PRIDE
BELIEF
PASSION

UCC SPORT
PRIDE. BELIEF. PASSION.

UCC
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

CLUB OPERATIONS HANDBOOK

CONTENTS

1

INTRODUCTION TO UCC SPORT

1.1 WELCOME

CLUBS EXECUTIVE PRESIDENT

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

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

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

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

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

Le gach dea-ghuí,

TOMASZ MROWCA
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 olicers 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 dilerent volunteers – students, alumni and members of the wider stal and community, who oler 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.

We are also delighted to confirm the Bank of Ireland have been confirmed as our lead sponsor for all UCC Sport Clubs and we are very grateful for their ongoing sport.

Have a great year and we look forward to assisting you.

Best of luck

MORGAN BUCKLEY
Head of UCC Sport and Physical Activity

1.2 INTRODUCTION TO UCC SPORT

UCC Sport includes the full-time staff of the Department of Sport and Physical Activity working with the Clubs Executive Committee representing **over 40 clubs** within University College Cork.

PURPOSE

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

MISSION

Realise and unleash the potential of UCC Sport and physical activity

OUR VALUES

- Passion
- Belief
- Pride
- Respect

OUR GOALS

SUPPORT PARTICIPATION IN SPORT AND PHYSICAL ACTIVITY IN UCC

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

PARTICIPATE, COMPETE AND PERFORM TO OUR FULL POTENTIAL

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

LEAD AND DEVELOP SPORT IN UCC

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

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
JOHN GRAINGER	GAA Development Officer	j.grainger@ucc.ie 021 490 4767 - 087 170 4337
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	087 913 2094 sharon.hutchinson@ucc.ie
TREVOR WOODS	Exercise Physiologist	t.woods@ucc.ie 021 490 4769
TOMÁS O'LEARY	Head Of Rugby	Toleary@ucc.ie
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
MARKDYKE 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:

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

CLUBS EXECUTIVE KEY CONTACTS

NAME	TITLE	CONTACT
TOMASZ MROWCA	President	president@uccclubs.ie 086 137 4166
BEN LOUGHREY	Vice President	vp@uccclubs.ie
MORITZ KAESTNER	Secretary	secretary@uccclubs.ie
JOSEPH MURPHY	Treasurer	treasurer@uccclubs.ie
ANNA HERNAN	Public Relations Officer	pro@uccclubs.ie
BEN CUDMORE	Welfare Officer	welfare@uccclubs.ie
COLM KINGDON	Ordinary Committee Member	ocm1@uccclubs.ie
ALEX WILSON	Ordinary Committee Member	ocm2@uccclubs.ie
SEÁN BUCKLEY	Ordinary Committee Member	ocm3@uccclubs.ie
CONOR TAYLOR	Student's 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
- **Tomasz Mrowca** President, Clubs' Executive
- **Alex Angland,** President, Students' Union
- **Nora Geary,** Corporate Secretary, Office of Corporate and Legal Affairs
- **Stephen Byrne,** Deputy President & Registrar
- **Mark Poland,** Director of Buildings & Estates
- **Rory Condon,** Chief Financial and Operating Officer
- **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 Clubs 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.

- **Printer, Laminator, Guillotine and Telephone:** Ferry Lodge provides various services that Club members can use for Club activities.

- **Post boxes and Post:** Clubs can have deliveries made to Ferry Lodge when making orders for the Club. Simply address any packages or letters to ''Club Name'', Ferry Lodge, Mardyke Walk, Cork, Ireland. Eircode: T12 P282. Every Club has their own pigeonhole where letters will be left to be collected by the Club. When larger packages are delivered the Club will be notified and the package will be kept in the office shed until they are collected. Clubs can also post any letters they need to send for free from Ferry Lodge.

- **Posters:** Clubs can get any posters they wish to put up around campus stamped in Ferry Lodge. All posters must be approved and stamped before being put up on the official notice boards around campus.

- **First Aid Supplies:** The Clubs' Executive provides basic first aid supplies for all Clubs. They are stored in Ferry Lodge. To stock up on first aid supplies Club members can take the supplies they need and sign the log that is kept with the supplies.

- **Facilities Cards:** 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 adding their event to their clubs portal calendar or email sport@ucc.ie

1.7 THE HUB

The Hub is located next to the Kane Building. On the first floor of The Hub is the Clubs and Societies area. This is where you can find the Clubs' Executive President's office.
There are various facilities available to Club members in the Hub:

- **Meeting Room:** The Hub has a dedicated meeting room on the third floor that has a capacity for approximately 30 people. If any club would like to use this meeting room for committee meetings it can be booked through the Clubs' President by emailing president@uccclubs.ie.

- **Computers:** There are eight computers available in the workspace of the Clubs and Societies area that can be used by Club members for club related activity.

- **Printer, Laminator and Guillotine:** The Hub has a printer connected to the computers in the workplace that can be used for printing by Clubs. The printer can print in both colour or black and white and can do A3 and A4 sizes. The workspace also has various office supplies available for Club members to use.

- **Post:** Clubs can have letters delivered to The Hub as each Club has their own individual pigeonhole. Due to there being very little storage available in The Hub there are no large packages to be delivered there for Clubs. All packages are to be sent to Ferry Lodge.

