



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

UCC
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

PRIDE BELIEF PASSION



CLUB OPERATIONS HANDBOOK



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1

INTRODUCTION TO UCC SPORT



1.1 WELCOME

CLUB'S EXECUTIVE PRESIDENT

Hi! Congratulations on being elected onto your Club committee. Being chosen by your fellow Club members to help guide and grow your Club is a great honour and amazing opportunity. I hope that you're looking forward to the year ahead!

This handbook covers all areas related to running a Club in UCC so that you have all the info you need to help your Club achieve its potential. While our committee trainings at the beginning of the year go through the most relevant information for key roles, this document can be used to refresh your memory throughout the year, as well as give you an insight into various other areas of Club management.

I'd like to reassure you that it is completely normal to not know everything, and you don't need to memorise everything in this document. You'll probably still be learning new things towards the end of the year! Myself and the rest of the Clubs' Executive Committee have all been in your shoes and understand the intricacies of running a Club.

Throughout the year, all members of the Executive committee will be available to listen to any queries or concerns and support you throughout the year. You can contact me anytime via email at president@uccclubs.ie or visit me in the Clubs and Societies Office on the First Floor of The Hub if you'd like to discuss anything in person!

As your Clubs' Executive President, I wish you the best of luck for the year ahead and thank you for committing to play such a key role in UCC Clubs and student experience as a whole. Being on a Club committee was without a doubt one of the most rewarding experiences during my time in college, and I wish the same for all of you.

Le gach dea-ghuí,

LILY FAY

Clubs' 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. Our role is to support and assist you and please do not hesitate to contact us if you have any questions.

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 Club's Executive Committee representing **over 40 Clubs** within University College Cork.

OUR VISION

We support UCC students to participate, compete and perform in sport with pride, passion, and belief. We want to deliver the best possible experience in 3rd level sport for our students, staff, coaches and volunteers and community.

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 3rd level/regional/national/international competitions.
- Support key teams and individuals prepare and perform to their full potential

Lead and Develop Sport In UCC

- Implement UCC Sport operational, business, training, Club development, digital information and safe sport programmes
- Establish an updated sports governance framework for UCC Sport and Clubs
- Develop and successfully operate UCC Sport Facilities.
- Promote UCC Sport, our Skull and Crossbones brand and awards
- Support the delivery of merchandise and sponsorship programmes
- Work with Student Sport Ireland and other agencies to develop 3rd 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
MORGAN BUCKLEY	Head of Sport and Physical Activity	morgan.buckley@ucc.ie 087 2436457
CHRISTINE O'DONOVAN	Deputy Head of Sport and Physical Activity	c.odonovan@ucc.ie 021 490 4768 - 087 247 0344
EMMA MARTIN	Sports Administrator	emma.martin@ucc.ie 021 490 4777 - 086 199 1506
BETTY YOUNG	Senior Executive Assistant	b.young@ucc.ie 021 490 4752
PETER CALNAN	Senior Executive Assistant	PCalnan@ucc.ie 021 490 4753
JACK CASEY	Head of Rugby Operations	j.casey@ucc.ie 087 122 3410
GREG YELVERTON	Soccer Development Officer	g.yelverton@ucc.ie 021 490 4765 - 086 795 4506
SHARON HUTCHINSON	Hockey Development Officer	sharon.hutchinson@ucc.ie 087 913 2094
TREVOR WOODS	Exercise Physiologist	t.woods@ucc.ie 021 490 4769
WILLIE FAHY	Foreman	w.fahy@ucc.ie 087 926 5991
KENNETH YOUNG	Sports Operative	k.young@ucc.ie
KENNETH MCCARTHY	Sports Operative	ken.mccarthy@ucc.ie
NOEL MCSWEENEY	Sports Operative	nmcsweeney@ucc.ie
PAUL HARRINGTON	Sports Operative	pharrington@ucc.ie
MARDYKE SPORTS GROUNDS		mardykesport@ucc.ie 087 913 2071
CURAHEEN/THE FARM		curaheen@ucc.ie

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:

- 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.
- Making recommendations for allocating the annual financial resources granted to Clubs by the University.
- Acting as an educational and advisory body to the committee members running Clubs. The Executive will organise and run training events, and provide regular advice to any Clubs that require it.
- Representing the interests of Clubs on campus and promoting activities and events to encourage student participation.
- Organising the Clubs' Executive Awards every year at the Clubs and Societies Ball to award committee efforts throughout the year.
- 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.
- Meeting regularly 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
LILY FAY	President	president@uccclubs.ie 086 137 4166
OISÍN DE BARÓID	Vice President	vp@uccclubs.ie
FINNIAN MANNIX	Secretary	secretary@uccclubs.ie
ALEX WILSON	Public Relations Officer	pro@uccclubs.ie
CHLOE CORCORAN	Welfare Officer	welfare@uccclubs.ie
HARETH KHAN	Ordinary Committee Member	ocm1@uccclubs.ie
ELLA-LOUISE MCGLYNN	Ordinary Committee Member	ocm2@uccclubs.ie
OLIVER MCKENNA	Ordinary Committee Member	ocm3@uccclubs.ie
MAKHABBAT SHAIMAKHANOVA	Students' Union Representative	ents@uccsu.ie 086 184 2701
MORGAN BUCKLEY	Head of Sport	morgan.buckley@ucc.ie 087 243 6457
CHRISTINE O'DONOVAN	Deputy Head of Sport	c.odonovan@ucc.ie 021 490 4768 - 087 247 0344
EMMA MARTIN	Sports Administrator	emma.martin@ucc.ie 021 490 4777 - 086 199 1506

1.5 THE SPORTS LEADERSHIP STEERING GROUP

The Governing Body of UCC approved the UCC Sports Strategy and the University Management Team (UMT) agreed to establish a Sports Leadership Steering Group (SLSG) 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
- **Christine Moloney**, CEO of the Mardyke Arena
- **Paul Moriarty**, Director of Student Experience
- **Lily Fay**, President, Clubs' Executive
- **Eleanor McCahill**, President, Students' Union
- **Nora Geary**, Corporate Secretary, Office of Corporate and Legal Affairs
- **Stephen Byrne**, Deputy President & Registrar
- **Mark Poland**, Director of Buildings & Estates
- **Graham Healy**, Partner, Deloitte Ireland (External Member)

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

The Sports Leadership Steering Group shall:

- Update and conduct periodic reviews and evaluations of the Sports Strategy to assess its effectiveness, identify areas for improvement, and make recommendations for enhancements or revisions as needed. Consultation with stakeholders, including SDOs, Coaches, sports Clubs, teams, athletes, and other members of the UCC community, shall be solicited and considered in the review process.
- Ensure that an implementation plan for the UCC Sports Strategy (including any updates appropriate to the 2023-2028 UCC Strategy) is in place and provide progress reports on same.
- Ensure consultation and communication with the Student Body and other key stakeholders in relation to sports.
- Provide recommendations on the prioritisation of the development of external sports facilities at Mardyke Sports Grounds and UCC lands in Curraheen and other appropriate sites.
- Provide strategic leadership to the Sports Capital Development programme and once agreed, is delivered according to the plan.
- Examine options for the management of external UCC sports facilities post-completion of capital developments.
- Ensure that a service level agreement is developed between the Department of Sport and Physical Activity, Mardyke Arena DAC, the UCC Club's Executive and UCC Clubs to enable delivery of the Sports Strategy.
- Ensure that the Department of Sport and Physical Activity, and Mardyke Arena DAC work in a collective manner to enable the best provision of sport in UCC.
- Support and provide guidance where necessary to the Sport in UCC in 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, across all UCC entities, raising profile, partnerships and commercial opportunities for UCC. Sport and Physical Activity, that is in alignment with UCC overall commercial / brand identity

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.

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. There are also sum-up machines available in Ferry Lodge for use by Clubs as needed. No transactions will be made unless they are recorded on the Club's Portal.
- **Administration Services:** Committees can make use of the printer, laminator, guillotine and telephone in Ferry Lodge for Club activities.
- **Post Boxes and Post:** Clubs can have any Club orders (i.e. packages or letters) delivered to Ferry Lodge by addressing them to "Club Name, Ferry Lodge, Mardyke Walk, Cork, Ireland, T12 P282.
- **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:** Clubs that require once-off visitor access 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 selecting the facility as the event venue on the Clubs Calendar, or by emailing 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 Student Life Meeting Room has a capacity for approximately 20 people and can be booked for committee meetings by emailing the Clubs' Executive President at president@uccclubs.ie.
- **Workspaces:** Clubs can use the computers in the C&S Office workspace for Club-related activity. The lounge area is also open to Clubs.
- **Administrative Services:** Clubs can use the printer connected to the computers in the C&S workspace which prints in both colour or black and white, and can print A3 and A4 sizes. Other supplies, such as laminators and guillotines, are also available.
- **Post:** Clubs can have letters delivered to The Hub. Due to there being very little storage available in the Hub, all packages must be sent to Ferry Lodge (see above).

