other status.
 - c. rejection of all forms of harassment, be it sexual, or otherwise.
 - d. promotion of equality of opportunity to access and participate in Club sport.
- 1.6 Ensuring the participants’ safety and well-being are protected to the greatest extent possible whilst engaged in Club activities.
- 1.7 Everyone to whom this Code applies is required to read, implement and comply with the policies and procedures of the University and the AUC.

- 1.8 Everyone to whom this Code applies is required to act with integrity and must never engage in fraudulent or dishonest activity at any time.
- 1.9 Everyone to whom this Code applies is required to ensure that their engagement in Club activity does not adversely affect the reputation of the University, the AUC or a Club.

5. BEHAVIOUR

Everyone to whom this Code applies must use due care and diligence in fulfilling their mission. At all times, they must act with the highest degree of integrity, and particularly when taking decisions, they must act with impartiality, objectivity, independence and professionalism. They must not act in a manner likely to adversely affect the reputation of UCD.

In particular everyone to whom this Code applies:

- 2.1. must be conscious of the fact that they are representing UCD. Consequently, they must consistently display high standards of behaviour and appearance.
- 2.2. must always act in the best interest of the Club and the welfare of the other Members of the Club.
- 2.3. must always act in a financially responsible manner and report any financial irregularities or risk.
- 2.4. as per the national governing body of their sport, must adhere to the provisions of the World Anti-Doping Code.
- 2.5. must not, by any manner whatsoever, manipulate the course or result of a competition, or any part thereof, in a manner contrary to sporting ethics, infringe the principle of fair play or show unsporting conduct and must not interfere in the running of sports competitions.
- 2.6. must ensure that their behaviour and actions are conducive to an inclusive and respectful culture within their Club.
- 2.7. must not engage in conduct which is disruptive of or likely to interfere with the sporting activities organised by a University Club
- 2.8. must not engage in obstruction or harassment, including bullying, of any person carrying out activities on behalf of or for a University Club in the performance of their duties or Club activities.

3. DIGNITY AND RESPECT

- 3.1 Every person to whom this Code applies must respect the rights, dignity and worth of each person in their right to self-determination. Specifically, every person to whom this Code applies must treat everyone equitably and sensitively within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion, family status, political beliefs, age, disability or socio-economic status.
- 3.2 Every person to whom this Code applies must respect one another and expect respect for their worth regardless of their role within any Sports Club.
- 3.3 Every person to whom this Code applies must act in a positive and courteous manner and must ensure their actions, words or gestures do not breach the protected areas covered under Employment Equality Act 1998-2015 and/or Equal Status Act 2000-2018 (as amended or replaced) (protected areas covered are; gender, civil status, family status, sexual orientation, religion, age, disability, race, and membership of the Traveller community).
- 3.4 Every person to whom this Code applies has a duty to foster a culture of dignity and respect and must not participate or encourage participation in mandatory or undignified initiation and/or hazing ceremonies and must not contravene the UCD Dignity and Respect Policy.

4. COMMUNICATIONS AND CONFIDENTIALITY

The principle of confidentiality shall be respected by all with respect to Club activities;

- 4.1 Everyone to whom this Code applies must keep and store securely all documentation with respect to meetings, correspondence, minutes of committee meeting, databases, competition entries, medical records and financial reports. These documents should be stored in a manner that reflects the University's GDPR policies and procedures.
- 4.2 Everyone to whom this Code applies must communicate effectively, accessibly and appropriately with others through e-mail, social media, noticeboards or the Club's website.
- 4.3 In the course of, or for the purpose of the Club's business, persons to whom this Code applies may acquire or have access to and be entrusted with information which will be confidential to a Club member, the Club or UCD. It is the recipient's duty to observe such confidentiality, including after the termination of their involvement with the Club.

5. BREACHES OF THE CODE

Where a complaint is made by under this Code or where an alleged breach of this Code is brought to the attention of the relevant Club secretary, the matter may be dealt with in accordance with the AUC's Disciplinary Procedures.

Date Published: July 2020

Appendix

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UCD Vehicle Rental Policy



UCD Estate Services
Seirbhísí Eastáit UCD

UCD Vehicle Rental Policy

UCD Vehicle Rental Purpose

The University College Dublin's vehicles fleet are to provide support to the University field work and research activities, and are to be used only by qualified and authorised persons. This Policy is designed to ensure that all vehicles are operated in a safe and professional manner in compliance with all UCD policies and applicable laws and regulations.