1.8 CREATING A POSITIVE STUDENT EXPERIENCE AND SUPPORTING STUDENTS

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

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

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

CLICK HERE TO VIEW

POSITIVE **STUDENT** EXPERIENCE

1.9 KEY DATES

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

ACTIVITY	DATE
Start S1	8th September
Captains Training	1th & 5th September
Freshers' Week	8th - 12th September
Clubs Day	18th September
Clubs' General Meeting	13th October
UCC Open Day	11th October
End S1	19th December
Start S2	12th January
End S2	8th May

OPPORTUNITIES
HEALTH & WELLBEING
IMPROVE QUALITY

2

SUMMARY DETAILS ON RUNNING YOUR CLUB

2.1 INTRODUCTION

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

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

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

- Upload all activities to the Clubs portal calendar, and keep it updated throughout the year
- Confirmation of facilities
- Update the club's Health & Safety Statement and Generic Risk Assessment (GRA), and submit Specific Risk Assessments (SRA) for certain event as required throughout the year
- Club Administration, marketing and communications
- Compliance with relevant UCC Sport policies and procedures

Details can be found on: Club Management

2.2 TRAINING

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

CLUB COMMITTEE TRAINING	COACHES TRAINING	SPORT IRELAND AND CORK SPORTS PARTNERSHIP
Captains Training	**First Aid Course**	**Safeguarding Training**
Secretary Training	**Financial support for sport specific training courses**	**Cork Sports Partnership Education**
Treasurer Training	**Induction Training - new coaches**	
PRO Training	**Safeguarding**	
Health & Safety Training		
Respect Officer Training		

RESPECT **PASSION**
DESIRE▊▊▊▊ ▊ ▊▊ ▊▊▊▊▊▊▊

2.3 SUMMARY CHECKLIST

KEY ACTIONS	CHECK
GOVERNANCE – PLANNING - TRAINING	
Hold AGM – elect Chairperson/Captain and officers for season ahead	
Club Officers to attend training (Captains/Treasurer/Health & Safety/ Secretary/ PRO/ Respect Officer)	
Develop and confirm competition, training and events plans for the season ahead	
Appoint coaches and invite to complete Coaches Registration Form	
Submit gear for check and approval and then order	
FINANCES	
Complete online budget on the Clubs portal	
Complete all financial transactions on the portal, apply for funding from the Clubs' Executive once activities are listed on the calendar	
RECRUITMENT AND REGISTRATION	
Recruit Members using the C&S Portal	
Register Non-Playing and Associate Members, following approval by the Clubs' Executive	
OPERATIONS – HEALTH & SAFETY	
Upload weekly training schedule to the Portal Calendar, upload competition dates and details as soon as they are available	
Update Health & Safety Statement and Generic Risk Assessment at the start of the Academic Year, to cover general club activities	
Complete Specific Risk Assessments throughout the year as required	
Club facilities booked on Sports Key and with Mardyke Arena by DSPA	
Review progress – recruit Officers and Committee for next season	

3

CLUB
MANAGEMENT

3.1 INTRODUCTION

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

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

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

3.2 CLUB COMMITTEES AND VOLUNTEERS

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

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

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

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

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

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

The Advancement Office (formerly known as UCC Alumni and Development Office)

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

3.3 CLUB ADMINISTRATION

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

- A Club's Budget
- A Health and Safety Statement & Generic Risk Assessment
- Details on Club Officers

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

- Transaction and funding requests on the Clubs Portal
- Calendar listings, event plans and/or risk assessment as required for particular events organised by the club throughout the year.

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

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

3.4 CLUBS CONSTITUTION

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

REMAIN ORGANISED
REVIEW & UPDATE

3.5 CLUBS ANNUAL GENERAL MEETING

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

The Club members must be given two weeks' notice before the AGM to allow them time to prepare to run for a committee position. When holding a vote, it must be an anonymous ballot where all registered UCC 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.

Clubs must have a Chairperson/ captain and officers in place. If there is no Chairperson/captain then they will not be permitted to function. Clubs should hold an AGM by 29th May 2025 for season ahead.

3.6 CLUBS PORTAL

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

Please see appendices for details on logging in and use of the portal:
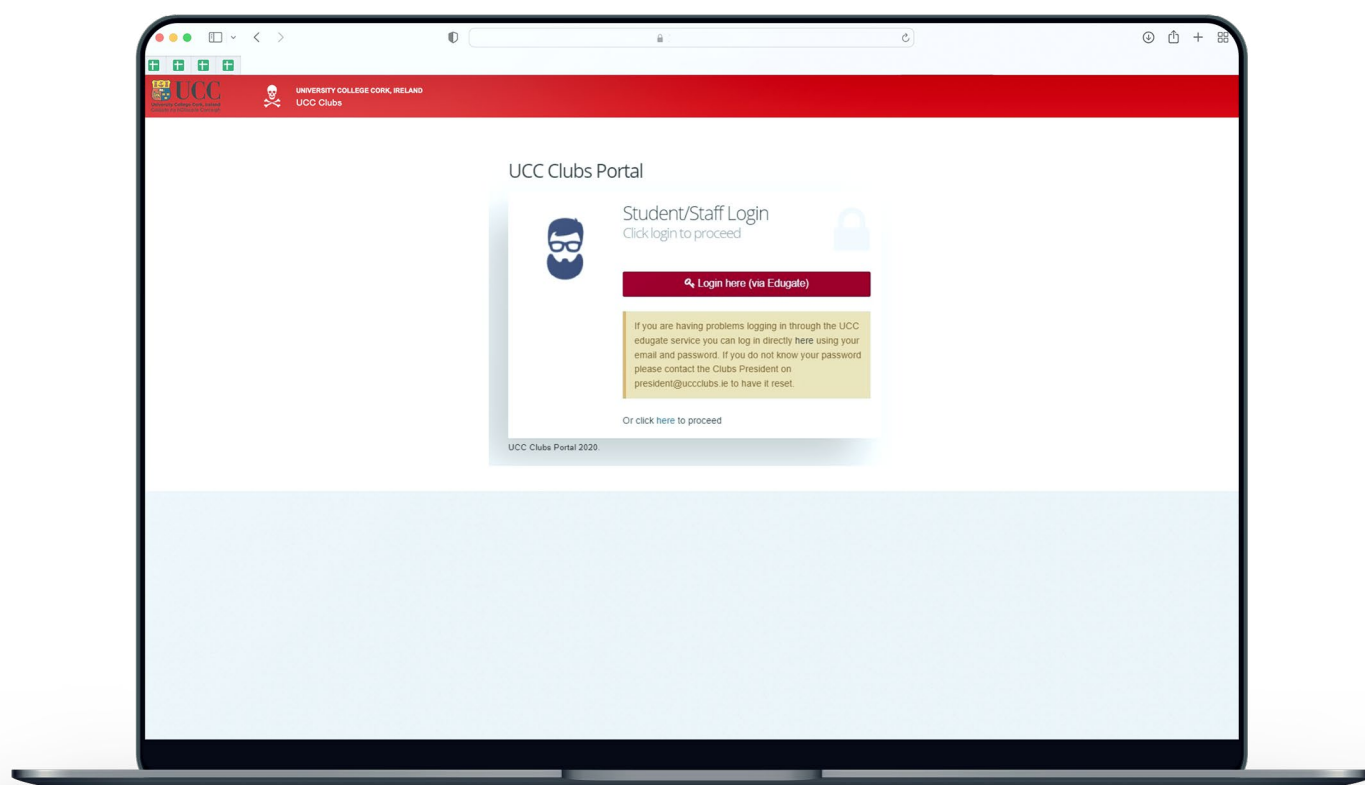
3.7. SIGNING UP AND REGISTRATION OF CLUB MEMBERS