POSITIVE **STUDENT**
EXPERIENCE

1.8 UCC STUDENT SUPPORT SERVICES

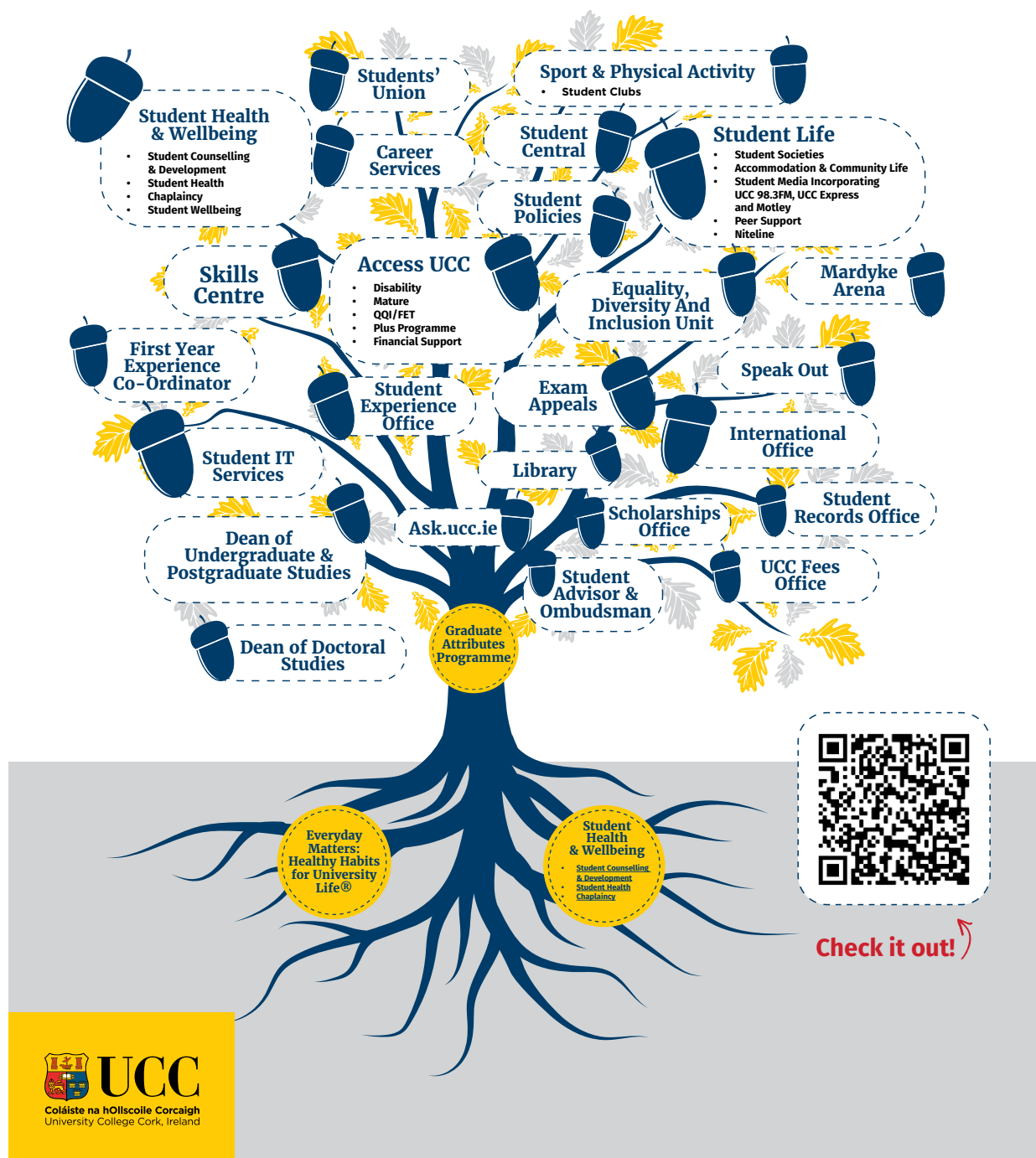
The key focus of UCC Sport and all our Clubs and volunteers is to create a positive student experience for all participants. We recognise sport is a fantastic opportunity to engage and connect within UCC and making life-long friends.

Supporting UCC Students

Support Tree Showing Student Services

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 presented in the form of a **Support Tree**.

This tree depicts the support services currently available to students and provides links to further information about each service.



1.9 KEY DATES

Some key dates to note are:

ACTIVITY	DATE
Start S1	7 th September
Captains Training	31st August, 3rd & 4th September
Freshers' Week	7th - 11th September
Clubs Day	16th September
Clubs Week	21 st - 27 th September
Clubs' General Meeting	12 th October
UCC Open Day	10 th October
End S1	18 th December
Start S2	11 th January
End S2	14 th May

OPPORTUNITIES HEALTH & WELLBEING IMPROVE QUALITY





2

SUMMARY DETAILS ON RUNNING YOUR CLUB



2. RUNNING YOUR CLUB: SUMMARY DETAILS

There are key processes and tasks required to successfully run your Club. These can be split into different areas and are summarised below:

KEY ACTIONS	CHECK
GOVERNANCE AND ADMINISTRATION	
1. Hold AGM to elect Chairperson/Captain and Officers for season ahead; Clubs Delegation Framework . List all Officers on the Committee section of the Clubs Portal by 30 September.	
2. Club Officers to attend training (Captain/Health & Safety/Treasurer/Secretary/PRO/Respect).	
3. Be familiar and comply with UCC Clubs Policies and Management Support Documents .	
4. Complete online Club Plan 26/27 by 30 th September. Confirm Club details including objectives, competitions, training and events plans, competitions, training & events plans.	
5. Keep on top of Club administration, marketing and communications. Upload Club events, fixtures and activities to the Calendar.	
6. Submit gear for approval on the Clubs Portal in line with the Clubs Gear Branding Guidelines . UCC Sport Coaches Form 26.27 and Sport Ireland Safeguarding 1 Course by 30 th October.	
7. Confirm details of all coaches/instructors for the 26/27 season and ensure they complete the UCC Sport Coaches Form 26.27 and Sport Ireland Safeguarding 1 Course by 30 th October.	
8. Send details of plans to host IVs or major events/matches to c.odonovan@ucc.ie .	
9. Book Club facilities through the DSPA.	
FINANCES	
10. Be familiar and comply with UCC Clubs Financial Policies .	
11. Complete and submit Club Budget on the Clubs Portal by 30 th September.	
12. Submit CAP CAP budget and update Club Inventory on the Clubs Portal by 30 th September.	
13. Ensure Clubs events are uploaded to the Calendar before booking any travel/accommodation. Following approval, complete financial transactions on Clubs Portal.	
14. Use Clubs Portal to apply for funding and sell Club products.	
HEALTH & SAFETY	
15. Complete Annual Safety Statement and Risk Assessment by 30 th September.	
16. Submit Specific Risk Assessments for events where necessary.	
MEMBERSHIP, RECRUITMENT AND REGISTRATION	
17. Recruit and sign members up using the Clubs Portal . Members can sign up on the C&S Portal .	
18. Apply for any Alumni to be involved in the Club as a playing member through the Associate Members Form .	

These tasks are discussed in more detail later in this Handbook.

KEY AREAS OF CLUB MANAGEMENT INCLUDE:

- Governance
- Administration
- Finances and competition
- Health & safety
- Marketing & communications

These areas are discussed in the following sections of the Handbook.



POSITIVE
STUDENT
EXPERIENCE





3

GOVERNANCE



3.1 CLUB COMMITTEES AND VOLUNTEERS

Every year, the Club must vote in a committee to organise and run the Club. These are generally fully composed of students, with some Clubs receiving external support.

At a minimum the Club must have the following executive positions filled:

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

Common committee positions include:

- Vice-Captain/Vice-Chairperson
- Gear/Equipment Officer
- First Year Representative
- Competition Officer
- Ordinary Committee Member

The [UCC Advancement Office](#) (formerly known as UCC Alumni and Development Office) provides useful resources and information to connect with alumni and volunteers if Clubs wish to build connections with past students and engage graduates in supporting a Club.

Key Officers must attend the Trainings held at the beginning of the year to ensure they are well-equipped to fulfil their roles on the committee and all Officers must be uploaded to the Clubs Portal by the 30th of September.

In order to work effectively as a committee, workload should be shared fairly and individuals should not be overloaded. Committee members are encouraged to reach out to any Clubs' Executive member to ask for advice and guidance throughout the year.

To ensure effective organisation of Club activities, it is recommended that Clubs hold regular committee meetings.

The meetings should include:

- Updates from the Chairperson/Captain regarding the current state and direction of the Club
- Financial updates from the Treasurer
- Collaborative discussion and planning of future Club projects and events/activities

Minutes of each meeting should be taken by the Club Secretary to record points discussed and decisions made. These should be read out and approved at each subsequent meeting. 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 Chairperson/Captain has the casting vote.

Meeting rooms can be booked through the Clubs' President (president@uccclubs.ie) or with the Room Bookings Office (roombookings@ucc.ie).

3.2 CLUB ANNUAL GENERAL MEETINGS (AGMS)

Every Club must host an Annual General Meeting (AGM) once a year to allow 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 of the Club during the year. The Club Captain should report on the Club's activities and the Treasurer on the Club's finances.

