

# PRIDE



**UCC  
SPORT**  
PRIDE. BELIEF. PASSION.

# BELIEF PASSION



## CLUB OPERATIONS HANDBOOK



# UCC

University College Cork, Ireland  
Coláiste na hOllscoile Corcaigh

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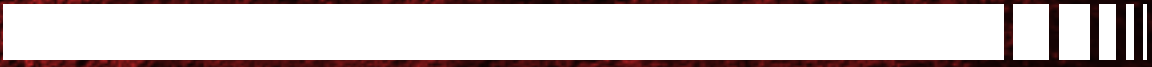
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# 1

# INTRODUCTION TO UCC SPORT



# **1.1 WELCOME**

## **CLUBS EXECUTIVE PRESIDENT**

Hello! First, congratulations on being elected to your Club committee. You have joined a group of people who dedicate themselves to ensuring that sport within UCC is operated at the highest level possible while also ensuring that everyone that takes part enjoys themselves.

This handbook is there for you as a complete guide to all the areas of running your Club and should contain nearly all the knowledge you will need. Common issues encountered include Portal access issues, difficulty navigating the H&S section of portal and gear queries. While this document is here to help you, sometimes you need to talk things through in person and if so please make an appointment with myself by emailing [president@uccclubs.ie](mailto:president@uccclubs.ie) and we can work it out!

Our job is to support you and to work towards achieving the goals of the University which are laid out in the [UCC Sports Strategy](#)

Throughout this document there will be plenty of information and links to other documents that you may need to look at. I'd like to reassure you that you are not required to memorise everything in this document. This will be here for you to come back to and look through when you find yourself stuck and in need of some know-how. Any areas that do require special attention will be called out during the committee training events.

As your Clubs Executive President, I along with the Clubs Executive committee will work with you throughout the year. We thank you for taking on your roles within your respective clubs, it's something that will stand out on your CVs in years to come. I hope you enjoy your year in sport here at UCC.

Le gach dea-ghuí,

**NESSA WHEELER**

Club's Executive President

## **HEAD OF UCC SPORT & PHYSICAL ACTIVITY**

Welcome back and we wish every club and student a successful season ahead.

This handbook has been designed to provide Club officers and students with the essential information and guidance on running your clubs and getting involved in sport in UCC.

UCC Sport could not operate successfully without the extensive support and contribution of many different volunteers – students, alumni and members of the wider staff and community, who offer their time and expertise to ensure clubs can operate. We are extremely grateful to them for this and thank them for their contributions.

We are also delighted to confirm the **Bank of Ireland** have been confirmed as our lead sponsor for all UCC Sport Clubs and we are very grateful for their ongoing sport. We are also engaging in a new collaboration with **Clubforce** to provide new sports management software for club registration and in time other services.

All relevant information can be found on our website [sport.ucc.ie](http://sport.ucc.ie). Have a great year and we look forward to assisting you.

Best of luck

**MORGAN BUCKLEY**

Head of UCC Sport and Physical Activity

## **1.2 INTRODUCTION TO UCC SPORT**

**UCC Sport** includes the full-time staff of the Department of Sport and Physical Activity working with the Clubs Executive Committee representing **over 40 clubs** within University College Cork. You can learn more about our goals and ambition in our [UCC Sports Strategy](#).

### **PURPOSE**

We want to deliver the best possible experience in 3<sup>rd</sup> level sport for our students, staff, coaches and volunteers and community.

### **MISSION**

Realise and unleash the potential of UCC Sport and physical activity

### **OUR VALUES**

- Passion
- Belief
- Pride
- Respect

### **OUR GOALS**

#### **SUPPORT PARTICIPATION IN SPORT AND PHYSICAL ACTIVITY IN UCC**

- Deliver a quality club sport experience for over 4,000 members, 170 coaches + over 400 volunteers.
- Encourage participation in sport and physical activity in UCC - in partnership with the Mardyke Arena, the Healthy Campus framework and key stakeholders - for all students, staff and our community

#### **PARTICIPATE, COMPETE AND PERFORM TO OUR FULL POTENTIAL**

- Participate and compete in over 200 3<sup>rd</sup> level /regional/national/ international competitions.
- Support key teams and individuals prepare and perform to their full potential

#### **LEAD AND DEVELOP SPORT IN UCC**

- Implementing UCC Sport operational, business, training, club development, digital information and safe sport programmes
- Establishing an updated sports governance framework for UCC Sport and clubs
- Develop and successfully operate UCC Sport Facilities.
- Promoting UCC Sport, our Skull and Crossbones brand and awards
- Supporting the delivery of merchandise and sponsorship programmes
- Working with Student Sport Ireland and other agencies to develop 3<sup>rd</sup> level sport.



**PARTICIPATE** **LEAD**  
**DEVELOP** **SUPPORT**

## 1.3 DEPARTMENT OF SPORT AND PHYSICAL ACTIVITY

The [Department of Sport and Physical Activity](#) are the designated Department for all areas of sport in the University. The DSPA is responsible for the planning and overseeing the administration of all sport in UCC, developing opportunities to participate in physical activity. The Department and the Executive work closely together to ensure that the requirements of Clubs are matched to the best of their abilities. The Department maintain the outdoor facilities that are used by Clubs including the Farm and the UCC Sports Grounds at the Mardyke. The DSPA represent the interests of Clubs on a variety of committees both within and outside the University.

### DEPARTMENT KEY CONTACTS

NAME	TITLE	CONTACT
<b>MORGAN BUCKLEY</b>	Head of Sport and Physical Activity	<a href="mailto:morgan.buckley@ucc.ie">morgan.buckley@ucc.ie</a> 087 2436457
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## 1.4 THE CLUBS EXECUTIVE

The Clubs' Executive is a committee consisting of elected student representatives and staff members from the Department of Sport and Physical Activity. The Clubs' Executive responsibilities vary and include areas such as:

- The Executive is responsible for representing the interest of Clubs in the development of college policy and to ensure that all Clubs adhere to any relevant policies and procedures that apply to their activities.
- The Clubs' Executive makes recommendations for allocating the annual financial resources granted to Clubs by the University.
- An educational and advisory body to the committee members running Clubs. It is the responsibility of the Executive to organise and run training events and to provide regular advice to any Clubs that require it.
- It is the responsibility of the Executive to represent the interests of Clubs on campus and to promote activities and events to encourage student participation.
- The Clubs' Executive Award Clubs every year at the Clubs and Societies Ball for their efforts throughout the year.
- The Executive are responsible for representing Clubs on a multitude of University committees and act as a lobbying group to encourage an increase in support for Clubs from the University.
- The Executive usually meet fortnightly to discuss all arising issues regarding Club activities and to process all requests made by Club regarding finances or other areas in the interim.

### CLUBS EXECUTIVE KEY CONTACTS

NAME	TITLE	CONTACT
<b>NESSA WHEELER</b>	President	<a href="mailto:president@uccclubs.ie">president@uccclubs.ie</a> 021 490 4867 - 086 137 4166
<b>EIMEAR HAYES</b>	Vice President	<a href="mailto:vp@uccclubs.ie">vp@uccclubs.ie</a>
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## **1.5 THE SPORTS LEADERSHIP TEAM**

The Governing Body of UCC approved the UCC Sports Strategy and the University Management Team (UMT) agreed to establish a Sports Leadership Team (SLT) to draw together all strands of sport and physical activity in UCC in a single leadership group aligned to oversee the implementation of that Strategy. The Sports Leadership Team is comprised of the following members:

- **David Merriman**, Chairperson external to the University\*
- **Morgan Buckley**, Head of Sport and Physical Activity
- **Patsy Ryan**, General Manager of the Mardyke Arena
- **Dr Fiona Chambers**, Head of the School of Education
- **Paul Moriarty**, Director of Student Experience
- **Nessa Wheeler**, President of the UCC Clubs' Executive
- **Colm Foley**, President of the Students' Union
- **Denis Sheehan**, Nominee from UCC Finance
- **Barbara Ann Richardson**, An independent external representative\*
- **Keith Burke**, Deputy Head of OCLA and Secretary to the SLT

*\*External members shall be as nominated by the Deputy President and Registrar*

The terms of reference for the SLT is:

- Develop an implementation plan for the UCC Sports Strategy (including an implementation plan for each functional area), which shall be submitted to the Deputy President and Registrar for approval, and monitor implementation of that plan;
- Ensure co-ordination, reporting and accountability for plans and programmes related to the Strategy and Sport & Physical Activity;
- Review strategic business and facility plans of the strands within UCC Sport & Physical Activity to ensure alignment to the Strategy and receive periodic reports from each strand;
- Oversee the development of a joint operational model between the Department of Sport and Physical Activity, Mardyke Arena, Sports Studies and UCC Clubs to deliver on functional areas of the Strategy, with key principles established in a service level agreement framework;
- Oversee the development of a facilities operational model for UCC Sport & Physical Activity in the context of the development of the University's sports facilities master plan; and
- Oversee the development of a co-ordinated approach to marketing, commercial activity and branding in order to build a common approach on the UCC Sport brand, raising profile, partnerships and commercial opportunities for UCC Sport and Physical Activity.

The Sports Leadership Team meets quarterly and reports to the Deputy President and Registrar of the University and provides annual and periodic reports on its activities as requested by the Deputy President and Registrar.

SPORTS |||||  
**LEADERSHIP**

## **1.6 DSPA OFFICE**

The DSPA is based out of the Ferry Lodge building on the Mardyke Walk. Club members can use the facilities in Ferry Lodge for managing Club activities. The office hours of Ferry Lodge are 9.30am – 5pm Monday to Friday throughout the year. The door is always open for any student with a request or query regarding UCC Sport or club activity. The available facilities in the Lodge include:

- **Financial Services:** Club members must go to Ferry Lodge to make use of the Club's credit card or to collect cheques and lodge cash to their bank account. No transactions will be made unless they are recorded on the Club's Portal.
- **Printer, Laminator, Guillotine and Telephone:** Ferry Lodge provides various services that Club members can use for Club activities.
- **Post boxes and Post:** Clubs can have deliveries made to Ferry Lodge when making orders for the Club. Simply address any packages or letters to "Club Name", Ferry Lodge, Mardyke Walk, Cork, Ireland. Eircode: T12 P282. Every Club has their own pigeonhole where letters will be left to be collected by the Club. When larger packages are delivered the Club will be notified and the package will be kept in the office shed until they are collected. Clubs can also post any letters they need to send for free from Ferry Lodge.
- **Posters:** Clubs can get any posters they wish to put up around campus stamped in Ferry Lodge. All posters must be approved and stamped before being put up on the official notice boards around campus.
- **First Aid Supplies:** The Clubs' Executive provides basic first aid supplies for all Clubs. They are stored in Ferry Lodge. To stock up on first aid supplies Club members can take the supplies they need and sign the log that is kept with the supplies.
- **Facilities Cards:** Any Club that requires a facilities card to allow new coaches to enter the Mardyke Arena at the start of the year can make a request for one in Ferry Lodge.
- **Facility Bookings:** If a Club needs to book any UCC Sports facilities for events then they can book them by adding their event to their clubs portal calendar or email [sport@ucc.ie](mailto:sport@ucc.ie)

## **1.7 THE HUB**

The Hub is located next to the Kane Building. On the first floor of The Hub is the Clubs and Societies area. This is where you can find the Clubs' Executive President's office.

There are various facilities available to Club members in the Hub:

- **Meeting Room:** The Hub has a dedicated meeting room on the third floor that has a capacity for approximately 30 people. If any club would like to use this meeting room for committee meetings it can be booked through the Clubs' President by emailing [president@uccclubs.ie](mailto:president@uccclubs.ie).
- **Computers:** There are eight computers available in the workspace of the Clubs and Societies area that can be used by Club members for club related activity.
- **Printer, Laminator and Guillotine:** The Hub has a printer connected to the computers in the workplace that can be used for printing by Clubs. The printer can print in both colour or black and white and can do A3 and A4 sizes. The workspace also has various office supplies available for Club members to use.
- **Post:** Clubs can have letters delivered to The Hub as each Club has their own individual pigeonhole. Due to there being very little storage available in The Hub there are no large packages to be delivered there for Clubs. All packages are to be sent to Ferry Lodge.

## 1.8 CREATING A POSITIVE STUDENT EXPERIENCE AND SUPPORTING STUDENTS

The key focus of UCC Sport and all our clubs and volunteers is to create a positive student experience for all participants. We recognise sport is a fantastic opportunity to engage and connect within UCC and making life-long friends.

The “Acorn to Mighty Oak” has come to symbolise students’ academic, personal and professional development journey throughout their time at UCC. In alignment with this rich metaphor, the support services available to students are listed here (also in form of Support Tree - see pdf for clickable Support Tree). [Student Services Support Tree](#). This list/tree depicts the support services currently available to students and provides links to further information about each service.

