



Office of the Director of Student Experience
Governance and Delegation Framework
for UCC Clubs

Date: 30.04.2024

Version: 1

Contents

1. INTRODUCTION	2
2. GOVERNING BODY RESOLUTION	2
3. PURPOSE OF THIS DOCUMENT	3
4. DEFINITIONS	3
5. VISION AND MISSION FOR UCC CLUBS	4
6. ORGANISATIONAL STRUCTURE	5
7. DELEGATION OF RESPONSIBILITY.....	6
8. ROLES AND RESPONSIBILITIES.....	7
8.1 Introduction.....	7
8.2 Finance and Financial Management.....	7
8.3 Health and Safety	8
8.4 Reputation of the University.....	8
8.5 Contracts and Agreements	9
8.6 Student Disciplinary Process.....	10
8.7 Club Sanctions	11
8.8 Coaches and Volunteers	11
8.9 Establishment and Disbandment of Clubs.....	12
8.10 National Governing Bodies	13
8.11 Non-UCC Student Playing Members.....	13
8.12 Non-Playing members.....	13
8.13 Appeals of Clubs' Executive Decisions (other than decisions relating to Club Sanctions)	14
8.14 Urgent Decisions on Matters of Serious Concern	14
9. REVIEW	15
APPENDICES.....	16
1. LIST OF CLUBS (2023/24)	16
2. UCC CLUBS POLICIES AND PROCEDURES.....	17
3. APPLICATION OF THE DELEGATION FRAMEWORK.....	18
4. AREA OF DISCIPLINE	23

1. INTRODUCTION

The requirement to clarify and formalise the relationship between the student representation bodies (Students' Union, Clubs and Societies) and the University had been a governance issue for some time.

The Office of Corporate and Legal Affairs (OCLA) Quality Review in 2018 recommended that OCLA clarify the relationship between the University and student representation bodies in the interest of all parties. The Governing Body Audit and Risk Committee had also requested clarity on their oversight responsibilities in relation to the Students' Union, Clubs and Societies.

In 2018, OCLA, in association with the Student Experience Office and the Finance Office engaged with the student representation bodies on the matter. In 2019, a Memorandum of Understanding (MOU) was put in place which enabled some of the critical issues to be addressed. This included health and safety of student led activities, basic financial controls for Clubs and Societies, data protection arrangements, reputation management, and training.

In June 2021, following extensive work on clarifying the relationships throughout 2019 and 2020, a proposal for consideration was presented to Governing Body to formally approve the recommended relationship status for the student representation groups. The Governance and Delegation Framework for UCC Clubs herein has been developed in close collaboration between UCC Clubs, OCLA and the Office of the Director of Student Experience and sets out the governance arrangements to implement this Governing Authority Decision.

2. GOVERNING BODY RESOLUTION

Following review, it was recommended and approved that UCC Clubs will be recognised as a Department within the DPR, under the Office of the Director of Student Experience, and will operate under the University's governance framework. This recommendation is subject to the following conditions:

- Clear reporting lines are established and documented.
- Right to membership of Clubs is defined and documented.
- Constitutions must reflect University policy, reporting lines and right to membership.

3. PURPOSE OF THIS DOCUMENT

The purpose of this document is to:

- Clarify reporting lines under the Governing Body (GB) resolution.
- Clarify the delegation of authority from the Director of Student Experience to the Head of Sport and Physical Activity.
- Establish the definition of membership of clubs.
- Outline the roles and responsibilities of the Clubs Executive and associated individuals and committees.

4. DEFINITIONS

Term	Definition
Clubs General Committee (CGC)	The assembly of clubs. Comprised of the Clubs Executive Committee plus 3 representatives of each club.
Clubs Executive Committee	This committee is constituted by ten elected student members and three staff members from DSPA. elected by the Clubs General Committee. The Clubs' Executive Committee collaborates with the Head of Sport & Physical Activity to ensure the fair and equal running of Clubs.
Clubs Executive President	UCC student elected by CGC to act as President in a full-time capacity for 1 year. The Clubs' Executive President is elected to office by the Clubs General Committee and acts as chair of all meetings of the Clubs' Executive Committee. The President also acts as a spokesperson for UCC Clubs on the various committees on which the Clubs' Executive has representation on.
Club Captains	Person elected by a club to lead the club for term of office.
Chairpersons	A Chairperson/Captain of a Club (or equivalent title) is the senior Club representative elected by the respective Club members at the Club's Annual General Meeting. The individual is responsible for the leadership of the Club and ensuring that all meetings and events are planned effectively and conducted in accordance with the policies of the University
Club Presidents	Elected patron/officer of the club. This is usually a representative role and a non-executive function. The club president can sit on the club committee.
Core Clubs	Clubs designated by DSPA as having scale and profile which require additional support and services (Appendix 1)

UCC Sport	Brand name for the Department of Sport and Physical Activity – Clubs and Sport in UCC.
Department of Sport and Physical Activity (DSPA)	The department within the Office of the Director of Student Experience which is responsible for the oversight and delivery of sport, performance programmes and outdoor sports facilities in UCC. The DSPA shall be the relevant Department for Clubs for the purposes of the Governing Authority decision.
DPR	Deputy President and Registrar
Head of Sport and Physical Activity	Head of DSPA. Key role in implementation of UCC strategy for sport in conjunction with the Sports Leadership Team.
Appeal Group	A group established for the purposes outlined in this Governance Framework and consisting of the Deputy President and Registrar (or nominee), the S.U. President (or nominee sabbatical officer if the President is conflicted or unavailable), a nominee of the Students' Union President (drawn from the sabbatical officers of the Students' Union Executive) and another University Leadership Team member with an academic or student facing role such as a Head of College.