Club members must be given two weeks' notice before the AGM to allow them time to prepare to run for a committee position. Voting must be done using an anonymous ballot where all registered UCC student members of the Club who have been a member for at least 1 month prior to the AGM are eligible to vote. In the case of a tie, the Chairperson/Captain will have the casting vote.

If a Club has no Chairperson/Captain then it will not be permitted to function. An Extraordinary General Meeting (EGM) can be held by the Club during the year to fill any other committee positions. Clubs should hold an AGM by 29th May to elect the new committee. Club AGMs and EGMs will be attended by their Representative from the Executive committee should Clubs need any guidance on the day.

General guidelines for running an AGM can be found [here](#).

3.3 CONSTITUTIONS

The [UCC Clubs Constitution](#) sets out how the Executive Committee, the General Committee and the entire body of Clubs operate. It was passed in 2025.

The new [template for Club Constitutions](#) was passed in 2025. Drafts in line with this template should be uploaded to the Clubs Portal for approval by the Clubs' Executive Committee.

Following approval, Clubs must adopt and ratify their Constitutions at their EGM or AGMs during the year.

3.4 POLICY COMPLIANCE

All key Clubs policies can be found on the [Club Management Support Documents](#) webpage. All Clubs must adhere to these policies and any breaches may be subject to disciplinary action such as Club penalties. Key policies include:

- Club Financial Policies Summary
- Clubs Alcohol Policy
- Clubs Travel Abroad Policy
- Clubs Gear Guidelines
- Clubs Social Media Policy

REMAIN ORGANISED
REVIEW & UPDATE





ADMINISTRATION



4.1 KEY ADMINISTRATIVE TASKS

At the start of the academic year there are several administration requirements that every Club must complete before being allowed to begin Club activities.

These include:

- Uploading details of Club Officers
- Completing the [online Club Plan](#)
- Submitting the Club's updated Annual Safety Statement and Annual Risk Assessment
- Submitting the Club's Annual Budget and CAP CAP Budget
- Confirming details of all coaches/instructors

Regular administration requirements throughout the year include:

- Uploading all Club events onto the Clubs Portal Calendar and submitting its risk assessment as required
- Submitting gear for approval on the Clubs Portal
- Registering non-UCC playing members (Associate Members)
- Booking Club facilities through the DSPA
- Keeping on top of Club administration, marketing and communications
- Sending details of plans to host Intervarsities to the DSPA

4.2 TRAINING

UCC Sport is committed to providing the support needed for each Club to function effectively and safely. We provide Officer Training to Clubs for their committee members and support coaches in their training requirements.

Committee Training	Coaches Training
Chairperson/Captain Training	First Aid Training
Health & Safety Training	Financial support for sport-specific training courses
Treasurer Training	Induction Training for New Coaches
Secretary Training	Sport Ireland Safeguarding Training
PRO Training	
Respect Officer Training	

4.3 THE CLUBS PORTAL

The Clubs Portal is the primary tool available to committees for running your Club. The majority of Club administration tasks are completed here, such as managing finances, memberships and events. Committee members can log into the Portal using their Student Number and Student Password here: <https://clubsportal.ucc.ie/>. If any committee member is having issues logging in, please reach out to president@uccclubs.ie.

Please see the Appendices for details on using the Portal.

4.4 CLUBS GOOGLE DRIVE

Every Club has a designated Google email address that can be used for all official Club business. The Google Drive associated with this email should be used to store all Club-related files and documents used for managing Club activities. Clubs have access to the [UCC Clubs Shared Resources folder](#) which contains important Club documents, how-to videos, and UCC Branding during the year, as well as any crossover documents created by the previous committee to help the Club's transition from one year to the next. The Club's Google Drive should be kept organised to allow for efficient Club management.

Please note Clubs must be compliant with [UCC GDPR policies](#).

4.5 REGISTRATION OF CLUB MEMBERS

Committee members can register students to their Club through the Membership section of the Clubs Portal. Students can also register as members to the Club themselves on the C&S Portal using their student email. They can remove themselves from their Clubs at any time.

Each Club has their own membership plan and Clubs should register members as required for external competitions and leagues.

All registered students in UCC are eligible to join a Club, however due to capacity constraints, Clubs may have to place a limit on numbers who join and participate.

Membership Categories

UCC Sports Clubs have 3 general categories of membership:

1. Student Playing Members:

Students who are currently registered in UCC.

2. Associate Playing Members:

Clubs may request Associate Members to join and represent the Club in cases where the proposed member would provide a clear value to the Club i.e. experience. These are permitted on a strictly limited basis in order to ensure that current UCC students are prioritised in Club activity. Where Clubs have multiple teams, Associate Membership may only be approved for requests for first teams/squads.

All Associate Members must first be approved by the Clubs' Executive in order to be allowed to join a UCC Club, represent the Club in approved competitions and be covered by UCC insurance. To request the registration of an Associate Member, the Club must first complete the online [Associate Members Request Form](#). Once approved, the Associate Member will receive a link to register through the C&S Portal and to pay the appropriate fee, if applicable.

These can be:

- a) Alumni
- 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 Clubs' Executive on a strictly limited basis

3. Non-Playing Members:

e.g., Alumni, volunteers, coaches, and others who support and join UCC Sports Clubs

Insurance of Members

The student personal accident insurance is for registered students only but 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

4.6 REGISTRATION FOR 3RD LEVEL, EXTERNAL LEAGUES AND COMPETITIONS

UCC Clubs and teams participate in a wide range of competitions, leagues and cups. 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 Intervarsities/3rd level competitions/leagues or major events without prior discussion and approval from UCC Sport. All Intervarsities and 3rd level competitions must be logged with Student Sport Ireland who prepare a National Calendar for the season ahead.

4.7 CLUB COACHES

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 all our coaches for their 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 must complete the online [Coaches Registration Form](#). The final deadline for registration is the 30th of October.

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 requires coaches to be Garda Vetted. We advise all coaches and volunteers to complete the [Sport Ireland Safeguarding 1](#) online course. We also require all coaches to complete a signed Code of Ethics and Conduct for Sports Coaches when registering.

Resources and Training

Resources are provided to support the development of our volunteers and coaches, including first aid training, financial support for sport-specific training courses, and induction training for new coaches.

Insurance

All registered coaches are covered by UCC insurance. All coaches and volunteers that train indoor Clubs will be provided with an access card to the Mardyke Arena. This card is only to be used for coaching activities and NOT for recreational use. If any coach is found to be in breach of this, their facilities card will be cancelled.

UCC Policies

All coaches and volunteers are subject to [UCC policies](#) and should familiarise themselves with them.

Health & Safety and Accident/Incident Reporting

Coaches should familiarise themselves with the contents of their Club's Health and Safety Statement.

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 members, and potentially the wider UCC community.

The [Personal 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.

4.8 GEAR GUIDELINES

Clubs must follow the [UCC Gear Branding Guidelines](#) when designing and purchasing Club gear. Before purchase, all gear designs must be uploaded to the Gear Design section on the Clubs Portal for approval by the Clubs' Executive.

The gear guidelines are summarised below.

Transition of Sponsor

Any new Club gear for 2026/27 must be ordered without Bank of Ireland branding. Existing Club gear with Bank of Ireland sponsorship can continue to be used. Where Club gear is being ordered to replace only a small quantity of existing gear (e.g. damaged or lost team jerseys), these may be ordered with Bank of Ireland branding to ensure consistency among this set of gear.

Branding

The official colours of UCC Sport are black (#000000) and red (#FFFFFF), with white (FFFFFF) for text, accents and a third colour when needed. Club gear must remain in this colour scheme. UCC Sports preferred font is Gotham Bold. The UCC Crest and [UCC Sport Skull and Crossbones](#) logo may not be altered in any way from their original forms. Failure to comply with this will result in sanctions to the Club.

Playing/Competitive Gear

The two essential logos on every piece of competitive Club gear are the UCC Crest and the UCC Sport Skull and Crossbones. These have a minimum size of 7cm and may not be modified in any way from their original forms (shape, colour etc.). The Skull and Crossbones should appear on the front of competitive gear.

Non-Competitive Gear/Leisurewear

Non-competitive gear is attire not worn when competing i.e. at training (including but not limited to beanies, half zips, hoodies). It is mandatory to have the Skull and Crossbones on all non-competitive gear, however the UCC Crest is at the discretion of the Club committee. The Skull and Crossbones have a minimum size of 7cm.

Other Sponsors/Logos

External sponsor logos and individual Club logos can only be used after approval by the Clubs' Executive Committee. No sponsorship deal can be made with any company or business where their main trade is based around alcohol and individual logos cannot replace the Skull & Crossbones on Club gear or be used as the social media logo. Following approval, these logos can be placed on the upper back, lower back, or on the sleeve, with a maximum size of 30 x 30cm.

Coaches Gear

For coaches and Club officials gear, a Club can provide one of the following two options:

1. 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. A plain black, plain red, or plain white polo shirt, jumper or jacket. This must have the UCC Crest on the right breast and the Skull and Crossbones on the left breast ("UCC [CLUB] COACH" or "UCC [CLUB] OFFICIAL" may be underneath). Any other adornments are subject to Clubs' Executive approval.