REGISTRATION STEPS

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

1. Sign up potential members through the C&S Portal.
2. Register your members as required for external competitions and leagues.

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:
   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.

   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.
3. Non-playing Members:
   e.g., Alumni, volunteers, coaches, and others who support and join UCC Sports Clubs

ENTITLEMENT TO CLUB MEMBERSHIP

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

A number of Clubs permit Associate members to join and represent the club. It is essential that all Associate members playing for a Club are are first approved by the clubs executive. This process starts by clubs completing the online Associate Members request form
https://forms.office.com/e/TQRkesbm8Z

Once approved, the associate member will then register through the C&S Portal. The DSPA must keep the register to include the names of successful applicants on the UCC insurance policy.

INSURANCE OF MEMBERS

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

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

SIGNING UP
REGISTRATION

3.8 SIGN UP STUDENTS AND NEW POTENTIAL MEMBERS

The C&S Portal is a platform for students to register their interest in Clubs. Each club has their own membership plans set up. UCC students can select a club(s) they wish to join by logging in using their student email address.

Once logged in, students can sign up or remove themselves all clubs.

Overall, this platform helps in giving Clubs an easy way of bringing in sign-ups without any worries for GDPR and allows students to get in contact with Clubs more easily.
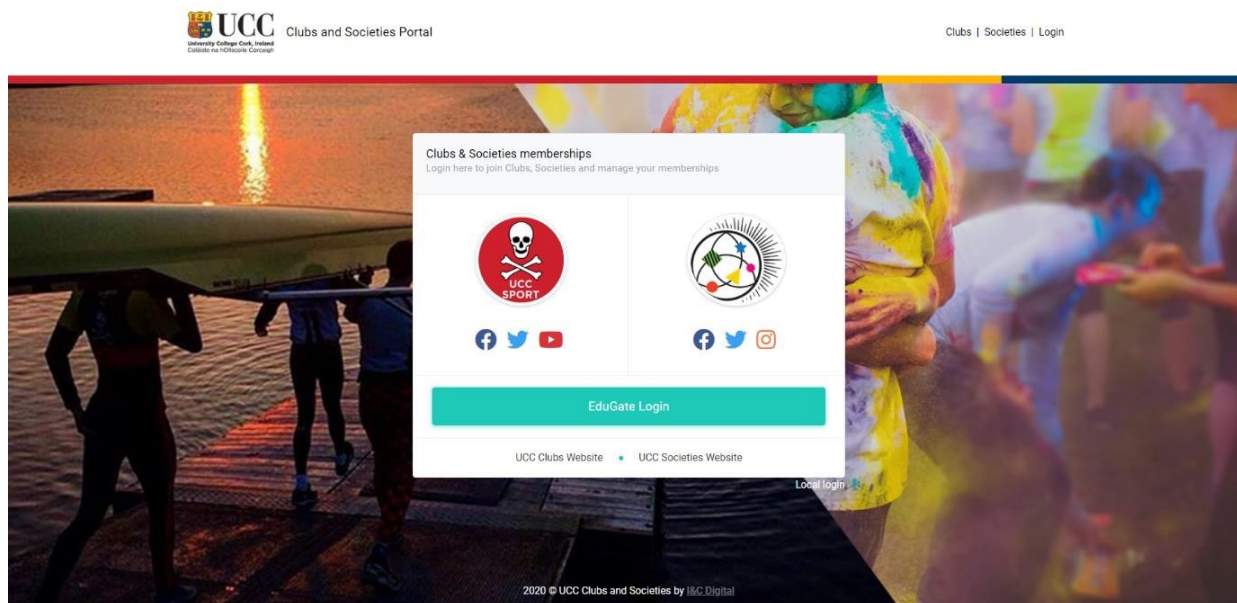
3.10. REGISTRATION FOR 3RD LEVEL, EXTERNAL LEAGUES AND COMPETITIONS

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

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

The final deadline for registration of all coaches is 15th September.

3.11 ROLE AND IMPORTANCE OF COACHES

COACHES ARE KEY COMPONENT OF RUNNING CLUBS

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

REGISTRATION OF COACHES

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

ROLE OF COACHES

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

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

CODE OF ETHICS AND SAFEGUARDING

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

RESOURCES AND TRAINING

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

INSURANCE

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

UCC POLICIES

Everyone in the UCC community, including volunteers, are subject to UCC Policies. Coaches should familiarise themselves with these and any other regulations, codes or policies of UCC and UCC Sport.