- Students’ Union;
- Sport & Physical Activity and Student Clubs;
- Career Services;
- Student Life incorporating Student Societies; Accommodation & Community Life; Health & Safety for Student Activity;
- Student Media incorporating The Motley, UCC Express and UCC 98.3FM, Peer Support, Niteline.
- Student Health & Wellbeing incorporating Student Counselling & Development; Student Health; Chaplaincy; Student Wellbeing
- Access UCC comprising Disability; Mature, QQI/ FET; PLUS Programme; Financial Support
- Language Centre; Skills Centre; Equality, Diversion & Inclusion Unit; Exam Appeals;
- Student Experience Office;
- First Year Experience Coordinator;
- International Office;
- Student IT Services;
- ask.ucc.ie;
- Library; Student Advisor & Ombudsman;
- Dean of Undergraduate Studies;
- Dean of Graduate Studies
- Graduate Attributes Programme;
- Digital Supports for Students;
- Keep Well Website;



 [CLICK HERE TO VIEW](#)

POSITIVE **STUDENT**  
EXPERIENCE

## 1.9 KEY DATES

We will publish details on key dates and training programmes on our website: [Club Management](#). Some key dates to note are:

ACTIVITY	DATE
<b>Start S1</b>	11 <sup>th</sup> September
<b>Club Training</b>	7 <sup>th</sup> & 8 <sup>th</sup> September
<b>Freshers week</b>	10 <sup>th</sup> - 14 <sup>th</sup> September
<b>International Day of Student Sport</b>	20 <sup>th</sup> September
<b>Clubs Open Days</b>	20 <sup>th</sup> September
<b>Clubs GM</b>	27 <sup>th</sup> September
<b>UCC Open Day</b>	14 <sup>th</sup> October
<b>End S1</b>	22 <sup>nd</sup> December
<b>Start S2</b>	15 <sup>th</sup> January
<b>Clubs Ball</b>	March
<b>UCC Sport Awards</b>	April
<b>End S2</b>	10 <sup>th</sup> May

# OPPORTUNITIES HEALTH & WELLBEING IMPROVE QUALITY



# 2

## **SUMMARY DETAILS ON RUNNING YOUR CLUB**



## **2.1 INTRODUCTION**

The key information and work required to successfully run your club are:

1. An elected Club Committee
2. Recruitment and registration of members
3. Appointment of coaches
4. Summary plan of your club competition/events/training programme
5. Finances and Budget
6. Health and safety statement

The key processes your club need to ensure you comply with are:

- Book all activities on the Clubs portal calendar
- Confirmation of facilities
- Produce an updated Health and safety statement or event plan for special events
- Club Administration, marketing and communications
- Compliance with relevant UCC Sport policies and procedures

Details can be found on: [Club Management](#)

## **2.2 TRAINING**

UCC Sport is committed to providing the support needed for each club to function effectively and safely. Training is key to any successful club. We provide training to clubs for their committee members, support coaches in their training requirements as well as providing access to training via Sport Ireland or the Cork Sports Partnership. For further information on any training please contact [sport@ucc.ie](mailto:sport@ucc.ie)

<b>CLUB COMMITTEE TRAINING</b>	<b>COACHES TRAINING</b>	<b>SPORT IRELAND AND CORK SPORTS PARTNERSHIP</b>
<b>Captains Training</b> ..... <b>Secretary Training</b> ..... <b>Treasurer Training</b> ..... <b>PRO Training</b> ..... <b>Health &amp; Safety Training</b> ..... <b>Bystander Training</b>	<b>First Aid Course</b> ..... <b>Financial support for sport specific training courses</b> ..... <b>Induction Training - new coaches</b> ..... <b>Safeguarding</b>	<b>Safeguarding Training</b> ..... <b>Cork Sports Partnership Education</b>

**RESPECT PASSION**  
**DESIRE** |||||

## 2.3 SUMMARY CHECKLIST

KEY ACTIONS	CHECK
<b>GOVERNANCE - PLANNING - TRAINING</b>	
Hold AGM - elect Chairperson/Captain and officers for season ahead	
Club Officers to attend training (captains/secretary/treasurer/PRO)	
Develop and confirm competition, training and events plans for the season ahead	
Appoint coaches and invite to complete <a href="#">Coaches Registration Form</a>	
Submit gear for check and approval and then order	
<b>FINANCES</b>	
Complete online budget on the Clubs portal	
Complete financial transactions on portal -apply for grants, once activities are listed on the calendar	
<b>RECRUITMENT AND REGISTRATION</b>	
Identify and recruit potential members sign up using Club Force Membership Platform	
Register playing/nonplaying and associate members using Clubforce system	
<b>OPERATIONS - HEALTH &amp; SAFETY</b>	
Upload competition programme, training - details of fixtures to Calendar on Clubs portal and ensure calendar is kept up-to-date	
Update H&S statements	
Complete events plan for H&S as required	
Club facilities booked on Sports Key and with Mardyke Arena by DSPA	
Review progress - recruit Officers and Committee for next season	



# 3

# CLUB MANAGEMENT





## **3.1 INTRODUCTION**

This section contains all the relevant resources and information to help students, coaches and volunteers manage their clubs. Summary details on UCC club policies are available on the UCC Sport website: [Club Management Support](#)

All relevant members of UCC Sport should familiarise themselves with the information and policies and follow the instructions within. The policies shall be reviewed on an annual basis to ensure they continue to fall under best practice. Some of the key areas to note are:

- **Club management** - ensuring you have the right development plan, taking into account the club structure, potential partnerships, governance processes and giving you access to the right facilities you need to run your club.
- **Club finances** - helping you build a sustainable financial system, giving you access to the clubs portal for managing your funds, budgeting, generating income and more.
- **Club people** - Roles and responsibilities, training provided for new volunteers and develop your existing workforce including members, volunteers and coaches.
- **Club health and safety** - helping you manage your clubs activities safely for all its members.

## **3.2 CLUB COMMITTEES AND VOLUNTEERS**

For any Club to operate, every year they are required to vote in a committee, for most clubs composed of students and often with external support to organise and run Club events. At a minimum the Club must have the following executive positions filled:

- Captain/Chairperson
- Treasurer
- Secretary
- Public Relations Officer
- Health and Safety Officer

If one of the executive positions is not filled their roles and responsibilities revert to the captain/ chairperson of the Club. Apart from these positions the remaining Club committee can be filled based on the requirements and activities of the Club. Some common committee positions that Clubs have include:

- Vice-Captain/Vice-Chairperson
- Gear/Equipment Officer
- First Year Representative
- Records Officer
- Ordinary Committee Member
- Welfare and Consent Representative

Ensuring a Club committee has enough people to share the workload fairly and prevent any one individual from becoming overloaded is an important goal to remember when establishing a committee. Training will be provided by the Clubs' Executive for all executive committee members to ensure they have the knowledge required from the very start of the year to help with running their Club. All Club committee members are encouraged to reach out at any point during the year to any Clubs' Executive member to ask for advice and guidance for any element of running a Club that causes problems.

UCC Sport could not operate successfully without the extensive support and contribution of many different volunteers - students, alumni and members of the wider staff and community, who offer their time and expertise to ensure clubs can operate.

The UCC Alumni and Development Office provides great resources and information to connect with alumni and volunteers and can be reached here: [UCC Alumni and Development](#). Building connections with past students and engaging graduates in supporting a club is a key resource and we will be working with Clubs over the coming year to strengthen these networks.

### **3.3 CLUB ADMINISTRATION**

At the start of the academic year there are several administration requirements that every Club will be required to complete before being allowed to begin Club activities. These include:

- A Club's Budget
- A Health and Safety Statement
- Details on Club Officers

Throughout the year there are regular administration requirements of the Club members that allow them to access their finances and plan events. Most of these include:

- Financial Requests on the Club's Portal
- Event Plans and Risk Assessments for all events outside of regular training.

To remain organised and to keep the committee working on all relevant projects it is recommended that the committee host a regular committee meeting. The meeting should include updates from the captain and treasurer regarding the current state of the Club. The minutes of the previous meeting should be read out and approved and a new set of minutes should be taken to record the points discussed and any decisions made. If any vote on a decision needs to be held all committee members are eligible to vote. If the vote is a tie, then the captain/ chairperson has the casting vote.

For booking meeting rooms the Club committee can communicate with the Clubs' President ([president@uccclubs.ie](mailto:president@uccclubs.ie)) to book an appropriate room. Otherwise the Club can communicate directly with the Room Bookings Office ([roombookings@ucc.ie](mailto:roombookings@ucc.ie)).

### **3.4 CLUBS CONSTITUTION**

We will be reviewing and updating Clubs Constitutions and will provide updated details on the governance and operations of UCC Sport.

**REMAIN ORGANISED**  
**REVIEW & UPDATE**



## **3.5 CLUBS ANNUAL GENERAL MEETING**

Every Club is required to host an Annual General Meeting once a year to allow their Club members to vote in the committee for the following year. At the meeting, the committee should report to the members the progress and achievements that were achieved during the year. The Club captain and treasurer should make reports on the activities and finances of the Club for the year.

The Club members must be given two weeks' notice before the AGM to allow them time to prepare to run for a committee position. When holding a vote, it must be an anonymous ballot where all registered UCC students are eligible to vote. In the case of a tie the chairperson/captain will have the casting vote.

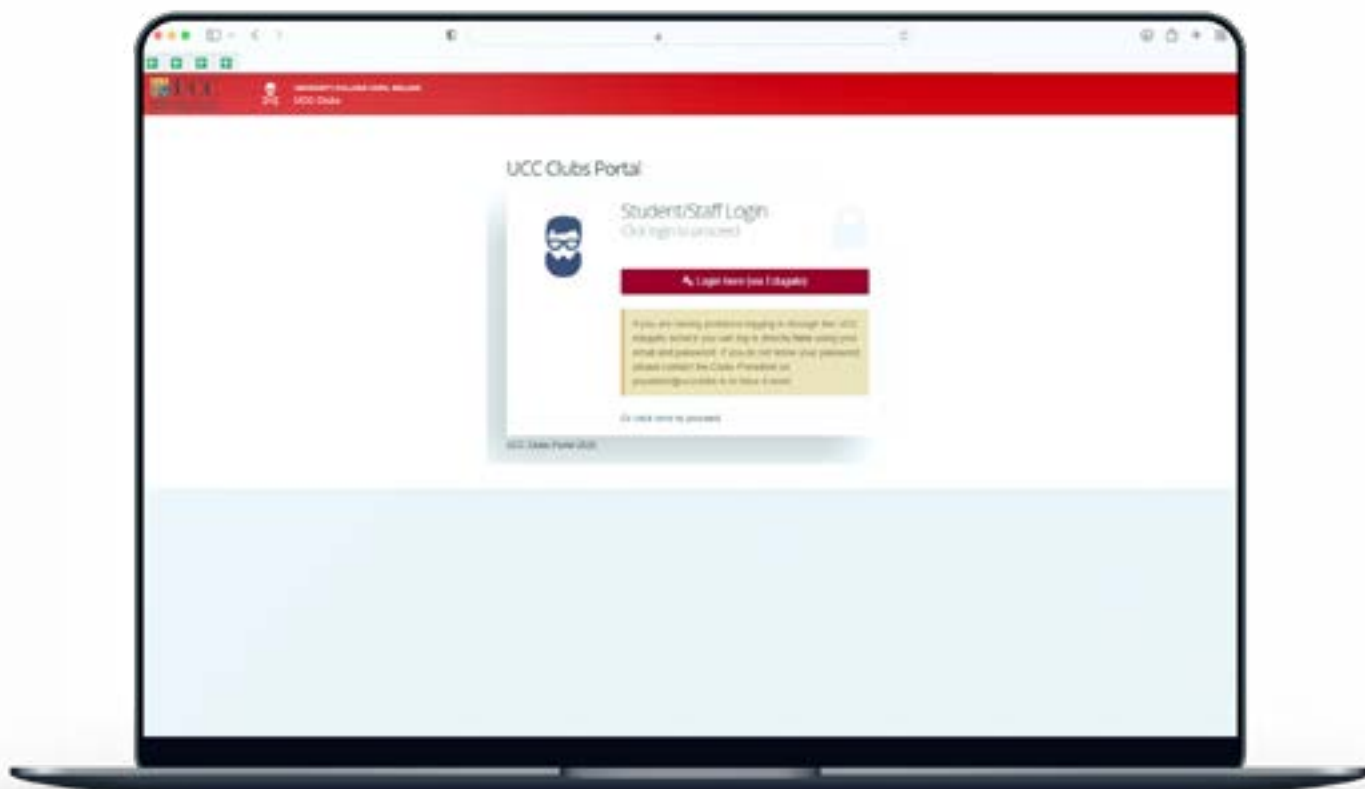
Clubs must have a Chairperson/ captain and officers in place. If there is no Chairperson/captain then they will not be permitted to function. Clubs should hold an AGM by 30th May 2024 for season ahead.

## **3.6 CLUBS PORTAL**

One of the most important tools available to both the Clubs' Executive and the Club committees is the online portal. Through the portal we can manage all our finance, events and membership. All club committee members are able to log in via this website : <https://clubsportal.ucc.ie/login/lock.php>. To log in you simply click on the 'Login here' button and use your student number and student password to log in.

Please see appendices for details on logging in and use of the portal:

# CLUBS PORTAL



## **3.7. SIGNING UP AND REGISTRATION OF CLUB MEMBERS**

### **REGISTRATION STEPS**

The Registration for Club members has been updated. The key steps are:

1. Sign up students and potential members interested in joining your club – playing your sport via Clubforce
2. Register members on the UCC Sport Clubforce system
3. Register your members as required for external competitions and leagues

### **MEMBERSHIP CATEGORIES**

UCC Sport will be providing clear and updated information on the definition of memberships for:

- Student membership;
- Associate members (graduates, staff, potential students, students from a third level institution in Cork who play for a UCC club and others) who need to be formally approved to join a UCC Sport club;
- Non Playing members e.g. Alumni, volunteers, coaches and other who support and join UCC Sports Clubs;
- Eligibility criteria for representing UCC Clubs

### **ENTITLEMENT TO CLUB MEMBERSHIP**

UCC Sport Clubs are in the main to support and include current registered students of UCC. All students are eligible to join a Club, however due to capacity constraints – Clubs may have to place a limited on numbers who join and participate.

A number of Clubs permit Associate members to join and represent the club. It is essential that all Associate members playing for a Club are first approved by the clubs executive. This process starts by clubs completing the online Associate Members request form

<https://forms.office.com/e/TQRkesbm8Z>

Once approved, the associate member will then register on Clubforce via the Associate membership plan. The DSPA must keep the register to include the names of successful applicants on the UCC insurance policy.