Purchase of Gear

Clubs' own funds can only be used for competitive gear, such as jerseys, that stay within the club and are purchased at the beginning of the year/prior to the beginning of Club competitions - subject to the Club's budget. If the Club wishes to subsidise competitive gear, they can pay a maximum of 20% of the overall cost.

The purchase and ordering of non-competitive gear/leisurewear must only be completed after collection of full payment from each member via the Clubs Portal.

All gear payments must be made via the Clubs Portal Shop.

Gear Orders

UCC Sport has 6 approved sportswear suppliers for 2026/27: Kukri, O'Neills, Macron, Samurai, McKeever, and Hockey World/Cork Clothing. All Clubs must order their gear from these approved suppliers.

Exceptions will only be allowed where there is no possible way of purchasing the gear from any of these suppliers. For these cases, Clubs must email president@uccclubs.ie for approval by the Executive, stating their proposed supplier and explaining why the Club must use them.

Before finalising any gear order, a mockup of the design must be uploaded to the Clubs Portal for approval. If a Club purchases gear without prior approval or is in breach of gear guidelines they may be subject to a Club-wide penalty.

GEAR GUIDELINES

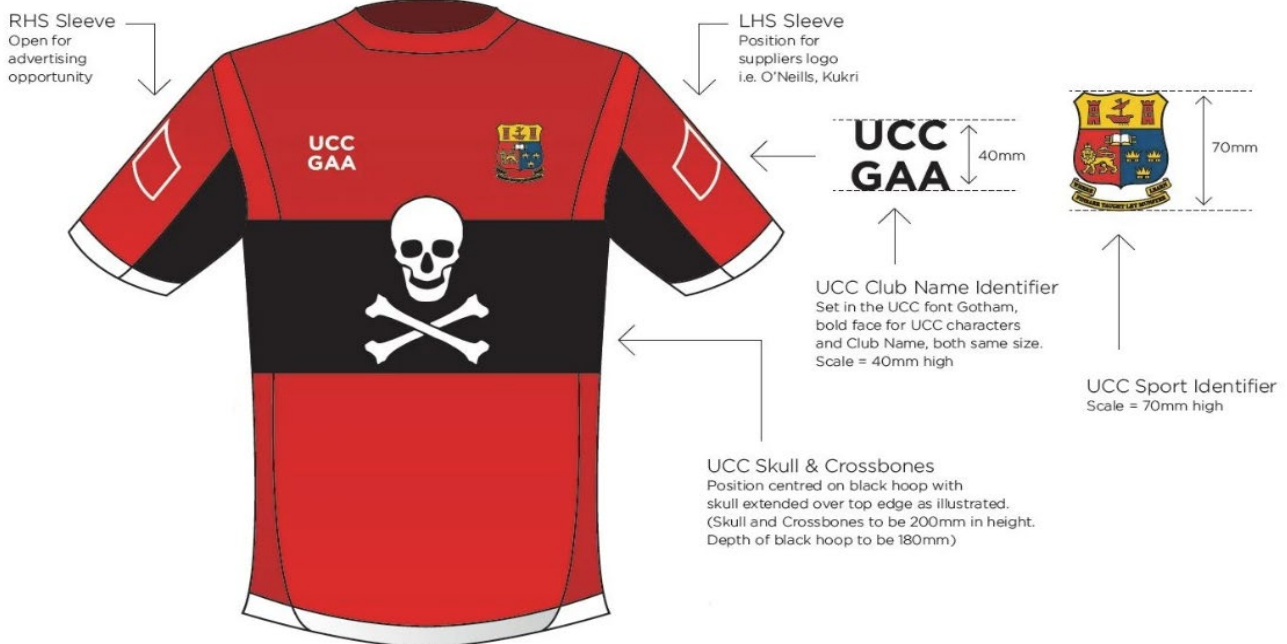
VIGs/Club Logos

Club VIG logos have been designed to go on gear, emails, or wherever else is deemed necessary. These can be found in the [UCC Clubs Branding folder](#) on the Google Drive.



Gear Example

UCC Playing Jersey: Red with Black Hoop





5

FINANCES AND COMPETITIONS



5.1 CLUB FINANCES

Club committees must ensure the Club's finances are managed properly so that the Club can continue operating efficiently. The Club's budget should be monitored throughout the year to ensure the Club ends the season in a positive financial position.

Clubs can receive funding from the Clubs' Executive to assist in the day-to-day running of the Club but must also engage in their own fundraising activities. This can be through the Club's own enterprises, contribution from members, fundraising events or the support from Alumni, UCC Staff, the business community and the wider region.

5.2 UCC SPORT FINANCIAL POLICIES

All Club and Clubs' Executive decisions and actions should be guided by the [UCC Clubs Financial Policies](#). 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 that Clubs find with the policies should be communicated to the Clubs' Executive President (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 basics of these policies will be explained each year at Captain and Treasurer Training. Both these Club Officers should familiarise themselves with these policies so that they can handle Club finances appropriately.

5.3 THE CLUB SHOP AND PAYMENT PROCESS

All Club transactions should be carried out through the Club Shop on the Portal i.e the selling of gear, payment for trips etc. See appendices for more in-depth information on how to use the Club Shop.

The Club can pay for admin expenses, competition expenses (e.g. travel, accommodation, catering, Referees, etc.) and other operating expenses from Club funds by using the Club credit card in Ferry Lodge.

All expenditure recorded on the Clubs Portal must be accompanied by its relevant receipts.

- For any fuel reimbursements incurred by electric vehicles, the following rate will apply if a receipt cannot be provided: 6c per km.

No payments are processed for events until the event is uploaded to the Calendar and its relevant Health & Safety documentation is submitted and approved.

- Events covered by the Club's Annual Risk Assessment must be uploaded at minimum 1 week before the event
- Events that require a Specific Risk Assessment must be uploaded at minimum 2 weeks before the event
- International events must be uploaded at minimum 2 months before trip, in line with the Travel Abroad Policy (failure to do so will result in non-approval to travel)

The Club can order and pay for gear once designs are approved by the Clubs Exec on the Portal. Clubs must follow the [UCC Gear Branding Guideline](#). Club funds can only be used for competitive gear, such as jerseys, that stay within the Club and are purchased at the beginning of the year. Any other members' gear purchased through the Club Shop may only be subsidised up to a maximum of 20%.

5.4 CLUB BUDGETING

The Clubs financial year runs from the 1st of June until the 31st of May. On the 31st of May, each year the Club's Portal will be rolled over into the next financial year and all Club transactions will be archived on the Portal.

To ensure that Clubs plan properly for the financial year, each Club must submit an annual budget on the Clubs Portal by the 30th of September. The Budget is used by the Executive to establish how much funding the Club predicts it will need and how much should be allocated to each Club. Clubs should monitor income received and expenditure incurred during the year against their Annual Budget to have a clear understanding of the Club's financial position.

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.

5.5 CLUBS' EXECUTIVE FUNDING AND RATES

No funding is allocated to Clubs unless the following is submitted/completed by the 30th of September:

- Details of all Club Officers
- The Club's Annual Safety Statement and Annual Risk Assessment
- The Club's Annual Budget

The Club's attendance at Officer Trainings at the beginning of the year will also be taken into consideration when funding is being allocated.



Clubs can apply for funding under the following categories:

1. **Main Grant**
2. **CAP CAP**
3. **Competitions**
 - 3.1 Intervarsities (Away)
 - 3.2 Intervarsities (Home)
 - 3.3 3rd Level Leagues/Competitions
 - 3.4 External National Competitions
4. **Performance Training**
5. **Courses:** coaching courses, first aid, etc.
6. **Travel to Meetings**
7. **Representative Travel**
8. **Facility Hire**
9. **Travel Subsidy**
 - 9.1 Outdoor pursuit clubs
 - 9.2 Local leagues/competitions

The Club applies for the Main Grant and CAP CAP funding at the beginning of the year, and can apply for the remaining categories on an ongoing basis throughout the year.

Funding is allocated to Clubs as per the rates set out below, however where the rates allow for an amount greater than the actual expenditure incurred by the Club, only the amount incurred will be allocated.

5.6 MAIN GRANT

Clubs may be allocated a Main Grant by the Clubs' Executive Committee following submission of their Annual Budget on the Portal, review of their financial accounts from the previous year, and completion of relevant documents uploaded to the Clubs Portal (detailed above). The Annual Budget should detail all of the Club's predicted income and expenditure for the year.

- This funding provides necessary cash flow for the Club to commence activities as well as the day-to-day running of the club.
- Main Grant allocation will be split between Semester 1 and Semester 2. The Semester 2 allocation will be subject to ongoing club activity.

5.7 CAPITAL CAPITATION (CAP CAP)

Capital capitation is available to each Club at the start of the year to allow the Club to make any necessary long-term equipment purchases and/or to maintain/service existing equipment.