HEALTH AND SAFETY, HAZARD, ACCIDENT AND

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

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

3.12 CLUBS GOOGLE DRIVE

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

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

3.13 CLUBS POLICIES COMPLIANCE – STANDARDS, DISCIPLINE AND BEST PRACTICE

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

UCC Clubs are expected to adhere to the Code of Conduct which outlines the guidelines to recognising unacceptable behaviour, creating an inclusive and friendly environment in sport, and the complaints and disciplinary procedure relating to bullying and harassment. We are currently working on getting the approval process onto the portal. More information to follow.

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

- Clubs alcohol policy
- Clubs Appeal Procedure

3.14 GEAR GUIDELINES

SUMMARY PROCESS

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

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

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

PLAYING/COMPETITIVE GEAR DESIGNS

The three essential logos on competitive club gear are:

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

The skull and crossbones should appear on the front of playing gear. These may not be edited in any way from their original forms, but there are different choices of colour for the Bank of Ireland logo (navy or white). It is very important to note that the skull and crossbones MUST be as shown as per the guidelines. Other logos may be introduced subject to approval by the Clubs' Executive.

OTHER SPONSORS/LOGOS

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

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

EXAMPLE

UCC Playing Jersey: Red with Black Hoop

RHS Sleeve
Open for advertising opportunity

LHS Sleeve
Position for suppliers logo
i.e. O'Neills, Kukri

UCC GAA — 40mm

70mm

UCC Club Name Identifier
Set in the UCC font Gotham, bold face for UCC characters and Club Name, both same size. Scale = 40mm high

UCC Sport Identifier
Scale = 70mm high

Principal Sponsor
Bank of Ireland (300mm in width) Position below the black hoop as illustrated

UCC Skull & Crossbones
Position centred on black hoop with skull extended over top edge as illustrated. (Skull and Crossbones to be 200mm in height. Depth of black hoop to be 180mm)

NON PLAYING GEAR

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

COACHES GEAR

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

1. A coach can be provided with a club jersey identical to the team they coach. In place of where the player's name usually goes the word ''COACH'' must be shown.

2. The alternative option is a plain black, plain white or plain red polo shirt, jumper or jacket. This must have the UCC Crest on the right breast, the skull and crossbones on the left breast (''UCC COACH'' or ''UCC CLUB OFFICIAL'' may be underneath) and Bank of Ireland logo on

the right sleeve. Any other adornments are subject to Clubs Executive approval.

APPROVED SUPPLIERS

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

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

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

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

- UCC Sport has approved the following suppliers: **Kukri, O' Neills, Macron, Samurai, Hockey World/Cork Clothing**

- All clubs MUST order their competitive gear from these companies.

- Exceptions will only be approved where there is no possible way of purchasing the clothing from these suppliers. To be granted permission to buy clothing outside of these six companies a proposal must be emailed to Clubs Executive President (president@ uccclubs.ie) stating very clearly the reasons why the club must go outside this group and the proposed alternative supplier. Such reasons may include requirements for specialist gear not manufactured by these companies, e.g. wetsuits, buoyancy aids or gymnastics leotards.

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

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

NEW VIG / CLUB LOGO'S

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

4
CLUB FINANCES, COMPETITIONS AND EVENTS

4.1 CLUB FINANCES

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

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

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

4.2 UCC SPORT FINANCIAL POLICIES

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

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

The above policies are all available on the UCC Sport website under the menu heading of ''Club Forms and Documents'': Club Management Support

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

4.3 UCC SPORT ONLINE SHOP

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

4.4 UCC SPORT CLUB FUNDING PROCESS AND RATES 25/26

SUMMARY GRANTS

UCC Clubs can apply for funding under the following headings:

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 (formally Special Events)
4. **Intensive 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 club trips, etc
   - 9.2   Local leagues/competitions – soccer, rugby, hockey, etc.

GRANTS APPLICATION PROCESS

1. **Club completes and submits key information to the Clubs portal by 30th September. No funding is allocated until all documentation is completed and uploaded.**
   - Submission of details of clubs officers
   - Weekly training schedule uploaded onto clubs calendar
   - Safety statement and Generic Risk Assessment (GRA)
   - Completed online budget submitted on the portal
     - Should include aims and objectives for the year and summary competition programme.

*In addition, clubs must comply with attendance at Clubs Officers Training programme. Not complying with this programme may result in a deduction of Main Grant funding.

2. **Clubs submit detailed budget on the portal by 30th of September.** This budget should include all predicted income and expenditure for the year under the various headings.
3. **CAPCAP.** A club's updated equipment inventory must be uploaded to the Clubs Portal before any decisions on CAPCAP are made.
4. **Club applies for funding for competitions, Intensive Training, Courses, Representative Travel, Travel to Meetings, Facility Hire & Travel Subsidy** – on an ongoing basis on the portal

PAYMENT PROCESS

1. Club pays for admin expenses, competition expenses (e.g. travel, accommodation, catering, referees, physio) , and other operating expenses from clubs funds – main grant, additional Clubs Executive funding, Bank of Ireland sponsorship & other funding generated by the club

2. No payments are processed until the event is uploaded to the calendar, and any relevant Health & Safety documentation is submitted and approved.

   - Events covered by GRA – must be uploaded at minimum 1 week before the event
   - Events that require an SRA – must be uploaded at minimum 2 weeks before the event
   - International events - at minimum 2 months before trip, in line with the Travel Abroad Policy

2. Club orders and pays for gear once designs are approved by the Clubs Exec PRO &/or Vice President. Clubs must follow gear guidelines outlined by the Clubs' Executive. Club 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. Any other members' gear purchased through the club shop may only be subsidised up to a maximum of 20%.

Please note:

- **Failure to complete all relevant documentation on time will result in non-approval to travel.**
- Clubs can apply for grants on submission of their club budget for the season 24/25 and completion of relevant documents updated to the Clubs Portal.
- For further details on this please see UCC Sport website: Club Management.
- If the Clubs have not completed these steps they will not be eligible to access funding for the season ahead. Clubs must comply with: Club Financial Policies.