### **INSURANCE OF MEMBERS**

The student personal accident insurance is for registered students only but there an extension was granted in 2018 for the categories of students below

- Students who have left the university but are still members of clubs affiliated to the insured
- Students of secondary schools or colleges in Cork who are members of clubs affiliated to UCC and play for UCC
- Any UCC student who graduates and within 12 months of graduating from UCC would continue to play for the current season

SIGNING UP  
REGISTRATION

### **3.8. SIGN UP STUDENTS AND NEW POTENTIAL MEMBERS**

The Clubforce membership platform is a platform for students to register their interest in Clubs. Each club has their own Clubforce membership plans set up. UCC students can select a club(s) they wish to join, create an account and log in using their student email address.

Once logged in, students can sign up or remove themselves from the mailing lists of Clubs.

Overall, this platform helps in giving Clubs an easy way of bringing in sign-ups without any worries for GDPR and allows students to get in contact with Clubs more easily.



### **3.9. UCC SPORT CLUB MEMBERSHIP REGISTRATION PROCESS WITH CLUBFORCE**

UCC Sport have engaged in a collaboration with leading sports management platform [Clubforce](#) to provide a simple to use registration system **for all Playing - Non Playing and Associate Club memberships**. Training on this registration process will be provided to all Clubs and details will be provided through the [Club Management](#) section of the UCC sport website.

### **3.10. REGISTRATION FOR 3<sup>RD</sup> LEVEL, EXTERNAL LEAGUES AND COMPETITIONS**

UCC Clubs and teams participate in over 210 different competitions/leagues and cups at all levels. National/provincial and local competitions are governed by the relevant NGBs and their provincial/local associations. Clubs and team participate in over 165 3<sup>rd</sup> level competitions/ intervarsity's and leagues, governed by committees of NGS, SSI or different bodies. Each sport and competition will have its own registration and eligibility policies which the Club should be familiar with.

Clubs should provide details of their competition programme to UCC Sport and ensure all fixtures are updated on the Clubs calendar. **Clubs should not commit to hosting intervarsity's/3<sup>rd</sup> level competitions/leagues or major events without prior discussion and approval from UCC Sport.** All Intersvarsities and Third Level Competitions must be logged with Student Sport Ireland who will prepare a National Calendar for season ahead.

## **3.11 ROLE AND IMPORTANCE OF COACHES**

### **COACHES ARE KEY COMPONENT OF RUNNING CLUBS**

UCC Sport recognises the importance of coaching as a critical component of running our club sport programme. Sport in UCC depends and relies on our network of coaches and volunteers and we sincerely thank you for your work and commitment to develop sport in UCC.

### **REGISTRATION OF COACHES**

All Clubs are eligible to have a coach to assist in teaching beginners and preparing members for competition. It is the responsibility of the Club committee to find an appropriate coach and recommend them to the DSPA. Coaches should hold their NGB minimum qualification and/or relevant experience. Each coach will need to complete an online registration. The final deadline for registration of all coaches is 30 October 2022 [Coaches Registration Form](#)

### **ROLE OF COACHES**

Coaches will be invited to provide details of their roles and responsibilities and reporting relationships on the online registration form. Key issues to note:

- All coaching activities are carried out according to guidelines laid down by the Club.
- All child protection guidelines are adhered to.
- Sufficient coaches are available to ensure safe supervision of any particular section
- Specialist equipment such as weights, tackle bags, etc. are used only if there are qualified supervisors present
- Persons who are not members are not allowed to use the club's facilities
- First-aid kits are available for both training and matches

### **CODE OF ETHICS AND SAFEGUARDING**

UCC Sport will require Coaches to be Garda Vetted. We will implement this on a phased basis. We are advising all coaches and volunteers to complete the Sport Ireland Safeguarding 1 online course [Sport Ireland Safeguarding Training](#). We also require all coaches to complete a signed Code of Ethics and Conduct for Sports Coaches when registering

### **RESOURCES AND TRAINING**

We are developing resources and information to support the development and training of our volunteers and coaches. Our aim is to facilitate coaching for students through our clubs.

### **INSURANCE**

All registered coaches are covered by UCC insurance. All coaches and volunteers that train indoor Clubs will be provided with a card that will allow them to access the Mardyke Arena. **This card is only to be used for coaching activities and does NOT provide coaches with access to the Mardyke for recreational use.** If any coach is found to be using their Mardyke access for personal use their facilities card will be cancelled.

### **UCC POLICIES**

Everyone in the UCC community, including volunteers, are subject to [UCC Policies](#). Coaches should familiarise themselves with these and any other regulations, codes



or policies of UCC and UCC Sport.

### **HEALTH AND SAFETY, HAZARD, ACCIDENT AND INCIDENT REPORTING**

Each Club is required to prepare a Health and Safety Statement. Coaches should familiarise themselves with the contents of this statement. Please note:

- A Hazard is a potential source of harm or adverse health effect on a person or persons. The purpose of hazard reporting is to try to stop accidents before they occur.
- Students/coaches should be aware of their surroundings to prevent injury if possible. By reporting an uncontrolled hazard in advance of any accident or injury occurring you are helping to ensure the safety of yourself, your club / society members, and potentially the wider UCC community.
- An accident is defined as an unplanned event arising out of or in the course of a student activity resulting in personal injury or property damage.
- The Accident / Incident Report Form must be completed whenever an accident or incident occurs which results in injury, no matter how minor or damage to personnel or property. If personnel or property were not injured or damaged then the near miss selection should be used on the form
- [Report a hazard/accident](#)

### **3.12 CLUBS GOOGLE DRIVE**

Every Club is designated a google email address that can be used for all official Club business. Along with the email address every Club has a google drive that should be used to store all Club related files and any important documents used for managing Club activities. Every Club should keep a folder on their drive that contains any instructional documents and files created and distributed by the Clubs' Executive. Any crossover documents created by ex-committee members to help with the transition to a new committee and to help with organising Club activities should also be kept in this folder and it should be clearly marked to make it easily accessible. At the start of every year it is recommended that the Club take time to clear out any irrelevant documents from the drive to make it more easily navigated.

***Please note - clubs should familiarise themselves with UCC GDPR policies and assess compliance with these:*** <https://www.ucc.ie/en/gdpr/>

### **3.13 CLUBS POLICIES COMPLIANCE - STANDARDS, DISCIPLINE AND BEST PRACTICE**

One of our key values is respect. We want to create a positive and safe environment for all participants and volunteers engaged in sport in UCC. It is essential that we give and show respect at all times. We will be delivering and promoting the [UCC Bystander](#) training programme as a cornerstone of raising awareness and ensuring respect in UCC sport.

UCC Clubs are expected to adhere to the Code of Conduct which outlines the guidelines to recognising unacceptable behaviour, creating an inclusive and friendly environment in sport, and the complaints and disciplinary procedure relating to bullying and harassment.

The code of conduct and disciplinary procedures document can be found along with our anti-bullying policy, child protection policy and other documentation on this webpage: [Club Management Documents](#). The key policies to note are:

- [Clubs alcohol policy](#)
- [Clubs Appeal Procedure](#)
- [Clubs Awards and Accreditation](#)
- [Clubs Anti-Bullying Policy](#)
- [UCC Child Protection Policy](#)
- [Clubs Code of Conduct and Disciplinary Procedures](#)
- [Club Gear Guidelines](#)
- [Clubs Mental Wellbeing Policy](#)
- [Club Social Media Policy](#)
- [Club Vehicle Use Policy](#)
- [UCC Web and Social Media Policy](#)

## **3.14 GEAR GUIDELINES**

### **SUMMARY PROCESS**

Every Club purchases clothing and equipment every year and it is important that Club committees understand that there are certain restrictions applied to the purchase of clothing. Currently the Clubs' Executive recognises approved companies that Clubs can purchase clothing from.

These are laid out in the Gear Guidelines. This is a document circulated at the start of every year which contains the breakdown of how and where Clubs should go about ordering clothing and gear. Understanding these guidelines and following them to the letter is an important responsibility of every Club to ensure that the Skull and Crossbones and the use of branding for sponsors and the University is used properly. [Gear Guidelines](#)

**To ensure that all Clubs follow the guidelines no order can be placed by the Club until the design is approved by a member of the Clubs' Executive.** This is to make sure that no Club orders clothing that cannot be worn at competition. To receive approval for your designs, email the mock-ups produced by the supplier to the Vice -President ([vp@uccclubs.ie](mailto:vp@uccclubs.ie)) or the Public Relations Officer ([pro@uccclubs.ie](mailto:pro@uccclubs.ie)) to allow them to check the designs and allow an order to be placed.

### **PLAYING/COMPETITIVE GEAR DESIGNS**

The three essential logos on every piece of competitive club gear are:

- The Bank of Ireland logo,
- UCC Crest and
- UCC Sport Skull and Crossbones.

The skull and crossbones should appear on the front of playing gear. These may not be edited in any way from their original forms, but there are different choices of colour for the Bank of Ireland logo (navy or white). It is very important to note that the skull and crossbones MUST be as shown as per the guidelines. Other logos may be introduced with permission of UCC Sport. We will be working with Clubforce to add their logo to selected gear in the season ahead.

# GEAR **GUIDELINES**



## **OTHER SPONSORS/LOGOS**

When searching for other sponsors or placing logos on clothing there are two rules that must be followed:

- No sponsorship deal can be made with any company or business where their main trade is based around alcohol. Any deal of this nature will be in breach of UCC's Alcohol Policy.
- No sponsorship deal can be made with any company or business in direct competition with Bank of Ireland. This includes any financial or insurance institutions. This is subject to the agreement between UCC Sport and Bank of Ireland.

## **EXAMPLE**



## **NON PLAYING GEAR**

For non-playing gear there are no minimum sizes of any of the logos. Non playing gear is attire not worn when competing, i.e. to training, at competitions (including but not limited to half-zips, hoodies, jackets.) It is mandatory to have the Skull and Crossbones on all non-playing gear. The Bank of Ireland logo must also be on the gear and University Shield is at the discretion of the club committee. All non-playing gear must remain in the colour scheme of the UCC Sport colours - red, black and white. There can be no variation to this.

## **COACHES GEAR**

For coaches and club official's equipment a club can choose one of two options:

1. A coach can be provided with a club jersey identical to the team they coach. In place of where the player's name usually goes the word "COACH" must be shown.
2. The alternative option is a plain black, plain white or plain red polo shirt, jumper or jacket. This must have the UCC Crest on the right breast, the skull and crossbones on the left breast ("UCC COACH" or "UCC CLUB OFFICIAL" may be underneath) and Bank of Ireland logo on the right sleeve. Any other adornments are subject to Clubs Executive approval.

## **LEISURE WEAR**

UCC are working with specialist company **Tradcraft** to provide a range of leisure wear for all students and further details will be provided during the year.

## **APPROVED SUPPLIERS**

While all Clubs are bound to using the agreed suppliers for purchasing Club gear it is understood that our contracted supplier may not be able to provide the required gear for all Clubs. Some Clubs may require specialised clothing that our tendered partner is not capable of providing.

To receive permission to go outside of the tender and approach another supplier the Club must communicate with and provide the following details to the Clubs' Executive:

- The proposed alternative supplier to the current tender holder.
- The type and quantities of clothing that the Club would like to purchase.
- The reasons why the tendered provider is unable to provide the clothing. (A Club **MUST** contact the tendered provider first to establish whether they can in fact provide the required clothing).

Once an application is made to the Clubs' Executive, it shall be reviewed on a case by case basis and either approved or denied.

- UCC Sport has approved the following suppliers: ***O'Neills, Kukri, McKeever, Macron, Samurai Sportswear and Welch Sports.***
- All clubs MUST order their competitive gear from these companies.
- Exceptions will only be approved where there is no possible way of purchasing the clothing from these suppliers. To be granted permission to buy clothing outside of these six companies a proposal must be emailed to Clubs Executive President ([president@uccclubs.ie](mailto:president@uccclubs.ie)) stating very clearly the reasons why the club must go outside this group and the proposed alternative supplier. Such reasons may include requirements for specialist gear not manufactured by these companies, e.g. wetsuits, buoyancy aids or gymnastics leotards.

### **Make sure to order gear with plenty of time in advance of when you'll need it!**

- Before finalising any gear order a mock-up of the design MUST be emailed to either [pro@uccclubs.ie](mailto:pro@uccclubs.ie) or [vp@uccclubs.ie](mailto:vp@uccclubs.ie). Any gear designs that have not been approved by an exec. member will not be processed through the portal. If a club is found to have purchased gear without prior approval or to be in breach of the gear guidelines they will be subject to a serious sanction

## **NEW VIG / CLUB LOGO'S**

UCC Sport has updated branding and through this we've designed new club logos to go on gear / emails or wherever you see necessary. These are available on the UCC Sport Sharepoint site <https://uccireland.sharepoint.com/sites/UCCSportComms>. If you don't already have your club VIG, please contact [president@uccclubs.ie](mailto:president@uccclubs.ie) and I will send it on.



# 4

# CLUB FINANCES, COMPETITIONS AND EVENTS

## **4.1 CLUB FINANCES**

A key responsibility for a club committee is to ensure the Club finances are managed properly and that the Club can continue operating efficiently. ***Clubs can now prepare their budget online on the finance section of the Clubs portal.***

Clubs receive funding from UCC Sport to assist in the day to day running of the Club. **Bank of Ireland** are the main sponsors of UCC Sport, and we are delighted to welcome them back for season ahead and the next number of years and sincerely thank them for their generous support and contribution to a wide range of areas of sport in UCC.

Clubs engage in extensive fundraising activities to assist in funding the operation of the Club. There is considerable support and funds raised by Club through their own enterprises, contribution from members, funding raising and the generous support from Alumni, UCC Staff, the business community the wider region.