- The Club must submit their Budget for CAP CAP on the Finance section of the Portal by the 30th of September. The Club will be asked to outline the purpose of the equipment requested, the amount requested and other details. Not all amounts requested in the Club's CAP CAP budget may be allocated to the Club.
- Before a decision is made on how much CAP CAP is allocated, the Club's inventory of existing equipment must be uploaded to the Clubs Portal.
- 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 the Clubs' Executive.



5.8 COMPETITIONS

Funding for Participants



GAA/RUGBY

30 PARTICIPANTS

**+ 3 COACHES/
MANAGERS**



SOCCER

24 PARTICIPANTS

**+ 3 COACHES/
MANAGERS**



BASKETBALL

12 PARTICIPANTS

**+ 1 COACH/
MANAGER PER TEAM**



HOCKEY

20 PARTICIPANTS

**+ 3 COACH/
MANAGERS**



VOLLEYBALL

12 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

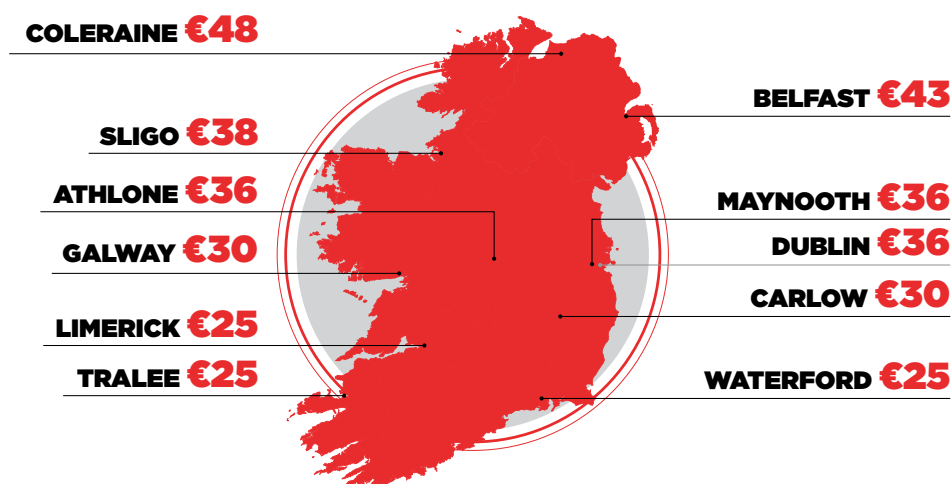
Written confirmation of numbers travelling is required for funding requests (i.e. safety plan, hotel receipt, etc).

Day Travel Rate

	TEAM/GROUP >15	INDIVIDUAL RATE FOR GROUPS <15
LIMERICK	€400	€22
TRALEE	€400	€22
WATERFORD	€400	€22
CARLOW	€540	€26
GALWAY	€540	€26
DUBLIN	€700	€30
MAYNOOTH	€700	€30
ATHLONE	€700	€30
SLIGO	€750	€34
BELFAST	€750	€36
COLERAINE	€800	€40

Overnight Travel Rate per Person

Accommodation Rate per Person



REPUBLIC OF IRELAND

€40 PER NIGHT

DUBLIN

- CITY CENTRE

€45 PER NIGHT

NORTHERN IRELAND

€50 PER NIGHT

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

IntersVarsity (Away)

- Clubs can apply for IntersVarsity (Away) funding for recognised IntersVarsity events.
- Where the Club is required to stay a minimum of 1 night at the event location due to the nature of the competition (distance of travel, competition schedule, etc.), overnight travel and accommodation rates will apply.
- Single-day IntersVarsity events will receive day travel rates.
- The number of participants that will be funded is outlined above.
- Clubs will be allocated overnight IntersVarsity (away) funding for a maximum of 3 events during the year. Where a Club attends greater than 3 IntersVarsity (away) events, the Club must give details to the Clubs' Executive as to which competitions/teams should be prioritised for the funding.
- All applications for funding should be received in advance of the event.
- A Support Grant may be allocated as per the rates below to assist with associated IntersVarsity costs e.g. entry fees, meal costs
- Only one Support Grant will be allocated per Club



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



Intersarsity (Home)

- Clubs must notify the Clubs' Executive before the 30th of September if they are planning to host a home Intersarsity in Semester 1, and before 31st of January for Semester 2. All relevant documentation must then be uploaded to the Clubs Portal 1 month in advance of the competition.
- Home Intersarsities are expected to be self-funding. The Clubs' Executive may decide to assist a Club with the finances of an Intersarsity if a deficit is probable, however, this shall be decided on a case-by-case basis.
- The Club must submit a budget for their Home Intersarsity and meet with the Deputy Head of Sport & Physical Activity to discuss the initial stages of planning from a financial perspective.

3rd Level League Matches/Events

- Funding is available to Clubs who participate in officially organised University league matches and other approved 3rd level events e.g. SSI leagues & cups, CUFL leagues & cups, tournaments, etc.
- The number of participants that will be funded is outlined above.
- Single-day competitions will receive the day travel rates.
- Overnight travel rates and accommodation funding for events played in Northern Ireland, etc. may be granted at the discretion of the Clubs' Executive.

External National Competitions

- Funding is available to clubs who participate in officially organised National Leagues and/or Cup competitions as distinct from Intersarsity competitions, where a UCC Club is competing against non-university clubs registered with a National Governing Body.
- National cup matches and other such national events will be considered under this heading.
- The number of participants that will be funded is outlined above.
- Overnight travel rates and accommodation funding for events played in Northern Ireland, etc. may be granted at the discretion of the Clubs' Executive.

5.9 PERFORMANCE TRAINING

Clubs can apply for Performance Training funding to prepare their performance teams/groups for events/leagues and competitions. Funding may be allocated where the team/group is performing at the highest level of their sport.

- The training's main purpose must be to enhance the performance of the team. The training can take the form of a training weekend or camp, and must align with the Club's performance objectives and aims for the season.
- The Club must submit a proposal for the training camp to the Clubs' Executive for review (a "Foreign Trip Proposal" if the proposed training location is abroad), including a comprehensive training schedule for the duration of the camp.
- For overnight camps, overnight travel funding rates will apply and max 1-night accommodation will be subsidized. For foreign trips, Belfast rates apply.

PERFORMANCE TRAINING

5.10 COURSES

Clubs can apply for funding for courses which are necessary for the safe operations of the Club and/or must demonstrate that courses are relevant for the improvement of the Club e.g. coaching courses, specialised First Aid training, sport-specific training, etc.

Final Year/Postgraduate Students	25% of the Cost
Third Year Students	30% of the Cost
First/Second Year Students	50% of the Cost
Long-Term Coaches	75% of the Cost

5.11 TRAVEL TO MEETINGS

Clubs can apply for funding for travel to meetings e.g. the AGM of a National Governing Body.

- Maximum two people per Club can be allocated funding for representing the Club at meetings.
- Requests will be reviewed on a case-by-case basis, and any found to be unnecessary will not be funded.
- The day travel rate will apply to the people travelling.

5.12 REPRESENTATIVE TRAVEL

Clubs can apply for funding where their Club members are selected by the Governing Body of their sport or UCC Sport to represent their country on international duty. A selection letter must accompany all applications, and decisions will be at the discretion of the Clubs' Executive.

- The student must be an active member of the relevant UCC Club. If not, the application will be looked at on a case-by-case basis.
- 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 Clubs Portal. All decisions will be at the discretion of the Clubs' Executive.
- Should an approved event be cancelled after the student has received approval for funding, they must return all amounts received.
- If the student 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:

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

5.13 FACILITY HIRE GRANTS

Funding is available to Clubs who are forced to hire facilities due to the lack of availability of college facilities. The Department of Sport and Physical Activity must be notified in advance, and this does not guarantee funding will be granted.

- 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.

5.14 TRAVEL SUBSIDY

Non-Competitive Events

- To cater for “outdoor pursuit” type Clubs, where travel is necessary for their activities. Forms must be completed at the end of each term and must be accompanied by invoices or receipts of payment.

Local Leagues/Competitions

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

5.15 HOSTING COMPETITIONS

Taking on the responsibility of hosting a competition where members have the opportunity to compete against other universities is an excellent learning opportunity and Clubs intending on doing so should begin planning well in advance to allow the competition to be as successful as possible.

At the end of every year, information will be requested from every Club regarding facilities required for training in the coming year, as well as any competitions that the Club plans to host. 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.

To be allowed to host a competition, a Club will be required to submit an event plan detailing all required information and a breakdown of the event. Details will include:

- Organisers details
- An event timetable
- 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 approval to hold the event once all is in order. Details on how long before an event the Event Plan is to be submitted is detailed in the Health & Safety section of this handbook.

A UCC-Hosted Event checklist will be provided to the Club to ensure the Club covers all areas of hosting an event/competition, and the relevant documentation may be requested by the DSPA.

The Club committee must ensure that a budget is prepared in advance of the event to predict

income and expenditure. This should be monitored throughout event planning. Competitions/ events hosted by UCC Clubs are expected to break even financially and the Clubs' Executive will not immediately support any requests for funding of home competitions.