4.5 MAIN GRANT

- Clubs may be allocated a main grant by the UCC Clubs Executive Committee following submission of their club budget for the season 25/26, review of their 24/25 club accounts, and completion of relevant documents uploaded to the Clubs Portal.
- This funding provides necessary cash flow for the club to commence activities as well as the day to day running of the club.
- A club's main grant allocation will be split between semester 1 and semester 2. The semester 2 allocation will be subject to ongoing club activity.

4.6 CLUB BUDGETING

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

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

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

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

4.7 CAPITAL CAPITATION

- **Capital Capitation or CAPCAP** is available to each Club at the start of the year. CAPCAP is granted to allow the Club to make long term equipment purchases and/or to maintain/service existing equipment. A specific form for CAPCAP will be available on the Portal for 25/26. The Club will be asked to outline the purpose of the CAPCAP request, the amount requested, along with an updated inventory report.
- CAPCAP 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 CAPCAP allocated but not used by the Club is retained by the UCC Clubs Executive.

4.8 COMPETITION FUNDING

INTERVARSITY AWAY

- Clubs can apply for funding for recognised Intervarsity events. All applications for funding should be received in advance of the event. There will be limits to the amount of funded Intervarsities, based on what is indicated in the Club Budget and the judgement of the Clubs' Executive
- Clubs will be expected to give details to the Clubs' Executive as to which competitions and teams should be prioritised for funding.
- The number of participants that will be funded is outlined as per rates below. Written confirmation is required of numbers travelling (i.e. safety plan/ hotel receipt, etc.).
- Any extra participants from the details will be self-funded – by the Club or individual. However, a club can choose to spread funding across extra participants if they wish.

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

INTERVARSITY HOME

- Clubs must notify the Clubs Executive before the 30th September if they are planning to host a home intervarsity 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 intervarsity competition.
- Home intervarsities are usually expected to be self-funding. UCC Clubs Executive may decide to assist a Club with the finances of an Intervarsity if a deficit is probable. However, this shall be decided on a case-by-case basis.
- A club must submit a budget for a home intervarsity and meet with the Deputy Head of Sport & Physical Activity to discuss this intervarsity in the initial stages of planning from a financial perspective, etc

3RD LEVEL LEAGUE MATCH/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, and tournaments, etc

	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

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

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

TOP UP GRANT:

A top up grant is allocated as per the rates below to assist with associated intervarsity costs e.g., entry fees, meal costs.

IRELAND:
€425 FOR GROUPS >15
€215 FOR GROUPS 10-15
€110 FOR GROUPS <10

NORTHERN IRELAND:
€675 FOR GROUPS >15
€340 FOR GROUPS 10-15
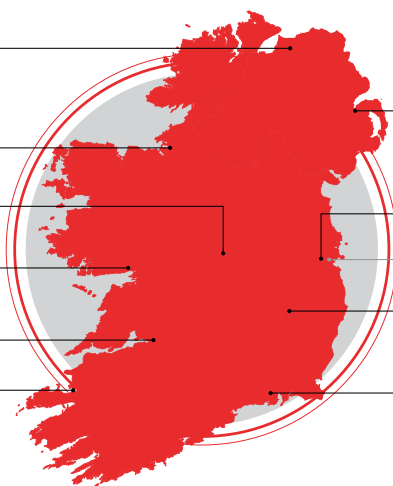**€170 FOR GROUPS <10**

- Travel Rate per person:

COLERAINE €48
SLIGO €38
ATHLONE €36
GALWAY €30
LIMERICK €25
TRALEE €25

BELFAST €43
MAYNOOTH €36
DUBLIN €36
CARLOW €30
WATERFORD €25

REPUBLIC OF IRELAND
€40 PER NIGHT

DUBLIN – CITY CENTRE
€45 PER NIGHT

NORTHERN IRELAND
€50 PER NIGHT

**The number of nights is based on what is necessary to travel to and from a competition safely without any social/non-competitive aspect
** Clubs will NOT receive funding for staying an extra night for a banquet etc.

EXTERNAL NATIONAL COMPETITIONS (FORMALLY SPECIAL EVENTS)

- Funding is available to clubs who participate in officially organised National Leagues and/ or Cup competitions as distinct from intervarsity competition, these involve a UCC Club 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.

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

4.9 INTENSIVE TRAINING

- Clubs can apply for Intensive Training funding in special circumstances to prepare for events/ leagues and competitions. This 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. Rates will be the same as 3.1. and max 1-night accommodation will be subsidized, along with travel. Max 1 event per team. For foreign trips, Belfast rates apply.

4.10 COURSES

- **Coaching Courses, Specialised First Aid Training, etc**
  Requests made for any courses must demonstrate that they are necessary for the safe operations of the club and/or must demonstrate that courses are relevant for the improvement of the club.
- Students/coaches who engage in courses receive funding as follows:
  - 25% of the cost for final year and/or postgraduate students
  - 30% of the cost for third year students
  - 50% of the cost for first & second-year students
  - 75% of the cost for long term coaches