## **4.2 UCC SPORT FINANCIAL POLICIES**

All Club and Club Executive decisions and actions should be guided by the financial policies below. These policies have been developed in consultation with the Clubs' Executive, DSPA and key stakeholders within the University to ensure best practice when using Club funds and to also ensure that appropriate measures are in place to protect Club committee members. The policies will be reviewed annually and any issues or problems that Clubs find with the policies should be communicated to the Clubs' Executive President ([president@uccclubs.ie](mailto:president@uccclubs.ie)). The current approved policies are:

- Clubs Budget Management Policy
- Clubs Cash Handling Policy
- Clubs Credit Card Policy
- Clubs Financial Management Policy
- Clubs Financial Reporting Policy
- Clubs Payment Policy

The above policies are all available on the UCC Sport website under the menu heading of "Club Forms and Documents": [Club Management Support](#)

The basics of these policies will be laid out and explained each year at Captain's and Treasurer's training. Every captain and treasurer should familiarise themselves with these policies so that they can handle Club finances appropriately.

## **4.3 UCC SPORT ONLINE SHOP**

All club transactions should be carried out through the club shop i.e the selling of gear, payment for trips etc. The club shop is found on the Clubs Portal. See appendices for more in-depth information on how to use the club shop.



## **4.4 UCC SPORT CLUB FUNDING GRANTS: SUMMARY DETAILS**

### **SUMMARY GRANTS**

UCC Clubs can apply for funding under the following headings:

- Main Grant
- CAP CAP
- Competitions:
  - Intervarsities (Away)
  - Intervarsities (Home)
  - 3rd Level Leagues/Events
  - External National Competitions
- Intensive Training
- Courses - Coaching courses, First Aid, etc.
- Travel to Meetings
- Representative Travel
- Travel Subsidy
- Facility Hire

### **GRANTS APPLICATION PROCESS**

**Club completes and submits key information to the Clubs portal by 30<sup>th</sup> September.**

- Submission of details of clubs officers 30<sup>th</sup> September
- Activities uploaded onto clubs calendar by 30<sup>th</sup> September
- Summary competition programme by 30<sup>th</sup> September
- Summary health and safety statement
- Online budget on the portal by 30<sup>th</sup> September
- Compliance with attendance at Clubs Officers Training programme.
- NB Clubs must list all activities/training/competitions onto Calendar Section of the Clubs Portal

**Club applies for Club Main Grant, BOI funding, & Cap Cap on the Portal by 30<sup>th</sup> September.**

This funding provides necessary cashflow for club to commence activities.

**Club applies for competition funding, Intensive training, courses, Representative travel, Facility hire & Travel Subsidy – on an ongoing basis on the portal**

### **PAYMENT PROCESS**

Clubs must list activity on Calendar Section on the Clubs Portal first

1. Club pays for admin expenses, coaching services (if an additional expense other than that paid to coaches by DSPA), competition expenses (e.g. travel, accommodation, catering, referees, physio) and other operating expenses from clubs funds – main grant, additional Clubs Executive funding, Bank of Ireland sponsorship & other funding
2. Club books or pays for travel to competition or event once approved by UCC Sport.
  - Club orders and pays for gear once approved by Clubs Exec PRO &/or President and process for payment is clarified

#### **Please note:**

- Clubs can apply for grants on submission of their club budget for the season ahead and completion of relevant document updated to the [Clubs Portal](#).
- For further details on this please see UCC Sport website: [Club Management](#).
- If the Clubs have not completed these steps they will not be eligible to access funding for the season ahead. Clubs must comply with UCC Sport financial policies [Club Financial Policies](#).



## **4.5 UCC CLUBS MAIN GRANT**

Clubs apply for their main grant by submission of their club budget for the season ahead and completion of relevant document updated to the [Clubs Portal](#)

The Clubs financial year runs from the 1<sup>st</sup> of June until the 31<sup>st</sup> of May. On the 31<sup>st</sup> May each year the Club's Portal will be rolled over into the next financial year and all Club transaction will be archived in the records of the Portal. To ensure that Clubs plan properly for the financial year, each Club is required to submit a budget to the Clubs' Executive by the deadline communicated by the Executive Treasurer and/or President. The deadline will be set before exams commence at the end of the academic year to allow the outgoing committee to work alongside the incoming committee to best establish an accurate forecast of the income and expenditure the Club will process in the coming year.

The Club budget will be used by the Executive to establish how much funding the Club predicts it will need and to establish how much will be allocated to each Club.

The Clubs budget can be developed on the portal and should be completed by 30<sup>th</sup> September. This is a tool that should be used by Clubs throughout the year to remain aware of where their expenditure is going and to compare what was expected at the start of the year against the actual expenditure a Club incurs.

Plans regarding finances and activities should be tailored and adjusted as the Club sees fit should the actual income and expenditure of the Club vary significantly. Mismanagement of funds will not be tolerated by the Executive and negative balances will not be allowed at the end of the year. Club accounts are monitored throughout the year and if a Club is determined to be mishandling their finances they will be consulted with, and the Executive may decide to curtail

Club activities to prevent the Club from losing money.

## **4.6 CAPITAL CAPITATION**

- Capital Capitation or CAP CAP is allocated to each Club at the start of the year. CAP CAP is granted to allow the Club to make long term equipment purchases.
- CAP CAP is reimbursed to the Club as it is used and is not all deposited in the Club account at the start of the year. Any CAP CAP allocated but not used by the Club is retained by UCC Sport. To find the amount of CAP CAP used by the Club during the year go to the Finance Summary Report on the portal where CAP CAP Allocation records the amount of CAP CAP reimbursed to the Club throughout the year or the income section of your club account on the portal.

## **4.7 COMPETITION GRANTS**

### **INTERVARSITY AWAY**

- Clubs can apply for funding for recognised Intervarsity events. There will be limits as to the number of Intervarsities per club/teams in a club
- Clubs will be expected to give details to the Clubs Executive as to which competitions and teams should be prioritised for funding.
- The number of players that will be funded as per rates below with written confirmation of numbers travelling (i.e. safety plan/ hotel receipt, etc.).
- Any extra players from the details will be self-funded – by the Club or individual

**NB Clubs cannot use funding for staying an extra night for banquet.  
UCC Policy is not to support Banquets**



### GAA/RUGBY

**30 PARTICIPANTS**  
**+ 3 COACHES/MANAGERS**



### HOCKEY/SOCCER

**20 PARTICIPANTS**  
**+ 3 COACHES/MANAGERS**



### BASKETBALL

**12 PARTICIPANTS**  
**+ 1 COACH/MANAGER PER TEAM**



### VOLLEYBALL

**10 PARTICIPANTS**  
**+ 1 COACH/MANAGER PER TEAM**



### SQUASH/TENNIS

**6 + 1 PER TEAM**  
**MAXIMUM NUMBER OF**  
**TEAMS TO BE FUNDED - 5**



### ALL OTHER CLUBS

**UP TO 30 PARTICIPANTS**  
**+ 1 COACH/MANAGER**

- Start up Grant:



#### IRELAND:

**425 FOR GROUPS >15**  
**215 FOR GROUPS 10-15**  
**110 FOR GROUPS <10**

#### NORTHERN IRELAND:

**675 FOR GROUPS >15**  
**340 FOR GROUPS 10-15**  
**170 FOR GROUPS <10**



- Travel Rate per person:

**COLERAINE 48**

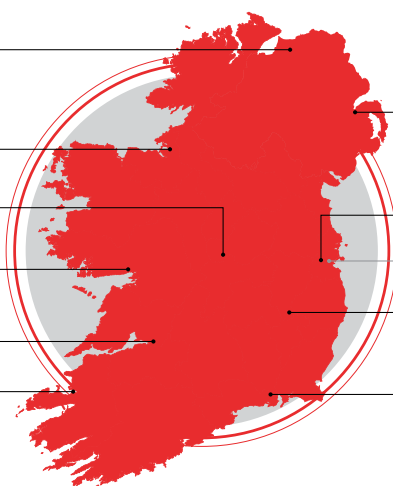
**SLIGO 38**

**ATHLONE 36**

**GALWAY 30**

**LIMERICK 25**

**TRALEE 25**



**BELFAST 43**

**MAYNOOTH 36**

**DUBLIN 36**

**CARLOW 30**

**WATERFORD 25**

**REPUBLIC OF IRELAND**  
**40 PER NIGHT**

**DUBLIN**  
**- CITY CENTRE**  
**45 PER NIGHT**

**NORTHERN IRELAND**  
**50 PER NIGHT**

*\*\*The number of nights is based on what is necessary to travel to and from a competition safely without any social/non-competitive aspect*

**\*\* Clubs will NOT receive funding for staying an extra night for a banquet etc.**

**\*\* Note new accommodation rate for Dublin - to be reviewed**

## **INTERVARSITY HOME**

Home intervarsity's are usually expected to be self-funding. UCC Sport may decide to assist a Club with the finances of an Intersivity if a loss is made. However, this shall be decided on a case-by-case basis. Details on proposals hosting an Intersivity must be submitted to DSPA ASAP and registered with SSI.

## **3RD LEVEL LEAGUE MATCH/EVENTS**

Funding is available to clubs who participate in officially organised University league matches and other approved 3<sup>rd</sup> level events: e.g. SSI leagues & cups, CUFL leagues & Cups, and tournaments, etc

	<b>TEAM/GROUP &gt;15</b>	<b>INDIVIDUAL RATE FOR GROUPS &lt;15</b>
<b>LIMERICK</b>	€380	€20
<b>TRALEE</b>	€380	€20
<b>WATERFORD</b>	€380	€20
<b>CARLOW</b>	€520	€24
<b>GALWAY</b>	€520	€24
<b>DUBLIN</b>	€670	€28
<b>MAYNOOTH</b>	€670	€28
<b>ATHLONE</b>	€670	€28
<b>SLIGO</b>	€730	€32
<b>BELFAST</b>	€730	€34
<b>COLERAINE</b>	€790	€38

- Accommodation for league matches played in Northern Ireland, etc may be funded at Intersivity rates, at the discretion of the Clubs Executive.

## **EXTERNAL NATIONAL COMPETITIONS (FORMALLY SPECIAL EVENTS)**

Funding is available to clubs who participate in officially organised National Leagues and/or Cup competitions

- National cup matches and other such national events will be considered under this heading.
- Travel Rate: as per 3<sup>rd</sup> Level League Match/Events rate
- Night Rate per person: as per intersivity away rates
- **\*\*The number of nights is based on what is necessary to travel to and from a competition safely without any social/non-competitive aspect\*\***
- Accommodation for league matches played in Northern Ireland may be funded at Intersivity rates, at the discretion of the Clubs' Executive.
- Note clubs will need to prioritise which teams and which competitions can access funding and how they will cover their costs.



## **4.8 INTENSIVE TRAINING**

Clubs can apply for Intensive training in special circumstances to prepare for events/leagues and competitions. The club should submit a request and details on what the training is- purpose and those attending. Rates will be the same as 3.1. and max 2-night accommodation will be subsidised. Max 1 event per team per season.

## **4.9 COURSES**

### **Coaching Courses, First Aid Training, etc**

Requests made for any courses must demonstrate that they are necessary for the safe operations of the club and/or must demonstrate that courses are relevant for the improvement of the club.

Students who engage in courses receive funding as follows:

- 25% of the cost for final year and/or postgraduate students
- 30% of the cost for third year students
- 50% of the cost for first & second-year students
- 75% of the cost for long term coaches

## **4.10 TRAVEL TO MEETINGS**

- Travel to meetings will be considered for funding. Maximum two people per club will be supported to represent club at a meeting. Requests will be assessed on a case-by-case basis, and any found to be unnecessary will not be funded.
- Rate per person:

**COLERAINE 67**

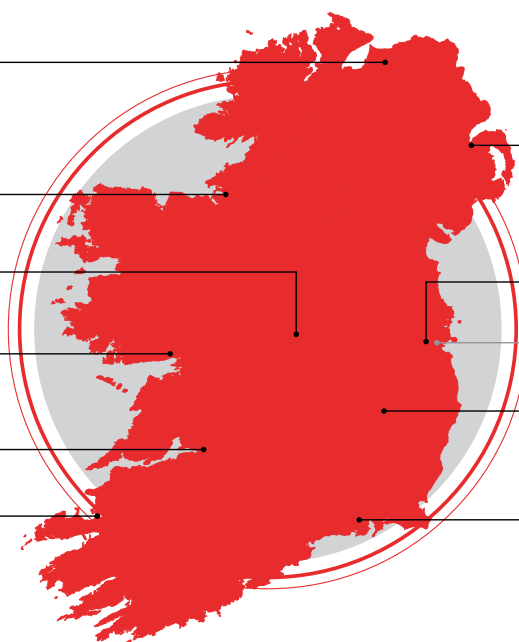
**SLIGO 50**

**ATHLONE 44**

**GALWAY 38**

**LIMERICK 33**

**TRALEE 33**



**BELFAST 62**

**MAYNOOTH 44**

**DUBLIN 44**

**CARLOW 38**

**WATERFORD 33**

## **4.11 REPRESENTATIVE TRAVEL**

- In order to apply for representative funding, students must be selected by the Governing Body of their sport or UCC Sport, and a selection letter must accompany all applications.
- Students should in most instances be an active member of the relevant UCC Sports Club. If not, the application will be looked at on a case-by-case basis
- For students attending representative training sessions outside of Cork, “Travel to Meeting” rates will apply There is a limited fund for this so multiple claims by an individual will not be considered
- The amount is dependent on travel and accommodation costs as well as the production of receipts. All relevant receipts or other proof of expenditure MUST be uploaded to the portal.
- If an athlete is in receipt of funding from their national governing body towards the event or receives funding throughout the year to support them taking part in events, e.g. being a carded athlete, this must be declared upon requesting funding from UCC Sport.
- Those students who are in receipt of funding through the Sport Ireland (SI) Carding Scheme will be considered as follows:

<b>SI CATEGORY</b>	<b>AWARD BY SI</b>	<b>UCC</b>
<b>Podium</b>	<b>Full award</b>	<b>No funding</b>
<b>World Class</b>	<b>50% award</b>	<b>25% funding of relevant costs</b>
<b>International</b>	<b>25% award</b>	<b>50% funding of relevant costs</b>
<b>Developmental</b>	<b>Support services</b>	<b>50% funding of relevant costs</b>

N.B. Should an approved event be cancelled after an athlete has received approval and funding, they will be expected to return all amounts received

A report of an overseas event must be submitted following participation.