5.16 SPORT REPRESENTATION NOTE

- If a Club member is required to represent UCC in key competitions and be absent from a class/lecture, the member can apply for a Sport Representation Letter to present details to the relevant lecturer. The final agreement to facilitate a student in this process rests with the relevant lecturer.
- Club members can submit their application through the C&S Portal.



6

HEALTH & SAFETY



6.1 HEALTH & SAFETY POLICY

The health and safety of students taking part in any Club activities is of utmost importance to all those involved in managing the activities of UCC Sport. 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 UCC. The aim of the policy is to prevent injury and ill health to students and anyone else impacted by student-led activity.

Clubs must complete the following to ensure safe practices and minimise risks:

- All events must be uploaded onto the Calendar.
- The event type will indicate whether it is covered under the Club's Annual Risk Assessment or if a Specific Risk Assessment (SRA) is required.
- If an SRA is required, it must be submitted via the Health & Safety section on the Portal.
- For overnight trips, the trip organiser is responsible for ensuring that all members on the trip provided emergency contacts and personal medical information.

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. These guidelines are laid out below.

6.2 SAFETY STATEMENT & ANNUAL RISK ASSESSMENT

At the start of every year each Club must fill out and submit a Safety Statement & Annual Risk Assessment (ARA) on the Clubs Portal 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. It is a live written document which outlines how safety is managed within the Club.

The details to be included 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.

The Annual Risk Assessment covers any risks that may be present in events that the Club engages in regularly e.g. training, matches, meetings etc. Events covered by the ARA must be added to the Calendar 1 week before the event.



SAFETY STATEMENT

6.3 SPECIFIC RISK ASSESSMENTS

For any event that is not covered by the ARA, the Club must submit an event plan and Specific Risk Assessment. When choosing your event on the Calendar, the event type chosen will state whether a Specific Risk Assessment is needed.

The following 3 sections must be completed in an SRA:

- Event Plan Details
- Participants List
- Risks

Clubs must ensure sufficient information regarding the event or trip (location/accommodation/participants, etc.) is included. Hazards have been pre-populated onto the Portal for your convenience. Clubs must choose the hazards relevant to the event, e.g. overcrowding, get home safe, trip/fall, and risk assess them according to the event. If you need to include additional documentation e.g. insurance information etc, this can be uploaded as a PDF or Word Document in the supporting files section.

Events that may require a Specific Risk Assessment include:

- Balls/Large Social Gatherings
- Foreign Trips (following the submission and approval of a foreign trip proposal)
- Fundraisers
- Home Intervarsities
- Special Event
- Adventure Sports

SAFEGUARDING

ALL OUR

MEMBERS



6.5 ACCIDENT AND INCIDENT REPORTING

Clubs must report any accidents, injuries or near-misses 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.

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 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 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 [Personal Accident/Incident 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.

6.5 INSURANCE CLAIMS

All Club members 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 initial payment of medical expenses and can apply for reimbursement through their insurance. To apply for a reimbursement, the individual must fill out the [Personal Accident/Incident Form](#) within seven days of the injury occurring. 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.

7

MARKETING & COMMUNICATIONS

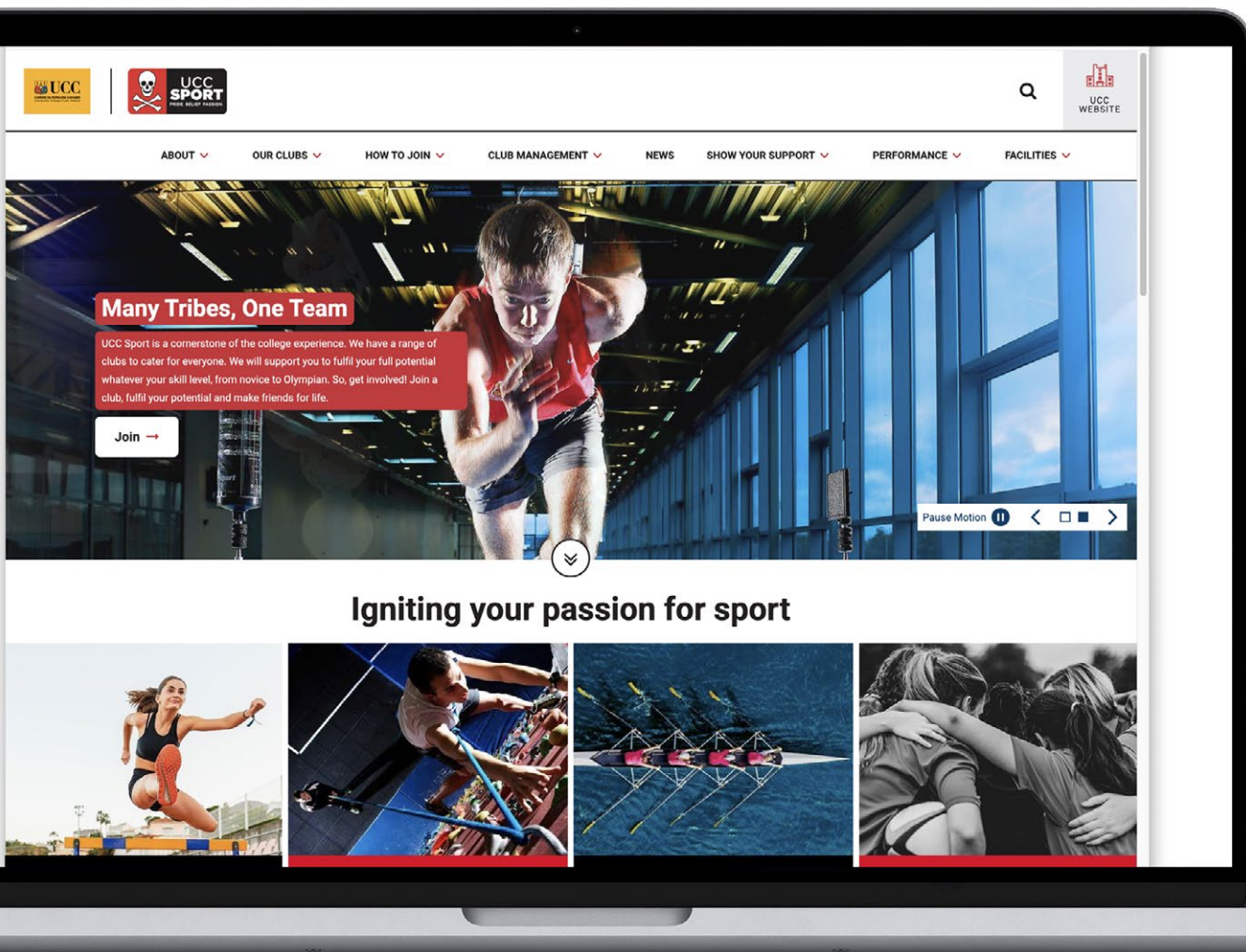


7.1 UCC SPORT BRANDING

- The UCC Skull and Crossbones is the trademarked logo for UCC Sport in Ireland (only UCC Clubs and other affiliated UCC Sport bodies can legally use the logo). The Skull and Crossbones cannot be modified in any way and can only be used as shown [here](#).
- Clubs have access to UCC Sport branding images in the [UCC Clubs Branding Folder](#).
- The official colours of UCC Sport are red, black and white. These must be used for any official Club clothing or documentation.

7.2 UCC SPORT WEBSITE

The [UCC Sport website](#) is the main source of information for all sport-related matters in UCC.



[All Clubs](#) have individual website pages, where information and contact details for the Club are provided. Club committees should ensure that all information on their page is accurate and up to date. Should you request any changes, please reach out to president@ucclubs.ie.

7.3 SOCIAL MEDIA

Making use of social media is a key way of staying in contact with existing and potential Club members. All Clubs are welcome to have Club pages across media such as Instagram, TikTok, Facebook, etc. to advertise their Club and attract new members. These pages must be used responsibly with regards to content and must comply with the [UCC Clubs Social Media Policy](#). Any suspected usage in breach of any UCC policy will be dealt with seriously.

Clubs are encouraged to tag @uccsport in all communications and engage with the Clubs' Executive and the DSPA on social media projects such as Around UCC in 50 Clubs, Good Luck UCC to ensure that all Clubs are represented on UCC Sport's social media pages.

The Clubs' Executive is determined to represent all UCC Clubs on UCC Sport social media. To ensure that up-to-date content is shared, Club committees have access to [individual Google Folders](#) and are encouraged to upload any "stock" photos and videos for use by the Clubs' Executive and the DSPA.

7.4 EMAIL

Every Club has a dedicated Gmail account that can be used to communicate with members. The Clubs Portal can also be used to send emails to students registered to the Club.

If at any stage the Club is locked out of their account or loses the password, please reach out to president@uccclubs.ie to reset the password or regain access to the account.

7.5 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.

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 generally stay the same and Clubs can apply for these awards by filling out the application forms once they are released by the Clubs' Executive.

Club-specific awards include:

- Club of the Year
- Most Improved Club of the Year
- Event of the Year

Examples of other awards which may be recognised by the Executive include:

- Social Media
- Community Champion and Inclusivity Award

The Clubs' Executive also recognises specific individuals who put a huge amount of dedication and time into the running and growth of their Club.