5. VISION AND MISSION FOR UCC CLUBS

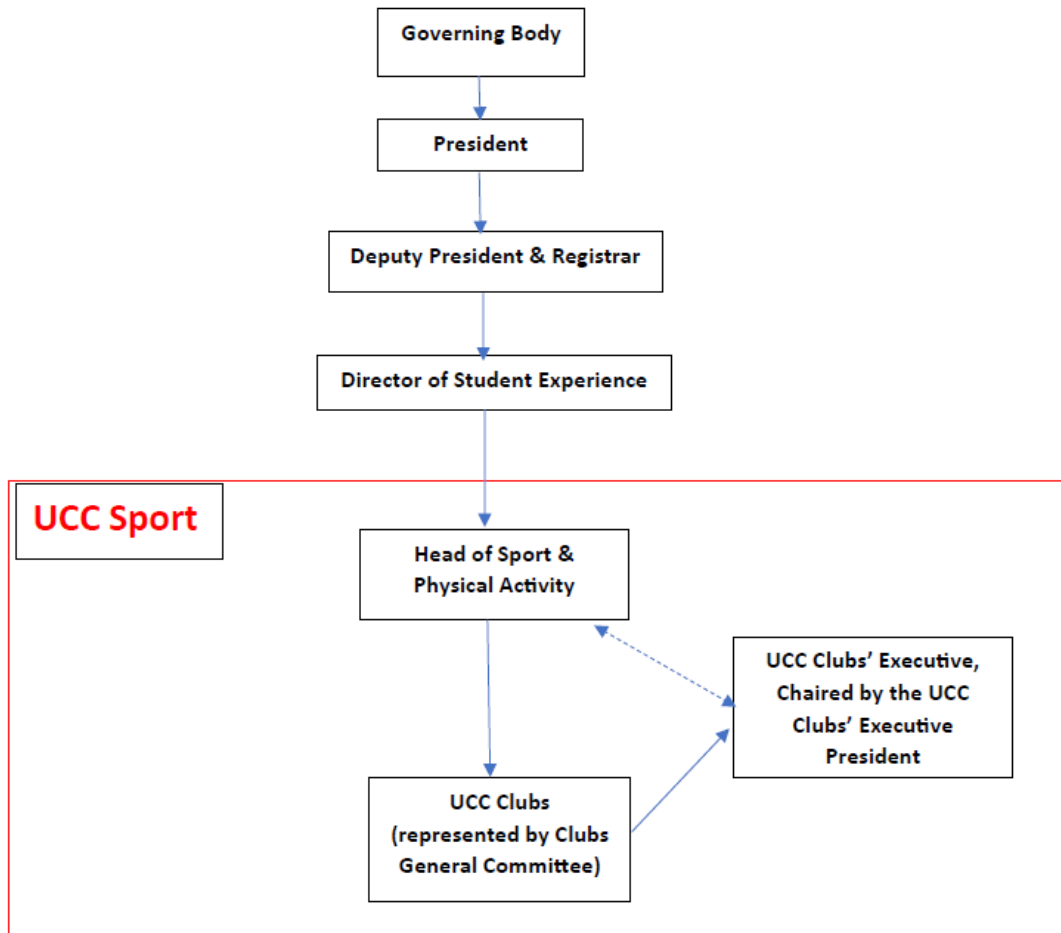
UCC Sport is run by full-time Department of Sport and Physical Activity staff , working in collaboration with the Clubs' Executive President. The activities of UCC Clubs are run in collaboration with students in the form of the Clubs Executive committee, which includes DSPA staff. The Clubs Executive Committee represents the clubs, their committees, and their members.

Sport is a powerful tool that brings people together to develop connections that transcend languages and cultural differences. UCC Sport is dedicated to unlocking the power of sport and physical activity across all areas of participation, representation, and achievement. We aim to promote participation in sport by all students and staff at UCC, and to support competitive and high-performance athletes.

Our Clubs are student-focused, and student led. Students gain valuable access to leadership and administrative roles within clubs as members of club committees and sports teams. They collaborate with the Clubs Executive and Department of Sport and Physical Activity (DSPA) to run and organise their training and competitions and sports programmes. The community of sport at UCC is intergenerational, and our current student athletes enjoy support and input from alumni, coaches, and the DSPA team.