4.11 TRAVEL TO MEETINGS

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

COLERAINE 67

BELFAST 62

SLIGO 50

ATHLONE 44

MAYNOOTH 44

GALWAY 38

DUBLIN 44

CARLOW 38

LIMERICK 33

TRALEE 33

WATERFORD 33
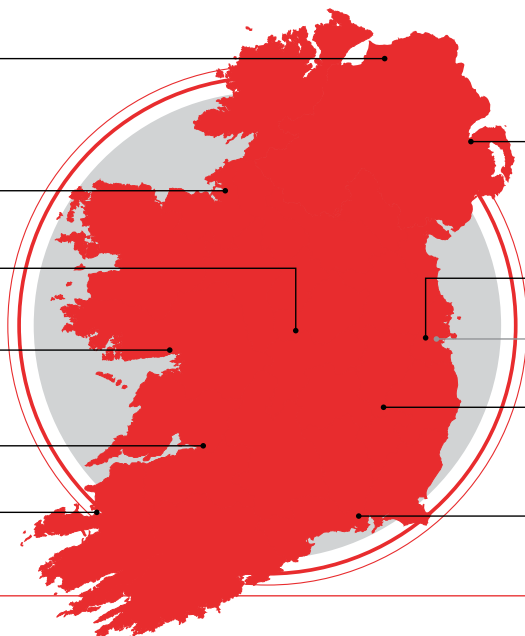
4.12 REPRESENTATIVE TRAVEL

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

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

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

4.13 FACILITY HIRE GRANTS

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

4.14 TRAVEL SUBSIDY

NON-COMPETITIVE EVENTS

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

TRAVEL SUBSIDY - LOCAL LEAGUES/COMPETITIONS

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

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

4.15 EVENT PLANNING

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

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

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

4.16 EVENT PLAN

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

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

This plan will be assessed by the Clubs' Executive and DSPA and the Club will be given the approval required to hold the event once all is in order. Details on how long before an event the Event Plan is to be submitted will be provided during the Health and Safety training as well as within the Health and Safety Manual provided to all Clubs.

4.17 EVENT BUDGETING

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

To do this creating a budget that is regularly checked and updated is crucial. For any event that is hosted by a UCC Club it is expected that the event will break even financially. The Clubs' Executive will not immediately support any requests for funding of home competitions. The Club Executive will review financial request for home Intervarsities on a case-by-case basis.

4.18 SPORT REPRESENTATION NOTE

If a club member is required to represent UCC in key competitions and be absent from a class/lecture, the Student can apply for a Sport Representation Letter to present details to the relevant lecturer. The final agreement to facilitate a student in this process rests with the relevant lecturer.

Individuals submit an application through the C&S Portal when missing classes for authorised competitive club events.

5

HEALTH AND SAFETY

5.1 HEALTH AND SAFETY POLICY

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

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

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

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

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

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

5.2 SAFETY STATEMENT & GENERIC RISK ASSESSMENT

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

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

5.3 SPECIFIC EVENT PLANS

For any event that is not covered by the Generic Risk Assessment (GRA) a Club must fill out and submit an event plan and Specific Risk Assessment. When choosing your event on the calendar, if your event type does not state that a Specific Risk Assessment is needed, it is covered in your GRA which you will complete at the beginning of the year.

When a Specific Risk Assessment (SRA) is required, 3 sections must be completed:

- Event Plan Details
- Participants List
- Risks

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. You will need to choose the hazards relevant to your 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 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

5.4 ACCIDENT AND INCIDENT REPORTING

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

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

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

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

Report a hazard / accident

5.5 INSURANCE AND INJURY CLAIMS

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

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

6

MARKETING AND COMMUNICATIONS

6.1 INTRODUCTION

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

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

6.2 UCC SPORT WEBSITE

The UCC Sport website is the main source of information for all sports related matters.
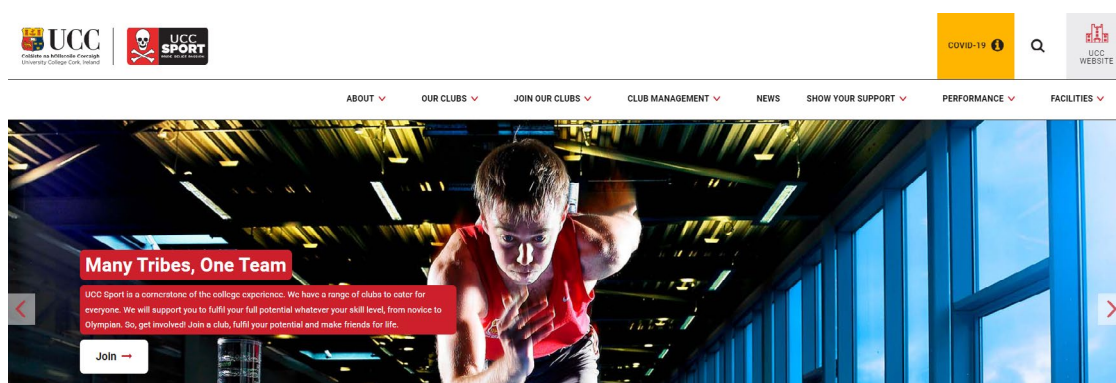
As part of that process, the four primary audiences outlined below were identified.
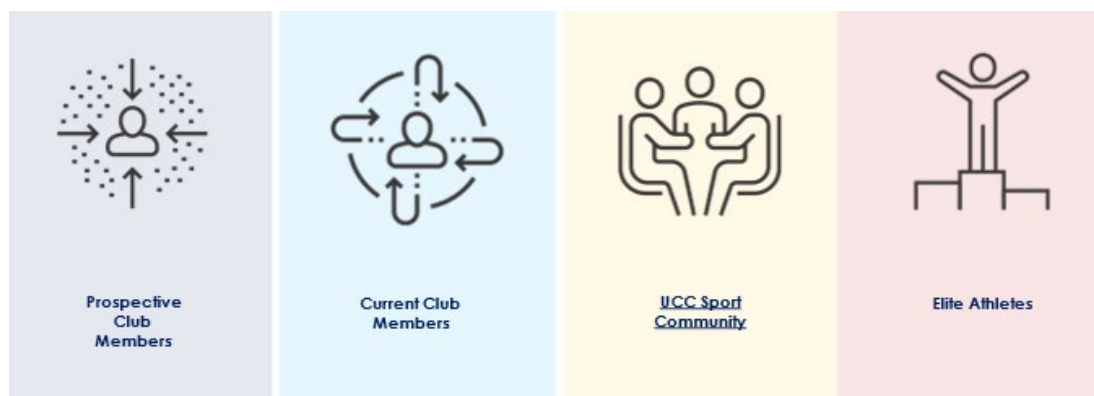
These audience form the basis of UCC Sport's and clubs digital communications strategy. In real terms, this means that UCC Sport's digital channels should be leveraged to speak with prospective club members, current club members, the UCC sport community and elite athletes.

