



1

Table of Contents

<p>INTRODUCTION</p>	
<p>1. HOW TO SET UP A CLUB/SOCIETY</p> <ul style="list-style-type: none"> 1.1 Policy Re the formation of New Club/Society 1.2 Additional Information on setting up a new Club/Society 1.3 Financial Support 1.4 Benefits to being involved in C&S under UL Student Life 	
<p>2. MEMBERSHIP CATEGORIES & COMMITTEES</p> <ul style="list-style-type: none"> 2.1 Categories of Membership 2.2 How to become a member (on-line registration) 2.3 Committee Membership & Management of the C&S Website 2.4 How to change your "Admin" & "Committee" on-line 2.5 Importance of the On-line Membership System 2.6 Committee Positions Roles & Responsibilities 2.7 Committee Handover Documents 2.8 C&S Common Constitution 	
<p>3. HEALTH & SAFETY</p> <ul style="list-style-type: none"> 3.1 Health & Safety (as per Common Constitution) 3.2 Safety Statement 3.3 Checklist for Events/Trips 3.4 Foreign Trips (Outside island of Ireland) <ul style="list-style-type: none"> 3.4.1 Seeking Approval for your Foreign Trip 3.4.2 In Case of Emergency Response Procedure (Abroad) 3.5 First Aid Criteria 3.6 Safety Criteria 3.7 Clubs & Societies Alcohol Policy 3.8 Insurance <ul style="list-style-type: none"> 3.8.1 Personal Accident Policy 3.8.2 Liability 3.8.3 Public Liability 3.8.4 Equipment insurance 3.8.5 Loaning equipment to a Third Party 3.8.6 Borrowing equipment from a Third Party 3.8.7 Firework/ Chinese Lantern 3.8.8 Breach of Membership Policy 3.9 Clubs & Society Vehicles Usage Policy <ul style="list-style-type: none"> 3.9.1 Becoming a C&S Driver 3.9.2 Annual Renewal of Driver Rights 	

<ul style="list-style-type: none"> 3.9.3 Towing (Trailers/Boats etc) 3.9.4 Making a Vehicle Booking and Vehicle Maintenance 3.9.5 What to do if the vehicle breaks down 3.9.6 Procedure in case of Accident or in Emergency 3.9.7 Travelling abroad with CS Vehicles 	
<p>4. <u>CLUBS & SOCIETIES COUNCIL (CSC)</u></p>	
<p>5. <u>CLUBS & SOCIETIES EXECUTIVE (CSE)</u></p> <ul style="list-style-type: none"> 5.1 Clubs and Societies Protocol 	
<p>6. <u>DAY TO DAY RUNNING</u></p> <ul style="list-style-type: none"> 6.1 The Art of Communication 6.2 Dishonest Communication 6.3 Organisation & Communication 6.4 Communication Tools 6.5 A Word of Caution 6.6 Clubs & Societies Website 6.7 Postal Service 6.8 Notices & Posters 6.9 Room Booking 6.10 Wolves Branding 6.11 Brand Guidelines 6.12 Wolves Flags & Bunting 6.13 Wolves Branded Clothing – The Students Brand 	
<p>7. <u>CLUBS & SOCIETIES GENERAL FINANCIAL INFORMATION</u></p> <ul style="list-style-type: none"> 7.1 Clubs & Societies Finances 7.2 Drawing down your budget allocation 7.3 Bank of Ireland: <ul style="list-style-type: none"> 7.3.1 Open a new Bank of Ireland Account 7.3.2 Change Bank Mandate (signatories) for existing BOI Account 7.3.3 Online Banking 7.4 Clubs & Societies Budget Related Policies <ul style="list-style-type: none"> 7.4.1 Budget Linked to Income Policy 7.4.2 Foreign Trips Policy 7.4.3 Coaching Expenses Policy 7.4.4 Equipment Policy 7.4.5 Capital Intensive Policy (3 year Plan) 7.4.6 Funding of Student Political Parties 7.4.7 Policy re external Consultant workshops 7.5 The Special Applications Fund <ul style="list-style-type: none"> 7.5.1 Special Applications Policy 7.5.2 Reallocation of unspent funds to SA Fund-- 7.6 The Arts & Sports Fund 	

<p>8. <u>CLUBS & SOCIETIES ANNUAL BUDGET ALLOCATIONS</u></p> <p>8.1 Submitting your Annual Budget application</p> <p>8.1.1 Budget deadlines for C&S with Summer Activity.</p> <p>8.1.2 When do I start working on my Budget?</p> <p>8.1.3 What happens when C&S do not update Budget consistently?</p> <p>8.1.4 Educate & Update...consistently</p> <p>8.2 How the budget system works in simple terms</p> <p>8.3 The online budget system</p> <p>8.3.1 Recording income and expenditure (current and projected)</p> <p>8.3.2 Recording your earned budget points</p> <p>8.4 Budget proof</p> <p>8.5 Budget checklist</p> <p>8.5.1 Consistency and communication are key!</p> <p>8.6 Budget Criteria</p> <p>8.6.1 Points specific to all</p> <p>8.6.2 Points Specific to Clubs</p> <p>8.6.3 Points Specific to Societies</p> <p>8.7 Appealing Your Budget award</p> <p>8.8 The Appeals Committee</p> <p>8.9 Accessing Your UL Student Life budget</p> <p>8.10.1 Submitting a Capitation drawdown request</p> <p>8.10.2 Using the Clubs & Societies Credit Card</p>	
<p>9. <u>SPONSORSHIP & FUNDRAISING</u></p> <p>9.1 Corporate Sponsorship</p> <p>9.2 Choosing A Sponsor</p> <p>9.3 Where To Get Sponsorship</p> <p>9.4 Practical Advice on Sponsorship</p> <p>9.5 Campus Sponsorship</p>	
<p>10. <u>ESSENTIAL CLUB & SOCIETIES EVENTS</u></p> <p>10.1 Week 1 – Clubs and Societies Sign up Fair</p> <p>10.2 Administration Seminars</p> <p>10.3 Best Club & Society of the Year Awards</p> <p>10.4 THE Best Ball of the Year</p>	
<p>11. <u>GENERAL INFORMATION TO CLUBS & SOCIETIES</u></p> <p>11.1 Advice To Clubs – UL Sports Department</p> <p>11.2 Advice To Societies</p> <p>11.3 Board of Irish College Societies (BICS)</p> <p>11.4 Conduct for Clubs & Societies</p> <p>11.5 Copy right Information on Public Showing of DVD's or Videos</p> <p>11.6 UL Presidents Volunteer Award Scheme (PVA)</p> <p>11.7 Social media for C&S</p>	

12. EVENT MANAGEMENT	
13. APPENDICES	
13.1 APPENDIX 1 - Common Constitution for University of Limerick Clubs & Societies	
13.2 APPENDIX 2 - Treasurers' Workshop Slides	
13.3 APPENDIX 3 - Handover Sample	
13.4 APPENDIX 4 - Handover Template	
13.5 APPENDIX 5 - Branding Guidelines- Spark Marketing	
13.6 APPENDIX 6 – Minutes Template	
13.7 APPENDIX 7 - Event Management – Cuckoo & Mark Breen	
13.8 APPENDIX 8 - Policy re External Judging at Hustings	
13.9 APPENDIX 9 - Policy Re Societies taking part in physical activities	
13.10 APPENDIX 10 - Policy Re Administration Seminars	
13.11 APPENDIX 11 – Policy re External Judging at Hustings	
13.12 APPENDIX 12 – SOP Manual	



The chances are that if you are reading this Handbook, you are already a member of Clubs & Societies and have taken the next step to becoming a Committee member of a Club or Society. Often it is the case that the current committee have spotted a talent, curiosity or interest from your interactions with them that makes them believe that you have the qualities to enhance the development and future of their Club or Society. Of course, it might be your own inbuilt drive and desire to help as well, but whatever the motivation all Clubs & Societies are voluntary organisations and require the recruitment of new committee members... otherwise we would have no Clubs & Societies at all! **It is a new set of skills that you must learn, and this can be a challenge and a leap into the unknown BUT there is a lot of support there if you are willing to look for it and ask for help.** The older more experienced members will do their best to pass that knowledge along before they graduate, and this Handbook is your reference point with the finer detail of information you need to know. This is complemented by the UL Wolves Website, training, workshops, administration seminars, drop-in conversations all the way through to formally requested meetings by you (or the committee) to go through any aspect of the C&S Administration that you do not understand. So, Aisling, Lisa and I are available to you in different capacities as a resource to guide and support you on your journey as a Club or Society Committee Member.

All the above is the altruistic contribution to life on campus and the wonderful world of Clubs & Societies motivated in large part because of your interest in certain

activities and the friendships that you are developing to “Belong to the Pack” BUT there are personal and professional benefits to be accrued because of your commitments as well. We hear this time and time again from our Clubs & Society Alumni down through the years when trying to secure jobs that the Soft Skills gained have enhanced employability after several years on committees. This is the additional learning beyond the confines of the University Classroom that will develop you as a person both personally and professionally- skills such as your People Skills, Time Management, Budgets, Fundraising, Event Management, Health & Safety, Conflict Resolution, Public Relations, Marketing, the art of negotiating and working as part of a team, all help hone a skillset that can only be developing by committing to putting it into practise.

Congratulations for having the courage to give it a go on a committee and let the fun and voyage of discovery begin.

Paul Lee
Head of Student Engagement
UL Student Life

UL Wolves Clubs & Societies - The BIG Picture

Clubs & Societies is an integral part of the Third Level experience for many who go to college and here in the University of Limerick it is no different. The big difference between all third level institutions is how they administer, fund and support their Clubs & Societies. It is very difficult to find the same model in different institutions, many tend to carve Clubs & Societies up with Clubs going to the Sports Department and Societies to the Arts Office, Student Life or other University based offices. UL Student Life has administered Clubs AND Societies in the University of Limerick since the inception of the institution in 1972.

Generations of UL Clubs & Society committees continuously develop and shape our system of administration, which is organised for the students and by the students. As a result, it is constantly evolving to try to be as efficient, transparent and as fair as possible within the limits of the financial support available. The funding of C&S budgets at grass roots is grounded in budget criteria (See section 8.7) based on your organisational ability coupled with a proven ability to raise income. We do not make the distinction between large or small Clubs & Societies, abstract or mainstream or the creation of funding and support bias for designated interests. Since 2009/2010 Clubs & Society committees have had to, by necessity, fundraise anything from 47% -54% of their total expenditure annually in order for the budget system to reward individual Clubs & Societies (See section 8.2) This is still a major challenge for the development of Clubs & Societies in UL by volunteer committees.

In UL Student Life the following publication is your one-stop-shop reference point to understanding the Clubs & Society Administrative system. It provides a lot of the information and tools to empower anyone to become an effective committee

member of a Club or Society, whether that is a first-year student, a postgraduate or staff member. In addition, a lot of the information you will need is available on the Clubs & Societies Website www.ulwolves.ie on the "Resources Documents" <https://ulwolves.ie/support/resources> these reference points should guide Committees in the right direction to help develop and foster self-organised and self-maintained Clubs or Societies. To create the best culture possible to be an efficient Club or Society it is important that once elected as a committee member that YOU educate YOURSELF also to the contents of this publication.

Remember the key to your success lies in Committees. That means success in terms of the ability of your Committees to understand the rules, policies and procedures of Clubs and Societies (C&S) on the whole, as laid down by UL Student Life and by the Clubs & Societies Council (CSC) (See Section 4) AND where you fit in as an individual Club or Society within this framework. Success also means being able to establish a line of continuity through recruitment and retention to counteract the constant student conveyor belt resulting in the loss of personnel through co-op, teaching practice, Erasmus programmes and graduation. Effective replacement and recruitment of new Committee members in a timely fashion is essential.

As with all voluntary organisations the organisational ability levels of individual people who take up committee roles vary greatly as you do not just become a good committee member overnight. Samuel Beckett captures the mind-set required to succeed

“EVER TRIED EVER FAILED NO MATTER TRY AGAIN. FAIL AGAIN. FAIL BETTER”

The annual conveyor belt of students affects retention rates, continuity and development but the other MAJOR FACTOR, affecting the success of Clubs & Societies in UL is the Clubs & Societies calendar. Apart from the regular 12-month calendar, there is the UL Academic Calendar, which is just 30 weeks long (Week 1-Week 15) in each semester, and then the invisible Clubs & Society Calendar, squashed in between generally Week 1 to Week 10. Depending on how you use some of your summer or the January break you can overcome this huge obstacle and that is where your knowledge of this handbook cannot be underestimated.

“BY FAILING TO PREPARE YOU ARE PREPARING TO FAIL”

- Benjamin Franklin

The additional supports and service to help you achieve the above are the full-time staff available to you as well. Namely UL Student Life Head of Student Engagement Paul Lee, UL Student Life Clubs & Societies Co-Ordinator (CSCO) Aisling Ryan and UL Student Life Clubs and Societies Administrator Lisa Ryan (CSA). All can be contacted at info.clubsandsocieties@ul.ie There is also peer support through the UL Student Life Clubs & Societies Executive (See section 5). Additionally, support is on offer from the following UL Departments independent of UL Student Life – for sports, there is the Senior Sports Administrator (UL) Neasa.ODonnell@ul.ie and for societies with an artistic flair, there is the Arts Officer (UL) Patricia.Moriarty@ul.ie

Most importantly, I hope with all the support on offer and the creativity and enthusiasm that you bring that you enjoy the experience of Clubs & Societies and have FUN, ENJOY it and make some terrific friends on the way as part of the UL Wolf pack

Paul.Lee@ul.ie

Head of Student Engagement

UL Student Life

(M) 086-0435307

(W) 061-213477

1. HOW TO SET UP A NEW CLUB/SOCIETY

The Clubs and Societies Department of the UL Student Life is specifically for the promotion and development of the existing Clubs & Societies but also offers support to those who wish to explore the set-up of a brand-new Club or Society or the re-start of a Club or Society that has lapsed. Before approaching the Clubs & Societies department there are a few steps outlined in the proposed policy that need to be considered and understood to maximise your chances of success

1.1 Policy Re Formation of New Clubs & Societies

Approved by Clubs & Society Council, Week 5, 7th Oct 2014

STEP 1 – Satisfying the Pre-Conditions

Pre-Conditions

1. The proposed Club or Society you wish to establish cannot already exist as we do not allow duplication
2. The proposed Club or Society cannot impede on the activities of any existing Clubs & Societies
3. **The Clubs & Societies Department does not set up or run individual Clubs & Societies but facilitates those who wish to volunteer their time to running the proposed Club or Society as part of an organised committee**
4. The Common Constitution for Clubs & Societies is a formal administrative requirement and structure in place that must be complied with
5. Health & Safety Statements form part of the Common Constitution, and it requires especially important consideration and deliberation
6. Financial accountability and transparency are mandatory, and all financial records must be made available on request

If you cannot satisfy these six pre-conditions at the outset, then you will **NOT** be able to operate under the auspices of the Clubs & Societies of the UL Students Life.

If you can satisfy **ALL**, the pre-conditions you can proceed to the next step which is the preparation of a proposal for the attention of the Clubs and Societies Coordinator outlining the aims and objectives of the proposed Club or Society.

All the information you need to start your own pack can be found in SOP-02: Forming a new club/society.

1.2 Additional information on setting up a new club or society

To assist you with a successful set-up, the following additional information should prove useful in complementing a better understanding of the policy.

There may be some points of reference to assist with the development of your proposal:

1. Is there a governing body or similar formal body for the proposed activity?
2. If so, there should be clear guidelines and instructions on how to proceed and this will guide you in the development of the proposal for your new club or society.
3. In the absence of a governing body, does a similar organisation exist in other third level institutes in Ireland? Alternatively, another country?
4. The other benefit to other organisations or reference points is that it offers opportunities to network with like-minded people, and seek their advice on what has worked for them and possible schedules of activities that might prove interesting to a potential membership
5. There may also be an opportunity for support from within a particular academic course if the Club or Society has a possibility of complementing a social side to an academic course BUT be careful that it does not simply become an extension to the classroom lecture. The chances of success will be limited if it lacks creativity and excitement.

Some of the first action items upon ratification:

1. The Club/Society needs to open a Bank Account immediately, for support on this please contact Lisa.Ryan@ul.ie
2. The Committee needs to agree a formal timetable of meetings on a weekly basis at the outset and make this visible to its members using their club/society page on ulwolves.ie (See SOP—01: [Creating and keeping records of event/activity on the UL Wolves System](#))
3. Delegate tasks and share the workload according to committee position and responsibilities.
4. Need to organise and run activities quickly to engage the membership
5. Make use of distribution list and/or text groups or agreed medium to communicate with all the members
6. At the end of this 15-week trial, a Health Check Meeting will take place with the Clubs and Societies Coordinator to ensure achievement of the aims and objectives, that the Constitution has been satisfied and that an operational committee is in place. (See [SOP-027: Health Checks](#))

1.3 Financial Support for New Clubs & Societies – Special Application Fund

As a new club or society the most difficult obstacle to a start-up is a lack of access to cash if required to run a particular event. The culture and motivation to buy in to this new Club or Society is not yet established with new members. We can however offer financial support through the Special Applications Fund. It is generally a €32K annual

fund, which is accessible to all clubs and societies (not just the New Club's & Societies). All such applications are reviewed and approved by the Clubs & Societies Executive (CSE) and a submission to the fund does not automatically guarantee an award of funds so do not spend money or make plans on the basis that an application has been made but remains to be processed.

New Clubs & Societies have access to up to a maximum of €4000. The Special Application fund is like a supplementary budget for new entrants, processed on an application-by-application basis, which is once again subject to the approval of the Clubs & Societies Executive (CSE). The objective is to drip feed money into any new Club or Society at the outset and depending on the amount requested, the paperwork provided and the merit of the proposed activity the CSE have the ability to grant 100% funding initially. Subject to the aforementioned, if the request is small, it will most likely be supported 100%- depending on the volume of requests over the academic term the CSE may at a point in time at their discretion request that the new club or society make a contribution to the overall cost ranging up to a maximum of a 50% contribution. This is to nurture the committee into developing and acknowledging the need to develop an ability to be able to engage in fundraising. This will also complement the move towards a budget submission and moving from the Special applications fund into the mainstream budget.

Existing Clubs & Societies have a maximum limit of €3000 and can only access that funding on a 50/50 basis i.e. they need to provide 50% up front for any realistic unforeseen expenditure, in the annual budget submission.

Special applications are not soft money and poorly thought out or poorly presented applications will not be successful.

1.4 Benefits to being involved in Clubs & Societies under UL Student Life

1. Access to three full time employees within the Clubs & Societies Department for advice and support (Head of Student Engagement, CSCO & CSA)
2. Clubs & Society Executive Support and Clubs & Society Council support as required
3. Access to administrative facilities
4. Room booking support within the Students Life Centre
5. Room booking support within the University through the CSA
6. Financial Support
7. Insurance- Personal Accident, third party liability, travel insurance and equipment insurance and advice
8. Legal Support
9. Health & Safety advice
10. Access to Clubs & Society vehicles & driver proficiency training/lessons/testing
11. Access to the on-line membership system
12. Presence on the official website www.ulwolves.ie
13. An ability to participate in the Annual Clubs & Societies Sign up Fairs in September and February

IMPORTANT NOTE for NEW CLUBS Re the University of Limerick Sports Department (UL SPORT)

Prior to meeting with the Clubs and Societies Coordinator, if you are proposing to set up a new sports club and will require facilities on campus, initially you will need to meet with the UL Sports Senior Administrator, Neasa.odonnell@ul.ie or Student Sport Administrator, Noreen.oconnell@ul.ie . If the Sports Department can accommodate your request for facilities, storage and a training time, then you can proceed to meeting the UL Student Life Clubs and Societies Coordinator. If facilities are not available on campus immediately, it will make the situation much more difficult to succeed, as you will have to try securing off campus facilities. More often than not, the students' academic timetables travel and associated costs tend to impact negatively in these situations.

2. MEMBERSHIP CATEGORIES & COMMITTEES

2.1 Categories of Membership

There are three "Types of Membership" as per the Common Constitution (Appendix 1)

Please note that students should account for at least 75% of the listed membership of any Club or Society.