1. Driver Qualifications

In order to obtain authorisation to use the University's vehicle fleet drivers:

- 1) Must hold a full and valid European Union driver's licence, for the vehicle type that they will be driving. This must be provided to the UCD Estate Services prior to the commencement of rental.
- 2) Must be at least 18 years of age.
- 3) Must have at least two years of experience in the class of vehicle operated under a full driving licence. Under no circumstances a novice driver would be allowed to drive UCD vehicles.
- 4) Must be an authorised employee or Post Graduate student of UCD and submit a confirmation letter from the Head of School/Unit requesting the use of a UCD vehicle to UCD Estate Services if required.
- 5) Who hold a Non-European Union driving licence (including the United Kingdom) may not be eligible to be insured under the fleet policies unless they hold an international driving licence and have been approved by UCD Estate Services.
- 6) Other requirements may be set out by UCD Estate Services or UCD SIRC.

2. Reservation Guidelines

- 1) When reserving a vehicle, the following must be provided, the date, departure time, destination, name and contact for driver/s, return time and school/unit cost centre code for charges and details of the proposed use.
- 2) Arrangements for the collection/return of vehicles must be made at the time of reservation.
- 3) Transport Pool/Compound is the designated location for collection and return of vehicles and keys, unless determined otherwise by UCD Estate Services.
- 4) Vehicles must be returned to the UCD Transport Pool at the conclusion of a booking period. The area must be locked by users when leaving.
- 5) Vehicles should be returned in the same condition as when collected. A soilage charge will be applicable, payable to UCD Estate Services, for any vehicles returned in a dirty or damaged condition.
- 6) Vehicles must be returned with the same amount of fuel that at the beginning of the booking, if this is not the case, the applicable fee will be charged to the School/Unit.
- 7) The sponsoring School/Unit will be responsible for the cost of toll charges incurred during the duration of the rental.

8) Violations of the UCD Rental Policy may result in suspension of use privileges.

3. Personal Use Guidelines

1) Vehicles shall only be used to conduct University business. This means only when driven in the performance of the duties of University employment, research and educational activities.

2) Only on-duty University employees, current students, or persons carrying out official University business may be carried in a University vehicle by an authorised driver. Transporting of unauthorised passengers such as family members, friends, or others in an University vehicle when not for official University business, is prohibited.

3) Vehicles cannot be parked at a private residence prior to, or after, the end of a booking without the written authorisation of UCD SIRC and the University insurers. Permission to take any UCD vehicles back to their own residence outside the booking period will only be permitted for critical operational reasons.

4) If a vehicle is required for longer than the reservation period, the person renting must notify the UCD Estate Services as soon as possible.

5) Transporting medicines or hazardous materials (including, but not limited to, chemical, biological and medical) without prior notification to and authorisation by UCD Estate Services is prohibited.

4. Driver Safety and Responsibility

1) A vehicle pre-check must be completed by the driver of the vehicle before the vehicle is removed from the UCD Transport Pool vicinity and before the start of the driver's journey.

2) Any defects or problems found during, or after the check must be reported immediately to UCD Estate Services, so that appropriate action can be taken.

3) Authorised drivers must consider whether the vehicle is suitable for the intended work task. The use of a UCD vehicle for the transportation of hazardous materials for UCD business (including, but not limited to chemical, biological and medical) should be included in the School/Unit risk assessment/method statement .

4) Authorised drivers must check both the exterior and interior of the vehicle before driving, with the following vehicle pre-checks to include:

- a) Tyres: Undamaged (no cuts or bulges) and have enough tread depth all round displaying the inflation required for that type of tyre.
- b) Vehicle body: No signs of damage or loose vehicle body panels and that the boot and bonnet are closed properly.
- c) Fluid levels: Acceptable coolant and engine oil levels displayed. And no fluid leak is discovered.
- d) Fuel: Know the correct type of fuel for the vehicle.
- e) Brakes: Make sure that the brakes are functioning correctly, including the brake lights.
- f) Lights and indicators: These should be clean, not damaged and working correctly.
- g) Windscreen and windows: Should be clean and not damaged. No items should be attached that may restrict the driver's view.
- h) Washers and wipers: Should be working correctly.
- i) Mirrors: Should be clean, correctly positioned for your maximum safe vision and not damaged. No items may be attached that may restrict the driver's view.
- j) Documentation: All the legally required documentation is displayed on the windscreen (i.e. Motor tax, CVRT/NCT, Insurance discs).
- k) Dashboard: Look at the dashboard when you start the car and check which lights illuminate. If you are not familiar with the vehicle.

- l) Doors: Make sure that all the vehicle doors are closed properly.
- m) Seat position: Adjust driver's seat to suit you. You should be able to see and reach all the controls comfortably. Good all-round, unobstructed, visibility is vital. Check that your view is not obstructed by objects such as stickers or electronic devices.
- n) Head restraints: Adjust your head restraint correctly, and check that every passenger has their head restraint correctly adjusted. The top of the head restraint should be level with the top of your head and it should be as close to the back of your head as possible.
- o) Handbrake: Make sure that the handbrake is applied when you stop or park the vehicle.
- p) Gears: Make sure the gears are in neutral or parked for automatic vehicles.
- q) Safety Belt: Ensure that all safety belts are in working order.
- r) Sat-Nav: Make sure that the sat-nav is not placed where it might be hit and flung forward by an airbag.
- s) Horn: Make sure the horn sounds.