6. ORGANISATIONAL STRUCTURE

The organigram below shows the various relationships within the delegation and governance framework:



7. DELEGATION OF RESPONSIBILITY

The Governing Body decision delegates authority, responsibility, and accountability for the operating of Clubs to the Director of Student Experience via the Deputy President and Registrar. In line with that decision, and with due regard to the functional implementation of the decision, the Director of Student Experience is empowered to delegate operational authority and responsibility. The Director of Student Experience remains accountable for the activities, function, and management of student Clubs in University College Cork. In summary:

- The Director of Student Experience is responsible and accountable to the Deputy President and Registrar.
- The Director of Student Experience delegates the responsibility for the operational management of Clubs to the Head of Sport and Physical Activity.
- The Head of Sport and Physical Activity is accountable to the Director of Student Experience.
- The Head of Sport and Physical Activity has the authority to further delegate implementation of Clubs activities.
- The Clubs elect the Club's Executive President, who leads the Clubs Executive Committee and works in collaboration with the Head of Sport and Physical Activity.
- The Club Captains/Chairpersons are operationally accountable to their Clubs. The Clubs must comply with the policies of UCC, the Clubs Executive and the DSPA. The Clubs are operated by their Committees in line with this framework.
- The Club Captains/Chairpersons are responsible for the day-to-day activities associated with the running of their Clubs.

Further details are set out in Appendix 2.

8. ROLES AND RESPONSIBILITIES

8.1 Introduction

Student Clubs are a place of collaboration and development. In order to maintain the high standards of student Club engagement at UCC, student leadership is crucial. This section outlines the roles and responsibilities associated with UCC Clubs. Inherent in each activity is the involvement and collaboration of UCC student leaders.

8.2 Finance and Financial Management

To ensure appropriate financial management within UCC Clubs and the implementation of relevant financial controls, the Clubs' Executive and the Clubs Finance Committee will work with the Head of Sport & Physical Activity to carry out the below activities, in line with approved Financial Policies:

- The creation of an annual plan for allocation of UCC funds to Clubs
- The allocation of UCC block grant funds to Clubs
- The approval of Clubs proposed annual budgets.
- The approval of Clubs' spending throughout the year
- Ensuring Clubs adhere to the financial policies of the University in place from time to time.

The block grant from UCC (as determined by the University) shall be allocated by the Clubs' Executive (on recommendation of the Clubs' Executive Finance Committee) with DSPA representatives as bank account signatories. If the Head of Sport & Physical Activity is of the view that funds are being allocated inappropriately, the allocation decision can be delayed pending a hearing with the Appeals Group.

No Clubs bank account may be established outside the control/oversight of the DSPA. Self-generated funds of Clubs shall be lodged to the Clubs' Executive account for transparency and record keeping purposes. All Chairpersons/Captains/Presidents shall provide a commitment at the start of the academic year to notify all fundraising activities to DSPA and at the conclusion of their term of office, Chairpersons/Captains/Presidents will provide an assurance that all fundraising activities were notified to the DSPA and all funds were lodged to the relevant Clubs' Executive account.

A financial advisory body shall be established which will periodically review UCC Sport and Clubs' budgets and use of funding in pursuit of the UCC Sports Strategy. Policies supporting each of these activities are outlined in refer to financial policies on UCC sport website, and any changes to the policies will be carried out in line with the policy framework of the University.

8.3 Health and Safety

Student health and safety is key to the success of Club events and activities. The Clubs' Executive President and Club Committee have a key role in ensuring that students taking part in Club activities are aware of and can understand, the required health and safety policies and activities. The Clubs' Executive will work with the Head of Sport & Physical Activity and the Health and Safety Officer for Student Activities to ensure the below activities are completed in accordance with the health & safety policies of the University.

- Ensuring all Clubs submit a Safety Statement at the start of each academic year.
- Ensuring all UCC Clubs submit a risk assessment In line with UCC Sport H&S policies in place from time to time in advance of hosting any activities or participating in third party hosted events.
- Ensuring Club Committees and members receive adequate health & safety training relevant to their Club's activities.
- Ensuring all UCC Clubs adhere to the Health and Safety for Student Led Activity Manual, policy, and processes.

Every member of a club has a significant role to play in ensuring that sporting activities are carried out in a safe and reliable manner. The Clubs Executive, as well as individual club committees, are equipped with health and safety training that ensures they are set up to be leaders in health and safety measures for club activities. The Health & Safety Officer for Student Activities shall be available to UCC Clubs for advice and training.

The Head of Sport and Physical Activity is delegated responsibility for ensuring activities are conducted in accordance with the Health and Safety for Student Activity Policy. The Head of Sport and Physical Activity will work with student leaders to ensure a transparent and supported approach to health and safety continues at UCC Sport. The Clubs Executive will play a key role in the facilitation of training for health and safety, as well as continued support for club members.

Policy and procedure documents supporting each of these activities are outlined on the UCC Sport website. Any changes to the policies will be carried out in line with the policy framework of the University.