Full Membership

All students currently attending the University of Limerick and all current staff and alumni of the University of Limerick are eligible to Full Membership of all Clubs and Societies. "Attending" the University includes pursuing any degree, undergraduate or postgraduate, full-time or part-time and includes time spent on Teaching Practice, Co-Operative Education, and Erasmus and Link-in modules. Furthermore, anyone who has graduated from any course, or attended any full-time course for more than one academic semester within the last two years is entitled to full membership. [Mary Immaculate College students are excluded from full membership despite being regarded as part of the wider UL campus as their capitation is paid to a separate funding body]. Anyone who is a "full member" of a Club or Society is entitled to be a considered for election onto the committee for which they hold membership and also has voting rights at any general meeting of the Club or Society they are members of.

Associate Membership

Any member of the public who is older than eighteen years is eligible to Associate Membership of any Clubs and Societies. Associate Members have no voting rights at any meeting of a Club or Society and may not hold any core Committee position, as outlined below. They may however serve on Sub Committees as outlined in Section 4.6 of the Common Constitution (Appendix 1)

Honorary Membership

"The Committee of the Society/Club may, subject to prior consultation with and approval of the Club's & Societies Executive, invite any person who they deem to have done great service to a particular Club or Society, to be an Honorary Member in perpetuity of the Society/Club". Section 3.1.3 of the Common Constitution (See Appendix 1), honorary members shall be treated as Associate Members except that they are not required to pay the Associate Membership fee.

NOTE Re Persons under 18 years of Age

Clubs & Societies cannot have members less than 18 years of age unless they are fully registered students of the University of Limerick. Persons less than 18 years of age are still viewed as children in the eyes of the law and that poses risks in terms of

changing rooms and protocols around child welfare, child protection, Garda vetting and the Code of Ethics for Children in Sport. As such, this is not a risk clubs and societies are to undertake.

Membership Fees

Every member of a Club or Society must pay a membership fee annually to be an eligible member of said Club or Society. This fee is at the discretion of each Club or Society's Committee but this figure should be relevant to the cost of running the Club or Society. Remember that in terms of capitation from UL Student Life we are still underfunded to cover the enormous cost of running Clubs & Societies. When you consider that every Club or Society committee annually has to target fundraising anywhere between 47% and 62% of the income required to run a full and interesting program of events for its members, it really makes no sense to charge a paltry membership fee that is not mindful of the huge running costs. Look at the rates charged in other non-third level institutes and/or community clubs, societies, and you will see that the recommendations below are realistic and fair. A person asked to pay €10 will think carefully about whom they join, and you might actually get a more engaged and active member rather than simply an inactive "paper" member.

Remember that these are University of Limerick Clubs and Societies, funded in the main by University of Limerick Student Capitation, as such must be respected. The following are the 3 minimum recommendations for financial best practice.

1. Student (U Grad & Post Grad)	1 x € (fee)	Example € 10
2. Alumni & Staff of UL	2 x € (fee)	Example € 20
3. Associates	3 x € (fee)	Example € 30
4. Honorary	Free	Exempt from payment as per Section 3.1.3 of the Common Constitution

The term of membership shall be from the date a person pays their membership fee and activated by the relevant C&S Committee until the end of the first week in August of the same Academic Year. Memberships will be re-set by our Web Admin after that time of the year to allow Committees re-register and to prepare the respective Club or Society several weeks in advance of the New Sign up Fair and to re-register existing members and to facilitate signing up new members.

2.2 How to Become a Member of Clubs & Societies- (On-Line Registration)

UL Wolves is a bespoke system designed specifically for the needs of UL Wolves Clubs and societies. We have endeavoured to make it as simple as possible to set up your personal profile as the website guides you through the steps but if you need more information see [SOP 30 – Creating a UL Wolves profile and requesting membership](#).

2.3 Committee Membership & Management of the C&S Website

In terms of the Committees and the Wolves Website – it provides for a more interactive and regular information exchange with your membership which hopefully transcends into higher active member participation, which adds value to being involved with your particular C&S. In addition, this system automatically captures committee contacts, which are available to the Clubs & Society full time staff team and have access to all this information on the “back-end”. This ensures effective communication between the Clubs & Societies Department and your committee and in doing so satisfies an important budgetary and developmental requirement.

This system guarantees instant membership records and member's compliance with insurance, legal and Health and Safety procedures, thus offering a more effective service to C&S and UL Student Life.

It has integrated and improved the whole C&S website functionality to the point it is the most important tool in keeping ALL your members ACTIVE (registered on-line and paid up) involved and informed with all aspects of your Club/Society. Importantly it also flags up potential members as being PENDING (i.e. have created a Wolves Account and expressed an interest by registered on-line with your particular C&S but have yet to pay the membership fee). Every time you update training information, events information, submit an article or post a notice on this website, all that information is visible by your membership and visitors to the C&S.

Therefore, the “Admin” (i.e. Administrator of your Club or Society on the Wolves C&S website) is an important person to play an active role on the C&S website on behalf of your Club or Society's. They DO NOT have to be the President/Auditor/Chairperson (i.e. occupy the top spot on your committee) or an expert on computers as mentioned previously but obviously need to work closely with the President/Auditor/Chairperson etc. in terms of permission's being granted to various committee members and the regularity and flow of information to members.

2.4 How to change Your “Admin” & “Committee” on-line

Please Note:

For all the below points, and to be an “Admin” or a “Committee Member” of a club or society, the individual must have an account on www.ulwolves.ie and must be an approved member of that club or society

1. In order to become a member of a Club or Society's committee, the nominated member must log in to their ulwolves.ie account and go to the 'My Memberships' Page
2. Select the 'Committee' button beside the relevant clubs or society.

Your Memberships

[Open Office Administration](#)[Open Committee Panel](#)

Membership Status	Club/Society Name	Club or Society	Fee	Paid	✉	📞	Expiry Date	Activated [requested]	Receipt Code	
ACTIVE	C_Test	Club	€ 5	€	✗	✗	August 2030	14 Oct 2020 [0000]		🔒 Committee
ACTIVE	S_Test	Society	€ 5	€ 5	✗	✗	August 2023	23 Aug 2022 [23 Aug 2022]	756a50a0	🔒 Committee

3. You will be prompted to enter the 'pin' which you can get from an existing committee member.
4. Complete the 'Committee Request Form.' The form must then be submitted for approval.

≡ Core Position ≡

If your position is a CORE COMMITTEE POSITION, please select which
(You still must select your position title in the next box below!)

n/a
 Chairperson (President, Chair, Captain)
 Secretary
 Treasurer
 Safety Officer
 Public Relations Officer (PRO)

≡ Position Title ≡

* = There is an active committee member with this position (you can still select this option)

Select position from list:

--

OR enter OTHER position:

≡ S_Test Profile Listing ≡

How would you like your name and position to be displayed on the public S_Test profile page?

{position} - (name hidden)
 {position} - Aisling
 {position} - Aisling Ryan

5. To become the "Admin", tick the 'Request to become Admin' box in this form

2.5 Importance of the On-line Membership System

1. This on-line procedure is an integral part of our legal compliance with membership of an organisation and our various insurance policies held in place for the members of Clubs & Societies (Personal Accident, Liability, Equipment, Travel and Marine Policies) (See section 13)
2. The Health and Safety of all members is of paramount importance **absolutely NOBODY is allowed to take part in the activities of Clubs & Societies no matter how risk free you perceive the activity to be, without the membership process being completed in full and confirming that you are an approved member.** Any Club/Society that fail to follow this procedure will negate any potential

personal accident claim by an individual who is not signed up correctly should they suffer an injury. Conversely this will most likely compromise your protection under our liability policy. In addition, your C&S will be deemed to have breached the Health & Safety policy as well. **This may well open up the possibility for legal consequences. Failure to comply exposes you in your individual capacity, your club or society, UL Student Life and the University to legal action. In addition, it does also expose the club or society to discipline procedures internally, which may result in financial penalties by the CSE for breach of Health and Safety. To date fines have been implemented from 10% to 25% for each and every breach of H&S.**

3. The In Case of Emergency number **(ICE)** which is a component of the on-line membership system facilitates event organisers with all Clubs/Societies especially with overseas events. It does this in several important ways
 - These details are mandatory requirements of our Foreign Trips (**See SOP-026**) to provide this information to the Clubs & Societies Department BEFORE you depart the island of Ireland.
 - The information is automated and available to the committee to streamline administration.
 - The provision of such information allows for remote support from the Clubs & Societies Department in the event of a serious incident with trip organisers, insurers, and the family, which inevitably are the ICE contact. In 2011 there were two incidents that involved all the aforementioned to facilitate overseas repatriation of two members back to Ireland due to serious injury whilst taking part in two different Club activities in Scotland and France.
 - People do get hurt from time to time, and this information can be of critical importance. You need to know who to contact in such situations and have a pre-prescribed plan of action.

4. Declaration of Medical Status of Members

For information on declaration of a medical status, please see SOP – 030. UL Wolves endeavours to welcome all, while keeping all members' safety central. As such, when requesting membership, you will be asked to declare any illness/medical condition/disability that may impact your undertaking and/or participation in the activities of your desired club/society. Disclosure of medical conditions also ensures that you are covered by our various insurance policies. Please note that you are required to keep the office informed of a change in medical status where necessary.

NOTE: If a member does NOT have a medical condition and has accidentally ticked "yes" they will need to email Aisling.M.Ryan@ul.ie where they personally request to have this changed. Their account will then be amended, and the email request put on file to verify the requested change in status.

5. The on-line membership streamlines general administration, has the added bonus of quantifying our membership figures, which are useful in various

campaigns and surveys, and helps to tighten up our own budgeting and legal requirements. It is useful to progressive Clubs/Societies as a means of self-assessment of their membership for feedback on the progress of the Club/Society. It is very useful as well in the organising a "past versus present" sporting competition, ten-year re-union or simply to call a past member for advice on how to stage an event or just general advice on the Club/Society.

2.6 Committee Positions, Roles and Responsibilities

For the purpose of the below section, all references in green relate to sections and sub sections of the Clubs and Societies Common Constitution (Appendix 1)

The Common Constitution defines the composition of the Committee under Section 4.1. It tends to cause a lot of confusion annually in its interpretation. This can be further broken down into the "Core Committee", the primary positions and key decision makers that the committee is required to have annually, and it makes provision for "other officers" and "sub-committee" as well.

The positions of Chairperson, Secretary, Treasurer, Health and Safety Officer and the Public Relations Officer are the Core Committee Positions. It is important to note that part of the overall committee responsibility is that two of these core members are specifically designated as a Club or Society representatives on the Clubs' and Societies' Council. (See section 4, p 47) – so, for example, the chairperson and the secretary could be the two reps – but some "other officer" (such as an equipment officer, for example) would not be qualified to be a CSC rep, due to not holding a core committee position, the same applies to ordinary committee members (OCMs).

As UL Student Life we always expect the primary decision makers i.e. "core committee" to assist with the constant development of Club's & Societies through this parliamentary body to make sure we are always hardwired into the member's needs and desires

For more information on committee positions and AGM, please see SOP-007.

The "core" committee positions are

1. Chairperson
2. Secretary
3. Treasurer
4. Safety Officer
5. Public Relations Officer

The common constitution is saying – Have as many committee members as you like, but you must have these core committee positions provided for and we expect to see two of those at the Clubs & Society Council. "Other Officers" as defined by section 4.1.1 are at the discretion of the "Core" Committee. Any such additional officers are NOT permanent officials of the Committee and need not be appointed every year, nor replaced if the position should become vacant for any reason. They have

diminished status as "other officers". That diminished status is defined by all the things that are restricted in the constitution to core committee members only – e.g., being a CSC rep (clause 4.1); receiving a disciplinary action complaint (7.0 Disciplinary – see copy of Schedules). Under clause 5.4, the Committee regulates its own procedures, so there are no rules on any weighting of votes. However, most committees would work on the basis that every member of the committee has a vote, except the chairperson – who has a casting vote (5.2.6).

Defined under section 4.6 "Sub-Committees," the "Core" Committee may appoint and dismiss sub-committees from the Society/Club membership and prescribe rules for those sub-committees as appropriate. Sub-committees will retire annually. That is on the date of the relevant AGM, or when their function is complete, whichever is the sooner.

If there is a vacancy on the committee (Section 4.5), i.e., resignation, expulsion (Section 7.0 - Disciplinary Action) of an officer, the Committee shall have the power to co-opt any Member to the Committee until the next general meeting (be it an EGM or an AGM). At which point the appointment of a new officer will take place in accordance with section 5.2.

Please Note: Important Considerations on committee composition before you read the next section

1. You need to be clever and do not create roles if they are not needed – a committee that is very large can be as counterproductive as a committee that might be too small.
2. A small committee suffers with lack of people to delegate and share responsibility and the loss of one or two committee members can put the future of the club/society in real jeopardy.
3. Conversely a large committee ranging in size up to 12+ people, can be very difficult to manage effectively, it can be difficult to get agreement especially when there is a controversial issue up for discussion. Attendance at committee meetings is more difficult too. Large dysfunctional committees invariably lead to communication failure.
4. Some people like the idea of being on committees but then don't really want/get to do anything constructive and so you end up managing the committee and not the action items that they should be working on.

Mindful of the above, the standard committee roles & responsibilities for all committee positions can be best captured with some if not all the following which shall include, but not be limited to,

1. Compliance with the policies, procedures and Common Constitution as stipulated by the Clubs & Societies Council
2. Awareness & Active engagement with the Club or Societies Health & Safety Statement and its on-going development and implementation
3. Representation at the Clubs & Societies Council

4. Liaising and communicating with the entire committee and the membership
5. Liaising closely with the Head of Student Engagement, Clubs & Societies Co-Ordinator and the Clubs & Societies Administrator
6. Understand the finances of the club/society and an active involvement with the submission of the annual budget
7. Must be a named signatory on the Bank Mandate of the Club/Society
8. Preparation of Handover documents at the end of their term in office
9. Active Roles in the C&S Website for membership and updates
10. Dealing with disputes, conflicts and resolutions
11. Event Management
12. Relevant to Capital Intensive Clubs & Societies an active engagement with the 3-year plan and maintenance of equipment log/inventory
13. Compliance with Foreign Travel policy
14. Approval of C&S Vehicles drivers
15. Assisting PRO in marketing of the Club/Society

Specific duties relevant to certain positions might encompass additional responsibilities outside of the 15 standard responsibilities.

Chairperson/President/Captain/Auditor

The Officer whose duties encompass those of the figurehead and primary committee position of a Club or Society is responsible for the overall running and coordination of their Club or Society and its committee, by ensuring that all committee members adhere to their delegated roles and responsibilities.

The Secretary:

The Officer whose duties encompass those of the Secretary is in charge of maintaining all documentation and records necessary for the Club or Society. This shall include, but not be limited to,

- Recording all formal meetings regarding the business of their Club or Society and in particular the Action Items (A/I) ascribed to various committee members or key decisions that arise at meetings (See section 13.13)
- Distribution of minutes to committee and members as appropriate
- Preparation for AGM's/EGMs in compliance with the guidelines as per the Clubs & Societies Common Constitution in terms of preparation of the agendas and distribution of same to members
- Recording all relevant data

The Treasurer:

The Officer whose duties encompass those of the Treasurer oversees maintaining the Club or Society's accounts and all matters of financial importance
This shall include, but not be limited to,

- Responsibility for Bank Accounts, lodgements and withdrawals (On-Line Banking, PayPal etc)
- Responsibility for ensuring use of "narrative" on all bank statements and transactions. [The narrative is a short text description of the transaction i.e., "Members Fee's" – "Fundraiser Oct." – "Lahinch Trip" etc.]
- Maintenance of all bank accounts and transactions
- Responsibility for requests to UL Student Life Clubs & Societies Administrator for Capitation Drawdowns, Special Applications (See Appendix – 2)
- Annual Budget submission via the Clubs & Societies on-line budget system

The Safety Officer:

The Officer whose duties encompass those of the Safety Officer is responsible for implementation of the Club/Society Health & Safety Statement. This is a live and active document within the club or society

This shall include, but not be limited to,

- Educating members to its content and importance and making the information available for members and the committee
- That the Club/Society ensures good safety records are kept and that the Club/Society follows its Safety Statement and satisfies UL Student Life C&S Health & Safety Polices and protocols Re Events, Trips & Travel Abroad
- Notification of accidents and submission of accident report form (See SOP - 013) as per H&S Statement immediately as soon as is possible after the incident to Head of Student Engagement & Clubs & Societies Coordinator
- Compliance with Foreign Travel policy (See SOP-026)
- Presentation and submission of medical receipts for personal accident claims
- Annual review of Health & Safety statement
- Liaising with the Head of Student Engagement re the external Certification of Health & Safety statement
- Record of equipment log and lifespan of equipment where relevant
- Attendance at necessary training
- First Aid equipment & training as necessary

The Public Relations Officer (PRO)... "Telling & Selling"

This is one of the most underestimated roles in terms of the importance of the growth and development of a club/society. An active, articulate and fully engaged PRO is a HUGE asset to any club or society. Very simply it is "telling" and "selling" the good news about your club or society, creating interesting content. The Public Relations Officer through regular updates on your Social Channels "tells" the members about your activities with details such as times, dates, venue etc and when the event/activity is completed it then requires further content such as a post event review to "sell" the story and create a good buzz. The feel-good factor within the Club or Society is great for the committee, to reaffirm that they are contributing positively and that all the hours upon hours of preparation, informal discussions, formal meetings, and private

messaging are paying off. The positive effect and careful work of a PRO on members is that they do feel engaged, and many do feel a sense of appreciation, anticipation, and a sense of belonging even loyalty to a well-run Club or Society. The PRO is responsible for ensuring the promotion of the club/society's activities to its own membership first and then the wider community. Regular exposure is especially important and can help grow your membership, if the general campus sees you as being well organised and interesting through your PR updates.

Clubs & Societies benefit collectively too because if we have 70+ Clubs & Society PRO's telling and selling, it creates a huge positive story and awareness about a massively vibrant community. Be sure to Tag #ULwolves and #FindYourPack as this has a knock-on effect for the benefit of Student Life and even the University... and it all starts with the PRO.

The methods and tools for "telling" and "selling" shall include, but not be limited to,

- Regular communication to the members. The Clubs & Societies Department regular Updates through the Club/Societies main website www.ulwolves.ie for "Latest News", "Events" and "Training Updates" – since AY 2014/2015 this carries specific budget points under "Publicity" which earn your Club or Society a better opportunity to receive more financial support at budget time.
- Promotion of events via posters and other promotional formats
- Generation of Text Groups, Email distribution lists
- Social media- the club/society's own page as well as the central Clubs and Societies social media pages.
- Social media sharing and tagging to the UL Wolves Instagram and Facebook Search: "UL Wolves Clubs & Societies"
- Internal UL Publications such as "UL Links" and this may involve requests from time to time from the CSA for the Governing Authority through the UL Presidents report to his fellow governors
- External Publications such as local and national media outlets
- Capturing Quality photographs and video coverage where possible

"Other Officer" Committee Positions:

These are some examples of other Committee positions, which a Club or Society Core Committee may wish to include. Normally in such a compressed calendar as the Clubs & Societies calendar, coupled with things like a large membership, a huge volume of activity and the added responsibility of fundraising it generally is a case that "many hands make light work". It makes sense depending on the aims and ambitions set out in the constitution, the expectation of members and the demands on an individual's time to have a larger committee to assist with the delegation of responsibilities. This is especially helpful when projects fall due for certain courses it is up to the other member who are not under pressure academically at that time on a different course to step up.