## **4.12 FACILITY HIRE GRANTS**

- Some funding is available to Clubs who due to the lack of availability of college facilities are forced to hire facilities. The Department of Sport and Physical Activity must be notified in advance, and this does not guarantee funding will be granted.
- Up to 50% of the cost may be funded. Facility hire will be considered on a case-by-case basis and a Club which has received funding in past years is not guaranteed to receive funding again this year.

## **4.13 TRAVEL SUBSIDY**

### **NON-COMPETITIVE EVENTS**

- To cater for ('outdoor pursuit' type clubs). Forms must be completed at end of each term and must be accompanied by invoices or receipts of payment.

### **TRAVEL SUBSIDY - LOCAL LEAGUES/COMPETITIONS**

- To cater for clubs who compete in local competitions/events not covered in the above headings

**Note:** Travel subsidies are allocated at the end of the year subject to the standing of the Club finances at the end of the financial year.

### **OTHER**

- Clubs may apply for funding under "Other" if they are seeking funding for an event/competition not included in the above categories

## **4.14 EVENT PLANNING**

Throughout the year many Clubs will look to host Intervarsities and competitions to bring together Clubs from across the country and give our members the opportunity to compete against other Universities and make friends. Taking on the responsibility of hosting a competition is an excellent learning opportunity and it is encouraged that any Club intending on doing so begins planning well in advance to allow the competition to be as successful as possible.

At the end of every year the Deputy Head of Sport and Physical Activity will send out a form requesting information from every Club with regards to their required facilities for training in the coming academic year. As a part of this form information regarding any competitions that the Club would like to host will also be requested. To ensure that the required facilities are available the Club should make the Department aware of their intention to host a competition as soon as possible. This will give plenty of time for preparations.

In advance of hosting a competition there are several requirements that a Club will need to fulfil and show their planning. Members of the committee will need to meet with the Deputy Head of Sport and Physical Activity as well as the Clubs' Executive President to lay out the plans for the event and to ensure all the required elements have been considered and planned for.

## **4.15 EVENT PLAN**

To be allowed to host a competition a Club will be required to submit an event plan detailing all required fields of information and providing a breakdown of the event. The event plan will include the details including:

- Organisers details.
- An event timetables.
- First aid requirements and designated first aiders.
- A risk assessment detailing the possible associated risks the event will have and the mitigations taken on behalf of the organisers to provide the best possible Health and Safety standards.
- Details of fundraising for the event.

This plan will be assessed by the Clubs' Executive and DSPA and the Club will be given the approval required to hold the event once all is in order. Details on how long before an event the Event Plan is to be submitted will be provided during the Health and Safety training as well as within the Health and Safety Manual provided to all Clubs. Event plan templates can be found at the following website: [UCC Student Experience](#).

## **4.16 EVENT BUDGETING**

To run any competition managing the finances of the event is one of the most crucial parts of an organising committee's job. Determining the budget for the required expenditure to host the event and then working out the income required is among one of the first tasks that the committee should focus.

To do this creating a budget that is regularly checked and updated is crucial. For any event that is hosted by a UCC Club it is expected that the event will break even financially. The Clubs' Executive will not immediately support any requests for funding of home competitions. Understandably issues can occur, and unexpected circumstances may lead to a Club requiring extra support for their event but in the first instance.

## **4.17 SPORT ABSENT NOTE**

If a Club member is required to represent UCC in key competitions and be absent from a class/lecture, the Student can apply for a Sport Absent note to present details to the relevant lecturer. The final agreement to facilitate a student in this process rest with the relevant lecture. Individuals submit application for '[Sport Absent Form](#)' when missing classes for authorised competitive club events

# 5

## HEALTH AND SAFETY



## **5.1 HEALTH AND SAFETY POLICY**

The health and safety of students taking part in any Club activities is of utmost importance to all of those involved in managing the activities of UCC Sport. It is expected that, as representatives of UCC Clubs, all committee members will conduct themselves appropriately and carry out their roles to the best of their abilities, keeping in mind the safety of all those that take part in their activities. The purpose of the UCC Student Activity Health and Safety Policy is to provide a framework for managing Health and Safety risks, which arise as a result of non-academic, student led activity in University College Cork [Student activity safety policy](#)

The aim of the policy is to prevent injury and ill health to students and everyone else impacted by student led activity; consequently, it is critically important for each student representation group (Clubs, Societies, Student's Union, Executives, Student Life Project, etc) to identify hazards and minimize risks by taking effective preventive and protective measures. Safe practices will be secured by following steps outlined below and filling in the clubs portal correctly.

Events must be uploaded onto the calendar prior to completing the health and safety section on the portal. Once uploaded on the calendar the event type will indicate whether it is covered under the generic risk assessment attached to the safety statement completed at the beginning of the year or if a specific risk assessment (SRA) is required.

If a SRA is required, it must be submitted via the portal where all forms are available.

While the health and safety statement is being completed and approved specific risk assessments and event plans must be completed which can be accessed via the portal.

For overnight trips, emergency contacts and personal medical information must be completed on Club Force. It is the responsibility of the trip organiser to ensure that all members on the trip have done so.

To ensure that Club activity is conducted as safely as possible there are strict policies and procedures in place that committee members must familiarise themselves with and must follow to the letter. These guidelines are laid out clearly below.

## **5.2 SAFETY STATEMENT**

At the start of every year each Club will be required to fill out and submit a safety statement to the Clubs' Executive which will be approved and recorded. The safety statement is an agreement between the Club and the Executive to abide by University Policies and conduct Club activities in a safe and well managed way. The details to be included in the safety statement are:

- The Club safety policy.
- The names and positions of the Club committee.
- Any specified committee officers responsible for Health and Safety.
- The details of any health and safety arrangements for regularly used training/competition locations.
- Health and safety equipment used by the Club and any procedures that will be followed in the event of a fire or other emergency.
- Details of the Club's trained first aiders.

## **5.3 SPECIFIC EVENT PLANS**

For any event that is not covered by the safety statement a Club must fill out and submit an event plan. Event plans are incorporated within the specific risk assessments. When choosing your event on the calendar, if your event type does not state that a specific risk assessment is needed it is covered in the health and safety statement completed at the beginning of the year.

Prior to approval of the annual health and safety statement or to the update on the clubs portal event plans must be filled out. Event plans are available on the clubs portal and are broken down into 3 categories:

- Event on Campus.
- Event off Campus.
- Trip-Away.

Once the clubs portal is prepared the specific event plans will be incorporated into the specific risk assessment, until such a time please fill in the above event plans. Each event plan must contain all the relevant details for the event and must have a risk assessment that breaks down any possible risks for the event. The event plan must contain details on the organisers of the events as well as the timeline and purpose of what the event occurs. Any event that does not fall under what is included in the Safety Statement must have an Event Plan, this includes:

- Balls.
- Intervarsities.
- Once off competitions.
- Ticket sales.
- Fundraising events.

## **5.4 ACCIDENT AND INCIDENT REPORTING**

All Clubs must report any accidents, injuries or near miss events that take place during any Club activity. This information is used by the University to keep track of all accidents and incidents that take place and to ensure that all Health and Safety Policies are kept up to date to ensure the safety of students. The levels of incident are described in the Health and Safety Manual and are explained at Safety Training. Further details can be found here: [UCC Student Health and Safety](#)

A Hazard is a potential source of harm or adverse health effect on a person or persons. The purpose of hazard reporting is to try to stop accidents before they occur. Students should be aware of their surroundings to prevent injury if possible. By reporting an uncontrolled hazard in advance of any accident or injury occurring you are helping to ensure the safety of yourself, your club / society members, and potentially the wider UCC community.

An Accident is defined as an unplanned event arising out of or in the course of a student activity resulting in personal injury or property damage.

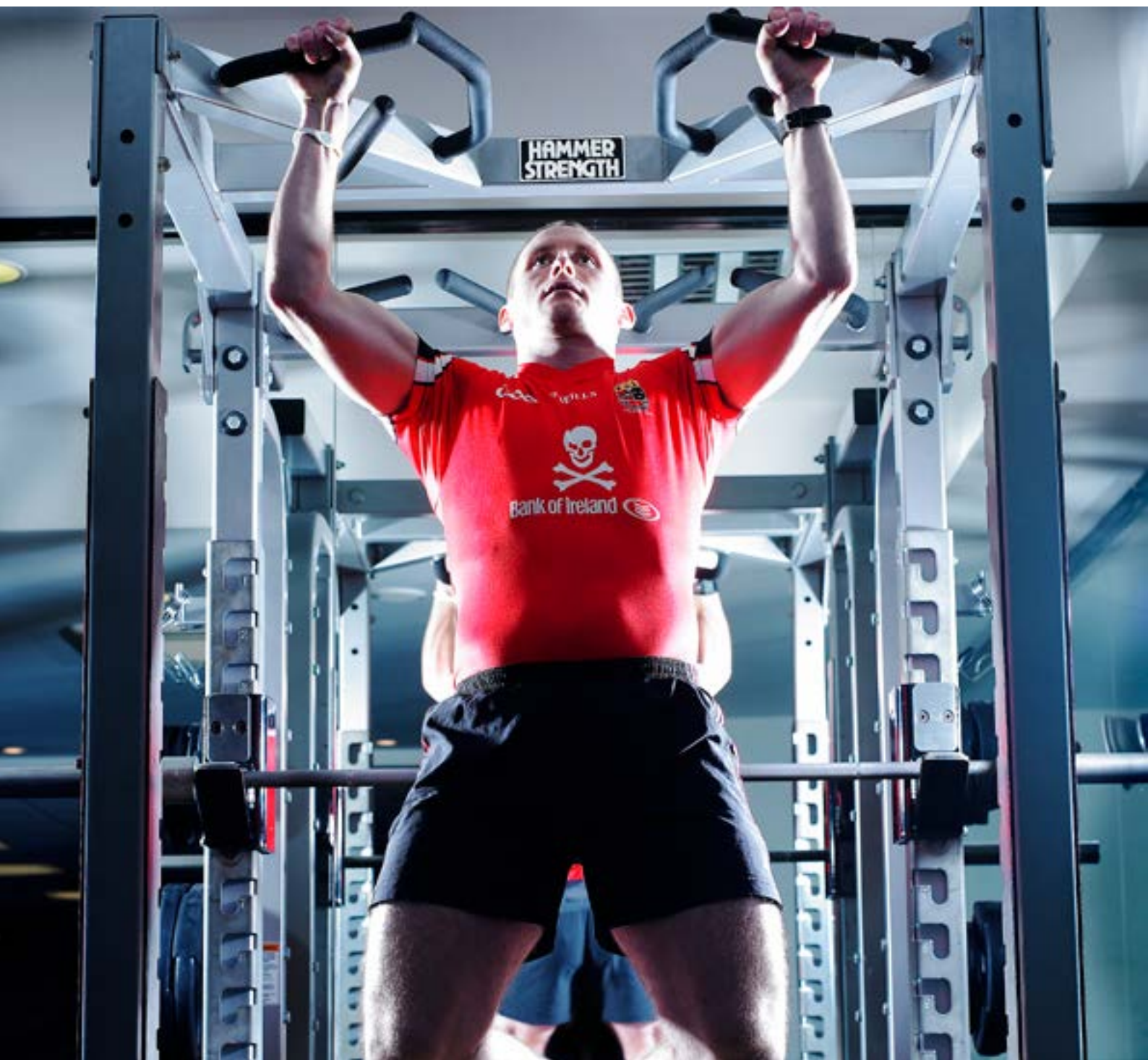
The Accident / Incident Report Form must be completed whenever an accident or incident occurs which results in injury, no matter how minor or damage to personnel or property. If personnel or property were not injured or damaged then the near miss selection should be used on the form.

[Report a hazard / accident](#)

## **5.5 INSURANCE AND INJURY CLAIMS**

All members of UCC Clubs that are registered students within UCC are covered by insurance for taking part in Club activities. If a Club member is injured while taking part in Club activities, they can receive reimbursement for medical expenses for any acute injury that is diagnosed, once a receipt can be produced. This scheme covers a limited number of physiotherapy sessions for any diagnosed acute injury.

**Students are responsible for the initial payment and can apply for reimbursement through their insurance. To apply for a reimbursement for treatment the individual must fill out the [Personal accident online form](#) within seven days of receiving the injury. Students will be expected to use their own personal insurance company in the first instance if they have private health insurance. UCC will cover any shortfalls.**







# MARKETING AND COMMUNICATIONS



## 6.1 INTRODUCTION

Staying in touch with your members and promoting Club activities is an important part of a Club committee members job. There are a few key points that all Clubs must be aware of when creating designs to ensure they remain within the standard visual identity guidelines for all clubs.