5) Authorised drivers are responsible for ensuring that vehicles are loaded safely and securely and that the total load is within the limits specified by the manufacturer.

6) Authorised drivers should exercise care when carrying out parking manoeuvres, by making sure the space is in a secure location and is large enough for the vehicle and not obstructing another vehicle, path or driveway.

7) Consideration should also be given to the suitability of the space on return to the parked vehicle in terms of darkness, security and other road users.

5. Insurance Policy

1) Unauthorised drivers and passengers are not insured to operate University vehicles.

2) It is an University requirement that vehicles are locked when left unattended, whether on or off University premises.

3) It is advisable to remove any items of value from the vehicle if it is left unattended (e.g. cameras, bags, tools, clothes and mobile phones). If this is not possible, it is important to cover or place them out of sight.

4) Only items which are securely stored in a vehicle boot, or locked compartment within the vehicle itself, will be covered by the University's insurance.

5) Driver negligence, including leaving items in plain view inside the car, which results in the theft of the items, will not be covered by the University's insurance.

6) UCD Estate Services will claim back the full costs from the sponsoring School/Unit for necessary repairs caused by the driver. These costs exclude the normal wear and tear of the vehicle.

7) UCD is not insured for breaches of the Road Traffic Act, which may include any fines or fixed penalty charges incurred as a breach of the Act by the driver. Persons hiring the vehicle will be held responsible should these fines occur.

6. Inclement weather conditions

1) Authorised drivers should use the following listed facilities, to inform themselves of any impending inclement weather conditions that may affect their planned journey, and must not travel if the advice is not to:

- Visit Transport Infrastructure Ireland traffic web site ([TII](#)) for updates on conditions on Motorways and National roads and weather Information
- Check for live weather alerts at [Met Eireann](#) and [Garda](#) updates as you travel
- Check your Local Authority website for updates

2) Before setting off on a journey, check to see if there are any problems on your intended route.

3) The use of UCD Fleet vehicles may be restricted by UCD SIRC, if weather conditions are considered to be unsafe for driving.

7. Conditions of Use

1) Drivers may only operate a UCD vehicle in a manner that ensures the safety of the driver and any occupants.

2) The University prohibits the use of UCD vehicles for activities that are illegal under the Irish and European law, including the misuse or activities that endanger vehicle occupants while operating a UCD vehicle.

3) It is considered misuse of a UCD vehicle to engage in any of the activities listed below (please note that this list is not exhaustive):

- a. Driving when not a qualified driver.
- b. Driving, or the operating of, any of the University vehicles while under the influence of any intoxicants (legal or illegal) to a degree which renders the operator incapable of driving safely.
- c. Possessing or transporting alcohol in a University vehicle, unless the transporting of such substances is within the scope of the driver's official job duties.
- d. Possessing or transporting of any illegal substances.
- e. Operating any University vehicle whilst impaired from any prescription medication.
- f. Using a UCD vehicle for personal activities, such as moving house.
- g. Operating any University vehicle without the use of available seat belts by all occupants.
- h. Talking on, texting with, or otherwise using a handheld mobile communication device while driving.
- i. Smoking or vaping in a University vehicle.
- j. Failing to promptly report any accident or damage to a University vehicle to the UCD Duty Manager in the UCD Emergency Line (01) 716 7999.
- k. Transporting pets or animals, other than service dogs, or animals associated with University business in any University vehicle.
- l. Allowing anyone who is not an UCD authorised driver to operate a University vehicle. The name and information of the Second Driver must be stated on the booking form.
- m. Operating any University vehicle "off-road" unless necessary for official UCD business.
- n. Transporting any hazardous materials (including, but not limited to, chemical, biological and medical materials) unless in accordance with applicable best practice.

4) The sponsoring School/Unit will be responsible for any damage in the vehicle as the result of using the

wrong fuel on the vehicle.

5) The failure to comply with laws or regulations may subject the driver to personal responsibility for any consequent damages or fines, as well as a possible loss of indemnification by the University.

6) No vehicle may be modified or altered in any manner without the express consent of UCD Estate Services. This includes, but is not limited to: removing seating, affixing car-top carriers, altering wiring, installing radios or other electronic devices, attaching antennas or additional towing equipment, affixing signs and car stickers, interfering with vehicles telematics.