8.4 Reputation of the University

UCC Sport and its athletes continue to be a source of significant pride and celebration for the wider university community. The reputation of UCC is interconnected with the reputation of student sporting community. In order to maintain the positive reputation of both entities, the Clubs Executive will continue to play a supportive role in the day-to-day management of that reputation.

The Clubs' Executive will work with the DSPA to ensure that Clubs, Club Committees, and members are equipped with the knowledge and skills to effectively manage reputational issues in line with the policies of the University. In particular but without limiting the foregoing, the Clubs' Executive and the Head of Sport & Physical Activity shall ensure that Clubs adhere to UCC Policy in the following areas:

- Student Rules
- Child Protection & Garda Vetting
- Data Protection
- Social Media
- Any University Policies applicable to the activities of Clubs

8.5 Contracts and Agreements

From time to time, Clubs engage in contracts and agreements with suppliers and vendors to support their day-to-day activities. The Club Committees will outline their requirements for upcoming contracts and/or agreements to the Clubs' Executive. The Clubs' Executive shall discuss the contracts and send any relevant recommendations to the Head of Sport & Physical Activity. All contracts and agreement shall be referred to the Head of Sport & Physical Activity for approval and sign off. The Clubs' Executive President shall be involved with the Head of Sport & Physical Activity in respect of the preparation of any long-term contracts which affect all Club members (e.g. a new membership portal).

The UCC Signing Authority and Approval Policy applies to all contracts and agreements entered into for UCC Clubs. The Head of Sport & Physical Activity and Director of Student Experience shall perform their respective roles under that Policy in all contract signing and approval for Clubs. Club Committee or Clubs' Executive Committee members are not authorised to conclude contracts or agreements in the name of a UCC Club.

Proposed sponsorship agreements must be sent to the Clubs' Executive President and the Head of Sport & Physical Activity for review and authorisation to proceed. Where relevant to the existing sponsorship arrangements overseen by the Clubs Sponsorship Committee, that Committee shall also be consulted with. It is acknowledged that some sponsorship arrangements may not be possible (e.g. sponsorship contrary to UCC values, University policies or conflicting with existing sponsorship agreements in force).

8.6 Student Disciplinary Process

The Office of Accommodation and Community Life (“ACL Officer”), Campus Watch Committee, Discipline Committee and the Deputy President & Registrar administer the UCC Student Rules under the delegated authority of the Academic Council. Where a complaint arises and concerns an individual, complainants may refer to the Student Rules Complaint Form and [Student Rules](#).

Club members should note that breach of a policy, regulation or rule of the National Governing Body (NGB) for the club member’s sport which results in sanction by that NGB may also constitute a breach of the UCC Student Rules and accordingly the disciplinary procedures provided for in the UCC Student Rules may be invoked in addition to any sanction of the NGB in some circumstances. A non-exhaustive list of potential issue and areas for discipline are outlined below and further details in Appendix 3:

Issue	Level 1 (Initial Point of Review/Recipient of Complaint)	Level 2 (Point of Review/Recipient of Complaint for Matters of a More Serious Nature)	Ultimate Accountability	Reference
Health and Safety	Head of Sport & Physical Activity in collaboration with the Clubs’ Executive President	Director of Student Experience	Deputy President and Registrar	UCC Clubs Health and Safety Policy
Financial Management	Head of Sport & Physical Activity in collaboration with the Clubs’ Executive President	Director of Student Experience	Deputy President and Registrar	UCC Clubs Finance Policies
Bullying and Harassment	ACL Officer under Student Rules	Director of Student Experience	Academic Council regulates the discipline of students	Student Rules
Sexual Harassment and Misconduct	ACL Officer shall refer to the Director of Student Experience as Chair of the Campus Watch Committee	A complaint may be referred to the Student Discipline Committee	Academic Council regulates the discipline of students	Student Rules
Social Media	ACL Officer under Student Rules		Academic Council regulates the discipline of students	<ol style="list-style-type: none"> 1. Student Rules 2. Web and Social Media Policy 3. Acceptable usage policy
DSPA Sport Scholarship	Head of Sport & Physical Activity	Director of Student	Deputy President and Registrar	Sport Scholarship Terms and

		Experience		<u>Conditions</u>
UCC Student Scholarship	Director of Student Experience	Deputy President and Registrar		Terms and Conditions of Scholarship

Where a complaint relates to a non-UCC Student player (as described further below), the UCC Student Rules shall be applied with appropriate modification by the individuals or Committee(s) established under such UCC Student Rules.

8.7 Club Sanctions

The Clubs' Executive will manage breaches of club policy subject to an appeal by the Head of Sport & Physical Activity as per 8.13. Key activities for which the Clubs' Executive Committee are delegated responsibility for are:

- Refer to the appropriate policy governing the breach to understand the sanction to be applied to the club in question.
- Follow the UCC and UCC Sport process for managing the breach.
- If the club or club member is affiliated to a national governing body and the breach is in relation to sporting conduct, refer to the disciplinary process of the National Governing Body of the sport.

All Clubs Captains/Chairpersons are required to notify the Department of Sport and Physical Activity when a sanction has been applied to a player or team by a National Governing Body.