- The Skull and Crossbones ([UCC Skull and Crossbones patent](#)) is the trademarked logo for UCC Sport in Ireland. This means that only UCC Clubs and other affiliated UCC Sport bodies can legally use the logo. To ensure the trademark is retained the Skull and Crossbones cannot be modified in any way and can only be used as it is shown on the above link. In the past there was a pattern of Clubs personalising the Skull and Crossbones however this practice is no longer allowed to ensure the trademark is protected. Any Club that wishes to use an image file of the Skull and Crossbones can get in contact with the Clubs' President or PRO to get the appropriate image.
- The official colours of UCC Sport are Red, White and Black. While these aren't required to be the sole colours used by Clubs in designs and images, any official Club clothing or documentation should be restricted to these three.
- UCC Sport has a Sharepoint site whereby each club has a folder -UCC Sports Comms (Hyperlink to link below) In this folder is access to your clubs logo, PRO training slides, images. We would encourage clubs to use this folder to share images and video's that you have permission to use, so UCC Sport can use them on our social media and website platforms to help promote your sport. <https://uccireland.sharepoint.com/sites/UCCSportComms>.

## 6.2 UCC SPORT WEBSITE

UCC Sport constructed a new website [sport.ucc.ie](http://sport.ucc.ie) to reflect the changing needs of students and the



As part of that process, the four primary audiences outlined below were identified.



These audience form the basis of UCC Sport's and clubs digital communications strategy. In real terms, this means that UCC Sport's digital channels should be leveraged to speak with prospective club members, current club members, the UCC sport community and elite athletes.

## **6.3 CAMPAIGNS**

UCC Sport are affiliated to and work closely with [Student Sport Ireland](#) and other 3<sup>rd</sup> level colleges to promote sport and physical activity. The [#FindYourTeam Campaign](#) was launched by SSI and will be re-activated for the season ahead. The campaign was developed by SSI to increase participation in sport amongst the student population, to encourage students to get back into college sports, and to join a sports club on their return to campus.

The [International Day of Student Sport](#) is on 20<sup>th</sup> of September. This is around the time of Club Open Days, Sophomore Week and Freshers Week and presents a great opportunity to highlight Club sport and recruit new members.

## **6.4 SOCIAL MEDIA**

Making use of social media is a keyway of staying in contact with existing and future potential Club members. All Clubs are welcome to have Club pages across media such as Facebook, Instagram, Snapchat, tik Tok etc. These pages must be used responsibly with regards to content. Any suspected usage in breach of any UCC policy such as the Duty of Respect and Right to Dignity Policy will be dealt with seriously. Any social media should be used as a form of communication for events and training and for gathering new members and tag [@uccsport](#) in all communications. We will be providing detailed training on maximising social media and content development.

## **6.5 EMAIL - COMMUNICATION BETWEEN MEMBERS**

One of the main ways of communicating with your members will be through your email. Every club has a dedicated Gmail account that is managed by the Clubs' Executive President. If at any stage the Club is locked out of the account or loses the password, then you can communicate with the President ([president@uccclubs.ie](mailto:president@uccclubs.ie)) to reset the password or regain access to the account.

## **6.6 AWARDS**

Throughout your time as a UCC Club Committee member there will be multiple opportunities to apply for awards and achievements to have the time and dedication that you put into your Club recognised and to give you something that will stand out on a CV to potential employers.

LET'S STAY  **IN TOUCH**

## **6.7 EMPLOYAGILITY AWARDS**

Every year the Careers department provide the opportunity for students taking part in extracurricular activities to register the hours they volunteer and to be awarded with recognition at the end of the year. Every student is eligible to receive multiple awards and there are multiple pathways for different types of awards that can be received. It is possible to receive an EmployAgility Award for partaking in the first aid course provided during the year by the Clubs' Executive. To take part in the EmpllyAgility Award you can find plenty of information on their website <https://www.ucc.ie/en/careers/areyouacurrentstudent/getexperience/awards/>

## **6.8 CLUBS' EXECUTIVE AWARDS**

Every year the Clubs' Executive gives out awards for both Clubs and individuals at the Clubs and Societies Ball in March. The categories of these awards mostly stay the same and Clubs can prepare throughout the year for filling out the application form at the appropriate time.

The Club specific awards are:

- Club of the Year Award.
- Most Improved Club of the Year Award.
- Competitive Event of the Year Award.
- Non-competitive Event of the Year Award.

Four other awards determined each year by the Executive depending on what the Executive would like to recognise. Some examples of these awards in the past include:

- Charity Champion Award.
- Green Initiative Award.
- Best Photo/Video Award.

As well as the Club specific awards the Clubs' Executive recognises specific individuals within Clubs who put a huge amount of dedication and time into the management and administration of running Clubs. The individual awards take into consideration may different elements but mainly focus on the input of individuals into running their Club and pays less attention to the competitive success of an individual. The competitive successes and recognised later in the year at the UCC Sport Star Awards.

The individual Clubs' Executive Awards include:

- Seven Bene Merentis Awards that give special recognition to seven outstanding club committee members each year.
- Club Person of the Year Award: The Club Person of the Year is chosen from amongst the seven Bene Merantis and is determined to be the individual that contributed the most to UCC Clubs throughout the year.
- Fresher of the Year Award: The Fresher of the Year is to recognise a student who took part in managing a Club throughout their first year registered as a third level student in UCC.

## **6.9 UCC SPORTS STAR AWARDS**

Every year the Department of Sport and Physical Activity recognises ten students who have shown prowess on the field and within competition. These awards are sponsored by the River Lee Hotel in association with Bank of Ireland and are presented at a ceremony within the River Lee Hotel towards the end of the academic year. To achieve a Sports Star Award, Clubs and coaches are asked to nominate members of their Club which they feel are worthy of receiving the recognition from the Department. An adjudication committee then determines who shall be chosen to receive one of these awards. [UCC Sport Stars](#)

## **6.10 STUDENT UNION LEADERSHIP AWARDS**

Every year the Students' Union give out several Leadership Awards in the second semester to students who are recognised to have contributed significantly to student life on campus throughout the year. To find out more information about these awards, look on the Students' Union website (<https://www.uccsu.ie/>) or contact the Students' Union President ([president@uccsu.ie](mailto:president@uccsu.ie)).

## **6.11 SSI - STUDENT SPORT IRELAND AWARDS**

Student Sport Ireland recognise excellence in 3<sup>rd</sup> level sport through a series of awards including

- Sports College of the year
- Event of the year
- Student leader of the year

Details can be found at: [Student Sport Ireland](#)

## **6.12 USI AWARDS**

Similarly, to the Students' Union, the Union of Students in Ireland have a variety of awards every year during the second semester that individuals can apply for. These include awards such as:

- Activist of the Year.
- Charity Champions of the Year.
- Environmental Activism of the Year.
- Equality Campaign of the Year.
- Outstanding Contribution to Student Life.
- Student Leader of the Year.

More details on these awards can be found on the USI website (<https://usi.ie/>) or you can contact USI through [info@usi.ie](mailto:info@usi.ie).



# PERFORMANCE SPORT



## **7.1 ABOUT UCC SPORTS PERFORMANCE PROGRAMME**

The purpose of UCC Sport's performance programme is to support UCC teams and athletes in performing to their full potential. The programme is tailored for our sports scholarship students, our elite teams and athletes performing at top level sport in Ireland and internationally. We work with our clubs, coaches and specialist staff in the areas of sports science, conditioning, nutrition, sports medicine, sports physiology and sports analysis. We also work in partnership with national governing bodies, provincial sports organisations, and with Sport Ireland in the delivery of the new high performance strategy. We also provide annual sports scholarships to help students achieve their goals.

## **7.2 WHAT THE PERFORMANCE PROGRAMME ENTAILS**

Student athletes admitted to the UCC Sport Performance programme begin by completing a performance plan which provides an assessment of the student-athletes' needs and requirements. A suite of support services will be available to student-athletes and allow them to fulfil their full sporting and academic potential. [UCC Sport Performance Framework](#)

- Access to expert Strength & Conditioning training
- Sports psychology, finance and time management workshops
- Mental health support
- Ongoing academic support
- Goal setting, performance planning and career advice
- Physiological and fitness testing
- Cardiac screening
- Health and nutrition advice
- Financial bursary

## **7.3 UCC SPORT SCHOLARSHIP PROGRAMME DETAILS**

UCC Sport provides sports scholarships to talented dual career athletes to support them to progress in their studies and education. The UCC Sport Scholarship programme aims to support athletes achieve their full potential and is divided into two main strands UCC Team Sport Scholarships and UCC Individual Sport Scholarship - download our brochure <https://www.ucc.ie/en/sport/performance/sport-scholarships/>

**PERFORM TO  
YOUR  
POTENTIAL**



## **7.4 TYPES OF UCC SPORTS SCHOLARSHIPS**

The UCC Sport Scholarship programme aims **to support athletes achieve their full potential** and is divided into two main strands:

**UCC Individual Sport Scholarship** – The Individual Sport Scholarship is open to applicants involved in team sports or individual sports other than the core sports. The sport/sporting organisation must be recognised by Sport Ireland.

**UCC Team Sport Scholarships** which covers Hockey, Rugby, Soccer and Gaelic games: Gaelic Football, Hurling, Ladies Gaelic Football and Camogie.

The **Quercus Talented Students' Programme** is a scholarship programme that supports and promotes excellence in academia, **sport**, creative and performing arts, active citizenship & innovation/entrepreneurship. [Visit the Quercus website for more information.](#)

Within these scholarships there are several sponsored scholarships -

- MJ Dowling Hurling Scholarship
- Moss Keane Rugby Scholarship
- Jason Foley Memorial Scholarship
- Bank of Ireland Scholarships
- Gym+Coffee Women in Sport Scholarships

## **7.5 KEY DATES**

The key dates for the 2022/23 Sports Scholarships are:

<b>ACTION</b>	<b>DUE DATE</b>
UCC Sport Scholarship Applications open online	1 <sup>st</sup> March
Closing date: <b>Individual &amp; Team Sport applications</b>	14 <sup>th</sup> April
Confirm Sports Scholarships	1 <sup>st</sup> September
Athlete Induction, Performance Planning and Testing	1 <sup>st</sup> September
Payment 1	December
Athletes workshops - reviews	March
Payment 2	End of June on production of exam results and end of year report.

**KEY** |||| **DATES**  
**FOR SCHOLARSHIPS**





## **7.6 SPORT IRELAND ACCREDITATION FOR STUDENT-ATHLETE SUPPORT (ASAS)**

### **UCC AWARDED ASAS STANDARD**

Sport Ireland published a new High Performance Strategy in July 2021. A key initiative is to support dual career athletes. ASAS is an accreditation recently developed and launched by Sport Ireland aimed at providing equal opportunity to all high-performing student-athletes to combine sport and education. Sport Ireland accreditation (ASAS) is the first of its kind in Ireland and provide an exciting opportunity to harmonize support structure and implement defined guiding principles. UCC is delighted to be confirmed among the first of three 3rd level colleges in Ireland to be awarded the ASAS standard in recognition of meeting the national ASA standard of dual career development support to high performance athletes registered with UCC.

Creating a formal network of dual-career accredited institutes will enable a more effective, structured, and consistent system, benefiting the athletes, third-level institutes, and sports. This will also help to provide surety and formal guidance to third-level institutes and assist in developing a more formal system of communication between sport and education providers. Sport Ireland wish to identify and establish a network of accredited institutes that support elite athletes to achieve dual-career excellence by applying guiding principles.

High-performance athletes have unique demands in comparison to the non-student athlete population (e.g. increased time and energy demands, increased accountability to various support providers, international travel and competition requirements), and require flexible and supportive structures to successfully attain a dual career. Creating an environment that supports dual career athletes is a key success factor. A suitable dual-career environment requires understanding and consistent, structured support. Differences in the recognition and availability of dual career support within third-level institutes exist worldwide.

### **ACADEMIC FLEXIBILITY**

1. Student-athletes wanting to avail of such arrangement will have to register with UCC Sport, complete a performance plan and clearly highlight potential exam clashes.
2. If clashes are unavoidable then the remote sitting of exams can be organised assuming all of the conditions for the open and transparent running of an exam as laid out in Exam Procedures and Regulations can be met.
3. When the above two steps still do not meet the needs of the individual student, then it will be possible for the applicant to sit repeat exams without penalty.
4. If it is not possible to sit repeat exams because of other external requirements (Further competitions etc.) then acceptable alternative assessment methods outside of the normal examination timetable may be offered by the School/Department in consultation with the Exams Office.

## **STUDENT-ATHLETE STANDARDS AND COMPETITION LEVELS**

UCC Sport recognises that students participate in a wide range of sporting and recreational activities.

However, only a defined student-athlete population and competing at a specific standard of competition will be able to avail of exam flexibility. As outlined in the Sport Ireland policy; Student-athletes should be recognised as a *high-performance athlete* by one of the following:

- Sport Ireland and Sport Ireland Institute
- A National Governing Body
- Players Association
- The third-level institute's Sport Scholarship and/or Sports Performance Programme

## **ACCESSING THE ASAS SERVICE**

If you are intending to avail of this service, please use the following link and a member of staff will follow up with you: <https://submit.link/14Z>





# FACILITIES

## **8.1 INTRODUCTION**

UCC Sport aims to provide excellent sports facilities and services for students, staff and external groups and users at our sports grounds at the Mardyke Sports Grounds and The Farm, Curraheen Sports Grounds.

Our facilities at the Mardyke Sports Grounds include grass and synthetic pitches, athletics track, the Mardyke Pavilion as well as home of the state-of-the-art [Mardyke Arena](#).

Our facilities at Curraheen Sports Grounds, affectionately referred to as ‘the Farm’ consists of 50 acres of playing fields. These pitches cater for soccer, rugby, GAA, Aussie rules, cricket, ultimate frisbee to name but a few.

All outdoor sports facilities at UCC Mardyke Sports Grounds and the Farm, Curraheen Sports Grounds must be booked in advance.

All club bookings must be done via the Clubs Portal calendar.