6.3 CAMPAIGNS

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

The International Day of Student Sport is on 20th of September. This presents a great opportunity to highlight Club sport and recruit new members

6.4 SOCIAL MEDIA

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

6.5 EMAIL - COMMUNICATION BETWEEN MEMBERS

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

6.6 AWARDS

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

6.7 EMPLOYAGILITY AWARDS

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

6.8 CLUBS' EXECUTIVE AWARDS

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

The Club specific awards are:

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

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

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

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

The individual Clubs' Executive Awards include:

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

LET'S STAY IN TOUCH

6.9 UCC SPORTS STAR AWARDS

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

6.10 STUDENT UNION LEADERSHIP AWARDS

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

6.11 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

Details can be found at: Student Sport Ireland

6.12 USI AWARDS

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

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

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

7

PERFORMANCE SPORT

7.1 ABOUT UCC SPORT PERFORMANCE PROGRAMME

The purpose of 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.

7.2 WHAT THE PERFORMANCE PROGRAMME ENTAILS

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

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

7.3 UCC SPORT SCHOLARSHIP PROGRAMME DETAILS

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

PERFORM TO YOUR POTENTIAL

7.4 TYPES OF UCC SPORTS SCHOLARSHIPS

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

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

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

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

Within these scholarships there are several sponsored scholarships -

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

7.5 KEY DATES

The key dates for the 2024/25 Sports Scholarships are:

ACTION	DUE DATE
UCC Sport Scholarship Applications open online	19th May
Closing date: **Individual & Team Sport applications**	3rd September
Confirm Sports Scholarships	22nd September
Athlete Induction, Performance Planning and Testing	After 17th October
Payment 1	December
Athletes workshops – reviews	March
Payment 2	End of June on production of exam results and end of year report

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

UCC AWARDED ASAS STANDARD

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

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

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

ACADEMIC FLEXIBILITY

1. Student-athletes wanting to avail of such arrangement will have to register with UCC Sport, complete a performance plan and clearly highlight potential exam clashes.

2. If clashes are unavoidable then the remote sitting of exams can be organised assuming all of the conditions for the open and transparent running of an exam as laid out in Exam Procedures and Regulations can be met.

3. When the above two steps still do not meet the needs of the individual student, then it will be possible for the applicant to sit repeat exams without penalty.

4. If it is not possible to sit repeat exams because of other external requirements (Further competitions etc.) then acceptable alternative assessment methods outside of the normal examination timetable may be offered by the School/Department in consultation with the Exams Office.

STUDENT-ATHLETE STANDARDS AND COMPETITION LEVELS

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

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

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

ACCESSING THE ASAS SERVICE

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

8
FACILITIES

8.1 INTRODUCTION

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

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

Our facilities at Curraheen Sports Grounds, affectionately referred to as 'the Farm' consists of 50 acres of playing fields. These pitches cater for Soccer, Rugby, GAA, Aussie rules, Cricket, Ultimate Frisbee to name but a few.

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

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

8.2 MARDYKE ARENA

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

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

8.3 UCC SPORT GROUNDS – THE MARDYKE

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

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

To book any facilities:
- UCC Clubs must do so via the Clubs Portal calendar
- All other users please email sport@ucc.ie

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 track is currently being resurfaced with plans to reopen mid October (weather permitting)

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 us for more information.

8.4 THE FARM – CURRAHEEN SPORTS GROUNDS

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

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

GRASS PLAYING PITCHES

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

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

10 MINUTE DRIVE
FROM CAMPUS

CRICKET PITCH

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

8.5 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.

8.6 BOOKINGS CLUBS PORTAL AND SPORTS KEY

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

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

APPENDICES

APPENDIX 1:

LIST OF UCC SPORT CLUBS

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

APPENDIX 2:

CLUBS PORTAL

Once logged in you will see the portal dashboard and will be able to carry out all of the functions that are listed in the below section.
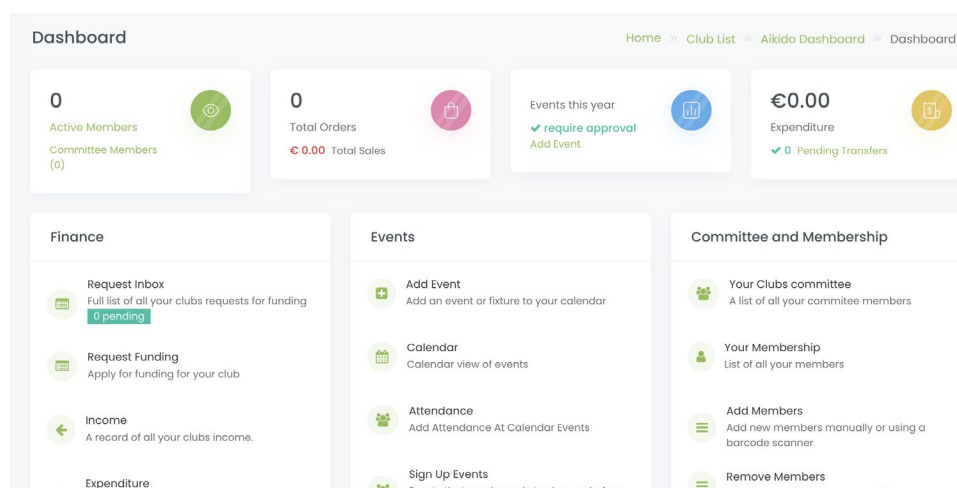
Through the menus that are on the dashboard you can carry out a wide variety of tasks and jobs.