8.8 Coaches and Volunteers

UCC Clubs rely on the support of coaches and volunteers to maintain the quality and frequency of training and sport-readiness. Each Club Committee assesses the need for coaches and volunteers and makes requests to the Head of Sport & Physical Activity for appointment. The Head of Sport and Physical Activity shall:

- Be the approving party for the appointment of all coaches and volunteers (taking into account the experience and qualifications of the individuals, the recommendation of the relevant Club Committee and the good standing of the individuals).
- Act as the UCC signatory on contracts and agreements for coaches and volunteers, in line with the University Signing Authority and Approval Policy.
- Ensure coaches and volunteers are aware of and bound by the relevant policies of the University; and
- Be the approving party for the cessation or temporary suspension of a coach or volunteer from their position.

Coaches and volunteers shall only be engaged through the relevant template agreement prepared by the Office of Corporate and Legal Affairs and administered by the DSPA.

8.9 Establishment and Disbandment of Clubs

Student Clubs reflect the variety and interests of the student population. Students wishing to establish a new Club shall complete the following as part of their application to be recognised as a new Club:

- The listing of founding members (all of which founding members must be registered students).
- The proposed Club Committee.
- Any UCC Sport application form in place from time to time.
- The draft Constitution of the Club.

(together the “**New Club Application**”)

Where a national governing body exists for the sport to which the Club relates, the Club shall in parallel take such steps as may be required to affiliate/be recognised by such national governing body. The Clubs’ Executive President or nominee will conduct an initial review of the New Club Application (including completing eligibility checks) and shall consult with the Head of Sport & Physical Activity at this stage of the process to consider the New Club Application. The Head of Sport & Physical Activity’s recommendation on the New Club Application shall be furnished to the Clubs’ Executive prior to its consideration of the application.

The Clubs’ Executive shall determine the outcome of the New Club Application. A decision of the Clubs’ Executive to establish a Club or not shall be subject to the appeals process outlined in Section 8.13 below. The Head of Sport & Physical Activity shall determine the classification (and where relevant, the reclassification) of Clubs as Core Clubs or otherwise, in consultation with the Clubs’ Executive.

The Clubs’ Executive shall have authority to disband a Club where:

- The Club ceases to meet the eligibility requirements for the Club.
- In line with the Clubs’ Executive Constitution: The affiliation of any Club which is not active for a minimum period of two academic years shall be considered to have lapsed and this club will go into provisional status for an additional one-year period and then shall be deemed defunct if not reactivated at this time
- The Club is in a sport for which a national governing body exists, and that national governing body has ceased to recognise the Club; or
- The Club has persistent breaches of Policies applicable to UCC Clubs or the Club has a serious breach of a UCC Sport Policy

The Club under consideration for disbandment shall have the opportunity to present its position on retention

of Club status to the Clubs' Executive Committee prior to any final decision is A decision of the Clubs' Executive to disband a Club shall be subject to the appeals process outlined in Section 8.13 below.

8.10 National Governing Bodies

Registered Clubs shall take such steps as are required to maintain their affiliation/recognition status with their national governing body for their sport (where such national governing body exists). All Clubs Chairpersons/Captains are required to notify the Department of Sport and Physical Activity when a sanction has been applied to a player or team by a national governing body of that Club's sport or where any steps have been initiated by a national governing body to revoke or impose additional conditions on a Club's affiliation/recognition status.

Where the rules of a sport's national governing body require a Club to adopt a policy or course of action which would place the Club in conflict with this Governance and Delegation Framework or a University Policy or rule, the Chairperson/Captain of the Club shall bring that matter to the attention of the Head of Sport & Physical Activity without delay in order that the University can provide direction to the Club on how to resolve the matter in a manner satisfactory to the University and the Club's national governing body.

8.11 Non-UCC Student Playing Members

On request of a Club Committee, the Clubs' Executive Committee shall have authority to admit non-UCC members to Clubs as "Associate Members" authorised to play for the Club subject to the following:

- The Associate Member completing the relevant application form in place from time to time and agreeing to abide by UCC Policies and rules applicable to UCC Clubs (including without limitation, the standards of conduct set out in the UCC Student Rules).
- The listing of all Associate Members being provided by the Clubs' Executive President to the DSPA for record keeping and insurance purposes; and
- The Clubs' Executive monitoring the levels of Associate Members in UCC Clubs to ensure that UCC Clubs are primarily for UCC registered students.
- Decisions of the Clubs' Executive as to the admission of Associate Members may be appealed by the Head of Sport & Physical Activity under Section 8.13.
- It is acknowledged that Associate Members may not be permitted to play in certain competitions for the Club (e.g. intervarsity competitions) and Clubs shall undertake to abide by any such parameters applicable to Associate Members.

8.12 Non-Playing members

Sport at UCC is a community. As an engaged community, Clubs can include members who are not students of UCC as non-playing members of the Club ("Non-Playing Members"). These can include Core Clubs which require additional supports to ensure that operations are run effectively and in line with best practice and University Policies. The roles that support these activities may include assistance/advice in relation to Club administration.