Typical "Other Officers" Positions

Vice Chair/Vice Captain/Vice Treasurer/Co-Captain etc.:

The "Vice" role or "Co-Captain" tends to be the deputy role ready to stand in or a person being mentored for a future role. **If you are a club/society that has tens of thousands of euros going through your accounts, then a Vice Treasurer is a wise move. It also assists in training a treasurer/secretary etc for the following year ensuring continuity.**

Equipment Officer(s):

See SOP-023

The Equipment Officer's role tends to encompass monitoring accurate equipment lists are ensuring that existing equipment is in good condition, and borrowed equipment is returned and overseeing the purchase of equipment. **This role will overlap with the Safety Officer subject to the Health & Safety statement and the various risks posed by equipment as it ages, suffer damage and/or subject to manufacturers recommendations on decommissioning where appropriate this will also feed into the relevant Club/Societies individual 3-year plan**

Trips/Events Officer(s):

The Trip/Events Officer's role tends to encompass organising the Club's or Society's Events/Trips in line with all clubs and societies policies. **(See SOPs 025 and 026)**

Future Proofing your Committee Development

Before the Academic year ends your Club or Society *must* plan for Week 0 & Week 1 of Semester 1 of the *following academic year*, the first five weeks of that term and identify the activities and the people responsible for them (part of your budget criteria re Committees and continuity). **A smooth transition from one year's administration to the next is essential and you must prepare others to take over. The more organised and successful C&S will often start the planning during the summer or weeks in advance of start of the new Academic year. This entire process starts with careful recruitment; there is no point in having a hard-working Committee during a particular year if it is not training in new people to take over the Committee the following year/season.** Week 0 & Week 1 is vital to the welfare of the C&S to offset the problems that arise because of membership turnover as people graduate or leave the University. Individuals heavily involved in the running and co-ordinating of C&S activities that leave at the end of the year will take all their experience, knowledge and contacts for personal sponsorship with them. This will leave that Club or Society to "rebuild" from their "weakened position" rather than to "strengthen" existing advancements. This has left many C&S struggling to exist successfully and disbandment of others, where as those C & S, who are better organised and prepare new Committee members for the handover, *do progress* from year to year.

Incidentally, the regularly successful Clubs and Societies tend to have their annual elections of Committees within the *first five weeks of the Spring Semester*. This has the dual benefit that allows for the Committee members they are replacing, being available to assist them on an advisory basis for the remainder of that particular

semester should they require their assistance. It also has the other benefit of an *experienced Committee in place for the first few weeks of the Autumn Semester (Semester 1)* for the recruitment of members and the general organisation of the Club/Society and its activities. This means that they can consistently outperform their less organised counterparts and it has a major effect on their ability to secure sizable amounts of the annual Clubs and Societies budget.

2.7 Committee Handover Documents

In the interest of the long-term development of Clubs & Societies and in order to benefit from the experience of others, all persons taking up a committee position must present to the club/society at the end of their term of office a handover document to assist their successor with his/her roles and responsibilities. This function to upload a "Handover Doc" exists within the Wolves Website for C&S committee members and creates the institutional memory that successive committee members can access. This should include names and contact detail of persons/companies/supplier's/governing bodies/sponsors, and anyone deemed relevant to their successful fulfilment of duties as specific to that particular club or society. It should also include detailed recommendations and advise on the roles, duties, functions and expectations of the relevant offices as well.

In effect, it is a *continuously evolving working tool for the promotion and development of a particular club or society to capture necessary and relevant information. What did not work is as important as what did work in terms of a record of information to prevent the same errors or approach to an issue or possibly hosting an event.* It just takes a big person to think more broadly and honestly when compiling a handover doc for others. The importance of filing and record keeping is very effective to preserve the more successful Club or Society. Google docs can be very useful in this regard. An example of the type of information a handover doc might contain will range from but not be limited to

1. Membership Records -Meticulous record keeping of past members may be very worthwhile financially if you make the effort to stay in touch with former members via re-unions, newsletters Many former members do indeed graduate to successful companies and have access to the advertising coffers or at least the ears of those who have access to such funds.
2. Budgets – photocopies or digital copies of receipts/invoices. Bank statements/special applications/appeals/budget copy
3. Health & Safety – training logs, certification, accident reports
4. Sponsorship – Records/Names/phone numbers
5. Media & An Focal – Articles / Programmes/adverts/names and numbers
6. Minutes of CSC & CSE and your own Club or Society meetings/events Insurance Claims, medical and physiotherapy bills
7. Equipment register ([See SOP-023](#))
8. Hosting an Intervarsity/large event – event plan, budget, equipment, dates

Maintaining club or society records is not a priority for many of the C&S on campus, and unsurprisingly it is the same people who struggle with the budget deadline or

request for information from the Clubs & Society Coordinator (CSCO). The same problems also grips new Committee members when they have to run an Intervarsity competition and realise that there are no previous records to aid their planning. **Regular record keeping and developing the habit makes the budget submission and event management less daunting tasks, as the information should be within your grasp. You should back everything up on more than one hard drive/cloud for electronic files.** Multiple hardcopy records should similarly exist in more than one location. For a very good example, see Trampoline and Gymnastics Club Handover Document for Captain (Appendix – 3) and a simple handover template Appendix - 4)

2.8 Common Constitution for University of Limerick Clubs & Societies

Many students new to Clubs & Societies as ordinary members or indeed as a new committee member will often hear the word “constitution” and immediately it conjures up associations with politics or statehood and similar lofty associations, that can't possibly be relevant to you. **It is, however, the cornerstone of good governance, and the fact of the matter is that every voluntary organisation, club, or society in the country irrespective of third level education must have, by necessity, a “constitution” or some similar document to capture the terms of reference i.e., the specifics of how things need to be done.**

The C&S Common Constitution includes the following

- The aims and ambitions of the organisation,
- Governance of committees and members,
- Processes by which people get elected
- Voting rights by committees, and members at various meetings
- Responsibilities of members and committees,
- Transparency on decisions and financial matters,
- Grievance & disciplinary procedures for poor or gross misbehaviour
- Health & Safety

Policies, procedure and processes are essential when running any organisation, it is incredibly important and impacts on everyone associated from issues of discipline right down to the number of days of notice required to call a meeting. **It is central to the effective administration of the club/society and in times of grievances and conflicts of interest (which are inevitable when administering large groups of people) it is the defining tool to resolve such issues. It aims to inform the membership in a very clear and transparent manner about their ownership, rights and responsibilities too.**

Previously insufficient and inadequate constitutions among the Clubs & Societies caused a huge volume of problems until the Clubs & Societies Executive in association with the Clubs & Society Council in Academic Year 2008/2009 undertook its first review of this situation. They created a generic template for all Clubs & Societies now referred to as the “Common Constitution for University of Limerick Clubs & Societies”. The most recent updates were ratified on the 7th of February 2012 & 6th November 2018 by

Clubs and Societies Council. At all times this is now subject to professional and legal advice before any major amendments. That is how important this document is even to volunteers running a Club or Society on the University of Limerick Campus (See section 13.1) The Common Constitution binds Clubs & Societies to its terms of reference. C&S may tailor on a limited basis to their specific needs without removing or altering the primary content and intention of this Common Constitution.

There needs to be a concerted effort to promote, educate and discuss with all members annually there can be no excuses then as all members will be educated on its content and how it works and its implications to them. It is important to note that each year new member's sign up on-line, all members tick a box and agree to abide by the Common Constitution and in doing so are automatically bound by that document, so it is very important that previous advice be adhered to.

Having had to preside over many disputes over the years they have taken many forms and involve many different breaches of the constitution which have resulted in issues such as

- Reckless behaviour (Health & Safety)
- Bullying,
- Sexual misconduct
- Alcohol and/or Drug Misuse
- Breaches of policies and procedures by members and/or committee's
- Allegations of general unfairness/bias/favouritism
- In extreme cases defamation of character

A very small minority of issues have taken a legal recourse and the first step for solicitors is to seek the individual Clubs or Societies constitution as the basis to ascertain whether the Club/Society Committee followed the correct procedures. Therefore, this has the potential to have "real" impact beyond life in Clubs & Societies. Treat the Constitution with the care, attention, and respect it deserves, and it will work very well to serve you, your committee, your members, your club/society, UL Student Life and even UL

REVIEW: PLEASE NOTE the University has its own Code of Conduct for its Students. All students of the University are subject to their rules EVEN while on a Club or Society related trip when representing the University regardless of territory and jurisdiction. ALL Students are subject to the Universities own Code of Conduct see section 6 of the UL Student [Handbook of Academic Regulations and Procedures](#) this can be accessed through <https://www.ul.ie/policy-hub/policies>

3. HEALTH & SAFETY

As much as Clubs & Societies are voluntary activities intended to enhance the life on campus of its members a simple rule of thumb is to organise activities based on your

own levels of experience, competencies, qualifications or certification. This will ensure that the planned activities are safe to participate in and that members do not engage in behaviour likely to cause harm. Health and Safety is based on the concept of

1. Risk Assessment,
2. Analysis,
3. Reduction
4. Elimination.

Every C&S committee must play an active role annually in the monitoring and implementation of their own Health & Safety statement. It is the primary method to commit to the promotion of activities within a safe environment. Your Health & Safety statement is to be subject to review annually to ensure it is still relevant to your activities and to reflect recommendations or rule changes from governing bodies or it may be that your activity may even be subject to changes in the law. A concerted effort to inform members of their obligations relevant to your Health & Safety statement must be undertaken annually. Through a combination of procedures and actions; it may form part of an AGM, new member induction to the club/society and/or form part of the information relay on your website/social media channels.

IMPORTANT to note that each year new members sign up on-line they tick a box and agree to abide by your Health & Safety Statement, so it is very important to adhere to the previous advice.

3.1 Health & Safety (as per Section 6.1 of Common Constitution)

“The Committee and the members of the Society/Club will at all times do their utmost to comply with the Health & Safety Statement of the Society/Club to ensure any planned activities are safe to participate in and that members do not engage in behaviour likely to cause harm.”

3.2 Safety Statements (Subject to change in AY 23/24)

We have engaged external consultants to provide a safety statement template and additional information useful for clubs and societies. This is to enable C&S to enhance their own specific Safety Statements, which is available on the www.ulwolves.ie under the “Resources Docs” <https://ulwolves.ie/support/resources> the consultants also aim to educate committees on the standards that clubs and societies with potentially risks should be adhering to with respect to safety. If required the consultants can review and advise on the Safety Statements for the clubs & societies on request also. The majority of Clubs & Societies are taking part in low risk activities and will have similar Safety Statements with minor additions required. Whereas others with higher levels of risk will require a more detailed and specific policy and procedures to deal with their risk exposure. Our external consultants will also be requested to provide an annual workshop/presentation to explain in more detail to committee members the

importance of relevant safety legislation, the Safety Statement and Clubs & Societies duties and responsibilities with respect to safety.

3.3 Checklist for Events and Trips:

With the volume of trips, Clubs & Societies undertake the following Checklist for Events and Trips will assist with the Health & Safety of Clubs & Society Activities

1. Check that the weather forecast is suitable for the planned activities. **(See SOP-028)**
2. Ensure all participants are approved members of your Club or Society vis-à-vis the wolves' on-line registration system. This always allows access to full and up to date membership lists even through your mobile phone. **IF you are unsure at all then any person this affects should NOT take part in any aspect of your activities.**
3. **You also need to be aware of members who tick "yes" to the Medical questions as part of the on-line membership as they will have had to provide a GP's letter directly to the C&S Dept. to certify that their doctor is satisfied that they are indeed capable of taking part in your specific activities. In some cases, it might be as simple as carrying an inhaler due to asthma or it might even be conditions such as epilepsy. For those members as the event organisers/committee you may need to clarify privately and in person with the member if there is anything that you need to be aware of as the event organiser given that they have declared a medical issue.**
4. Where applicable, ensure training for all participants to take part in the activities, or where possible/permisable that appropriately trained and qualified persons are available to assist those persons that do not have the appropriate qualifications/skills.
5. Ensure that all plans for trips comply with your Club/Societies' Health & Safety Statement.
6. Designate at least two people per 30 to act as contact persons for the trip/event.
7. **Designate someone to be responsible for First Aid for the trip/event and note contact numbers of local GP/Hospital/emergency Services.**
8. Designate someone to be responsible for Safety for the trip/event and always know exact location, and a grid reference in terms of outdoor trips.

3.4 Foreign Trips (Outside the island of Ireland)

This is part of a process within the system of Clubs & Societies developed over the years to facilitate foreign travel whilst in pursuit of competition, development or training. It is for some pre-season or advanced training and in other cases international competition. For some clubs in particular our temperate climate and changing winter weather patterns have necessitated the travel overseas to a more benign climate to achieve the aforementioned goals. **In addition, you have to consider the compressed nature of the C&S calendar and that from Week 5 of Semester 1 to Week 5 of Semester**

2 it covers the months of October-February, a time when it is dark after you leave the classroom. This is a huge limiting factor for some. In order to counteract those factors and nurture the student proficiency the option of going overseas is a necessary part of Clubs & Societies development in the University of Limerick. This is also made possible by the value of the low cost airline carriers and utilising the off peak months to make these trips very affordable.

A very important consideration for the trip leaders and their members fortunate enough to have a foreign developmental trip approved by the Clubs & Societies Executive is careful consideration of risks associated with being in a different country. Whilst the overwhelming majority of trips to date have been hugely rewarding to all involved there have been unsavoury incidents we are aware of as well.

In one instance, we had an issue a number of years ago on a trip to Spain where a burglary took place in one Club's apartment and the passport of a non-EU citizen was stolen. This member's home country would not re-issue a new passport instead insisting on their citizen returning home. This process would require up to 6 months and would have jeopardised their degree studies back in UL. The club committee used the Irish consular assistance and an extra week of diplomatic wrangling...after the rest of the club had returned home, and there was an additional €1500+ in costs. The costs were borne by UL Student Life & UL Sport. So the issue was eventually resolved but not without a lot of stress and effort.

Based on other incidents in the past trip leaders have informed me that but for some very good fortune people might otherwise have been subject to real harm. In particular, the attitude to women in some countries required careful consideration at the end of night to make sure people travelled home in groups and that no member is alone in a foreign country. We know at the end of a day's activity people will enjoy the culture and entertainment on offer. On occasion a member of the party might feel ill or has to/wants to leave early, as much as no one wants to be the person to end their night early, it is the committee's responsibility to make sure their member gets back and in the door of their accommodation safely. These are the considerations and responsibilities you undertake to manage on such developmental trips. It is not a personal holiday and there is an important distinction between that and a club/society developmental trip overseas. You are there as a representative of the University of Limerick and you are under the care and responsibility of the committee and their chosen event/trip leader(s). You are also adhering to a very specific set itinerary for a trip subsidised and approved by University of Limerick Student Life.

Have your preparations done before you go, copies of passports do help if lost, carefully select accommodation and area, and always keep valuables in a secure location, and to do your utmost not to take unnecessary risks and to be always mindful of each other's welfare and safety.

3.4.1 Seeking Approval for your Foreign Trip

Whether travelling on an annual trip or planning a brand-new trip, your Club or Society will need to gain approval from CSE every time they wish to travel overseas on a UL Student Life sanctioned (& insured) trip.

See [SOP-026 for instructions](#).

If travelling with one or more of the UL Student Life Vehicles please consult section 3

3.4.2 In Case of Emergency Response Procedure while on a foreign trip

The committee need to be familiar with the process in the event of a medical situation. This should be discussed amongst the trip organisers in advance of departure and an agreed plan of action should a medical situation arise. The travelling party should also be de-briefed prior to departure as well. When briefing your club or society members about the trip and daily events make sure everyone knows what to do if an accident does happen and whom they report the incident. Make sure at least two people know the insurance details and if the main group is split into smaller groups that there is a leader within each sub group who has a copy of the "in case of emergency response procedure" printed out with them.

UL Student Life's Clubs and Societies AIG Travel Insurance Policy is in place for you. Stated previously in the section "seeking approval for your foreign trip" that you must request a copy of the Travel Policy no. for AIG European Group Ltd from Aisling.M.Ryan@ul.ie prior to travel.

- For a claim under sections:
 - B1.1 – Medical and other Emergency Travel Expenses
 - B6 – Kidnap and Ransom
 - B7 – Political and Natural Disaster Evacuation
 - Section C – Crisis Containment ManagementPlease contact the 24 hour, 7 days a week emergency medical number immediately on:
Telephone: **+44 (0)1273 747 625**
 - For a claim under all other sections (loss of personal property, cancellation or curtailment of flights etc), please notify:

The Accident & Health Claims Department,

AIG Europe S.A., 30 North Wall Quay, International Financial Services Centre, Dublin 1

Telephone:

+353 (0) 1 208 1400

E-Mail:

irelandclaims@aig.com

As per the Health & Safety Statement ensure contact is made immediately with the following UL Student Life Staff:

- Clubs and Societies Senior Coordinator

086- 0435308

Keep ALL receipts relating to the dealings with the emergency

3.5 First Aid Criteria

1. Ensure adequate First Aid Kits and/or supplies will be present.
2. Ensure fully stocked First Aid Kits
3. Ensure competent, certified First Aider(s) will be present if required as per Health & Safety Statement.
4. Ensure to record First Aid incidents and complete an incident report as per the Health & Safety Statement for future reference and risk management. All incident reports must be provided to the Clubs & Societies Coordinator
5. Inform all participants of who is responsible for First Aid for the trip/event.
6. Ensure that in case of emergency contact details for local and/or appropriate
7. Emergency services are known to all participants

3.6 Safety Criteria:

1. Ensure adequate Safety Equipment will be present if applicable to the activity.
2. Ensure all Safety Equipment is in good working order.
3. Ensure competent, certified Safety person/people will be present.
4. Ensure only qualified members use specialist equipment
5. Inform all participants of who is responsible for Safety for the trip/event.
6. Perform a risk assessment for the locations of all activities

3.7 Clubs and Societies Alcohol Policy

The following policy on alcohol is specifically developed to:

- Assist the Committee and the members of the Society/Club to at all times do their utmost to comply with the Health & Safety Statement of the Society/Club to ensure any planned activities are safe to participate in and that members do not engage in behaviour likely to cause harm
 - Clarify issues regarding sponsorship
 - To promote a mature and responsible attitude to alcohol consumption and, in doing so, minimise any potential risk to fellow members.
1. Alcohol may complement a Clubs & Societies event but it cannot be the event such as "pub crawls" and "drinking yards of ale" including "beer pong" or the "12 pubs of Christmas". **These are not permitted as part of Clubs or Societies organised activities.** The rapid consumption of alcohol should not be condoned or promoted as part of any Clubs & Societies organised activities.
 2. Where a club or society wishes to provide its members with complimentary drinks in voucher form or otherwise, a maximum of 3 alcoholic drinks applies in any given day. These must be substitutable for non-alcoholic drinks if requested by a member.
 3. Complimentary alcohol must be accompanied by an appropriate amount of food relative to the amount of alcohol being provided at an event. This would include but not be limited to events such as receptions, an official launch or the hosting of a function i.e. Intervarsity Ball.
 4. Where complimentary alcohol is to be provided at an event, non-alcoholic alternatives must also be available.
 5. Where alcohol is to be provided an appropriate Health and Safety message or web link must be included in the publicity, for example, "Please enjoy Alcohol Sensibly." Drinks Promotions cannot form part of the publicity of the event.
 6. Sponsorship from alcohol companies or licensed premises is permitted as part of the fundraising required for clubs and societies annually however we would recommend where possible avoiding such sponsorship. *
 7. If a club or society does secure sponsorship from an alcohol company or licensed premises, which does include alcohol product, we would advise that you try to negotiate its equivalent cash value. Where this is not possible, the previous points must be adhered to.
 8. **High-risk sports in particular must be capable of preventing a member's participation in activities where said member(s) is suspected of being a risk to themselves and others due to the influence of alcohol. A member cannot take part in a high-risk sport should they consume alcohol prior to taking part in the same day.**
 9. **In the case of alcohol being consumed the night before or in the early morning hours of a high-risk activity due to take place it will be at the committee's/trip leaders' discretion to allow someone to take part or not.**

10. Committee's must take any necessary action against members who put themselves or other members at risk and/or engage in anti-social behaviour due to the consumption/influence of alcohol.
11. Failure of committees to implement and comply with the policy will require the intervention of the Clubs & Societies Executive. Penalties may include but are not limited to suspensions and financial penalties on a case-by-case basis.