These include:

- The Bene Merenti awards, which gives special recognition to 7 outstanding Club committee members

- The Club Person of the Year award, which is chosen from the 7 Bene Merenti award winners and is determined to be the individual who contributed the most to UCC Clubs throughout the year.

UCC SPORTS STAR AWARDS

Every year the DSPA recognises 10 students who have shown prowess on the field and within competition. These awards are sponsored by the River Lee Hotel and are presented at a ceremony in 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.

STUDENT UNION LEADERSHIP AWARDS

Every year the Students' Union gives out several Leadership Awards during 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](#) or contact the Students' Union President (president@uccsu.ie).

SSI (STUDENT SPORT IRELAND) AWARDS

[Student Sport Ireland](#) recognise excellence in 3rd level sport through a series of awards including:

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

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](#) or you can contact USI through info@usi.ie.

EMPLOYAGILITY AWARDS

Every year the UCC Careers department provides 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 by the Clubs' Executive. To take part in the EmployAgility Award you can find plenty of information on their [website](#).

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



PERFORMANCE SPORT

8.1 THE UCC SPORT PERFORMANCE PROGRAMME

The purpose of the [UCC Sport performance programme](#) is to support UCC teams and athletes perform to their full potential. The programme is aimed at our sports scholarship students, our leading teams and athletes performing at top level sport in Ireland and internationally. We have an incredible range of athletes who are dedicated to performing in sport and academically. Our performance programme is based around 4 key pillars:

1. Programme management
2. Sports performance
3. Strength & Conditioning (S&C), Sport Science and Sports Medicine Support
4. Academic and Lifeskills Support.

8.2 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.

- 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

8.3 UCC SPORTS SCHOLARSHIP PROGRAMME

The [UCC Sport Scholarship Programme](#) provides scholarships to talented dual-career athletes to support them in both their studies and education. It aims to help athletes achieve their full potential and is divided into two main strands:

UCC 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.

PERFORM TO
YOUR
POTENTIAL



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.

Within these scholarships there are several sponsored scholarships -

- MJ Dowling Hurling Scholarship
- Moss Keane Rugby Scholarship
- Jason Foley Memorial Scholarship
- Bank of Ireland Scholarships

8.4 KEY DATES

The key dates for the Sports Scholarships are:

ACTION	DUE DATE
UCC Sport Scholarship Applications open online	2nd of April 2026
Closing date: Applications	8pm. Wednesday 2nd of September 2026
Confirm 26.27 Sports Scholarships	18th of September 2026
Contract to athletes	21st - 30th of September 2026
Athlete Induction, Performance Planning and Contracts Completed	30th of September 2026
Programme induction and workshop	Weeks 1 and 2: October 2026
Launch	October 2026
Payment 1 of Sport Scholarship	30th of November 2026
Submit S2 exam results	30th of June 2027
Payment 2 of Sport Scholarship	30th of June 2027

KEY DATES FOR SCHOLARSHIPS



8.5 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 institutes'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>



A photograph of several people in white karate uniforms (gi) practicing in a dojo. The image is overlaid with a semi-transparent red filter. In the foreground, a woman in a white gi with a black belt is in a dynamic pose, looking to her left. Behind her, other practitioners are visible, also in white gis. A large, stylized white outline of the number '9' is positioned in the upper left quadrant. The word 'FACILITIES' is written in large, bold, white capital letters across the middle of the image. Below the text is a thick white horizontal bar that ends in a series of vertical white bars of varying heights on the right side.

FACILITIES

9.1 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 or by emailing sport@ucc.ie.

9.2 MARDYKE ARENA

The [Mardyke Arena UCC](#) is a subsidiary of the University which provides a wide range of services and facilities for students and external members. As well as providing all UCC students with automatic membership to all of the gym facilities, the Mardyke provides facilities for many of the indoor Clubs.

The facilities in the Mardyke include but are not limited to:

- A 25-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.
- UPMC Clinic.
- 2 squash courts.
- The 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).

9.3 UCC SPORT GROUNDS – THE MARDYKE

The Mardyke Sports Grounds is just a short 5 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 (Currently being resurfaced)
- The GAA Pitch
- The Mardyke Pavilion
- The 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

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.

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 sport@ucc.ie for more information.

9.4 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 55-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

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.

10 MINUTE DRIVE
||| FROM CAMPUS

9.5 THE ROWING CLUB BOATHOUSE

Located in the Marina, this state-of-the-art boathouse sits right on the river's edge. Inside, sleek boats are carefully stored and oars line the walls.

You will find rowers heading out onto calm water, while the boathouse itself doubles as a welcoming spot to gather, swap stories, and get ready for the next outing.

9.6 BOOKING SPORTS FACILITIES

All Club bookings for UCC Sports facilities at the Mardyke Sports Grounds and the Farm (Curaheen Sports Grounds) should be made via the Clubs Portal, by selecting the Mardyke Sports Ground or the Farm, Curaheen Sports Grounds as the event venue 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



APPENDICES



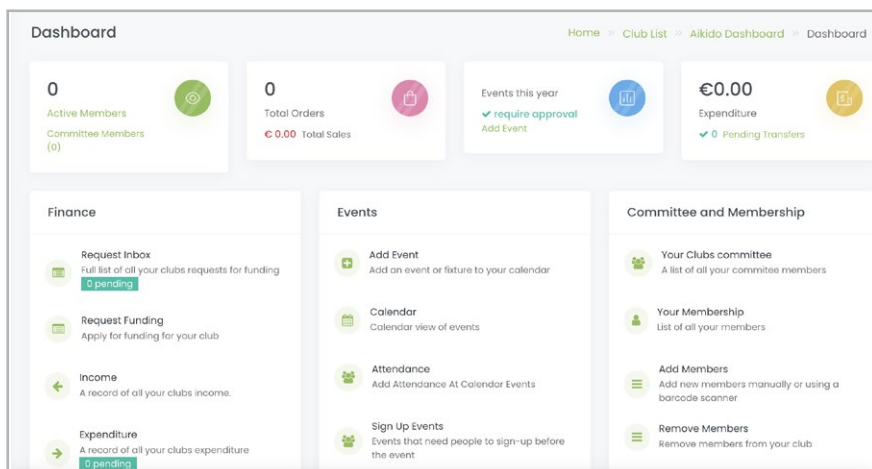
APPENDIX 1:

LIST OF UCC SPORT CLUBS

Club	
1. Archery	22. Kickboxing
2. Athletics	23. Kung Fu
3. Aussie Rules	24. Mountaineering
4. Badminton	25. Olympic Handball
5. Basketball	26. Orienteering
6. Boxing	27. Powerlifting
7. Canoe	28. Rover Scouts
8. Chess	29. Rowing
9. Cricket	30. Rugby
10. Cycling	31. Sailing
11. Dance	32. Soccer
12. Darts	33. Squash
13. Equestrian	34. Sub Aqua
14. Fencing	35. Surf
15. Fishing & Angling	36. Swimming & Waterpolo
16. Flag Football	37. Table Tennis
17. GAA - Football, Hurling & Camogie	38. Taekwon-Do
18. GAA Handball	39. Tennis
19. Golf	40. Trampoline & Tumbling
20. Hockey	41. Ultimate Frisbee
21. Judo	42. Volleyball

APPENDIX 2: CLUBS PORTAL

Once logged in you will see the Portal dashboard and all the functions available. Depending on the committee member's role, some of these functions may be limited.



COMMITTEE

Every Club is required to have a committee in place and the committee members' details recorded on the Portal. Once the new committee has been elected at the Club's AGM, the outgoing Club Captain or Secretary is responsible for uploading the new committee on the Committee section of the Portal using their student numbers. Committee -> Add Committee Member. Select their Committee Position and indicate whether the committee member is in the current or incoming committee.

Committee

Enter a Member ID/Email 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.
Note only users with a my student life portal account can be added to the committee.