It is expected that these Non-Playing Members are generally volunteers, supporters, alumni, and friends of UCC. Generally, these Non-Playing Members will contribute and/or donate time and resources to the Club.

Recognising the role played by Club Officer responsibilities in developing UCC graduate attributes, such Club Officer positions should in the first instance be filled by student members of the UCC Club however, it is acknowledged that Non-Playing Members may be in a position to offer valuable experience and expertise in assisting student members in fulfilling their roles as Club Officers. Such support from Non-Playing Members may take the form of mentoring (e.g. a Non-Playing Member with a professional accounting qualification mentoring a Club Treasurer) or the establishment of a past-player or alumni advisory group for a Club.

The Clubs' Executive Committee shall have authority to admit Non-Playing Members to Clubs on request from a Club Committee subject to the following:

- The Non-Playing Member completing the relevant application form in place from time to time and agreeing to abide by UCC Policies and rules applicable to UCC Clubs (including without limitation, the standards of conduct set out in the UCC Student Rules); and
- The listing of all Non-Playing Members being provided by the Clubs' Executive President to the DSPA for record keeping and insurance purposes.

Decisions of the Clubs' Executive as to the admission of non-playing members may be appealed by the Head of Sport & Physical Activity under Section 8.13.

8.13 Appeals of Clubs' Executive Decisions (other than decisions relating to Club Sanctions)

Where any of the Head of Sport & Physical Activity, the Clubs' Executive President or a Club directly affected by a decision of the Clubs' Executive or the DSPA, disagrees with a decision reached by the Clubs' Executive or DSPA such individual/Club may refer the decision to the Director of Student Experience for an informal resolution . If an informal resolution cannot be reached within a reasonable period of time, any party may appeal that decision to the Appeal Group. In the event of a tied vote on any matter under decision with the Appeals Group, the Deputy President and Registrar or his/her nominee as Chair of the Appeal Group shall have a casting vote. The decision of this Appeal Group will be final.

8.14 Urgent Decisions on Matters of Serious Concern

The Head of Sport & Physical Activity shall have authority to immediately intervene where the Head of Sport & Physical Activity has a serious concern about: student safety (e.g. the running of an event in severe weather), risk of fraud or illegality, a significant breach of a UCC policy or the necessity to suspend a coach club or individual by reason of a breach of a UCC policy or rule by such groups or individual. These decisions can be

appealed by the Clubs' Executive or the Club/or individual to the Appeal Group however, the Head of Sport & Physical Activity's decision takes effect until such appeal is heard and it is acknowledged that an appeal may not be possible in some circumstances (e.g. if the date of the severe weather event has already passed).

9. REVIEW

Periodic reviews of this Governance Framework shall be undertaken in minimum three-year cycles with the involvement of Clubs, the Clubs' Executive, and the Head of Sport & Physical Activity.

APPENDICES

1. LIST OF CLUBS (2023/24)

Core clubs

1. GAA (Camogie, Gaelic Football, Hurling & Ladies Gaelic Football)
2. Hockey
3. Rowing
4. Rugby
5. Soccer (Men)
6. Soccer (Women)

Other clubs

Archery	Equestrian	Kung Fu	Squash
Athletics	Fencing	Lacrosse	Sub Aqua
Aussie Rules	Flag Football	Mountaineering	Surf
Badminton	Futsal	Olympic Handball	Swimming & Waterpolo
Basketball	Golf	Olympic Weightlifting	Table Tennis
Boxing	GAA Handball	Powerlifting	Tae Kwon DO
Canoe	Inline Hockey	Rovers	Tennis
Chess	Judo	Sailing	Trampoline
Cricket	Karate	Wakeboarding	Ultimate frisbee
Dance	Kickboxing	Cycling Orienteering	Volleyball

2. UCC CLUBS POLICIES AND PROCEDURES

Relevant policies available [here](#)

RELATED UCC POLICIES

- [Signing Authority Policy](#)
- [Student Charter](#)
- [Student Rules](#)
- [Student Advisor and Ombudsman](#)
- [Plagiarism Policy](#)
- [Student Alcohol Policy](#)
- [Support for Pregnant Students](#)
- [Student Complaints](#)
- [Fitness to Practice/Study](#)