Policy passed by Clubs and Societies Council on the 22nd February 2011

** The University of Limerick has its own alcohol policy and disciplinary procedures for the Students of the University of Limerick, which is separate to the University of Limerick Student Life. The University of Limerick may not permit alcohol companies to advertise on university property and grounds, which might need to consider if negotiating with a potential alcohol sponsor.*

3.8 Insurance

3.8.1 Personal Accident Policy (PA)

This Policy covers all C&S members of the UL Student Life *whilst engaged in the activities of their Club/Society*. Please be aware that, like any policy there are limits, and while we do have insurance coverage for C&S members, this is not designed to replace personal responsibility for insurance coverage.

To make a claim from the (PA) Policy you must fill out the relevant Accident and Incident report forms which will be provided to you directly by Aisling.M.Ryan@ul.ie when your incident is reported. (See SOP-013) Failure to fill the Insurance Form out correctly will result in the delay of the application until the individual provides the correct information and lengthy delays may adversely affect your claim. *You must receive initial treatment from a medical doctor within 10 days of your injury or our insurers will not consider your claim. Please note that from the point in time that we are able to notify our brokers of your injury there is a 2-year deadline to make the necessary claims in full with all the accompanying paperwork. It is very important you keep regular lines of communication open with the Clubs & Societies Coordinator (CSCO) during that time.* Once the insurers process the paperwork, payment of any financial benefits are available to the claimant at that time. Only members who were approved at the time of the incident and who adhere to membership criteria may make a (PA) claim. On completion of correct paperwork, payments tend to be available within 4 weeks of that time.

Once you have completed your accident and incident report forms and all required paperwork you can forward them to aisling.m.ryan@ul.ie along with any receipts from expenses incurred. Should you have any queries regarding cover under our policy you can also contact CSCO, Aisling Ryan. It is advisable that if you are unsure if a particular treatment is subject to cover under our policy that you query this prior to treatment. *Do not assume that all treatment in relation to your injury is subject to complete insurance cover.*

For more information on the Personal Accident policy and the limitations and conditions, please see the document named 'PA Policy Information' on the committee resource page of ulwolves.ie If you, or a member of your Club or Society, are claiming from our personal accident policy, it is mandatory to read this document and be informed of our policy exclusions.

3.8.2 Liability

A Legal Liability policy exists in respect of bodily injury/property damage to third parties for accidents arising in connection with UL Student Life activity including the activities of the C&S. This covers your activities whilst on campus, and in countries/territories approved for cover (see <https://www.dfa.ie/travel/travel-advice/>). This is subject, however, to **taking all reasonable precautions to prevent or diminish losses or liability arising in connection with your activities. In addition, you must comply with all statutory obligations and regulations imposed by any authority.** An active engagement with your Health & Safety Statement and club/society risk assessments on an annual basis will help reduce and minimise risk. Should there be any insurance question about cover for an event (especially if you are the host club/society), ask at the time the event is being scheduled/planned (i.e. the beginning of the semester).

3.8.3 Public Liability

From time-to-time, a copy of our Public Liability Insurance may be required (by shop owners if your C/S are doing a bag-pack or by other colleges if you are competing in IVs on their campus). This policy receives updates on a yearly basis and is available on request from CSCO aisling.m.ryan@ul.ie.

NOTE: Should you require a letter of indemnity specifically identifying an entity, you must give the CSCO at least 5 working days' notice

3.8.4 Equipment insurance

From the approx. €300k+, Administrative Budget mentioned. We spend a large amount of money on equipment insurance policies to safeguard these investments. We have a very valuable stock of equipment insured in several locations (€300K+) from the UL Student Centre Building, UL Boathouse, the Sub Aqua Clubs Rigid Hulled Inflatable Boat which forms part of a separate "Marine" Policy, to the Windsurfers equipment in Castle Gregory. **This is why 3-year plans and up-to-date lists of inventory from Capital Intensive Clubs/Societies are of particular importance for insurance purposes.** As and when there is a purchase of new equipment, the CSCO needs to be informed in order to have this recorded by our insurers. Failure to declare additional equipment and/or new purchases may ultimately negate a claim. There is a €350 minimum excess on all claims and this amount increases based on equipment value. The equipment policy we hold is for the exclusive use of your members while they are engaged in the activities of the UL Clubs/Societies. Insurers are therefore providing

cover on the basis the policy is for the business of UL Student Life Clubs and Societies members and not the public or any other third party.

Please see SOP-020 and SOP-023

3.8.5 Loaning equipment to a Third Party

If for example the UCC Trampoline Club wished to borrow a UL Trampoline and in the course of their activities, it suffers serious damage while being used by the UCC Club it is **not a cost that would be borne by our insurers** here as part of UL Student Life Clubs & Societies. As such, UCC would have to **undertake to insure the equipment and the liability element of the risk associated with borrowing equipment**. A copy of their **relevant insurance policy** is necessary at least 10 days in advance to the CSCO (Aisling.m.ryan@ul.ie) for our broker to review and ultimately approve or not as the case may be. They would also need to provide a **Letter of Indemnity**- this letter must be emailed to Aisling.m.ryan@ul.ie, no later than 10 working days in advance of borrowing date.

Another important consideration before undertaking the above is that UL Student Life C&S will also need to consider their liability too. If the apparatus or piece of equipment is faulty due to not being of a correct standard or in a poor state of repair before being allowed to be used, **then your liability exposure to insurance and/or legal claims increases dramatically**. A full examination of the item must be taken and recorded, along with photos prior to loan.

3.8.6 Borrowing equipment from a Third Party

If you wish to borrow equipment from a Third Party, you must be clear on this intention, as it will require informing our insurers and this will require a specific extension in business activity based on the insurer's advice, **a cost which will be borne by your Club or Society**.

All C&S that require any or all of the services listed above must direct all enquiries through the Clubs & Societies Coordinator (CSCO). The CSCO will make all the necessary arrangements on your behalf with our broker. We require a minimum of 10 working days' notice to be able to work through the issues that might arise for our broker to review and ultimately approve or not as the case may be.

3.8.7 Chinese Lanterns/Fireworks and Insurance

The use of **Chinese Lanterns** is NOT permissible as any part of a Club or Society activity and is a **specific exclusion by our insurance policies**. There are numerous losses where these lanterns have caused fires to property. An example is the Smethwick

wastepaper storage facility in the UK. (1st July 2013)<http://www.bbc.com/news/uk-england-birmingham-23123549>

Fireworks displays have taken place in the past on campus but it takes considerable advance planning given the risks and will require

- Making contact with Air traffic control in Shannon Airport/ Irish Aviation Authority to seek approval and information on control measures
- A reputable company with a pyro technical license and proven ability to run the firework display
- A copy of the Pyrotechnical Company's insurance policy or policy number which has to be provided at least 4-6 weeks in advance to Cliona.Donnellan@ul.ie from the perspective of the University and the Buildings & Estates Department and to Aisling.m.ryan@ul.ie the Clubs & Society Coordinator. **UL Student Life does not offer insurance cover or acceptance of liability for the provision of a fireworks display**
- **Approval from the Buildings & Estates Department to have the display on the University grounds and the safest location as per their instruction is essential.**

3.8.8 - – Breach of Membership Policy

Clubs & Societies will be found to be in breach of Section 3.2 "Membership Fee's & Terms" & Section 6.1 "Health & Safety" of the Clubs & Societies Common Constitution if they permit non-members to participate in their activities without being correctly registered through the UL wolves on-line system.

Any person wishing to become a member of Clubs & Societies, must be signed up correctly through the on-line membership system (www.ulwolves.ie) and approved by the committee before they can take part in any part of a planned activity. Any person failing to complete this process successfully will be deemed a non-member.

Persons under 18 years of age and not a registered Student in the University of Limerick are ineligible to become members.

Clubs & Societies will incur a fine of 10% of their annual budget per offence upon discovery by the Clubs & Societies Executive

Those C&S who are not in receipt of a budget will be dealt with on a case-by-case basis and penalised accordingly by the Clubs & Societies Executive

Passed by Clubs & Societies Council 9th February 2016

3.9 Clubs & Society Vehicles Usage & Policy

UL Student Life Clubs & Societies Department currently own three vehicles for the purposes of enhanced service provision to aid and promote the development of

Clubs & Societies activities. In addition, it is a significant cost saving compared to private hire.

Money is allocated annually from the central administrative budget to assist individual members obtain the necessary qualifications and proficiency to drive these vehicles. This fund is for the intention of covering the cost of proficiency tests run by Nesson's School of Motoring each semester. It can also be applied to helping drivers obtain trailer licences to benefit their club or society. Successful applications can reimburse up to 70% of what they've spent retaining the licence, to a maximum of €650. Typically, the costs associated arise from undertaking the likes of

- Lessons & Certification in proficiency by external driving instructing company
- Provisional license,
- Doctor's certificate
- The Road Safety Authority theory test
- Licence fee

It is worth noting that this has many advantages. It will assist your chosen club or society in keeping the cost of private travel down meaning less pressure to fundraise it and allowing for much more freedom and autonomy when planning trips. There is also the individual benefit of an additional skill/qualification in driving larger vehicles, which could prove very useful with part-time employment during the summer while studying in UL as well.

3.9.1 Becoming a C&S Driver

*If you would like to become a driver, please discuss with your committee and together **review SOP-011**.*

3.9.2 Annual Renewal of Driver Rights

If your club or society has had a driver in previous academic years, you will need to **renew their driver rights at the end of the summer so that they can drive the vehicles again come September**. This would involve all steps **outlined in SOP-011** with the exception of completing a proficiency test. This is an annual requirement as drivers may incur penalty points and other endorsements in the intervening time, which need to be declared for our insurers for approval. **Committees from time to time may wish to remove drivers as well from this list if they are not satisfied with their driving standard or because of issues/complaints**. In August of each year, an email informing member that they can upload their driver paperwork will be sent out. Applications are acceptable only if all the correct paperwork is available and uploaded on ulwolves and a valid drivers's licence is presented to the CSA together.

It is important to note that drivers will not be added to the online booking system until the process outlined is completed in full nor will your club or society be permitted to make a vehicle booking.

3.9.3 Towing (Trailers/Boats etc.)

With an ordinary category B licence, a person can

- Tow a trailer of up to 0.75 tonnes DGVW (Design Gross Vehicle Weight), with a vehicle with a DGVW of up to 3.5 tonnes and seating for up to eight passengers (apart from the driver).
- Tow a trailer exceeding 0.75 tonnes DGVW, on the provision that the DGVW of the trailer does not exceed the un-laden weight of the towing vehicle, and the maximum combination weight does not exceed 3.5 tonnes.
- Clubs that own their own trailers must insure annually that the trailer is serviced and certified annually.

If a club or society requires towing a trailer above sizes given above with any of the C&S vehicles, they must possess the relevant licence in accordance with Irish driving legislation. The C&S driver's subsidy is available to procure this licence.

3.9.4 Making a Vehicle booking and vehicle maintenance

The three C&S vehicles have been purchased using a central C&S fund and are a privilege, not a right and, as such, we ask that you treat these vehicles with respect. There are not many third level clubs and societies afforded the opportunity to access vehicles in order to reduce costs and any disrespect, negligence or failure to comply with drivers' policies will be dealt with by the clubs and societies office. This may result in outcomes up to and including a club/societies losing the opportunity to use these vehicles

For information on UL Wolves vehicle booking, maintenance and driver requirements please refer to [SOP-012](#)

3.9.5 What to do if the C&S vehicle breaks down

- Remove the hazard-warning lights from the vehicle and switch them on.
- Move your vehicle on to the hard shoulder. If you cannot do this, take whatever steps you can to warn other drivers of its presence.
- Ask all passengers to put on the hi-vis jackets located in the vehicle.
- Always get out of your vehicle from the passenger side. Do not attempt to walk on the road/motorway.
- Get help quickly. Do not leave vehicle unattended longer than necessary. Wait for help on the embankment side of the motorway at a safe distance from the vehicle.
- To avoid impact by a passing vehicle, never work on your vehicle from the side that is exposed to traffic. If you can, drive farther off the road to a safe, well-travelled place, and try to reach into the trouble area from the front or the side that is away from traffic.
- Use the roadside telephone or a mobile phone to contact the Gardaí.

- If you know that you are going to need roadside assistance, check the blue vehicle book in the glovebox of the vehicle for AA phone and membership numbers.
- If you get a flat tyre, do not attempt to change it unless you can get to the side of the road and the tyre is on the side of the vehicle that is safely away from traffic.

3.9.6 What Drivers must do if they are involved in an accident or in an Emergency Situation

While we can do our utmost, vehicle accidents do sometimes occur. For information on what to do, should you find yourself in this situation while driving a UL Wolves, vehicle please see [SOP-012](#).

Tell us about the accident as soon as possible by calling the Clubs and Societies Coordinator, Aisling Ryan (086- 0435308)

- The C&S office requires an accident report form, please contact aisling.m.ryan@ul.ie should an incident as described above does occur.

3.9.7 Travelling abroad with a C&S Vehicle

- When taking all vehicles to mainland Europe the club or society must take out AA 5* European Breakdown Cover.
- Our Mercedes vehicle according to the AA is *too large* to be under their insurance cover. Should it require attention abroad, however, there is an arrangement in place with our Mercedes dealer. Call the Mercedes Europe number on the doorframe of the bus in the event of an issue. It will receive support from the nearest garage to recover & repair. By quoting "Truckcar Sales Croom Limerick" as the Guarantor of Payment (GOP) your club or society will avoid having to deal with the inevitably problematic process of arranging payment to the foreign garage. "Truckcar Sales" based in Croom as your GOP will take care of this and will liaise with CS Staff domestically on payment.
- A new law passed in 2012 means all drivers in France (including visitors) must carry a NF (Norme Française)-approved **breathalyser** in their vehicle (look for the NF mark on the packet). Available for under €20 in Halfords.
- **Headlamp converters** (for driving on the right) are also compulsory to prevent dazzling drivers coming the other way in European Countries where they drive on the opposite side to us in Ireland. Available for under €20 in Halfords. Newer vehicles may be able to change beam direction manually

- If taking any of the C&S vehicles, you will need to contact Lisa.Ryan@ul.ie to organise a temporary vehicle insurance “green card”.
- International Driving Licence and a Green card for vehicles travelling to outside of the EU border.
- If taking any of the UL Student Life vehicles abroad, the club or society must investigate any other documents or responsibilities relating to the destination country. For example, in certain areas of France, Crit Air certs are necessary and essential. For more information on this visit <https://www.certificat-air.gouv.fr/en/>

4. CLUBS & SOCIETIES COUNCIL (CSC)

Please see SOP-005

In its simplest form, the Clubs & Societies Council is a democratically structured forum organised for the Committee representatives of all Clubs and Societies to meet at least four times per semester to offer their views on the improvement and development of Clubs & Societies (C&S) to the Clubs & Societies Executive (CSE). They may also voice their concerns or grievances with any aspect of the administration of Clubs & Societies on campus. It is also the forum of approval by way of a vote for the annual budget, finances of C&S, policies, rules and regulations for the improvement of Clubs and Societies administration. Only those Clubs and Societies that have achieved full recognition status are entitled to vote, it does not extend to those on a 15-week trial period.

You may utilise one apology per semester, this requires notice via email in advance of the meeting to the CSA. Failure to attend without advance apology will result in the loss of Budget points

The Clubs & Society Council is a constituted body, which is formally recognised as such in the UL Students Life Constitution See “Article 12. Clubs and Societies” (<https://www.ulstudentlife.ie/about/su-governance/> the primary representative voice of the C&S collectively on campus. This forum has a set of rules as to how its business is conducted (Rulebook), and the Chairperson ensures compliance of the meeting with the Rulebook.

The Officers whose responsibility it is to attend this meeting and interact with all other C&S representatives on behalf of their Club/Society are required to relay back to its own Committee members the findings/discussion/policies of the CSC. Both core Committee members may alternate their attendance but these two people are the designated representatives for that particular semester. At the start of each semester,

a Club/Society may then nominate two new representatives, but not during either semester, this damages the quality of the information relay to and from the Council.

In order to facilitate wider discussion and to assist the relay of information to all 600+ committee members and not just the 120+ physically present at the attendance at the Council meeting, there is a new initiative facilitating a private discussion group, started in AY 2013/2014. This is a private **Clubs & Society Committee Discussion Group** available only to the committee members and Clubs & Societies Executive of Clubs & societies for the purpose of discussion of issues, policies, procedures, opinions regarding issues that affect Clubs & Societies.

The screenshot displays the 'Discussions' page of the C&S Office Admin website. The page is divided into several sections:

- Active Discussion Threads:** A table listing three active threads.
- Closed Discussion Threads:** A section showing threads from previous academic years (AY 2019/2020, AY 2018/2019, AY 2017/2018).

TITLE	POSTS	LATEST	STARTED
Review of the C&S Budget Criteria Points & Policies	12	07/Nov/2019 21:55 (Ben Kelly)	16 Oct 2019 (Paul Lee)
SoUL week or no SoUL week: the future of society promotion Limited to SOCIETIES	20	24/Oct/2019 11:11 (Calvin Shane)	27 Sep 2019 (Aisling Ryan)
Newsletter Replacement	15	01/Nov/2019 19:46 (David Moloney)	27 Sep 2019 (Karen Sheehan)

TITLE	POSTS	LATEST	CREATED
Welcome Back	4	16/Aug/2019 15:27 (Kath O'Neill)	16 Aug 2019 (Paul Lee)

You may choose to post anonymously, as we understand an individual view may be contrary to their committee's viewpoint or they may simply wish to express themselves privately. All of which we believe adds to very constructive and sometimes robust exchange of views. However, "constructive" is the optimum word here and should you chose to be inappropriate in use of language or offensive to individual(s) the web admin of the Wolves website may be instructed to disclose your identity to the Clubs and Societies office if your interaction is deemed inappropriate or offensive and you do risk the possibility of sanction.

The capacity of C&S to have a strong voice on campus lies solely with the Clubs & Societies Council. It is one of the most important aspects of this publication to long-term development of C&S overall and the Head of Student Engagement, CSCO, CSA

can only be as effective as its members allow them to be. Choose Council representatives carefully. An ability to be able to speak in public is a positive quality. If public speaking is not your forte, your thoughts or comments can always be made known to one of the C&S Department Staff or a member of the CSE for consideration, OR of course the aforementioned "Discussions page"

This forum has successfully acted where necessary in the interest of individual and collective C&S interests to various Departments/Offices within the University. As a consequence of this forum,

- the students within clubs and societies managed to lobby for and secure additional funding (2000/2001),
- To lobby for and secure funding for a mini-bus (specific to C&S, 2000/2001).
- A student referendum (2002/2003) secured the funding (€4.3m) necessary to secure a Boathouse for the Rowing, Kayak, Mountain Bike and Sub Aqua Clubs respectively.
- The Grass Playing Pitch Redevelopment (Maguire's) campaign the University (2008/2009)
- The branding of Clubs & Societies to the UL Wolves (2010/2011)
- To lobby support and engagement in an SU referendum for approval of €30M worth of projects that will hugely benefit C&S [New Student Centre, Maguire's Re-Development, Climbing Wall, Partial refurbishment of UL Arena i.e. Martial Arts & Dance Studio- and contribution to a new 25M pool and Handball Alley] (2015/2016) <https://ulwolves.ie/about/referendum>

Not all the issues raised are as interesting as a multimillion-euro project but the student members of C&S make all the decisions no matter how large or small. YOU determine how YOU want YOUR C&S administered on YOUR behalf. Taking this democratic structure and utilising it correctly is effectively to view the Success of Clubs & Societies collectively as a huge iceberg with the real strength, capability and vibrancy hidden under the surface

"What people See" is typically the smaller part of the iceberg that is above the water. Basically the end product such as a cool trip or a successful event or winning a varsity, BUT "What People Don't See" is the much larger part that this success rests on, which is all the hard work and effort that Clubs & Societies committees pour into making these experiences outstanding. Typically below the surface and often out of sight at multiple committee meetings.



5. CLUBS & SOCIETIES EXECUTIVE (CSE)

For information on the Clubs and Societies Executive, please refer to SOP-006.