Search for user by Student/Member ID/Email

Search

* Committee Position

Select

When 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 Active if committee member should be able to login to the portal)

Select

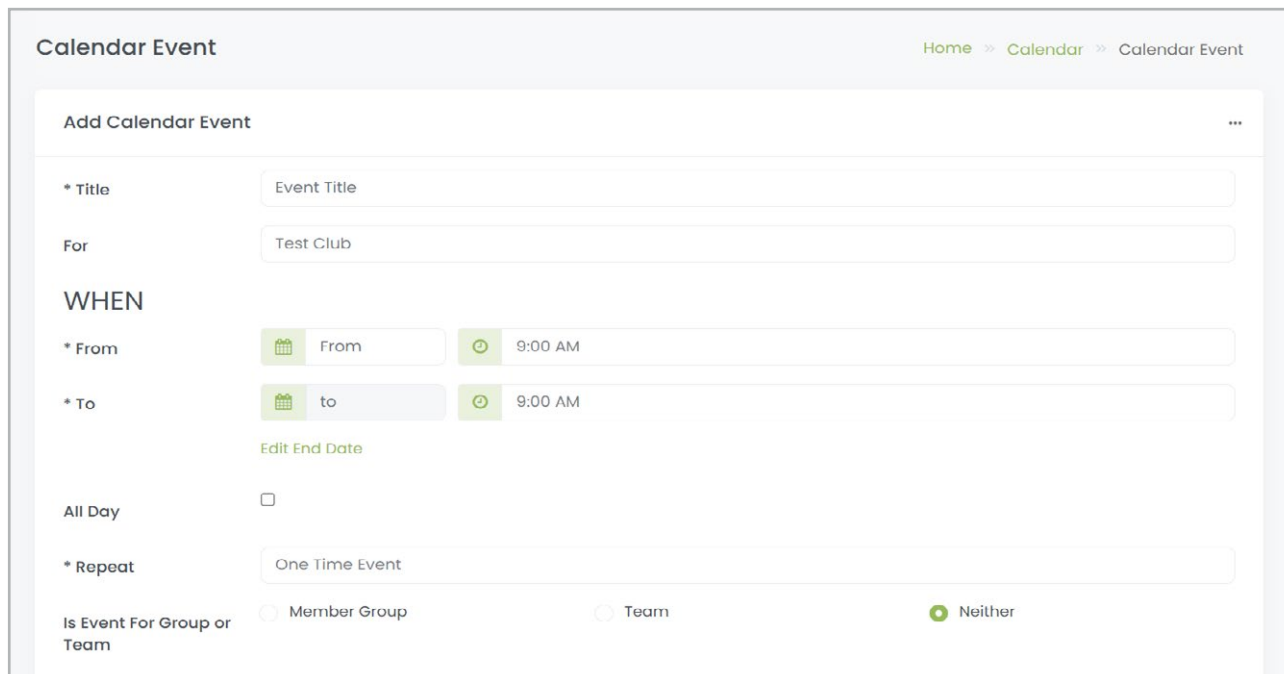
* Display Committee Member On Website (Select No if committee member should not appear on the public website)

Yes

Save

CALENDAR

The Calendar is where you can view the Club's events/activities for the year. To upload an event: select "Add Event" on the left side of the dashboard and fill in all relevant details. The repeat function is useful for any regular events, such as training sessions and meetings.



The screenshot shows the 'Add Calendar Event' form within a web application. At the top, there is a breadcrumb trail: 'Home >> Calendar >> Calendar Event'. The form itself is titled 'Add Calendar Event' and includes several input fields and options. The 'Title' field contains 'Event Title'. The 'For' field contains 'Test Club'. Under the 'WHEN' section, the 'From' field is set to '9:00 AM' and the 'To' field is also set to '9:00 AM'. There is a link 'Edit End Date' below the 'To' field. An 'All Day' checkbox is currently unchecked. The 'Repeat' field is set to 'One Time Event'. At the bottom, there are radio buttons for 'Is Event For Group or Team', with 'Neither' selected.

EVENT RESULTS

The results of any match or competition can also be recorded on the Portal: Calendar -> Results. Select the specific event and enter all the relevant details.

ATTENDANCE

Attendance can be recorded for any event on the Calendar. The student must first be registered as a member of the Club on the Portal. There are different ways to record attendance:

- The student can visit clubsportal.ucc.ie/attendance/, select the relevant event and enter their student number.
- Club committee members can record attendance up to two weeks after the event has ended either by selecting the event on the Calendar and clicking "Edit Attendance", or by selecting Event Attendance on the left side of the dashboard and selecting "Edit" on the event. They can either upload an Excel spreadsheet which contains the student numbers in the first column or search for the student numbers individually.
- To record attendance for events which require member sign ups: Attendance -> Event Sign Up -> More -> Attendance

Event Details Attendance – Test

Excel spreadsheet

Note: When adding attendance only current members can be added. Student/staff/guest number searches are case sensitive i.e. if a student number is stored as C12345678 with capital C if you search c12345678 the stored member details for C12345678 will not be found. Note only users with an activities portal account can be added

Upload

Add Students Individually

Add attendance to the event by scanning or entering student/staff number.

Scan or enter the student/staff/guest number(s) of members attending the event only valid student/staff numbers will be accepted.

Save

FINANCE

The Finance section is the most important resource on the Portal. It allows you to record all incoming and outgoing transactions, apply for funding and monitor your Club's financial position.

Finance

Request Inbox
Full list of all your clubs requests for funding
0 pending

Request Funding
Apply for funding for your club

Income
A record of all your clubs income.

Expenditure
A record of all your clubs expenditure
0 pending

Bank Account
Bank account details for your club

Finance Summary Report
View your clubs finance summary report

View Budgets
View finance budgets entered

Budget V Actual Report
Expenditure and income report by category for your club

Request Category

Title

3rd Level Leagues/Competitions

Courses

External national competitions

Facility Hire

Intensive Training

Intervarsity Funding Away

Intervarsity Funding Home

Representative Travel

Travel Subsidy

Travel To Meeting

FUNDING

Clubs can apply for funding under the categories as shown by selecting Finance -> Funding -> Request Funding. Select the relevant category and fill in all the relevant details, giving as much information as possible. There is the option to upload any relevant files i.e. receipts or invoices. These provide evidence of transaction costs and help the Executive committee decide the funding to be allocated.

The status of the Club's funding requests can be monitored by selecting Request Inbox. Once an application is approved the money is transferred directly into the Club's account.

INCOME

Any income a Club receives is shown on the Portal in the Income section. Where the transaction was not processed through the Portal, it can be recorded manually.

Income

* Title

* Date Received

* Income Type (How were the funds received by the club)

Transaction Number (i.e. Cheque number, bank reference number etc)

* Income Category

Details

* Total

EXPENDITURE

Any expenses or purchases made by a Club is shown on the Portal in the Expenditure section. To add a new expenditure item, select Add New. The most common methods of making payments are bank transfer and credit card. For these, all the relevant details must be uploaded onto the Portal before the transfer is made, including the total amount, all required payee details, and the expenditure category.

To complete the transaction, the Club must upload an invoice or receipt. No transaction will be approved without this. You must title the file and state the value shown in it.

Expenditure

Total Expenditure For Year:

Budget Approved Total:

Budget Total < Expenditure : 0

Team

* How is this payment to be made

* Payee, beneficiary or supplier (Tip: You can add a new payee by selecting 'Add new payee' in the selectbox)

* Title

* Total

* Expenditure Category (Spent figure is Expenditure total for the category for year)

Transaction/Cheque Number

Any further details

SUMMARY REPORT

The finance summary report shows an overall view of the Club's income and expenditure for the year, including the balance from the previous year, the main grant received and all recorded income and expenditure on the Portal. At the bottom the Club's account balances are shown.

ONLINE SHOP

The Online Shop allows Clubs to sell products to its members, such as event tickets and Club gear.

To upload a product to the Club Shop, select Online Shop -> Products -> Add New. Fill in all relevant details. Once the product is uploaded, a member of the Clubs' Executive or DSPA will review it for approval. Should you need approval for your product urgently, contact president@uccclubs.ie.

Quantity	Date Available (Date when product will appear for sale)
* Price	List Until (Date when product will no longer appear for sale)
Fee	* Stock Status
	Select
Is A Free Product	* Product Status
No	Select
Maximum Quantity (If there is a maximum amount that can be purchased for an order)	Minimum Quantity (If there is a minimum amount that must be purchased for an order)
Maximum Quantity Lifetime (Allows you to set a maximum lifetime limit for the product to prevent a customer from purchasing multiple items of this product. Set to zero for no limit.)	
☐ For Club Member Only	☐ For Student/Staff Only
☐ Is A Trip	
☐ Has QRCode (QR Code will be embedded in order email, this can be used if scanning in purchasers of product at an event)	

ORDERS

Once a product goes live, the committee can keep track of its purchases and details of the purchasers through the Orders section. It can be filtered by product to only see the relevant product.

Refunds can be processed under some situations. Should a refund be required send an email to sport@ucc.ie.

HEALTH AND SAFETY

The Club's health and safety documentation is kept here. Every year, the Club's Annual Risk Assessment and Safety Statements must be updated and submitted. Specific Risk Assessments can be created by selecting Health & Safety Items.

MEMBERSHIP

Club membership can be managed here. Committee members can register students as members to the Club, view all members registered to the Club, create different membership groups, and set up membership fees.

Clubs can also send bulk emails to all members registered to the Club by selecting
Membership -> ... -> Email Members.

Clubs are not permitted to use third-party mailing list software such as MailChimp as this is a breach of GDPR.

EQUIPMENT REGISTER

Clubs can update the inventory of Club equipment here. This is useful when submitting the Club's application for CAP CAP funding.

GEAR DESIGN

Clubs must use this section to upload any gear designs for approval by the Clubs' Executive before making a purchase order. The gear design must follow the UCC Club Gear Branding Guidelines in order to be approved.

CONSTITUTION

Following the approval of the UCC Club Constitution template, Clubs should keep track of the update of their Club Constitution here, including when the constitutional changes are accepted, submitted for approval to the Clubs' Executive, ratified and adopted by the Club.



**EXPERIENCE UNBELIEVABLE MOMENTS
WITH INCREDIBLE PEOPLE**



sport.UCC.ie