7) Drivers must meet specific requirements for the use of a trailer on any UCD vehicle. Please follow Road Safety Authority guidelines for trailers:

<https://www.rsa.ie/road-safety/road-users/professional-drivers/vehicle-safety-legislation/light-trailers>

8) Driving University vehicles outside the Republic of Ireland must be authorised in writing by the Head of the School/Unit, UCD SIRC and UCD Estate Services. A detailed schedule of the trip must also be provided.

9) Drivers should not operate under any condition or illness, which affects their fitness to drive. For guidelines please see the Road Safety Authority's guidance [on medical fitness to drive](#).

8. Traffic Penalties & Fines

1) In the event of a motoring offence, the driver of the vehicle is responsible for paying any penalties and/or fines incurred. The University will not reimburse the driver for these payments.

2) It is the driver's responsibility to pay all fines and fixed penalty charges that they receive for any UCD vehicle within the specified time period as notified by the issuing authority.

3) UCD is required to provide anonymised statistical details in relation to penalty points accumulated by drivers using UCD vehicles to its insurers. As such all authorised drivers must use [this link](#) to notify the University of the following:

- When over 6 penalty points have been accumulated (notification required annually)
- When over 10 penalty points have been accumulated (immediate notification required)

4) When over 12 penalty points have been accumulated or when a conviction for a driving offence has been issued, immediate notification to UCD Estate Services and SIRC is required. Failure of a driver to provide this information will void cover under the UCD Fleet Policy.

In such an instance, the Insurers would require the driver's name and driving offence details and be notified when the driver will have their licence returned to them by the courts.

To facilitate the information UCD will provide the driver with a confidential link in compliance with General Data Protection Regulation 2016/679 European regulations.

The data will be collected in a spreadsheet securely stored in an European server hosted on AWS in Ireland, using the IT Services security credentials protocols. Access to this file is proactively managed and very limited number of users have access to it. Only authorised staff in UCD SIRC and the University Insurers have access to this information.

9. Accident Reporting Procedure

This procedure for accident reporting is intended for anyone using, operating, or otherwise responsible for a University vehicle and is as follows:

- 1) Authorised drivers are required to notify UCD Estate Services of any incident experienced while operating a UCD fleet vehicle by contacting the Duty Manager on 01 716 7999.

- 2) Any University vehicle which is involved in an accident, resulting in damage to the vehicle and/or involved in an accident resulting in personal injury or private property damage shall follow these steps:
 - a. Stop immediately.
 - b. Be precautious to prevent any further accident at the scene.
 - c. Dial 112 to call An Garda Síochána/ambulance and other emergency services.
 - d. Do not move injured parties. Encourage all injured parties to seek medical attention.
 - e. Contact the UCD Emergency Line on 01 716 7999 to notify of the accident and the emergency contact number printed on the vehicle dashboard for assistance.

- 3) The driver is responsible for obtaining contact and insurance information of the driver of any other vehicle involved in the accident.

- 4) The driver should record as much information as is available and note the details of any subsequent vehicles that may have been involved including the name and licence number of driver(s), the registration plate number, make, model, and year of the car, how the accident happened and information about any witnesses.

- 5) Where necessary, the driver should take photos of the incident and of any damage to the vehicle.

- 6) The driver must immediately notify their line manager or Head of School of the incident.

- 7) All questions from solicitors, the other party to the accident and/or others should be referred to UCD SIRC.

- 8) Any court cases, which may arise from the use of a UCD registered vehicle, must be reported to UCD SIRC.

10. Records Management

- 1) The purposes for which personal details will be obtained from authorised drivers and held by the UCD Estate Services and SIRC are so as to meet the requirements of the UCD fleet insurance policy and to confirm the authorised drivers' identity.

- 2) For clarification of insurance coverage, personal details of authorised drivers may be shared with the appointed University insurers.

- 3) Personal details held on file will only be used for the stated purpose as outlined.

- 4) All information is kept under General Data Protection Regulation Act 2018.

11. Related Documents and Information Legislation

Road Safety Authority

<https://www.rsa.ie/en/>

http://www.rotr.ie/Rules_of_the_road.pdf

HSA Workplace Transport Safety

https://www.hsa.ie/eng/Vehicles_at_Work/Workplace_Transport_Safety/

HSA ADR Carriage of Dangerous Goods

https://www.hsa.ie/eng/Publications_and_Forms/Publications/Chemical_and_Hazardous_Substances/ADR_Carriage_of_Dangerous_Goods_by_Road_A_Guide_for_Business.html

HSA Transport Risk Assessment

https://www.hsa.ie/eng/Publications_and_Forms/Publications/Work_Related_Vehicles/Transport_Risk_Assessment_Sheet.html

HSE Vehicles at work

<https://www.hse.gov.uk/workplacetransport/index.htm>

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