3. APPLICATION OF THE DELEGATION FRAMEWORK

Entity	Membership	Responsibilities	Accountability	Constitution/Rules of Governance
<p>Department of Sport and Physical Activity</p>	<p>The DSPA is located within the Student Experience Office, in the DPR. Responsible for the management and administration of UCC Sport and the Department of Sport & Physical Activity shall be the relevant Department for Clubs for the purposes of the Governing Authority decision.</p> <p>The DSPA includes full and part time staff, clubs, coaches, and volunteers associated with the operation of sport and physical activity in UCC.</p> <p>Head of Sport and Physical Activity, Deputy Head of Sport and Physical Activity, Staff Sports Administration Officer, Senior Executive Administrator (2) Performance Manager Sports Development Officers (4) Sports Physiologist Sports Operatives (5) Part-Time Coaches – Paid (60-80)</p>	<ul style="list-style-type: none"> • Lead, develop and promote sport and physical activity in UCC (see Sports Strategy) • Oversee work of recognised Clubs. • Plan, oversee and account for finances on Agresso and club’s portal. • Plan, oversee and ensure compliance with Health and Safety policies and programmes. • Support performance athletes on scholarships and performance programmes • Support teams to compete at international, national, and local level competitions. • Manage and support coaches. • Operate outdoor sports facilities at Mardyke and Curaheen for clubs and external users. • Secure resources, sponsorship, and commercial revenues for UCC Sport • Manage relationships within UCC, with Sport Ireland, Student Sport Ireland (SSI), National Governing Bodies (NGB) and international sport. • Represent and participate in the development of sport and physical activity in Cork and wider region (Cork Sports Partnership etc.) 	<p>Head of Sport and Physical Activity reports and is accountable to Director of Student Experience</p>	<ul style="list-style-type: none"> • Comply with UCC policies and procedures. • Policies and procedures for safe operation of sport.

DRAFT – February 2024

Entity	Membership	Responsibilities	Accountability	Constitution/Rules of Governance
Clubs General Committee	The general assembly body of UCC Clubs which is composed of the Clubs' Executive Committee members and three representatives from each registered Club.	<ul style="list-style-type: none"> • Meet twice yearly per academic year. • Provide a President's and Treasurer's report to the membership. • To act as a deliberative forum for current issues of concern from members. • Elect the President of the Clubs Executive • Elect the committee of the Clubs Executive • 	Accountable to their members in line with their Clubs Constitution. Operate in accordance with the delegation and governance framework. Comply with the policies of the DSPA and Clubs Executive; and their NGB where relevant.	Clubs Executive Constitution
Clubs Executive Committee	<ul style="list-style-type: none"> • President (Chairperson) • Vice President • Secretary • Treasurer • Public Relations Officer • Health and Safety Officer • Ordinary Committee Member (x3) • Head of Sport and PA • Deputy Head of Sport and PA • DSPA Sport Administrator 	<ul style="list-style-type: none"> • Ensure the fair, equal running of Clubs and promotion of sport to all students. • Organise events to promote sport at UCC. • Approve the allocation of UCC block grant funding and allocation of monies, to Clubs, based on the recommendation of the Clubs Finance Committee • Approval of new club set up and club constitutions. • Make recommendations on the enforcement of all UCC and Club policies and procedures and any proposed amendments to a club's constitution. • Collaborate with the Head of Sport and PA on relevant policies and decisions. • Uphold and adhere to the policies of the University 	Accountable to the Clubs General Committee who elect the Executive. Part of the Office of SEO and DSPA.	Clubs Executive Constitution

DRAFT – February 2024

Entity	Membership	Responsibilities	Accountability	Constitution/Rules of Governance
Clubs Finance Committee	<ul style="list-style-type: none"> • Clubs Executive President • Clubs Executive Vice President • Clubs Executive Treasurer • Head of Sport and PA • Deputy Head of Sport and PA • Independent Expert 	<ul style="list-style-type: none"> • Review annual budgets for individual Clubs. • Recommend allocation of monies to individual Clubs for the Clubs’ Executive to review and approve. • With support from the UCC Finance Office, provide finance and financial management training to treasurers of each Club. • Prepare an annual account of Clubs spending for presentation and approval by the Clubs General Committee at the Annual General Meeting and for the Director of Student Experience and other University officers/stakeholders who may require such financial reporting. 	Clubs Executive Committee	Clubs Executive Constitution
Clubs Sponsorship Committee	<ul style="list-style-type: none"> • Director of Student Experience (Chair) • University Finance Officer • President Clubs Executive or nominee • Treasurer of the Clubs Executive • Head of Sport & Physical Activity • Deputy Head of Sport & Physical Activity • Member of the Governing Body Committee for Student Experience (as nominated by the Committee) • Two alumni (as nominated by the Alumni Board) • Manager of the Bank of Ireland 	<ul style="list-style-type: none"> • Oversee the allocation and disbursement of the Bank of Ireland Sponsorship monies and ensures that clubs comply with the rules and regulations pertaining to the Sponsorship Contract. 	Director of Student Experience, as chair, is accountable to Deputy President and Registrar	Terms of Reference