For all meetings, Student Life and otherwise, which require the representation of the Clubs and the Societies Executive, the Clubs Officer and the Societies Officer shall be deemed the representative of the Clubs and Societies Executive. **First year students cannot take up a position on the Clubs & Societies Executive. In addition, no one who will be unavailable for a significant portion of the year due to Teaching Practice, Co-Operative Education placement or Erasmus will be eligible to sit on the Clubs and Societies Executive if it is to be his/her first term on said Executive. Anyone proposed for the position on the Clubs & Societies Executive must have at least one semester's experience on a Committee within Clubs & Societies.**

Any representative of a Club or Society in a particular category may make nominations for positions in that category. In addition, the Clubs and Societies Coordinator, Arts Officer (AO) or Senior Sports Administrator (SSO) may nominate an individual for consideration to the Executive (CSE). If representation within a specific category of Club is vacant, the nomination would be open to interested parties from other categories of Club. In the event of a lack of nominations for any given position, further nominations will be sought at the next Clubs and Societies Council meeting.

5.1 Clubs & Societies Executive Protocol

Executive Conduct

1. The Executive shall take seats at the front of CSC to be more identifiable and to take the floor more easily to answer questions
2. The Executive shall attempt to maintain a common position on issues at CSC with only one member of the Executive presenting agenda items to Council
3. Where there are dissenting views, these may be expressed but should be indicated to the Chairperson prior to the meeting
4. Any member of the Executive who misses two consecutive meetings of CSC or CSE without sending apologies will be deemed resigned from their position and nominations will be reopened at the next available opportunity

Dissemination of Confidential Information

1. Issues that arise at CSE and are deemed of a sensitive nature will be kept confidential until the matter has been resolved

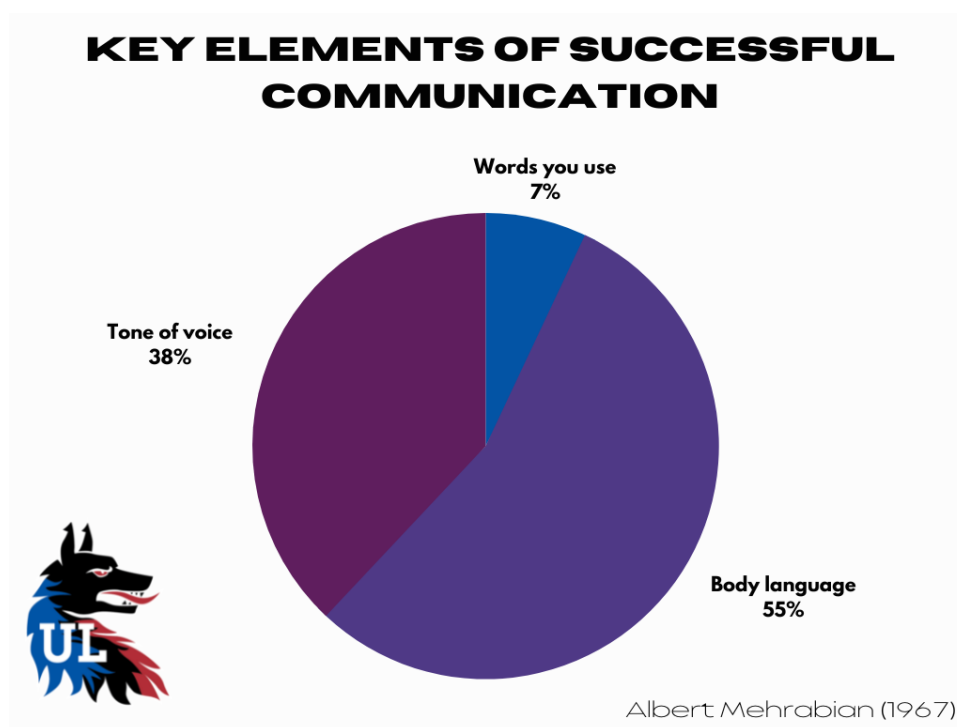
6. DAY TO DAY RUNNING OF A CLUB/SOCIETY

Please see SOP-021

6.1 The Art of Communication

To be able to be an effective communicator is undoubtedly a very valuable life skill. It crops up all the time across our personal and business lives. It has been the subject of extensive academic and business research; it is a subject in lecture rooms; it is a core part of success in businesses and democracy. Your aspiration to be successful in the promotion of your club or society through your committee involvement to your membership is another extension of this.

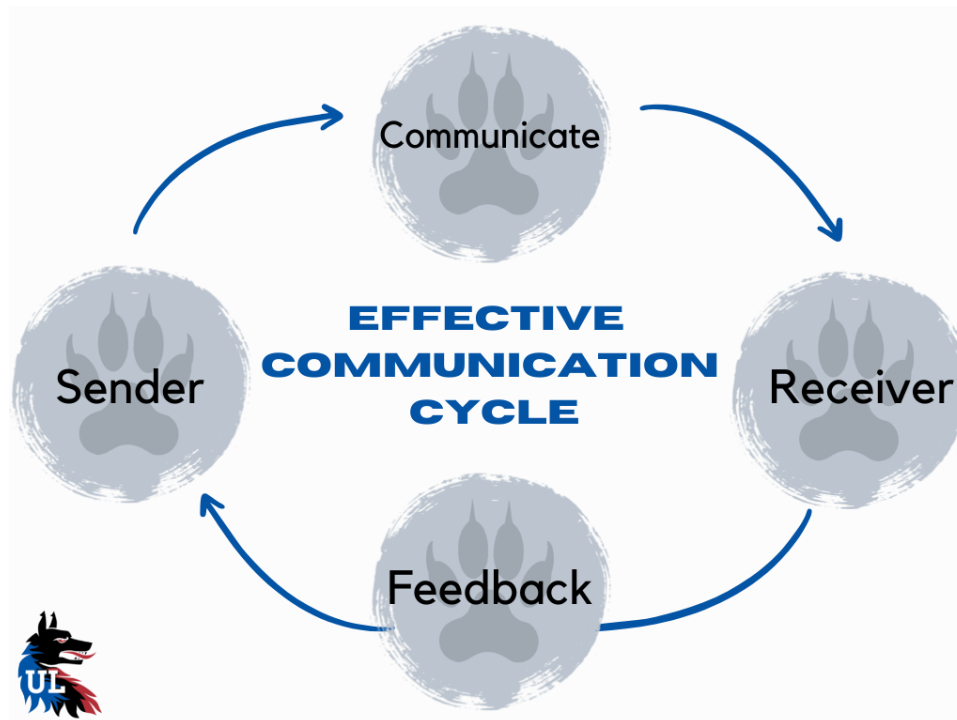
What many people do not realise is that Effective communication is both verbal and non-verbal. There is research to suggest that only 7% of the effect is by the spoken word with 38% of the effect of your message through the tone and 55% by body language (i.e., posture, movement, eye contact).



Voluntary organisations do not always understand or appreciate the science of communication. Especially in terms of the success and aspirations of your own goals or that of the committee and your membership. Whether that is trying to recruit new members, motivate members to become committee members or trying to inspire members to support a fundraiser, attend an event/training, or support an ambitious event or project.

It is not about you getting what you want all the time, it is about discovering what your members want and need, and can you deliver on those expectations? In this regard

elected committee members would do well to remember their election by the members for the benefit of the membership and sometimes their own personal ideas and desires at times may not be compatible with the memberships. You must be prepared to accept that outcome too and change your point of view. Your skill and ability to impart information and ideas will be of paramount importance in convincing others that your initiatives will work or at least warrant sincere consideration/discussion. It is a two-way street though; you must be able to listen and take in the feedback and act on that too.



Very often with voluntary committees we don't like the prospect of negative feedback and unfortunately some people take that very personally which creates a blockage to the communication process. Criticism must be delivered constructively (and it must be because nobody has a right to insult) you need to be able to embrace the feedback and separate out the "person" from the "office" you hold. The mantra is that "It's not personal its business" and you need to have that mindset to be an effective communicator in formal settings and dealing with large groups of people. Encouraging constructive criticism AND acting upon it is important. It can be a huge force for progress stimulating innovative ideas. To act on constructive feedback does not necessarily mean something new is being implemented and adopted, it can mean exploring something in more detail to offer feedback to the membership that an idea cannot be practically implemented. It may also be that there is a real barrier to an idea's implementation. It might simply be beyond the capabilities of the committee or outside of a reasonable timeframe.

Listening to everyone's feedback is important. Once a member's suggestion has genuinely been taken on board and dealt with in a fair and reasonable fashion, BOTH the committee and the member(s) can feel good about their participation on the

“two-way street.” That is a huge step in the process of real buy in and the development of a culture of mutual consensus. Alternatively, at the very least finding a process by which people can agree to disagree and not damage relationships or the development of the club/society. Effective communication is concerned with getting your message across to your committee or membership without being misunderstood. Effective communication is the key to ensuring that all members are informed, and reporting channels are open for feedback both positive AND negative.

The benefits of Successful Communication are immensely valuable to Clubs & Societies

1. Makes the activity FUN and more enjoyable
2. Improved relations
3. Trust & Respect
4. Reduce conflict/See problems arising earlier
5. Support - Engagement & Buy-In
6. Retaining members
7. Attracting new members
8. Culture – engender pride & foster growth

6.2 Dishonest Communication

A word of caution that when you take up such a public position as a member of a committee, first impressions do matter but so too do all other's if you are operating in a particular formal representative capacity which you have to remember is always on behalf of your members. People constantly watch the choices and decisions made by “decision makers” to gauge how much effort is going in by them and if what these “decision makers” is credible and well thought out. Trust is borne from being credible and reputations thrive or suffocate depending on how this is applied in all walks of life... but Clubs & Societies can and do implode in such circumstances. So, think very carefully before you decide which, even if seems like only a minor thing DO NOT be dishonest or “economical with the truth.” Sometimes the easiest option to defuse that situation is the hardest one and requires a little bravery and humility to admit, “I made a mistake” “I got it wrong.” If you do not choose this course of action, you run the risk of your ability to be trusted being called into question and often begs the question- “If s/he isn't honest on this issue, is this really the only time this has happened?!” Dishonest communication in any setting tends to be sensationalised and with social media can snowball and create the “us” and “them” camps. Very simply avoid being dishonest, do not breach this not even once. In the context of an academic calendar time, and time being precious, the amount of time and energy wasted in the immediate fallout can be immense and damaging.

6.3 Organisation and Communication

9 times out of 10, a breakdown in communication is the primary reason that leads to a problem in the administration of a club or society in the first instance. Whether that's:

- A bill not being paid

- Entry fee's being overlooked
- Missing Clubs & Society council meetings
- Rooms not being booked
- Falling foul with Buildings & Estates on room usage
- Missing the chance to book a C&S vehicle
- Poor turnout at an event
- Sponsorship falling through
- An empty venue for the fundraiser
- Failure to be prepared for the Sign up Fair or turn up at all
- Even financial penalties for failure to attend an administration seminar
- Neglecting to submit a budget at all
- Failure to submit accident report to Clubs & Societies Coordinator (CSCO)

The only way to avoid these common pit falls is that there needs to be an organised structure of formal meetings for the committee to plan activities effectively

The following is a simple strategy to prevent poor performance and develop an efficient structure from which all communication will ultimately flow.

1. An agenda of items to be discussed drawn from the membership/committee
2. An agreed date, time and venue
3. Distribution of all relevant information in advance of the meeting as per the Common Constitution
4. A defined time (Maximum 1 hour). NOBODY likes long ineffective meetings!
5. A timeline for each agenda item
6. An effective chairperson to move the meeting along and to generate and invite discussion AND when it is, time to move to the next subject.
7. Generally speaking, there should be "standing orders" to a meeting to map out how a meeting should be run and the rules governing that meeting
8. An effective secretary to record only the most relevant aspects of the meeting, which should be - who agreed to take on certain tasks, the associated timeline, decisions made and to record the outcomes when delivered OR not as the case may be.
9. DELEGATION is the balanced spread of the workload from the meeting to the entire committee using ACTION ITEMS (A/I) – be careful ineffective multi-tasking can be a way to mess up more than once
10. Implement the previous steps and distribute the information to the committee or to the membership as required. If people do not know what you are doing on their behalf, how can you expect their support and engagement?

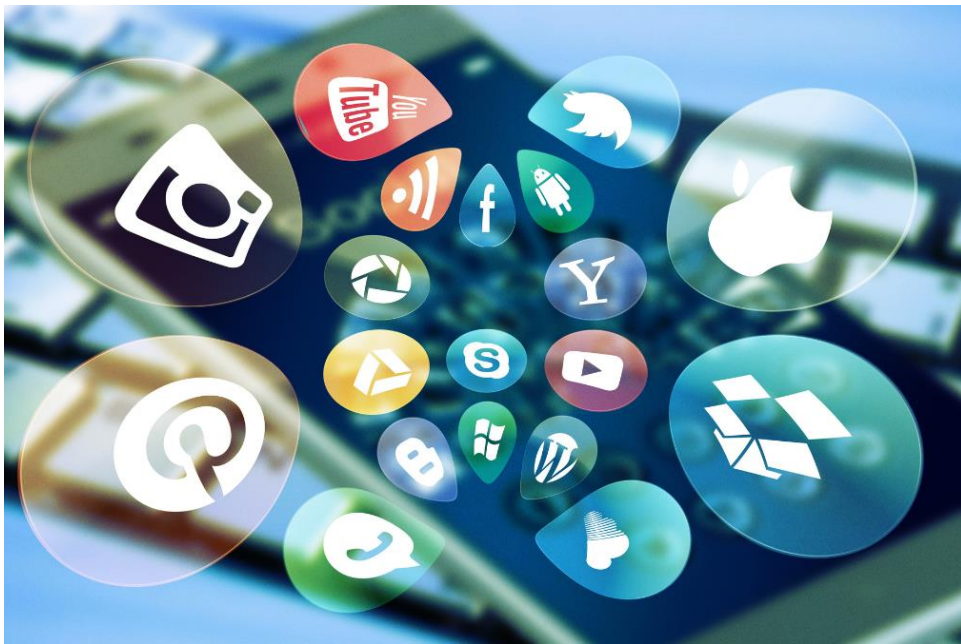
This structure will create the environment for all the following to be generated

- Productivity
- Enthusiasm
- Commitment
- Empowerment
- Feel Good factor
- Can be Infectious
- Inspiring

- Road Map (to progress or to resolve a grievance)
- Culture

6.4 Communication Tools

Currently as with all aspects of life, there are numerous ways to communicate and likewise Clubs & Societies have many tools at their disposal to communicate with members in terms of text, social media, emails, website amongst a host of other new technology innovations.



You can expect to have regular contact with any or all of the following and depending on whom it is and what it is relating to, the choice of communication tool, the language used all have an impact on the content of message, and how the receiver interprets it. This could be

- Your members
- Clubs & Societies Department
- Your members parent's
- Future Members
- UL Student Life and all its other associated Staff and various Committees
- Stables/Scholars/Pavilion/Sports Club Manager(s) & Staff
- Lecturers, Course Leaders and the Deans, if your Club & Societal interests are academically linked
- Buildings & Estates Department (very little takes place on campus without their approval)
- Sports Department & Arena Sports Office Staff
- Arts Office
- National & International Governing Bodies
- Unlimited Sponsors and Potential Sponsors

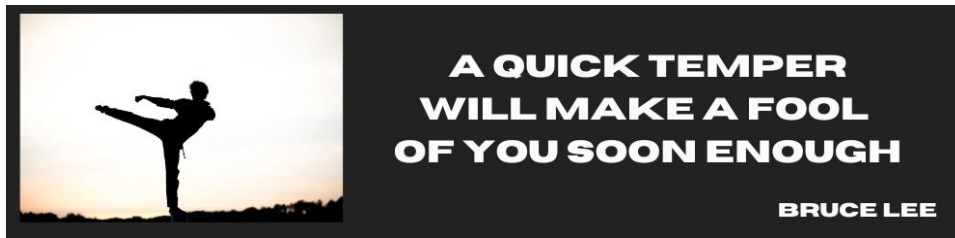
- Government Departments & Officials
- Various Media sources (local, national & international)
- Senior Management of UL including the President of UL

Please see SOPs 016, 017 & 018

6.5 A Word of Caution



1. In the era of social media, emails, websites amongst a whole host of other new technological innovations, **your message tends to be INSTANT.** Remember that many of these innovations do not allow for the human touch where tone and facial expressions and body language can convey as much about the message and the person it is coming from as its verbal content. Choose your timing carefully and your words even more carefully.
2. Do not conduct important discussions which might be sensitive on a Social Media site
3. As sure as night follows day - somebody in your dealings with C&S will really get on your nerves! They will manage to rub you up the wrong way BUT how you deal with it can have very different results. **A simple rule for something that enrages you or annoys the hell out of you is not to respond immediately. Do NOT give your detailed response for at least 24 hours and even better if it is 48 hours.** Invariably your first response will be a knee jerk reaction, which works in favour of the agitator. If you do communicate within the 24-hour period, keep the response truly short and neutral, a one-liner just to say you have acknowledged receipt of the email and you will deal with it in the coming days once you have consulted with the committee. That buys you time and allows the red mist to clear, and it allows time to get the facts and to consult with the committee for further advice. **A more calculated response where you deliberate longer will work for YOUR benefit and the C&S you represent**



6.6 Clubs & Societies Website www.ulwolves.ie

THIS IS THE MOST IMPORTANT COMMUNICATION TOOL FOR UL CLUBS & SOCIETIES. Without a doubt, this is the single most important channel to the Clubs & Societies Department and if you cut this off in any way, you are going to create major problems – please note this must be front and centre for all Clubs & Societies operating under the auspices of the UL Students Lives Clubs & Societies Department. The importance of the website is evident as an embedded part of the Budget Criteria

This website is designed to be user friendly, and it is the one stop shop for

1. Membership Processing and Approval
2. Membership data (7000+ people)
 - Committee Contact details (750+ people)
 - Room Bookings
 - Vehicle Bookings
 - Council Minutes
 - Information relay from the C&S Dept./UL/UL Student Life & general enquiries
3. In Case of Emergency numbers (ICE)
4. Access to the on-line budget process
5. A central home for all 80+ Clubs & Societies
6. Administrative back up and support docs for committee's
 - Personal Accident Forms
 - Health & Safety
 - Handover Documents
 - The ability to upload "Latest News"
7. Events and Training information
8. Marketing of C&S individually and collectively

All committee approvals and permissions can only take place through this site, which the Head of Student Engagement, Clubs & Societies Coordinator (CSCO) and Clubs & Societies Administrator rely on as route one for the information gathering and dissemination. **If you do not engage with this system and update regularly, we cannot support you properly as the Clubs & Societies Department, which is at a cost ultimately to your members and the activities, you are trying to support.**

6.7 Postal Service (yes, people still do occasionally use the old-fashioned postal system)

C&S Post (outgoing)

With regard to posting letters, the Clubs & Societies Administrator (CSA) can post on your behalf, just call in to their office. This is a cost as part of the overall administrative expense to running the C&S Office, which the C&S Dept. present to the Clubs & Societies Council annually

C&S Post (incoming)

All C&S post is delivered to the UL Student Life. Simply address correspondence to

*Clubs & Societies Office,
University of Limerick Students Centre,
University of Limerick,
Limerick
V94N90F*

This will be re-directed to the CSA and placed in the relevant mail slot in the C&S Office This also avoids the problems of using your student address as a forwarding address, which is pointless when students change houses so often in the course of their studies in UL and when committee contacts change on a yearly basis.

Deliveries (incoming)

You can arrange for deliveries of packages, gear etc. to the C&S General Office and one of the C&S Dept. team will sign for the deliveries with the courier company as and when they arrive. **Just be mindful that if it is a Cash-On-Delivery (COD) and we have not been informed and handed the required money, then the package returns to the warehouse for collection by you generally at an additional cost as well.** The other common problem experienced here is that the delivery company arrive before or after business hours and return with your packages to the warehouse and again apart from being hugely inconvenient there may also be additional costs associated should they have to make a second "run". Please note UL Student Life is not open at weekends and Monday to Friday 9am-4pm is the safest times to quote to a courier.

6.8 Notices & Posters

Although we are in an age where social media is the primary tools of promotion, Posters *still seem to have an impact on the University designated noticeboards.* To produce excellent quality and eye-catching posters to advertise your events and activities. Do not forget there is an incentive with budget points to produce posters as a form of publicity for your Club/Soc! Be sure to make your final product as eye-catching and aesthetically pleasing as possible. You should always double check that you are projecting your message clearly and concisely to people who may have no previous information on what your event or your C/S actually is. Try not to have too much text: you should be able to get the general message of a poster within 6-8

seconds e.g. as you pass it in the hallway. Day, Date, Time, and Venue must be included. All posters must have a visible UL Student Life stamp.