## **8.2 MARDYKE ARENA**

The Mardyke Arena UCC ([www.mardykearena.com](http://www.mardykearena.com)) is a subsidiary of the University which provides a wide range of services and facilities for students and external members. As well as providing automatic membership to all of the gym facilities for all students the Mardyke provides facilities for many of the indoor Clubs. The facilities in the Mardyke include but are not limited to:

- A twenty-five-metre swimming pool.
- A free weights gym.
- Several different fitness gyms with state-of-the-art resistance and cardio equipment.
- Multiple activity studios where both Club and general classes take part.
- A rock-climbing wall.
- The Arena Clinic.
- Two squash courts.

This year, the Arena launched their new state of the art high performance gym. The High-Performance Gym aims to be a centre of excellence, dedicated to empowering athletes and teams to reach their highest potential. Through cutting-edge training, research, innovation, and holistic athlete development, the gym will provide student athletes and teams with the resources they need to excel on the national and international sports arena.

All bookings for Club activities within the Mardyke Arena are to be done through the Deputy Head of Sport and Physical Activity ([sport@ucc.ie](mailto:sport@ucc.ie)).



## **8.3 UCC SPORT GROUNDS - THE MARDYKE**

The Mardyke Sports Grounds is just a short five-minute walk from the main campus. This historical sports ground is home to many UCC sports clubs, as well as being a focal point for all students, staff and supporters of UCC. The site consists of:

- The Prunty pitch – soccer / rugby pitch
- The Synthetic pitch - water based hockey pitch
- The Sonia O’Sullivan Athletics track
- The GAA Pitch
- The Mardyke Pavilion
- Human Performance Lab is a special feature of the UCC Sports facilities. The service is headed up by Exercise Physiologist, Trevor Woods. All UCC staff and students can avail of the services to have their fitness and health status professionally assessed

### **To book any facilities:**

- UCC Clubs must do so via the [Clubs Portal](#) calendar
- All other users please email [sport@ucc.ie](mailto:sport@ucc.ie)

### **GRASS PITCHES**

#### **Prunty Pitch**

Steeped in history, this playing field has been the home of UCC sport since 1911. Hosts UCC Rugby matches in the AIL League, usually on Saturday afternoons. Also home to UCC Soccer in the FAI and CUFL leagues. This venue features modern floodlights and can accommodate over 800 spectators in the covered stands, and offers close-up views of the matches from all angles.

#### **GAA Pitch**

Our GAA pitch is home to UCC GAA teams across all four codes: Gaelic Football, Hurling, Ladies Football and Camogie, as well as our Aussie Rules men’s and women’s teams. This pitch is a fabulous venue for the best of GAA teams.

### **ATHLETICS TRACK**

The **Sonia O’Sullivan Athletics Track** is used by UCC AC, UCC Staff AC and many local athletics clubs from Cork city and county. It’s ideal for staff and students to use recreationally throughout the day.

- Membership is free for staff and students. You can [contact us](#) to activate your track membership.
- External membership is also available. [Contact us to apply](#) for track membership.

### **TRACK MEMBERSHIP RATES**

- Under 18 - €45 (must be supervised by an adult)
- UCC Graduate - €65
- Non-Graduate - €80

**5 MINUTE WALK**  **FROM CAMPUS**

## **SYNTHETIC PITCH**

This water-based pitch is headquarters for UCC Hockey club. Most weekends during the academic year you'll find one or more of the Hockey teams playing here. It is also ideal for casual bookings by UCC Students and staff for recreational or society sporting activities.

## **MARDYKE PAVILION**

The Mardyke Pavilion is our club house. The building consists of eight dressing rooms on the ground floor with a bar and function room overlooking the grounds from the renovated upper floor.

The function room is available for hire throughout the year, please contact us for more information.

## **8.4 THE FARM - CURRAHEEN SPORTS GROUNDS**

As well as the UCC Sports Grounds the DSPA also manage the sports grounds owned by UCC known as 'The Farm'. The Farm is a fifty-five-acre plot of land containing multiple grass and floodlit pitches that can be used by Clubs. Curraheen Sports Grounds (The Farm) is a 10 minute drive from UCC Campus. It's also accessible via the 208 bus, which will bring you to the Technological Park next to the grounds. The facilities consist of:

- 10 multi-purpose grass playing pitches
- 7 grass training areas (all floodlit)
- Synthetic Cricket Crease
- Meeting / Event room
- 10 Dressing rooms (6 male and 4 female)

## **GRASS PLAYING PITCHES**

**Currently the Farm consists of 10 playing pitches which are used across a wide variety of outdoor sports and events. Predominantly the pitches are used as follows:**

- Pitch 1 - Rugby (Match quality floodlights)
- Pitch 2 - Soccer
- Pitch 3 - GAA
- Pitch 4, 5, 6 - Soccer
- Pitch 7 - Rugby
- Pitch 8, 9 - Soccer
- Pitch 10 - GAA
- Training area 1-5 - partial training floodlights
- Training area 6 & 7 - full training floodlights

**10 MINUTE DRIVE  
FROM CAMPUS**

## **CRICKET PITCH**

During the summer months of the cricket season, pitch 2 and training area 1 and 2 are closed for all other activities and the area is converted to a cricket pitch. UCC Cricket club are based here for their summer programme. Training midweek and playing competitive games at the weekends.

## **8.5 BOOKINGS CLUBS PORTAL AND SPORTS KEY**

All club bookings for UCC Sports facilities at the Mardyke Sports Grounds and the Farm, Curraheen Sports Grounds should be made via the Clubs portal, by adding your clubs activity as an event on the clubs calendar. The Sports Office will then receive a notification from the portal of the clubs request. This will then be manually added by DSPA staff to the UCC Sport Facilities Booking site [UCC Sports Key](#).

Any non-club booking can be made directly via the site directly [UCC Sport + Sports Key](#) or alternatively make enquiries to the UCC Sports Office, Ferry Lodge, Mardyke Walk: Ph: 021-4904752. Email: [sport@ucc.ie](mailto:sport@ucc.ie)



# APPENDICES





## **APPENDIX 1:**

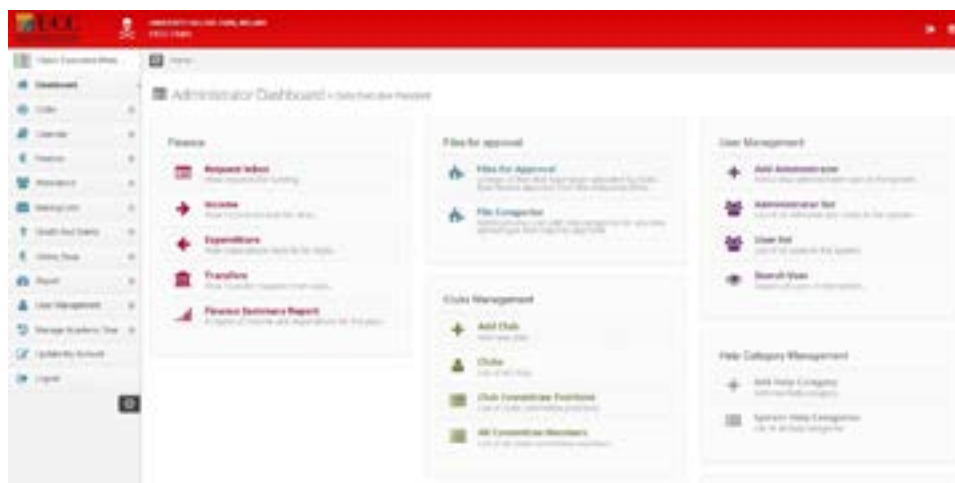
### **LIST OF UCC SPORT CLUBS**

<b>CLUB</b>	
<b>1. Athletics</b>	<b>24. Mountaineering</b>
<b>2. Archery</b>	<b>25. Olympic Handball</b>
<b>3. Aussie Rules Football</b>	<b>26. Olympic Weightlifting</b>
<b>4. Badminton</b>	<b>27. Orienteering</b>
<b>5. Basketball</b>	<b>28. Powerlifting</b>
<b>6. Boxing</b>	<b>29. Rovers</b>
<b>7. Canoe</b>	<b>30. Rowing</b>
<b>8. Cricket</b>	<b>31. Rugby</b>
<b>9. Chess</b>	<b>32. Sailing</b>
<b>10. Dance</b>	<b>33. Snowsports</b>
<b>11. Equestrian</b>	<b>34. Soccer - Men</b>
<b>12. Fencing</b>	<b>35. Soccer Women</b>
<b>13. Futsal</b>	<b>36. Squash</b>
<b>14. GAA</b> (Camogie / Gaelic Football / Hurling / Ladies Gaelic Football )	<b>37. Sub Aqua</b>
<b>15. Golf</b>	<b>38. Surf</b>
<b>16. Handball</b>	<b>39. Swimming &amp; Waterpolo</b>
<b>17. Hockey - Men</b>	<b>40. Table Tennis</b>
<b>18. Hockey - Women</b>	<b>41. Taekwondo</b>
<b>19. Inline Hockey</b>	<b>42. Tennis</b>
<b>20. Judo</b>	<b>43. Trampoline</b>
<b>21. Karate</b>	<b>44. Ultimate Frisbee</b>
<b>22. Kickboxing</b>	<b>45. Volleyball</b>
<b>23. KungFu</b>	

## **APPENDIX 2:**

### **CLUBS PORTAL**

Once logged in you will see the portal dashboard and will be able to carry out all of the functions that are listed in the below section.



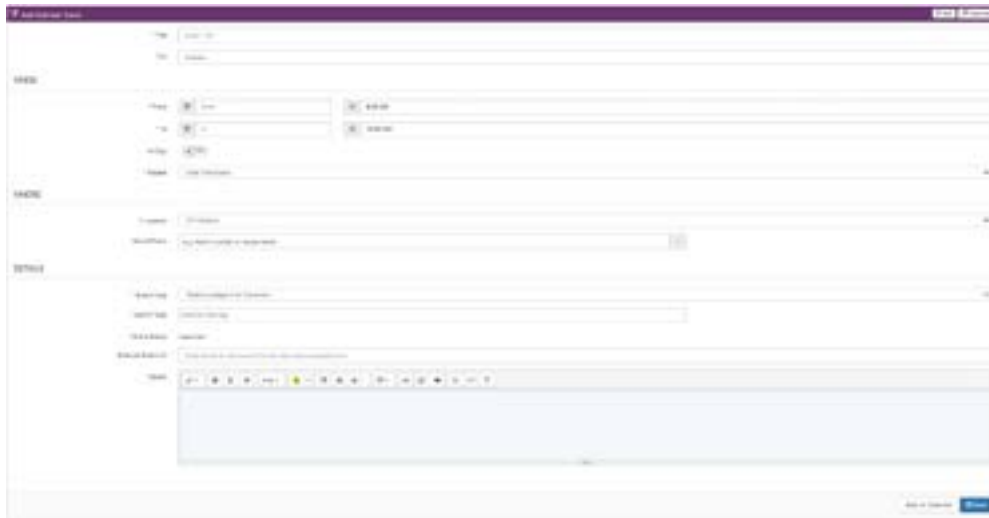
Through the menus that are on the dashboard you can carry out a wide variety of tasks and jobs.

### **CALENDAR AND ATTENDANCE**

On the menu to the left of the screen one of the options available is to view the calendar of events for the year. This is where your Club can upload events like weekly training and competitions.



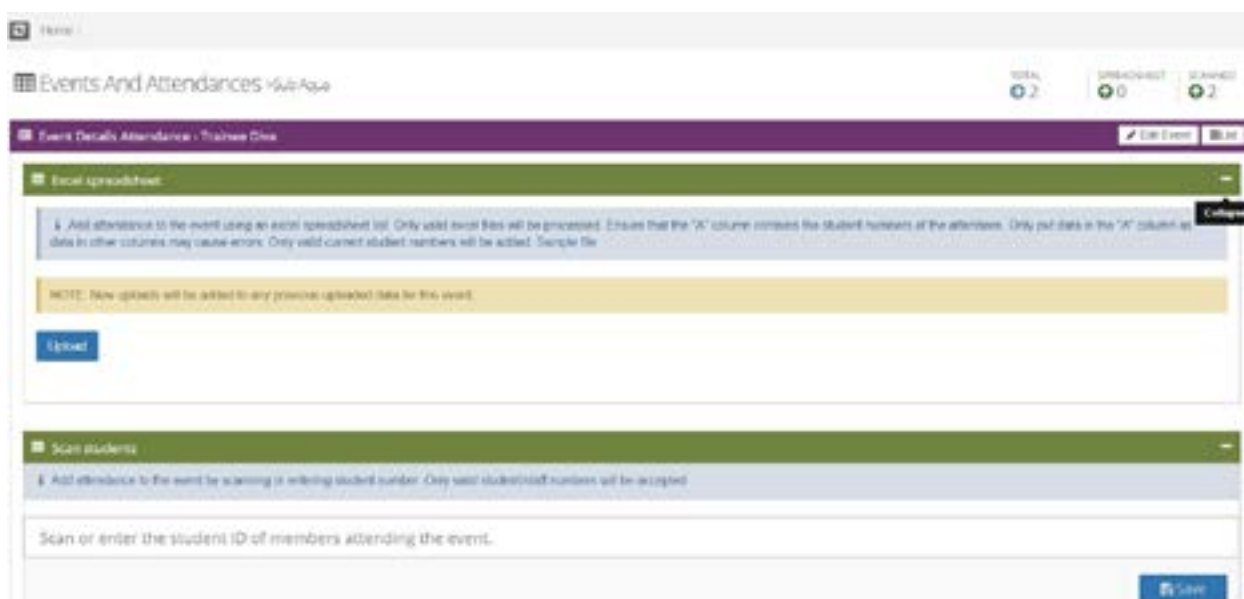
To upload an event, you simply need to click on the add event button on the top right of the screen in the purple taskbar. In the add event window you can fill in all the relevant details for your event. I recommend that for regular training events you use the repeat function under the 'When' details. This will allow you to set up all of your training events for the semester and save you work in the long run.