DRAFT – February 2024

Entity	Membership	Responsibilities	Accountability	Constitution/Rules of Governance
Club Committees	<p>Elected from the membership of the Club:</p> <ul style="list-style-type: none"> • Club Captain/Chairperson/President • Secretary • Treasurer • Public Relations Officer / other Officers as required. • Ordinary Committee Members (as outlined in Club Constitution) 	<ul style="list-style-type: none"> • Manage the Club, subject to the general rules and guidelines as set out by the University, the DSPA, the Clubs Executive and the national governing body for that Club’s sport/activity. 	<p>Constitutionally accountable to Club Membership.</p> <p>Functionally accountable to the Head of Sport and Physical Activity.</p>	Club Constitution
Club Membership	<p>UCC Sports Clubs have 3 general categories of membership:</p> <p>1. Student Playing Members: Students who are currently registered in UCC.</p> <p>2. Associate Playing Members:</p> <ol style="list-style-type: none"> a) Alumni – (on a strictly limited basis as determined by the Clubs Executive). b) Potential incoming UCC students. c) Students from approved third level institutions in Cork who play for a UCC club. d) Others as approved by the Club Executive on a strictly limited basis. <p>All Associate members need to be formally approved by the Clubs Executive in order to be allowed to join a UCC Sport club and represent the club in approved competitions.</p> <p>3. Non-playing Members: e.g., Alumni, volunteers, coaches, and others who support and join UCC Sports Clubs</p>	<ul style="list-style-type: none"> • Adhere to the rules, guidelines, and policies of UCC, Department of Sport and Physical Activity and the national governing body of the sport (where applicable). 	Accountable to the Club Committee; the Clubs Executive and the DSPA, in line with this delegation and governance framework	Club Constitution UCC, DSPA and Clubs Executive Policies NGB Constitution (where applicable)

DRAFT – February 2024

Entity	Membership	Responsibilities	Accountability	Constitution/Rules of Governance
Sport Leadership Team	<ul style="list-style-type: none"> ▪ A Chairperson external to the University* ▪ Head of Sport and Physical Activity ▪ General Manager of the Mardyke Arena ▪ Head of Sports Studies ▪ Director of Student Experience ▪ President of the UCC Clubs’ Executive ▪ President of the Students’ Union ▪ Bursar/Chief Financial Officer or nominee ▪ An independent external representative (having a commercial background and skills set) * ▪ Deputy Corporate Secretary (secretary to the Sports Leadership Team) <p>*Nominated by the President of UCC</p>	<ul style="list-style-type: none"> • Draws together all strands of sport and physical activity in UCC in a single leadership group aligned behind the vision and purpose set out in the UCC Sports Strategy 2019-2022 and to oversee the implementation of that Strategy. 	Deputy President and Registrar	<ul style="list-style-type: none"> • Terms of Reference

4. AREA OF DISCIPLINE

AREA	RULES	LEAD BODY FOR INVESTIGATION	STEPS FOR DSPA/ Clubs' Executive Committee TO TAKE	POLICY
1: UCC Student Disciplinary Policies	<ul style="list-style-type: none"> • Dignity, honesty, and integrity • Respect for all members of staff • Respect for fellow students • Respect for and adherence to the Rules, Regulations and Policies of the University • Compliance with the academic processes of the University • The University is not brought into disrepute. • Respect for local residents and other members of the general public • The views, values, and beliefs of others are respected. • No damage or injury is caused to any person or property. • The University community is free from intimidation and discrimination. 	UCC Campus Watch and/or Student Discipline Committee	<p>Follow guidelines from Student Experience Office</p> <p>Ensure club members are aware of UCC Student Rules and disciplinary process</p>	<u>Student Rules</u>
2: UCC Sport Club Policies	<ul style="list-style-type: none"> • Comply with UCC sport club governance and operational policies. • Comply with financial policies. • Comply with health and safety policy 	Department of Sport and Physical Activity/ Clubs' Executive Committee	Follow club sanctions for policy breach as outlined in the relevant policy	<u>Club Policies</u> <u>Clubs Code and Discipline</u> <u>Summary Financial Policies</u> <u>Health & Safety</u> <u>UCC Child Protection</u>
3. DSPA Scholarship	<ul style="list-style-type: none"> • Comply with the terms and conditions of the Scholarship programme 	Department of Sport and Physical Activity	Office of the Director of Student Experience	DSPA Scholarship T&C's
4. UCC Scholarship programme	<ul style="list-style-type: none"> • Comply with the terms and conditions of the Scholarship programme 	Office of the Deputy President and Registrar	Refer to Office of Deputy President and Registrar	Scholarship Conditions

DRAFT – NOT FOR CIRCULATION

AREA	RULES	LEAD BODY FOR INVESTIGATION	STEPS FOR DSPA TO TAKE	POLICY
5: NGB /External Policies	<ul style="list-style-type: none"> • Comply with NGB rules and regulations. • Comply with competition rules. • Comply with anti-doping rules. • Do not abuse or bring the sport into disrepute 	National Governing Body	<p>Refer to NGBs where appropriate.</p> <p>Club Captains are required to inform the DSPA of NGB sanctions.</p>	<p>Sport Ireland provides oversight. NGBs have their own disciplinary policies as set out in their constitution or standing orders. Local standing orders for competitions apply.</p>
6. UCC Sport External Users Processes	<ul style="list-style-type: none"> • Comply with facilities policies and operations 	Department of Sport and Physical Activity	Follow the UCC Sport Policy	UCC Sport Policy
7. UCC HR Policies	<ul style="list-style-type: none"> • Comply with UCC HR policies (full time and part time staff) 	UCC HR	Refer to UCC HR	UCC HR