Posting within the UL Student Life

There are a limited number of notice boards upstairs in the Student Centre. They remain locked and therefore you should not suffer from someone else covering over your poster. The keys are available from the Clubs & Societies Coordinator or Clubs & Societies Administrator. There is a longer life span for your posters on these boards in comparison to other boards on campus that are taken down at the end of each week.

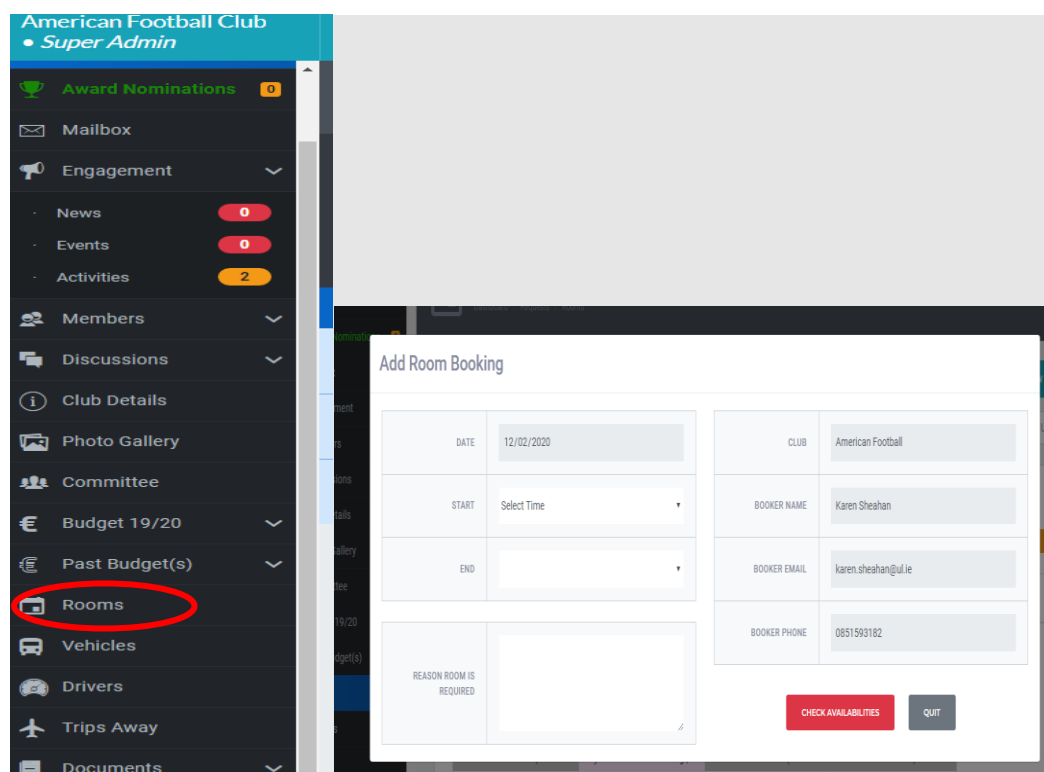
Posting on Campus External to the SU

Firstly, all posters must be stamped by the Student Life to avoid being pulled down. Secondly, Buildings & Estates have instructed their Porters (the jolly green men) to strip all notice boards of posters every Friday. If all C&S adhere to the following, it may be of help to all concerned

1. All C&S posters must be A4 or A3. One per notice board.
2. *DO NOT* cover up or take down C&S posters unless they are out of date. *DO NOT* attempt to stick your posters on any of the glass doors or the walls. **ONLY use designated notice boards. If you remove tape from a painted surface, and remove the paint then expect to draw the unwanted attention of the Buildings & Estates Dept. and you may incur associated costs of repair.**
3. Do not stick posters to glass or external buildings and walls, bus stops or other areas on campus. Do not use double sided-tape etc. (same reason as above)

6.9 Room Bookings (within the Student Life Building)

The Clubs & Societies Rooms in the Student Centre are available through our on-line booking system for committee members through your admin dashboard when you log on to www.ulwolves.ie.



Through this facility you can also view “booking details” to see when the rooms are free. **There are a limited number of rooms available in the Student Centre** (we look forward to better accommodating you in our new student centre in 2024!) and because of their limited capacities they are probably most useful for Committee meetings. Use larger lecture theatres (external to UL Student Life) for Annual General Meetings (AGM's), guest speakers or conferences (instructions below on booking rooms external to Student Life).

In order to collect keys for your booking in the UL Student Life, the person who booked the room must leave their UL Student ID Card at SU reception. There are terms and conditions that govern procedure and usage- obey them at all times or your C&S may incur a financial penalty.

Room Bookings Campus-Wide (External to SU)

All University Room Bookings must come through the CSA, who will then deal with the appropriate University Departments on your behalf. For instructions on how to book these rooms, ***please see SOP-015.***

Buildings & Estates - Out of Hours Usage of University of Limerick Teaching Spaces



UNIVERSITY of LIMERICK

OLLSCOIL LUIMNIGH

Each morning the Buildings and Estates team have to check all teaching spaces in the University and setup rooms ready for lectures. In recent times, there has been an increase for time required to make sure that rooms are ready for teaching due to spaces left in a poor condition, following weekend and out of hour's activity in the teaching spaces.

Users of teaching spaces must observe the following Regulations.

- All users must report to security on entering the building and inform them of the rooms that they will be using and the times that they expect to be in the building.
- Please ensure that the room is left in standard teaching setup, I.E all chairs in neat rows and all writing tablets in place, for Lecture theatres with movable blackboards, please ensure that they are cleaned down and facing forward.
- No posters or other material to be left on walls, doors or windows.
- Blackboards or Whiteboards to be cleaned down
- All rubbish disposed of in the rubbish bins provided, if waste bins become full, there are large bins in the middle of each corridor that can be utilised.
- It is not permissible to consume alcohol in any of the rooms on campus as part of your event

Failure to comply with the above will result in users being charged for the cleaning costs and Buildings and Estates will reserve the right to deny future access to the spaces concerned to any group that do not adhere to the regulations.

UL Building & Estates Dept.

6.10 Wolves Branding

The UL Wolves is a Clubs & Society inspired initiative. After 2 years of discussion, focus groups, trial and error, graphic designers and competitions it finally culminated in a Facebook campaign in 2011 to choose between the two final shortlisted choices. The award-winning marketing company (composed of UL Graduates) "Spark Marketing" managed the process and so the UL Wolves were born the full history of how this came to be is available on this link <https://ulwolves.ie/about/brand>

The UL Wolf reflected the best qualities and characteristics of the unique community that was Clubs & Societies and that eventually spread organisation wide in 2018

If you would like to book "Wolfie" for any events, you have please email studentlifeevents@ul.ie

The characteristics of the Wolf certainly reverberated loudly with the student community, and this is why...

The Wolf

- Exists in a Highly social and structured society
- Intelligent
- Supportive and capable of being gentle/caring in equal measure to its own community
- Powerful - gets its strength in numbers
- Apex Predator (resonated with the competitive students in sport and that works well when we as a UL Student Life has to "fight" for the rights of students)
- Influencer of positive change – in nature it has been proven the benefits to the wider environment as an influencer of change when you have an apex predator and similarly we believe we influence positively the environment that we exist in as a part of UL.

All of these characteristics easily ebb and flow with the dynamic of Clubs & Societies in UL and the wider Students body.



6.11 Brand Guidelines

Clubs & Societies are absolutely encouraged to embrace, cherish and promote the brand as much they see fit and in order to make this possible the Brand Guidelines are available (section 13.8, 160) to assist with the various aspects by which you may wish to incorporate the brand. This is very important and must be adhered to 100% in doing so it attaches a personality and attitude to the brand and the organisation that produces it. This personality is what people relate to, establishing relationships with consumers i.e. Clubs & Societies and the Students of UL. This, in turn, encourages brand loyalty, the establishment of brand consistency and it creates a platform for C&S or whatever Department of the SU to stand on in order to get messages out to its audience.

Every business in the world, no matter its size, benefits from carefully and tactically developing a brand and maintaining it as a recognisable brand image which is why Student Life and our C&S Vehicles and our clothing branded.

Simply put, an effective brand illustrates to the public at a glance who we are and highlights what sets UL Wolves apart from its other intercollegiate competitors or Unions and the characteristics.

6.12 Wolves Flags & Bunting

We have a number of flags and banners that have the Wolf Brand on them that various Clubs & Societies can sign out and bring with them to their events and intervarsities. It is terrific to stand out in the crowd and promote your Club or Society as part of the UL Wolves. While these flags are in your care you are responsible for them and if they are lost, "go missing", or are "kidnapped" by a rival Third Level college you will be billed for the full replacement costs. If you wish to sign one of these flags out please contact the CSA.

6.13 Wolves Branded Clothing - The Students' Brand

UL Student Life have a variety of clothing ranges for you to choose from. There is a mid-range level of clothing at very affordable prices that you can purchase directly over the counter from Reception if you wish, from Hoodies & Qtr. zips to Beanie Hats with prices starting from €12.95. We have a large selection of Nike and Wolves clothing to choose from.

We are offering a personalised ordering process of all Student Life & UL Wolves clothing for Clubs and Societies. Sinead Jennings is available by email: Sinead.C.Jennings@UL.ie and also, via the UL Wolves merchandise drop-ins (Enquire at UL Student Life reception for details.) Sinead will guide you through the ordering process and ensure that your needs are met and that the ordering process is easy and efficient. All the clothing we offer can be personalised for your Club or Society and there is an extensive range to choose from to meet your needs. Clubs & Societies - this is your chance at the start of semester to have your team strip organised early and

blaze a trail on the intercollegiate scene. All profits from sales of clothing will be reinvested back into the services we deliver to students. **Club and Society logos can also be customised, and we can design a bespoke logo incorporating the Wolves imagery for all Clubs & Societies.**

There is an extensive range of clothing for sale at reception in UL Student Life and also online through our shop <https://www.ulstudentlife.ie/services/shop/> . So if you are a fashion conscious student or staff member – or a member of Clubs & Societies who wishes to buy a SINGLE item for yourself or a friend from our quality clothing range, you can order one single item as a minimum order and have it delivered to UL Students Life free of charge or they will deliver around the world at a fee. Products include Qtr. Zips, Midlayers, Shorts, Jerseys, Tracksuits, Tops, Jackets and Bags. Any queries on Nike or Wolves clothing products email: Sinead.c.jennings@ul.ie

COMING SOON the New UL Wolves Merchandise Store in the New Student Centre, for all your merchandise needs



7. CLUBS & SOCIETIES GENERAL FINANCIAL INFORMATION

7.1 C&S Finances –

UL Student Life is one of the few Students' Unions in the country that receives its portion of Capitation directly to administer itself (approx. €100 per person). At Clubs & Society Council, the entire finances are available for discussion and approval sought of council members to maintain the practise of 100% transparency on all C&S funding. All 700+ C&S committee members receive this information via email annually.

This funding is finite and only serves to bridge the difference between two financial entities i.e.

- 1. The total operating cost for your Club or Society in one financial year Sept 30th through to the following Sept 30th (Expenditure)**
- 2. The total amount that you have demonstrated that you are capable of raising in the previous financial year. (Income)**

Traditionally Clubs & Societies receive over €368,000 directly into budgets (see table on next page) from the HEA recommendations mentioned previously of more than €600,000 approx. and another €33K approx. into "Special Applications" (Section 7.5, p 75). Special Applications is a contingency fund for individual C&S to spend on their C&S activities for unforeseen expenditure OR for those new clubs and Societies starting out. The balance of this money (approx. €180K) is what covers central administrative costs such as insurance policies, maintenance of 3 vehicles (includes tax, servicing, training) consultants, legal costs, Sign up Fair, publications and a host of other similar costs (All of which are presented to and approved by the Clubs & Societies Council).

You are allowed to project your expenditure into the year ahead i.e. your best guess on what you intend to spend money on BUT you cannot project your income forward a year. The reason for this is very simple, because we deal in real money (not fairy tales☐) and that is what your club or society has proven to be their capacity in the last financial year to fundraise in real and substantiated money. Clubs & Societies collectively have proven themselves capable of raising more than €480K in NEW money every year through innovation and sheer dedication in a variety of ways such as

- Raffles
- Table Quizzes
- Race Nights
- Discos / UV Parties
- Sponsorship
- Member's personal contributions
- Benefits in Kind
- Sponsored waxes
- Charging an admission fee to attend a show i.e. Drama

In the last number of years, the latest budget process has shown that once you score 60+ Budget points on your administrative and organisational ability as a Club or Society, including an ability to fundraise in the region of 47% - 62% of your total proposed annual expenditure, then you will be more likely to have your overall funding shortfall bridged.

Academic Year	€	Points Cut Off	% Cut Off
2019-2020	368000 ****	60	54.00%
2018-2019	368000 ***	60	53.00%
2017-2018	368000	60	62.00%
2016-2017	369000 **	60	55.00%
2015-2016	331000	60	53.00%
2014-2015	331000	60	48.00%
2013-2014	331000 *	60	47.00%
2012-2013	311000	60	54.00%
2011-2012	340000	60	47.00%
2010-2011	340000	60	51.00%
2009-2010	340000	60	49.00%

For AY 2017/2018, 51 of the 72 C&S who successfully applied for a budget collectively fundraised €480K (new money i.e. non capitation) for an expected total expenditure across those 51 C&S activities of €848K. The funding available from capitation provided from 2013-2016 required a * €20K top up from reserves approved by CSC to €331K which still left significant shortfalls of €75K to meet demand in those years. ** Due to a successful referendum in 2016, the unfreezing of capitation by UL to UL Student Life in AY16-17 resulted in the increase in budget figures for AY 16-17 to present day. *** 51 C&S in receipt of budget but largest club dropped €40K in that year's application. **** Only 38 C&S were successful in applying for a budget, lowest success rate in the last 10 years

All C&S Funding is interconnected and if we get more of the remaining 30+ C&S successfully "into budget" it will most likely mean less money all around. Conversely if a few more fail to secure budgets then that relieves a little pressure and those out of budget fall back into the contingency that is "special apps" which is also a limited pool of money.

C&S shall prepare their annual budget by no later than 1 week after the last summer exam of the Spring Semester. The date is set by the CSA and these budgets include information on income and expenditure, and an inventory of all goods directly owned or held in trust by the UL Student Life C&S. C&S Staff will run Treasurers Workshops as well to assist C&S Committee's in order to make the budget application process as straightforward as is possible.

The date for budget submission for the Academic Year will be set for the week after the last Undergraduate exam in the month of May. Keep an eye on emails to your committees from the C&S Office with the specific date which is set annually. The primary reason for early submission of budgets is to allow CS Staff to process the budgets during the summer months so that they are ready for the start of the new Autumn Semester. It is a huge body of work. It involves the forensic examination, of more than 1 million euro worth of receipts, bank accounts & invoices. It eliminates wildly exaggerated claims, inappropriate use of finance, and ensures that the limiting funding is correctly utilised for the promotion of Clubs & Societies.

Those that fail to meet the standards contained within the established budget criteria and fall out of budget drop back into the contingency that is "special apps" (Section 7.5) This is the annual dynamic and reality of the funding process.

7.2 Drawing down your Budget Allocation

Please note in order to avoid misappropriation of funds the final budget awarded to each C&S is NOT transferred into C&S private bank accounts instead it is held by UL Student Life. C&S "draw down" as required by the Club/Society on production of an original valid receipt or quotation uploaded to ulwolves.ie along with dual approval. This form needs electronic signatures of two committee members, as is UL Student Life policy. You can also draw down funds via the Student Life Credit Card. To use the credit card you will need to select Credit Card on the ulwolves.ie capitation draw down and be sure to check with your CSA what time and when the card is available for use. Using the capitation drawdown via bank transfer or credit card are the only ways of obtaining your budget funding from ULSL C&S. Please note that the credit card is only for each transaction as approved. It is a strict condition that it is not for repeat transactions without prior C&S Department approval. Clubs & Societies will be prohibited from further use, and/or fined by the CSE if they breach this protocol.

All UL Student Life supported C&S are capable of making financial decisions independent of Student Life. This occurs through access to club/society individual mainstream bank accounts (i.e. Bank of Ireland) and fundraising. Although not audited until the summer all spending has to adhere to the rules and policies on spending and the burden of proof is on committees to act responsibly at all times on matters of finance in accordance to their annual budget as well. UL Student Life does not accept any liability for overdrafts or debts incurred by the Club/society's committee decisions to which we were not involved or aware of. Should a debt be incurred the Clubs & Society Executive can decide at any time to withhold allocated funds from a Club/Society whilst this is being investigated further. We do also offer assistance and advice to the various C&S that might incur debts to help them work their way back out as opposed to a "bail out", we do not offer that at all. To do so would be to promote reckless behaviour on finance. Your Club/Society will always pay back what it owes.

7.3 Bank of Ireland & the Clubs & Societies

All forms and templates required for below processes are available on the Resource Documents page under 'Banking'.

7.3.1 Opening a new Account

To be provided to Bank staff

- For any UL Club & Society seeking to open a new account or where a request to change of signatures is required a nominated C&S elected Committee member must contact Pamela directly via email Pamela.Barry@boi.com
- Complete Opening a NEW Account- Current form.
- Complete FATCA club and society form.
- Complete Non Personal Customer Identification Form
- Your Club/Society's Constitution (printed from Website)
- Complete "Letter required to open a BOI account" signed by Aisling, Lisa or Paul

In addition, 2 members of your committee are required to be identified. They are required to sign pages 8 & 9 of account opening form and provide relevant address and true name verification.

7.3.2 Change of Signatures on an existing Account:

To be provided to Bank staff

- Changing Mandate.
- Letter from UL Student Life confirming C&S/Committee names which must be signed by all nominated C&S Members (ie. Treasurer/Chairperson etc – current version is satisfactory for the bank – only requirement is for the committee names to be printed on the letter in addition to their signature. Signed by Aisling, Lisa or Paul.
- Complete Non Personal Customer Identification Form.
- Copy of C&S Constitution from UL Student Life.
- 2 Members of the committee are required to be identified. They are required to sign PCIF form and provide relevant address and true name verification.

7.3.3 Online Banking:

Will allow committee to view account and transfer funds as required.
Fill out "Online Banking Application Form" and provide to BOI staff.

You can view online training at below link.

<http://businessbanking.bankofireland.com/payments-and-cards/online-banking/business-online>

Please note

- There are no day-to-day fees or maintenance charges for the use of Business online or Current account.

- Only two committee members will be able to log on to online banking. There is a “digital stamping” process that is required to “link” the online banking to the laptops/pcs of these two individuals. This digital stamp will need to be renewed year upon year as committees change.

7.4 Clubs & Societies Budget Related Policies

The following are the financial arrangements agreed by the Council concerning the administration and granting of a budget allocation to C&S.

7.4.1 Budget linked to Income Policy (2007)

Budgets are allocated on a Points and Income basis and the ratio of award would be determined by the cash amount of income raised relative to points awarded and funds available [Note: that this policy refers to how points and cash are allocated in terms of the automated computation of the final cash amount award to individual clubs and societies].

Automated Budget Computation Method

1. Points run on income figures and that determines first round award.
2. If surplus on budget after 1st round the same system of allocation would be re-run.
3. The back end of the budget system is re-run in successive rounds until all money is allocated
4. As each club/society reaches, its maximum points determined financial allocation they are excluded from remaining rounds of budget so that nobody can receive more than they asked for and those with shortfalls have several opportunities to cut the size of their shortfall.

7.4.2 Foreign Trips Policy (2007)

Re Point 4 - please note C&S Budget Amendments- Passed on 25th Mar 2014 by CSC. The 1/3 of costs restriction on overseas travel costs is removed.