CALENDAR AND ATTENDANCE

On the menu to the left of the screen one of the options available is to view the calendar of events for the year. This is where your Club can upload events like weekly training and competitions.
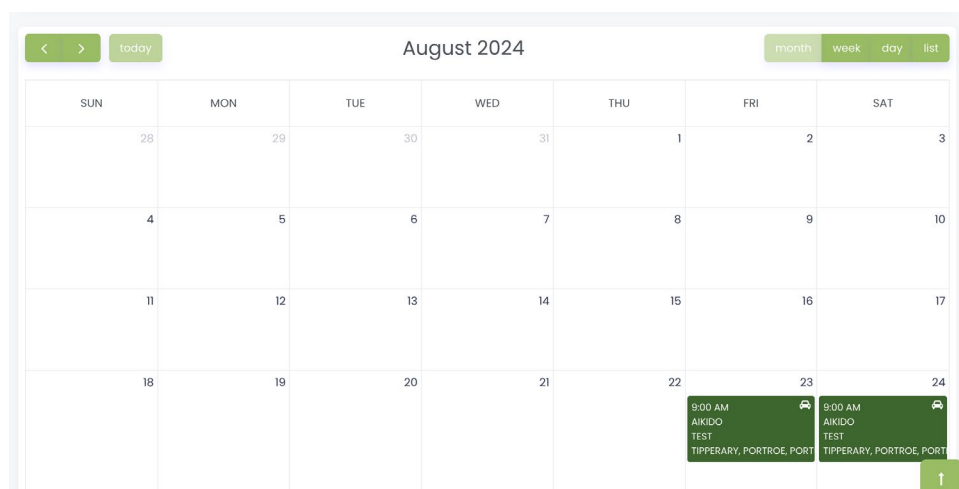
To upload an event, you simply need to click on the add event button on the top right of the screen in the purple taskbar. In the add event window you can fill in all the relevant details for your event. I recommend that for regular training events you use the repeat function under the 'When' details. This will allow you to set up all of your training events for the semester and save you work in the long run.

ATTENDANCE

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

• Club members can add attendance by directing club members to the website https://clubsportal.ucc.ie/attendance/ and getting them to use their student number in the same way to register their attendance to a Club event. The event will appear on the website at the same times as the kiosk.

• Finally, the Club committee can register the attendance of an event by clicking on an event on the calendar and opening the 'Edit Attendance' screen. The committee can add the attendance of an event up to two weeks after the event has ended. Attendance can be added individually or in a bulk upload. To upload a list of attendees in bulk a committee member must make a list of student numbers in the first column of an excel sheet. This excel sheet can then be uploaded and all the student numbers will be registered for the event.

Team Results (If applicable enter team results for the event. Enter Team name and any other relevent detail)

Team Name	Score	Opponent
Team Name	Score	Opponent Name

Type	Position
Select Result Type	Select Position

Remove

Add another

Individual Results (For individual based sports enter details here where applicable. Enter name and any other relevant detail)

Student ID	First Name	Last Name	Score
Student ID	First name	Last name	Score

Opponent	Type	Position
Opponent Name	Select Result Type	Select Position

Remove

Add another

EVENT RESULTS

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

UPLOADING ATTENDANCE AND RESULTS

Search for user by Student/Member ID/Email

| | Search |

*Club **Aikido**

* 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

COMMITTEE

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

Once the portal has pulled the relevant information then you can

Finance

Request Funding
Apply for funding for your club

Request Inbox
Full list of all your clubs requests for funding.

→ **Income**
A record of all your clubs income.

← **Expenditure**
A record of all your clubs expenditure.

🏛 **Bank Account**
Bank account details for your club .

Finance Summary Report
View your clubs finance summary report.

⚖ **Finance Balance Sheet**
View your clubs finance balance sheet.

TRACKING FINANCES
FROM CAMPUS

designate the individual's committee positions and mark their status as active. From then on, this individual will be recorded on the portal as committee member.

FINANCE

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

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

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

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

Income

* Title

* Date Received

📅

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

Select

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

* Income Category

Select

Details

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

EXPENDITURE

Within the expenditure window you will see all your Club's purchases and expenditures for the current year listed. To add a new expenditure item, select 'Add New'. When adding a new

Expenditure

Total Expenditure For Year : 1.00
Budget Approved Total :
Budget Total < Expenditure : -1

Team

* How is this payment to be made

Select

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

Select ▼   [+ View payees]

* Title

* Total

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

Select

expenditure, you are required to give more details than when adding an income item.

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

To make a payment the Club have three options available:

- Bank Transfer
- Cheque
- Credit Card

For making use of a bank transfer, credit card or cheque, all the relevant details must be

uploaded onto the portal before a transfer is made. This includes the total amount, all required payee details, and what category the expenditure comes under.

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

Once all the details are added then you

Online Shop

🎁 **Products**
All your shop products 0 pending approval

➕ **Add Product**
Add products for your shop

🛒 **Orders**
Orders for your shop

≡ **Options**
Options for your club's shop

will be able to save your application.

FINANCE SUMMARY REPORT

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

PAYMENT FACILITY

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

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

PRODUCTS

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

- Product name.
- A description of what the product is e.g. tickets for an event or bus, jersey etc.

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

No

* Product Status

Select

Maximum Quantity (If there is a maximum amount that can be purchased for an order)

1

Minimum Quantity (If there is a minimum amount that must be purchased for an order)

1

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)

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

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

ORDERS

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

Refunds can be processed under some situations but for the most part refunds may be refused depending on the reasons. Should a refund be required send an email to Sport@ucc.ie

MAILING LISTS

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

To find out what email address to use to access your mailing list, please contact president@ uccclubs.ie.

FILES FOR APPROVAL

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

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

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

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