## **ATTENDANCE**

Once an event has been set up on the calendar the attendance for the event can be added. To be able to add the attendance of a member to the portal the Club committee must ensure that the member is added to the Club's membership list on the portal first. See below for instructions on how to do this. There are three ways in which the attendance for the event can be uploaded.

- Club members can use the kiosks located within the Mardyke Arena and the UCC Sport Pavilion to register their attendance. When a Club uploads an event and select any of the areas within the Mardyke Arena or the UCC Sports Grounds then the event will show on the kiosks for an hour before the event begins and for an hour afterwards. Members will then be able to add their attendance by typing in their student number on the kiosk window.
- The second way of adding attendance is by directing Club members to the website <https://clubsportal.ucc.ie/attendance/> and getting them to use their student number in the same way to register their attendance to a Club event. The event will appear on the website at the same times as the kiosk.
- Finally, the Club committee can register the attendance of an event by clicking on an event on the calendar and opening the 'Edit Attendance' screen. The committee can add the attendance of an event up to two weeks after the event has ended. Attendance can be added individually or in a bulk upload. To upload a list of attendees in bulk a committee member must make a list of student numbers in the first column of an excel sheet. This excel sheet can then be uploaded and all the student numbers will be registered for the event.



## **EVENT RESULTS**

As well as uploading attendance to an event, the results of any match or competition can be recorded on the portal. To add results to an event, on the event summary click on 'Add/Edit Results'. This will bring you to the page where all the relevant details can be uploaded. Results for both team and individual competitions can be recorded on the portal.

**Results** Add New Edit

Select Event  
Championship UCC All (2020-09-26 12:45:00)

Title  
Championship 1 v 2 UCC All

Details

Publish  
Yes

Team Results (if applicable enter team results for the event. Enter Team name and any other relevant info)

Team Name	Score	Opponent	Type	Position
Championship	1 - 2	UCC All	Yes	Select Position

Individual Results (if applicable record scores for the event. Enter team name and any other relevant info)

Student ID	First Name	Last Name	Score	Opponent	Type	Position
Student ID	First name	Last name	Score	Opponent Name	Select Result Type	Select Position

Save Cancel

## **COMMITTEE**

Every Club is required to have a committee in place, and have it recorded on the Club's Portal to allow the Clubs' Executive and DSPA to be aware of who oversees the Club for the year. Once the new committee has been elected at the AGM then the outgoing Club Captain or Secretary is responsible for uploading the new committee to the portal. A committee member can be added by entering their student number in the 'Search for user' bar.

Once the portal has pulled the relevant information then you can designate the individual's committee positions and mark their status as active. From then on, this individual will be recorded on the portal as committee member.

Home > Clubs List > Expenses Dashboard

Committee -> Expenses

Committee

Enter a Member ID and if a match is found add the user to the committee or use the form below to add a new user to the committee.

Search for user by Student/Member ID

Search

Club Selection

Committee Position

Select

What adding your incoming committee use the option Next Year (incoming Committee)

Committee Year (indicates if the member is active in the current committee or is an incoming committee member)

Current Year

User Committee Status

Select

Member ID

First Name

Last Name

Email

Phone Number

Gender Type

Select

Member Type

Student

Password Note: Please ensure passwords are at least 8 characters in length and not exceed 20 characters in length and contain at least 1 capital letter, a number and one of the following symbols !, \_

View Password

Confirm Password

Save








## FINANCE

The most important function of the portal is the management and tracking of your Club's finances. Through the portal you will be able to keep track of all incoming and outgoing transactions and be able to manage spending of your Club.

The finance menu on your dashboard allows you to access all of the functions the portal offers. From here you will be able to make funding requests for extra support, add your income and expenditure and also check the balance of your Club account to see how much the Club has remaining.

It is the responsibility of the Club Treasurer to regularly check and update the portal to ensure the finances are always up to date.

Finance

-  **Request Funding**  
Apply for funding for your club
-  **Request Inbox**  
Full list of all your clubs requests for funding.
-  **Income**  
A record of all your clubs income.
-  **Expenditure**  
A record of all your clubs expenditures.
-  **Bank Account**  
Bank account details for your club.
-  **Finance Summary Report**  
View your clubs finance summary report.
-  **Finance Balance Sheet**  
View your clubs finance balance sheet.

## **REQUEST FUNDING**

The first option on the menu is the 'Request Funding' screen. Under request funding the Club can apply to the Clubs' Executive for additional funding to support activities that the Main Grant will not be enough for. The most common use of this is for taking part in competitions across the country.

The Clubs' Executive will discuss the requests every two weeks and grant funding for any request which is deemed relevant. The funding that will be granted will be designated based on the annual rates of funding that are updated every year. Find attached the link for the Rates of Funding for the academic year. [https://drive.google.com/file/d/1D3vVreJdJe0NmRmK2pbnVv7r\\_ybDB9i-/view?pli=1](https://drive.google.com/file/d/1D3vVreJdJe0NmRmK2pbnVv7r_ybDB9i-/view?pli=1)



For each of the Funding Request categories, all you need to do to make a request is select which category your request comes under and then fill in all the relevant details, giving as much information as possible. When filling out some of the categories you will also have the option to upload receipts or invoices to help the Executive in deciding. My recommendation is to always upload a receipt or invoice when applying for funding. You will be able to keep track of the status of any requests you make in your request inbox and once an application is approved the money will be transferred directly into the Club account.

## **INCOME**

The next section that you can use is the income section. Here you can upload any income the Club brings in throughout the year, whether it is through membership fees, competition entry fees or fundraising. To add a new entry in your income window, simply click on 'Add New' and then fill in all the relevant details of the entry before clicking on save.

While we ask that most transfers take place online using the payment facility or by using the Club's IBAN (which you can request from the Deputy Head of Sport, [c.odonovan@ucc.ie](mailto:c.odonovan@ucc.ie)), if you do collect any cash, it can be deposited into Ferry Lodge where it will be taken and lodged to the bank safely. You will receive a receipt for any deposit made to Ferry Lodge and that receipt number should be added to the portal entry under 'Transaction Number'.

Once an item has been added and saved then it will be added to the balance of the Club's account immediately.

## **EXPENDITURE**

Within the expenditure window you will see all your Club's purchases and expenditures for the current year listed. To add a new expenditure item, select 'Add New'. When adding a new expenditure, you are required to give more details than when adding an income item.

When asked where the money is coming from, select 'From Club's own money'.

To make a payment the Club have three options available:

- Bank Transfer
- Cheque
- Credit Card

For making use of a bank transfer, credit card or cheque, all the relevant details must be uploaded onto the portal before a transfer is made. This includes the total amount, all required payee details, and what category the expenditure comes under.

To complete the application for expenditure the Club must upload an invoice or receipt. No transaction will be approved without having an invoice or receipt. Multiple files can be uploaded on a single application should that be necessary. To upload a file, press on the green 'Upload Files' button and select the relevant file. You must then give the file a title, fill in the value the file shows in the orange box and finally click on the blue 'Upload' button.

Once all the details are added then you will be able to save your application.

## **FINANCE SUMMARY REPORT**

The final finance section of the portal that you will use is the Finance Summary Report. In the summary report you will be able to see an overall view of the Club's income and expenditure including the balance from the previous year, the main grant received and all recorded expenditure on the portal. At the bottom on the finance summary report page you will be able to see the current available balance to the Club for spending on activities.

## **PAYMENT FACILITY**

As of the 2019 year the Clubs portal has been upgraded to be able to accept payment for events and products that the Club might sell to their members. The intention behind this development was to take the danger of handling cash out of the system and allow Clubs to sell bus tickets, membership/entry fees, club clothing/gear or anything else you can think of online.

The payment facility can be managed by the 'Shop' window on the Clubs dashboard and can be accessed by Club members at this website: <https://clubportal.ucc.ie/shop/>





# PRODUCTS

To upload a product, you simply click on 'Add Product' and then fill in all of the necessary fields as shown:

- Product name.
- A description of what the product is e.g. tickets for an event or bus, jersey etc.
- An image of the product if necessary.
- Quantity: How many of the product are available? E.g. the number of seats available on a bus.
- Price.
- Date available: This allows you to pre-load products and set the date that they will appear on the shop front. If you have events planned weeks in advance you can upload the product and then allow access when the committee feel the time is appropriate.
- List until: Similarly, to the last point, you can set the final date that the product will be available for members to purchase it.
- Maximum/Minimum Quantities: These fields allow you to set a maximum or minimum number of a product that can be bought by one person.
- Stock Status: In or out of stock.
- There are checkboxes available if you feel that products need to be limited to students or members of the Club. If the checkbox is marked as student only an individual with a valid student number can make a purchase. If the checkbox for a member only is used, then only individuals on the Club's membership list will be able to purchase a product.

Finally, once all the above fields are filled out and saved then a member of the Executive or DSPA will check your product and approve it to go onto the main website. Should you need approval for your product urgently, contact [president@uccclubs.ie](mailto:president@uccclubs.ie).

The screenshot shows a web form for adding a product. The form is titled "Product Adding" and has a purple header bar with "Product" and "Add Product" buttons. The form fields include: Product Name, Description, Image (with a file upload button and a large image area), Product Price, Quantity, Price, Free Proliferation (checkbox), List until, List until (date), Maximum Quantity of Stock a member can purchase (text input), Minimum Quantity of Stock a member can purchase (text input), Stock Status (dropdown), For Students Only (checkbox), For Members Only (checkbox), For Staff (checkbox), Approved to appear on the shop (checkbox), and Product Status (dropdown). A "Save" button is at the bottom right.

## **ORDERS**

Once a product goes live and purchases are made the committee can keep track of who is making purchases through the 'Orders' section. In this section all or the orders the Club has received will be listed and can be filtered by product to only see the relevant product. A Club can use the orders to see who has and hasn't paid for an event and can make a list to check for those that show up to events.

Refunds can be processed under some situations but for the most part refunds may be refused depending on the reasons. Should a refund be required send an email to [president@uccclubs.ie](mailto:president@uccclubs.ie).

## **MAILING LISTS**

For contacting members, Clubs are not permitted to use third-party mailing list software such as MailChimp as this is a breach of GDPR. To prevent Clubs from accidentally breaching GDPR a mailing list has been set up for every Club using the MailMan service. This mailing list is linked to the membership list on the portal and automatically updates on a periodic basis to ensure the mailing list is kept up to date. This mailing list can only be used by the Club email address and no other email address else can send emails out through the list.

To find out what email address to use to access your mailing list, please contact [president@uccclubs.ie](mailto:president@uccclubs.ie).

## **FILES FOR APPROVAL**

On the main dashboard of your portal account you will see the 'Files for Approval' section. This is a storage bank for all the important documents that your Club needs to function. Currently this section is used mainly to store the Club constitution. This is archived every year so that committee members can go back through previous years to update and amend constitutions and safety statements.



The screenshot shows the 'File For Approval' interface with a table of documents. The table has columns for ID, Title, Category, File Name, Status, Created, and Modified. Two documents are listed:

ID	Title	Category	File Name	Status	Created	Modified	
27	Canoe Club Constitution	Constitution	CanoeClubConstitution2021_14022019.pdf	Approved	2021-06-23 16:28:55	2021-06-24 11:08:05	View
28	Canoe Club Safety Statement	Safety Statement	CanoeClubSafetyStatement2021_14022019.pdf	Approved	2021-06-23 16:38:03	2021-06-24 11:08:03	View

The Clubs' Executive and DSPA have access to all documents that are uploaded and can check and approve safety statements and any updates to a constitution that is proposed by a Club.



The screenshot shows the 'File For Approval' interface with the 'Add New' form. The form has fields for Category, Title, Status, and File Name. The Status field is set to 'Pending'. There is a 'Submit' button at the bottom.

To upload a document simply go to the 'Add New' option and upload the relevant PDF, word or excel document with a title.

## **APPENDIX 3: UCC SPORT - CLUBS BUDGET TEMPLATE**

INCOME	BUDGET	ACTUAL	DIFF
<b>1.0 Income carried forward</b>			
<b>2.0 UCC Sport Grants</b>			
2.1 Main Grant			
2.2 Competition Grant			
2.3 Course Grants (first aid etc)			
2.4 Intensive training			
2.5 Courses			
2.6 Travel to meetings			
2.7 Representative Travel			
2.8 Facility Hire			
2.9 Travel Subsidy			
<b>3.0 BOI Sponsorship</b>			
<b>4.0 Club Income</b>			
4.1 Membership			
4.2 Gear			
4.3 Contributions for events			
4.4 Fundraising			
4.5 External Funding			
4.6 Alumni contribution			
4.7 Other			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

*Note this template will be available on the Clubs Portal*

<b>EXPENDITURE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>NET</b>
<b>1.0 Administration</b>			
1.1 Affiliation Fees			
1.2 Gear/Clothing			
1.3 Referees			
1.4 Travel to meetings			
1.5 Courses			
1.6 Trophies/Medals			
1.7 Sports Medical and Physiotherapy			
1.8 Sport performance services			
1.9 Other			
<b>2.0 Competitions</b>			
2.1 Intervarsities - Away			
2.2 Intervarsities - Home			
2.3 3 <sup>rd</sup> Level Leagues/Competitions			
2.4 External National Competitions			
2.5 International Events			
2.6 Training			
<b>4.0 Non-Competitive Events</b>			
<b>5.0 Equipment and Facilities</b>			
Capital and Equipment			
Consumables			
Facility Hire			
Other			
<b>Total</b>			
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>

*Note this template will be available on the Clubs Portal*













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