1. JUSTIFY in written form (i.e. Foreign Trips Proposal) the importance of any foreign trip outside of the island of Ireland (Republic of Ireland and Northern Ireland) to the long-term development of the Club/Society.
 - E.g. Outdoor Pursuits Club trip to Scotland and Winter Mountain Climbing training with a qualified British Mountaineering Council (BMC) guide.
 - E.g. Sub Aqua club training up members with their governing bodies approved instructors in warmer water allows for multiple dives in a short space of time which is not possible in waters off Ireland.

2. "Invitational" tournaments abroad are not permitted unless recognised competitions of significance as acknowledged within your relevant governing body
 - E.g. Henley Rowing Regatta UK, Head of the Charles USA.
 - E.g. Oxford invitational debates, Debating Union.
3. Only expenses that relate to the "activity" are actually covered on a foreign trip:
 - Accommodation - The following accommodation can be budgeted for self-catering accommodation; Campsites; Hostel; Budget hotels. Accommodations outside these categories are subject to discretion of the C&S executive and may be subject to part funding.
 - Transport of necessary equipment and/or equipment rental is possible to budget for.
 - Tuition/Expert coaching is possible to budget for.
 - Entry Fees is possible to budget for.
4. International Flights and Travel to primary destination is a permissible budget cost. The most efficient form of travel to the primary destination is the responsibility of the club or society member.
5. Secondary travel from primary destination must be cost effective AND necessary within the environs of the primary destination and associated with the club/societies activities undertaken. Such expenses will be a legitimate expense.

7.4.3 Coaching Expenses Policy 2005

Submit Coaching credentials of coach in order to validate the request for coaching expenses and the cost associated with these services. The credentials would require a letter/copy of agreement with the club re the expenses and the experience of the coach in question and any relevant coaching qualifications from the governing body. (This can also apply to societies i.e. in terms of stage manager or lighting expertise for the drama society)

Coaching Expenses Criteria Policy Supplement 2007

For the purposes of C&S, budget submissions all clubs will be entitled to budget for training coaches. Not all teams within a club are automatically entitled to coaching fees, and only the elite teams receives support. It is the responsibility of the club to

show that they have an elite team, in the case of multiple teams. The SL C&S executive will use the following criteria in their decision:

1. An elite team should compete at a national/international level in a competition deemed to be of an exceptionally high level as per their governing body
2. Normally only two elite teams (one men and one women's team) can exist in any one club (unless the club is active in more than one discipline).

In addition, those clubs performing at standards for which professional coaching and training services beyond the capacity of the club members is justified, can request coaching and training expenses in their budget submission. Coaching fees are subject to the following conditions

1. The maximum fee allowed per training session is set at € 75 OR the total amount of coaching fees in one year must not exceed €4500

[C&S Department Coaching Policy 2023 \(ulwolves.ie\)](http://ulwolves.ie)

UL Student Life as a company limited by guarantee has legal and financial compliance responsibilities which apply to its clubs and societies department. All C&S coaches must sign the declaration and upload the signed document on the Wolves website. [C&S Department Management Coaching Declaration AY 23/24 - must be signed \(ulwolves.ie\)](http://ulwolves.ie)

*7.4.4 Equipment Policy**

Please be aware of the following in your capacity as an existing/prospective Club/Society Committee member

ALL equipment owned under the guise or name of any C&S of the University of Limerick under the auspices of the UL Student Life would remain the property of the C&S. Any monies raised sponsorship or donations, personal or otherwise, which contribute to the purchase of equipment, is automatically the property of the relevant Club or Society. All C&S inventory is for the promotion of C&S aims in accordance with their constitution, with the consent of their Committee and subordinate to the UL Student Life constitution.

In the event that a Club or Society is de-recognised (Winding-down i.e. that is it no longer formally exists within the eyes of Clubs and Societies Council) the ownership of all equipment/inventory transfers back to the C&S of UL Student Life. This equipment is held in trust until the Club/Society is re-started or a similar interest Club/Society that may benefit from the use of such equipment. In the event of de-recognition, it may also be decided to sell off all such assets and return all proceeds to the Special Events Fund or Annual Budget of C&S as appropriate.

In the event of de-recognition (winding-down) all Committee members of C&S must ensure the return of all equipment immediately complete with keys for storage and location where necessary. The Committee charged with the responsibility of equipment records, logbooks and maintenance records are liable for the welfare and transfer of all such equipment. Failure to comply shall compel the CSE to initiate the necessary proceedings legal or otherwise. Pursuant to these aims, the Committee members of C&S are responsible for keeping a record of all assets controlled by the relevant Club or Society. They are also responsible for the storage and maintenance on any equipment and for keeping maintenance records, which shall be available to the CSE Committee on request. The CSE Committee shall be the arbiters of all aspects of the C&S Equipment Policy.

7.4.5 Capital Intensive Policy for Clubs & Societies (2007)

1. A three-year plan is a pre-requisite for all Clubs and Societies wishing to purchase any capital equipment with a value in excess of € 500.
2. This must be submitted with the Budget Submission
3. A full inventory of equipment including details on manufacturers lifespan as of date of submission must be provided
4. The three-year plan must contain details of the year by year account of projected purchase and re-sale of equipment
5. *Only with Executive approval can any aspect be altered over the three years the plan is in use*
6. Submission of a new three-year plan must take place within 12 months of the conclusion of the existing three-year plan.

* Refer to Insurance Section Re Borrowing or Loaning Equipment to and from Third Parties (Sections 3.8.5 & 3.8.6)

7.4.6 Funding of Student Political Parties

Student Political Parties listed under the banner of Societies should note that funding limits exist by the Standards in Public Office Commission as defined under the Electoral Act 1997. As a result, a contribution given by a University (or in our case UL Student Life) to a branch or society of a political party in a college is ultimately to promote, directly or indirectly, the interests or policies of the party. The definition of a donation as provided for in Section 22 of the Act. *The last donation limits set on 1st January 2013 is €2500.* Please refer to page 5, the definition of an accounting unit at page 7 and the obligations of an accounting unit at page 19. <http://www.sipo.gov.ie/en/Guidelines/Donation-Guidelines/Guidelines-for-Political->

[Parties/Guidelines-for-political-parties.pdf](#) As such political student parties are limited in the funding that they can receive and are subject to the disclosure threshold limit and have a legal obligation to disclose any financial awards that exceed this limit

7.4.7 Policy re external Consultant workshops

Clubs & Society Council approves of the introduction of additional workshops to complement the Administration Seminars at the start of semester 1. These would be delivered by external consultants across 3 different administrative areas and there would be 3 such workshops in the course of an academic year. Attendance at each workshop is a compulsory requirement for the on-going developments of Clubs & Societies. The workshops must be attended by at least one committee member. Attendance shall earn a single additional budget bonus point, per workshop attended. Attendance at all 3 would earn the participating club or society a total of 5 additional budget bonus points. No apologies accepted for these workshops in lieu of attendance.

Passed by Clubs & Societies Council February 10th 2015

7.5 The Special Applications Fund

The Special Applications Fund is a limited fund of approximately €33,000; this is set up to act as a contingency fund to assist ALL Clubs & Societies financially. With regard to those Clubs and Societies that *are already in receipt of a budget*, they can only avail of the fund for unforeseen expenditure or events that could not reasonably have been included in their budget by the submission date. Clubs and Societies that *are not in receipt of a budget or that might be new* may also apply to the Special Application Fund. There is no stipulation on these Clubs or Societies regarding "unforeseen expenditure", *this fund in effect acts as an **interim budget** but on an event-by-event basis.*

It is important to note that existing budgets are completely separate to this fund and Special Apps Funding is an additional source of financial aid. Budgets do not have to be exhausted before qualifying for this fund. The forms for the Special Apps Fund are available from the C&S Office (Also see Resources Tab <https://ulwolves.ie/support/resources>) and must include relevant receipts or invoices/quotations. Please note that the Special Apps Fund is limited and once the fund is exhausted depending on the high demand that can be drawn down faster in some years than others.

As soon as ALL information is available, submit your application to the Clubs & Societies Administrator even if it is a month or more in advance of the actual event. The CSE will process special applications and if it is successful, the Clubs & Societies Administrator will process with the next weekly batch of requisitions (on Thursdays).

7.5.1 Special Applications Policy

1. Clubs/Societies in receipt of a budget can make an application(s) to a maximum of €3000 on a 50/50 basis in any given academic year. (You raise 50% of funding required to receive a matching 50%). This would cover unforeseen events subject to the CSE approval.
2. Clubs/Societies entitled to a budget but fail to secure or apply for a budget would be entitled to make an application to the Special Application fund on a 50/50 basis in that particular year up to a maximum of €4000. (You raise 50% of funding required to receive the 50% shortfall). If however these Clubs/Societies fail to secure a budget for a second consecutive year they would then be limited to the lower financial cap of €1000 until a successful budget application is made. This would be subject to the CSE approval.
3. New Clubs & Societies would be entitled to access the upper limit of €4000. This would be subject to the CSE approval and may be for 100% depending on merits of each application. *
4. It is not possible to process a special application until all VALID paperwork is available with the application. Failure to provide the relevant paperwork within 5 working days will result in the termination of the application and all other special applications proceed in the order of receipt thereafter.
5. An application does not guarantee funding.

* We know the most difficult part of starting a club or society is not having access to funding because the committee is new and there has not been enough time to develop a worthwhile experience to motivate their member participation. As such, initial applications for an event might be for 100% of the cost, if the cost is relatively low and the general organisation is of a suitable standard to justify financial support. There is a point at which the 100% subsidy will gradually reduce to 50% by the CSE and that is to wean the new club/society off the dependency of huge percentage subsidies down to what is realistic of every other approved Club or Society. To succeed new Clubs & Societies must, by necessity, have the ability to generate their own income and so move closer to being able to apply for a budget at the next possible opportunity.

7.5.2 Reallocation of Funds to Special Applications

This is an incentive to redistribute money from C&S who are poorly organised and failing to spend their funds, to those who are more organised and in need of additional funding. Any C&S that fails to meet its term projection targets, without giving an adequate explanation to the CSE, may have the amount of its shortfall withheld and placed into Special Apps fund. Club or Societies that are not functioning well may also have their funding redistributed as well, to those active C&S who need the additional funding through the Special Events funding procedure.

7.6 The Arts & Sports Support Fund

This is a University fund initiated in 2005, designed to assist UL Clubs & Societies development. The fund Committee members are the University's Arts Officer Patricia.Moriarty@ul.ie , UL Senior Sports Administrator Neasa.Odonnell@ul.ie , UL

Student Life Head of Student Engagement Paul.lee@ul.ie and the sitting UL Student Life President StudentPresident@ul.ie. It is primarily for high expenditure prestige events (National Varsities) or expensive equipment that does not form part of your annual budget application. The fund is a self-contained award system independent of the C&S annual budget system and associated criteria. Applications to the fund may not form part of any Special application either. Funding of high expenditure events and/or equipment through the Arts and Sports Support Fund enables the release of more monies through annual budgets and Special Applications; by alleviated the financial burden on this student volunteers to fundraise excessively. **Applicants must also generate income through fundraising to make a successful application to this fund but there is a lower threshold compared to other funding sources of 33% of the overall amount applied. However, an application does not guarantee funding and all decisions of the Committee are final.**

To avoid any delays please ensure the following

1. Give yourself plenty of time between your application and when you need the money by – we would recommend **a minimum of 6 weeks**
2. Print clearly the contact details of your committee directly involved with the application
3. Include all the paperwork the form asks you for and fill out all the sections
4. Make sure all receipts and invoices add up to total requested – we check
5. Any receipts/invoices must be on valid company headed note paper with all the relevant contact details i.e. phone/fax numbers/e-mail – we may need to talk to your suppliers
6. Invoice numbers are clearly printed **and the suppliers VAT number is included where applicable** (UL Student Life & its Clubs and Societies are liable for VAT payments unless part of a registered charity)
7. Make sure to include the VAT amount and rate on the form and as part of the overall amount you are requesting
8. If you are dealing with a private individual, you must include a letter from them outlining goods services they are providing with all details of cost and all their contact details
9. Give detailed information describing the event/equipment purchase – the form includes these sections – FILL THEM IN
10. All payments are made directly to the Club or Society not to suppliers. **You will now be required to fill in a Supplier Set up Form for the University.** It will be attached to the form – fill all relevant details in

Application forms are available on the C&S website www.ulwolves.ie under the "Funding" link. Committee contact lists will receive email notifications; and through the Clubs & Society Council about the relevant deadlines each year. The University Arts Officer occupies the role of Chairperson of the fund. Patricia.Moriarty@ul.ie also manages the applications and will facilitate the payment on provision of receipts and invoices by the successful club or society through the UL Accounts Dept. If after you receive your award there is a cost saving or a surplus from the original amount requested, you must declare and return it for the benefit of other applicant clubs and societies.

8. CLUBS & SOCIETY ANNUAL BUDGET SUBMISSION

8.1 Submitting your Annual Budget Submission

PLEASE NOTE the budget submission date is *always due* one week after the last official UL summer undergraduate exam. (Excluding GEMS Exams which are a later date) Budgets need to be submitted online to the CS Office through the Wolves website by the time and date given by the CSA, no further entries can be added after this time. **We will not accept hard copy budgets anymore.**

From 2017 onwards, there will be absolute zero-tolerance policy for late budget submission. The entire committee should spend the academic year **consistently working** towards budget submission date in May and this should result in a complete and good quality application submitted in good time. Failure to submit the online work correctly and on time will result in a simple and straightforward decision to decline the budget application.

8.1.1 Budget deadlines for C&S with Summer Activity.

If your club or society **takes part in a large and costly amount of summer activity**, it is possible for you to add further to your budget *after* the budget deadline. **However, you must have your budget complete and submitted along with the rest of the Clubs and Societies by the original submission date and time.** The CSA will arrange for a later date in line with your summer activity timeline to add further to your budget based on your summer activity alone. The online budget will re-open temporarily for your Club/Society adding this further evidence. It is important to note that with this arrangement only budget items from the submission date onwards is accepted. **You MUST request the extension annually it is NOT an automatic entitlement.** You will need to email your reasons for application to Lisa.Ryan@ul.ie by March 1st each year. The CS Exec will consider and approve these requests. The CSA will set a new budget deadline. If you miss the summer extension deadline then you will forfeit your budget or that portion of your budget as a late submission.

8.1.2 When do I start working on Budget Submission?

The simple answer: **SEPTEMBER!** You work on your budget every time your club/society has an event or activity. Even after something as "insignificant" as a committee meeting you will need to get a copy of the minutes and place them in your minute's folder on the Wolves website to earn the points allocated for minutes. **This process/mind-set starts as soon as you return to campus in September.** You should consistently update your points section with new and developing information that will gain you points come the May deadline (log on to your online budget or see section 8.7). You will need to be sure to log on to the on-line budget system and input your income and expenditure items on a very regular basis also. **As long as a C/S has regular activity you will need to regularly update your budget!**

8.1.3 What happens when C&S do not update Budget consistently?

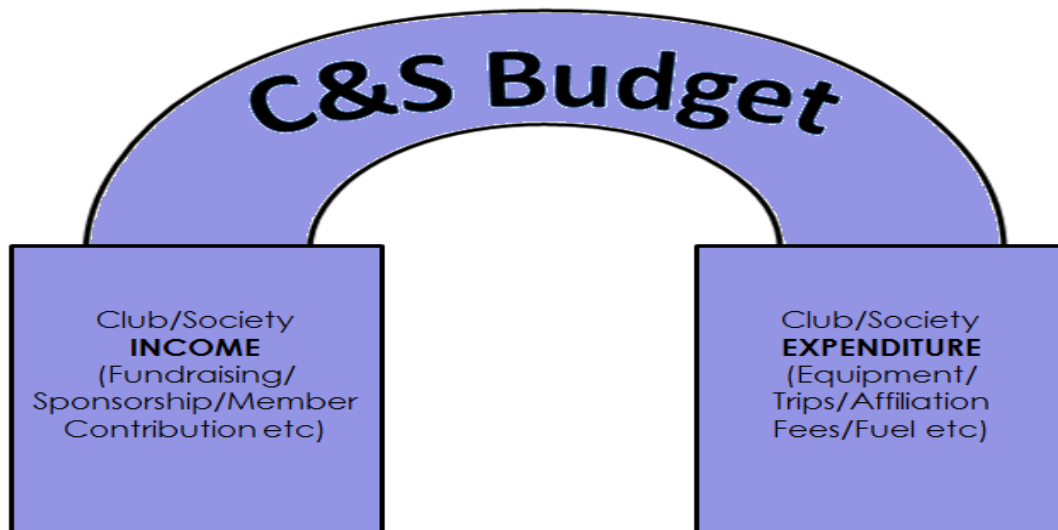
C&S who leave an entire budget or most of their budget to do during submission week normally fail at acquiring a budget allocation for the year ahead, or even securing an adequate amount of funding for the very basic requirements. Committee Members experience stress and are under a lot of pressure trying to do a year's worth of work in the space of a week (exams finish a week beforehand). Something that would have taken approx. 10-20 minutes a week throughout the year now seems like a huge task to the committee or individual(s) charged with putting this piece of work together. At this point, the individual/committee is relying on their memories to compile work after events and activities in the latter half of the year. Sometimes those charged with this last minute task aren't invested and therefore are very poorly informed leading to silly mistakes that will inevitably cost particular C&S an entire year of a budget leaving dozens and sometimes hundreds of members disappointed the following September. The people tasked with this last minute submission realise that they are missing a huge chunk of evidentiary documents as the Club/Society have not been organised throughout the year in keeping receipts/PR/ posters etc. They have no idea about their income/expense ratios and are therefore not capable of working towards identifying the correct financial shortfall in their final submission. This is another huge annual mistake! If you are not aware of the funding shortfall, and the funding your C&S actually requires you will not receive a worthwhile budget.

8.1.4 Educate & UpdateConsistently

The points section is there to incentivise you to run your club/society well and reward you for it; you get points for attending meetings throughout the year/ publicising events accurately throughout year etc. If you and your committee educate yourselves about the budget points-based criteria it becomes easier to achieve the various points on offer. They really are very easy to achieve. Pay attention at the very start (Week 1 Semester 1) you can work throughout the year on gaining 100 points. Should you gain between 60-100 points it would be safe to say that you have been a successful committee!

- There are 2 budget points per quarter year (dates and deadlines emailed to all C&S by the CSA) awarded solely for updating the on-line consistently! **That is 8 budget points up for grabs for updating your budget consistently!**
- Stay informed and invested in the budget process. This will help avoid making silly mistakes. You can check in with CS Staff throughout the year and show them your work to date; they can provide you with guidance and answer any questions you may have.
- With these simple steps, any Club/Society can be confident in their submission of a good quality budget. Which should **contribute to a healthy and useful financial allocation for next year's committee so that the success of your c/s can continue!**

8.2 How the Budget System works in simple terms



You show us what your shortfall is through your budget submission.

Your Clubs or Societies Budget Bridges the Gap between your Income and Expenditure so that participation is affordable for members. Your Club or Society must attempt to try and raise at least 50% of what your committee wish to spend each year through fundraising. The C&S Budget system then attempts to provide the remaining shortfall in funding.

A very important point that many do not take into consideration when it comes to the budget submission is that your income **needs** to support your expenditure. *As a basic guideline generally if a Club or Society is capable of raising approx. 50% of what it intends to spend AND scores above approx. 60 points on the Budget Criteria you will have a much better chance of achieving your shortfall.*

You complete the budget *online* and you will need to include of all the documents required to back up your claims for funding. *The burden of proof is on your committee solely and not the Clubs & Societies Department staff that administrate the budget process.*

There are two sections to your C&S budget

- Income and Expenditure Section
- Points section (this requires "detail", an informed typed/text explanation of your activities – lack of explanation means you will be scored very poorly. Leaving a text box empty means it is not possible to receive any points score. The burden of proof to sell what your Club or Society did in the last 12 months is your responsibility, it is not for members of the C&S Department to remember with 100% clarity what more than 80 C&S do in the course of an academic year).

Both sections are equally important! They are symbiotic- if you do badly in one you do badly in both! You need to complete both sections online and both sections require evidence to be uploaded online too.

8.3 The Online Budget - Accessing & completing your Online Budget

The Administrator for each club and society gives his or her Treasurer permission to access the online budget: You can do this through the manage committee tab on the home page of your committee site.

TITLE	POSTS	LATEST
Review of the C&S Budget Criteria Points & Policies	12	07/Nov (Ben Ki)
Newsletter Replacement	15	01/Nov (David F)

REQUESTS

MEMBERS

ACTIVE MEMBERS: 101

TOTAL REQUESTS: 104

At this stage, the treasurer can access the budget through the "Budget Income/ Expenses" tab on the same home page.

8.3.1 Recording Actual Income and Expenditure

If you do not follow this format, your budget submission automatically becomes an invalid request for funding. If you are unsure about any aspect of this system, or your budget, make an appointment with the CSA or attend treasurer's workshops as soon as possible. This whole system is designed to help people who are not accountants.

Enter in the details of your Club or Society's ACTUAL income and expenditure for THIS year. (This refers to real figures and cash transactions that took place in the AY just ended) into the On-line form.

You make each entry using the "Add Expenditure" or "Add income" Button in the Expenditure section for Type, Category, and Month; add in the description and in the case of income the amount. There is also the option to upload the proof of expenditure/income and then you click the "Add Expenditure/Income item" button.

The image shows two side-by-side screenshots of web forms. The left form is titled "ADD EXPENDITURE ITEM" and contains the following fields: "CATEGORY:" with a dropdown menu labeled "Select Category"; "MONTH:" with a dropdown menu labeled "Select Month"; "PAID BY:" with a dropdown menu labeled "Select Method"; "CHQ/EFT REF #:" with a text input field; "DESCRIPTION: (MIN:10/MAX:50)" with a text input field and a "+ Add a Note" link; and "EXPENDITURE:" with a text input field containing a Euro symbol (€). Below these fields is a light blue banner that reads "Valid Files .pdf .png .jpg .jpeg – Max Size 1.5MB". At the bottom, there is a "BROWSE" button next to the text "ATTACH EXPENDITURE BACKUP FILE" and two buttons: "ADD EXPENDITURE ITEM" and "QUIT".

The right form is titled "ADD INCOME ITEM" and contains the following fields: "CATEGORY:" with a dropdown menu labeled "Select Category"; "MONTH:" with a dropdown menu labeled "Select Month"; "DESCRIPTION: (MIN:10/MAX:50)" with a text input field and a "+ Add a Note" link; and "INCOME:" with a text input field containing a Euro symbol (€). Below these fields is a light blue banner that reads "Valid Files .pdf .png .jpg .jpeg – Max Size 1.5MB". At the bottom, there is a "BROWSE" button next to the text "ATTACH INCOME BACKUP FILE" and two buttons: "ADD INCOME ITEM" and "QUIT".

Remember the burden of proof regarding all your activities, financial and otherwise is on all individual Clubs and Societies committees.

Income Category

- Income – Sponsorship E.g. a company sponsoring the C/S for an event, product
- One off income – Income that will not be available the following year.
- Charity Income – Income that your Club/Society raised for a charity and not the club or society.
- Income – Special App
- Income – Personal – Most Common- Income given by the members directly e.g. their membership fee or their contribution towards a trip.
- Income – fundraising – money you raise from a fundraising event, e.g. quiz, bake-sale, etc.

As you make each entry using the “Add income” button, *make sure* there is an adequate explanation in the “Descriptions” Section.

Expenditure Category

- Capital Expenditure – items for long-term use by the club or society, TVs, Boats, Cameras, trailers
- General Expenditure – everyday items
- One off Expenditure – costs that will *not* be incurred the following year
- Affiliation and Insurance – self explanatory

What did your club/society spend in this academic year (Current) See Green Circle

What does your club/society plan to spend on same budget item in the coming year (Projected) See purple Circle

UL WOLVES REF. #	EXPENDITURE CATEGORY	ITEM DESCRIPTION	PAID BY	CHQ/EFT REF. #	2019/2020 SPENT	2020/2021 PROJECTED	RECEIPT FILE	SUB MENU
E-32466	General	Diesel receipt	Club Transfer	0000	€ 14.16	€ 14.16		...
E-32467	General	Freshers Hike Diesel	Club Transfer	0000	€ 20.00	€ 20.00		...
E-32358	General	Gap of Dunloe Accomodation	Club Transfer	0000	€ 330.23	€ 330.23		...

You may simply project forward your expenditure figures from the past year if you are satisfied that they are an accurate forecast of what it will cost your Club or Society to run next year. **Be sure to seek new quotes from the bus companies, equipment suppliers etc. you are dealing with to be sure you are projecting forward accurate costs for the year ahead.** The Gardening Society is satisfied that the membership to Limerick Gardening Society will remain the same next year so they have projected forward the same figure. You can also project forward a new figure whether it be less or more than the current. For example: The Gardening Society wish to ask Ted Cook to visit again in the next academic year as a guest speaker but are aware that his appearance cost has recently been raised from €30 to €50. They have projected this increase in this traditional cost. You can see €50 is the entry in the projected column for this cost and have backed up this increase with a quote from Ted in the area where you would usually upload the receipt/proof of expenditure. **You cannot project a financial figure forward or decide to round-up figures randomly without an identical piece of paperwork to support the identical increases. If your Club/Society fail to adhere to this requirement, the incorrect entries will not form part of the budget calculations, and removed from your budget. The removed figures do not form the basis of an appeal. In the case of random entries being widely used throughout the entire budget, the entire budget will fail. Once again, this is not subject to an appeal.**

Projecting New Expenditure

When projecting a new expenditure cost for next year, please enter it as "projected expenditure" and also upload your projection document to the item too. And an explanation as to why you need the item and also attach a quote of how much it will cost.

8.3.2 Recording Your Points.

The Points Section within the budget is the agreed "best practice" by your predecessors over more than 2 decades of Clubs & Societies development. These are the agreed indicators of a healthy and organised Club/Society. You are justifying the high standards being maintained OR the improving standards of your Club/Society. You must convince the CSCO & CSA and the rest of the Clubs & Societies Executive why you deserve their on-going support and level of financial investment to support your committee and members aspirations. There is no limit to the amount of text information you can enter in the explanation boxes to "state your case". Use this opportunity wisely and carefully. Do not assume that people know what you have achieved throughout the year. Nobody knows the detail of your Club/Society as well as your own committee and you must "sell and tell" so that the people reading the "points section" who want to give you the best points allocation possible, are empowered by you to do so, such is the quality of information within that text box.

Do not leave these boxes empty as this is grounds for an immediate refusal of your club or society's budget. The CSCO & CSA will look for evidence in your submitted folder to back up the text submitted online.

Committee Up To Date Online (Semester 2):	<input type="text" value="-"/>	<input type="text" value="2"/>	As part of the compliance with the online system all C&S must keep their committee details up-to-date on the committee website. If someone wants to contact a club or society committee member this is where they get the information from. C&S office staff take the contact email and phone numbers from the UL Wolves website only.
4. C&S Council Attendance			
Number of Meetings Attended:	<input type="text" value="3"/>	<input type="text" value="8"/>	A Club or Society will receive one point for every Council meeting attended, up to a maximum of eight points. Clubs and Societies Council meetings will be held at least four times per semester. They may utilise 1 apology per semester if emailed or submitted in writing in advance of the meeting to C&S office staff. Failure to attend without advance apology will result in the loss of Budget points.
5. C&S Awards			
Attendance at hustings:	<input type="text" value="-"/>	<input type="text" value="5"/>	There is 5 points awarded for the attendance of the C&S hustings for CS Awards. The Hustings will are usually held on Tuesday Week 7.
Bonus Points for Winning			
Best Club Overall:	<input type="text" value="0"/>	<input type="text" value="2"/>	If your club won the Best Club of the Year award you get 2 bonus points.
Best Club Event:	<input type="text" value="0"/>	<input type="text" value="2"/>	If your club won the Best Club of the Year award you get 2 bonus points.

8.4. Budget Proof

This very simply is the physical paperwork that backs up each entry on your on-line budget submission. It is advisable that you upload the proof of your income and expenditure throughout the year so that you know it's safely stored on the website.

When projecting a new expenditure cost for next year, please enter it as "projected expenditure" and also upload your projection document to the item too. And

explanation as to why you need the item and also attach a quote of how much it will cost.

Paperwork to be uploaded in the context of financial record keeping in order that you can successfully compile a Budget online includes the following

1. Receipts
2. Letters from sponsors verifying sponsorship amount or to the value of product (this includes Benefits in Kind).
3. Letters from governing bodies re affiliation fees
4. Coaches/trainers must submit paperwork as well with signatures, contact details and address
5. Medical Expenses – Physio' expenses *for matches only* can be included in the budget. Any accident/injury requiring medical treatment is subject to our Personal Accident Insurance.
6. Chequebooks complete with stubs and notes added if necessary to explain entries AND Bank statements with notes pencilled in as to what figures/games/competitions, etc. they actually correspond with should also be submitted online (scanned). Random Bank Statements or amounts that do not correspond with the entries in the online Budget Form are not acceptable. This is particularly relevant when it comes to member's subscriptions and fundraising.
7. Balance Forward the monies carried forward unspent from the last financial year -C&S must provide a final bank statement with their budget submission as a means of declaring a balance forward
[Please note C&S Budget Amendments- Passed on 25th Mar 2014 by CSC.](#)
8. Photocopy of Credit Card Statements (you may black out all other entries not relevant to the Club/Society on a member's private statement).
9. **In the Income section of the budget form DO NOT, include the UL Student Life Budget you received at the start of the year from the previous budget allocation,** as this will show less expenditure over income i.e. you will be asking for less money from UL Student Life than you actually need in real monetary terms. We are trying to ascertain exactly how much money outside of just your fundraising activities you are "short".
10. Missing petrol receipts and exorbitant claims for petrol will not tolerated
11. **No Club or Society should be volunteering to host an Intervarsity midterm with short notice.** These plans have to appear in the budget and not through the Special Apps fund. **Prior consultation and approval from UL Sport required for any sports related intervarsity.**
12. Any Club/Society, which requires qualification rounds prior to a major weekend competitions/tournaments and has qualified for such major competition 2 out of the last 3 years, is entitled to include such projected expenses in the budget.
13. Clubs/Societies, which tend to enter competitions on a sporadic basis, need to consider carefully all competitions they may intend to participate in as a budget entry. Special Apps may not facilitate short-term notice of events next year if the CSE deems that it could and should be planned for i.e. it was not an unforeseen expenditure

14. You must be able to prove guest lectures/speakers expenses vis-à-vis letter headed paper or a letter with their name and address and telephone number and signature.
15. You may of course use the Internet for quotations on equipment. Other Internet quotations, which are valid, include those from Bus Éireann / Irish Rail / Ryanair and the likes. You cannot randomly generate Taxi projections, past receipts/invoices are the basis for these projections.

To assist with your understanding of the UL Student Life Clubs & Societies Budget Procedure and the information detailed in this publication the Clubs & Society Coordinator (CSCO) will run a number of Treasurers workshops throughout the year. The Budget also forms a specific part of the Administration Seminar at the start of the year

8.5. Budget Checklist

You will need to provide an online signature checklist with your budget. You will need three committee members to sign in and to check off everything on the list once they have completed everything on it, and then submit it on the wolves' site. You will not be able to submit any budget unless the entire checklist has been "ticked" and at least three committee members have logged in and virtually signed the document.

8.5.1 Consistency and Communication are key!

Bonus Points for Consistency

This was introduced by Clubs & Societies council as a measure to incentivise C&S Committee's to "do a little often" on their financial management, by constantly updating their budget and avoiding very poor last-minute submissions or in some cases not at all. Those Clubs/Societies that consistently update their budget throughout the year will receive bonus points as follows.

- 2 points per quarter (i.e. four points in total per semester) to those C&S updating their budget throughout the year.
- The CSA will review budgets regularly through each semester and again at the end of each semester to ensure you have been updating your income and expenditure section.
- This consistency will mean your budget will be of a higher quality (not thrown together at the last minute) and will aide you in making the budget deadline

Communication is Key!

The budget process is not *entirely* up to one person i.e. the treasurer. The entire committee have the responsibility to support the treasurer in this process. This ensures the submission by the entire committee on behalf of your members is a good quality budget to the Clubs and Societies office in May.

Your committee need to work *with* you

1. Work together for the year in gaining a budget. That is getting income & expense to desired limits, getting points to maximum possible e.g. attending council meeting, Hustings, 1 Sign up Fairs. Publicising your events/activities/ your club and society in general.
2. Saving all evidence throughout the year so that any C&S can compile the hard copy folder successfully. The treasurer will not be in receipt of much of the evidentiary documentation but all of this documentation needs to be presented to the treasurers

Cosmetic Edits only after Submission Date

Traditionally, if there is an edit required on your Club/Society budget you will receive an email with the details after processing during the summer months. At that time, your C&S has an opportunity to edit before a certain date. This is for cosmetic/ small changes ONLY. Normally it becomes obvious that the applicant Club or Society has made a small mistake. This is not to facilitate a "complete overhaul" of budgets where a club/society committee left themselves short of time during the year and are relying on a "budget edits needed" email in order to perform a "complete overhaul" of their budget. Another cosmetic edit that is permissible is that from time to time small errors or oversight is possible on the Clubs & Societies Departments perspective. With such a significant undertaking to audit 100% of more than €800K worth of paperwork it should be noted that we are more than willing to address these as well when highlighted, so please review budgets after we release them back after the summer process.

8.7 Budget Criteria

The Executive Committee determines an organisation's budget points in accordance with the criteria as agreed by the Council.

Amendments- Passed on 25th Mar 2014 by CSC.

8.7.1 Points specific to all

The following 75 points in the first part of the budget criteria process are generic and applicable to all Clubs & Societies

	Points	Total
Clubs & Societies Sign up Fair Attendance		10
Membership 2	compliance with on-line system	2
Membership 3*	Committee Details On-Line Sem 1	2
	Committee Details On-Line Sem 2	2
		6
Committee Development		
Committee Structure	5	
Handover documentation (1 document per position)	4	
Financial affairs – (Bank Statement of Accounts for the year and change of bank mandate)	3	
Information- (this relates to the Club/Societies provision Of information to the CSE/CSDM when required or asked to do so)	1	
		13
Performance of Club/Society		
No creditors outstanding	2	
No grievances	3	
Track Record of Club/Society	4	
Attendance at Council over a 3-year Period as a percentage of total meetings (90%=3, 70%=2, 50%=1)	3	
		12

	Points	Total
Updating of Clubs & Societies On-Line Budget System		
Awarded to C&S for regular updates per quarter		
1 st Quarter	2	
2 nd Quarter	2	
3 rd Quarter	2	
4 th Quarter	2	
		8
Publicity		
Collective (Central Platform): ulwolves.ie News Feed, C&S bi-annual newsletter, & Wolves Facebook	5	
Individual publicity (Social Media, text groups, email groups, Posters)	4	
Internal UL Media (UL Website, An Focal)	2	
External to UL media	2	
		13
Clubs & Societies Council Attendance		
1 Meeting	1	
3 Meeting	3	
5 Meeting	5	
8 Meeting or more	8	
		8
Attendance at CSC- Best Club & Society Hustings		
		<u>5</u>
		75

8.7.2 Points Specific to Clubs

There are 3 Categories that all Clubs are sub divided into according to their suitability to be scored as per the agreed criteria by Clubs & Society Council. The following are the relevant categories

Category A	Category B	Category C
American Football	Archery	Karate
Athletics	Badminton	Krav Maga
Basketball	Boxing	Sub Aqua
Soccer	Equestrian	Tae Kwon Do
GAA	Surf	Brazilian Jiu Jitzsu
Ultimate Frisbee	Handball	Parkour
Hockey	Kayak	Skydive
Rugby	Outdoor Pursuits	
Ultimate Frisbee	Trampoline	
	Mountain Bike	
	Rowing	
	Windsports	
	Skydive	
	Swim	
	Athletics	

The following are the criteria specific to each category

Category A Criteria		Points	Total
Number of Teams	1	2	
	2	4	
	3	6	
	4	8	
	5+	10	10
	3	3	
Number of scheduled Games <i>(including inter-varsities)</i>	6	6	
	9	9	
	12	12	
	15	15	<u>15</u>
			25

<u>Category B Criteria</u>	Points	Total
Level of competition		
– County	2	
– Regional	4	
– Provincial	6	
– National	8	
– International	10	10
Level of participation	3	
– Beginners	3	
– Intermediates	3	9
– Advanced		
Event Frequency		
– weekly	6	
– fortnightly	4	
– monthly	2	<u>6</u>
		25

<u>Category C Criteria</u>	Points		Total
Grading			6
	< 5 people	>=5 people	
Level of competition			
– Provincial	1	2	
– National	2	3	
– International	3	5	5
		Max	5
Seminars			
Level of participation			
– beginners		3	
– intermediates		3	
– advanced		3	<u>9</u>
			25

8.7.3 Points Specific to Societies

To account for the diversity of Societies activities and interests, they may score on each section singularly or collectively up to a maximum of 25 points. All events can only be listed and scored in one section only (The choice is the individual Societies to make)

Showcase Event:

It will bring with it an increased workload and planning beyond the normal levels of the Society. If the event in question is not new and took place before, the effort involved shall be on par or greater than the previous attempt.

The CSE will consider the submission from any Society based on the following:

- Pre-Planning – possible Society sub committee
- Higher associated costs
- Successful Sponsorship
- Attempt to involve the broader campus community beyond their own membership and/or external involvement via wider community or other third level institutes
- Visible Profile on campus including a media profile
- Prestigious speakers-politicians and personalities
- Campus Based event

Profile Speaker.

This is a respected speaker either inside or outside their field of expertise. The Society must provide a biography of the speaker detailing their achievements to date and explaining why they are a profile speaker

- Politicians/Journalists with a national and/or international profile
- TV/Showbiz personality
- An Accredited Academic- within UL and/or are considered one of the most eminent experts within their field such as Senator David Norris or James Joyce
- High Profile Industry/field of speciality

Ordinary Speakers

Any other speaker such as local councillors, local activists that do not satisfy the conditions for a "Profile Speaker" above would be regarded as ordinary speakers.

SOCIETIES Criteria

Points

Total

Guest Speakers

Ordinary (1 points per speaker)

Profile (2points per speaker)

Number of Events

(3 points per Event)

Showcase Event

(6 points each)

25

Bonus Points for BOTH Clubs & Societies

UL Best Club/Society Winner	2	
UL Best Club/Society Nominee	1	
UL Best Club/Society Event Award		2
UL Best Club/Society Event Award Nominee	1	
UL Best New OR Improved Club/Society	2	
UL Best New OR Improved Club/Society Nominee		1
UL Best Fresher for a Club or Society Winner	2	
UL Best Fresher for a Club or Society Winner	1	
BICS/CUSAI National Award	2	
Representation on Governing Body		
Provincial	1	
National	2	
International	3	
Intersarsity & Competition Winners		
Provincial	1	
National	2	
International	3	
Development of Competency of members*		<u>2</u>

*Defined by CSC Tuesday March 25th 2014 as "Promoting sustainable practice/training & Self-sufficiency" - (i.e. payment for the attainment of certification or Expertise in return for these services to be provided to the Club or Society free of charge thereafter)

8.8 Appealing Your Budget Award

In order to make an appeal you must adhere to the following

- * Submit an email stating the reasons for an appeal **based on the budget information submitted originally**. The email is sent to the UL Student Life President (StudentPresident@ul.ie) and Head of Student Engagement (Paul.Lee@ul.ie) **within three university days of notice of budget awards/scores**.
 - * They will then request the appropriate Appeals Committee to meet and must present all relevant documentation to that Appeals Committee as was presented to the CSE when determining the appellant's budget allocation.
 - * The Appeals Committee shall then meet two university days after they have received the appellant's letter. The Appeals Committee shall review all the documentation supplied to them regarding the appellant and the criteria and weightings used by the CSE.
 - * The Appeals Committee shall request the appellant and the members of the CSE who processed the budget allocation to appear before them.
 - * The Appeals Committee shall judge appeals on the merit of the criteria used by the CSE.
 - * If the Appeals Committee decide to grant additional points to the appellant Club or Society, the Special Applications fund is the source of the additional provision of finance. **However, they may also reduce the figures awarded based on the information provided as well.**
 - * The Appeals Committee having heard the appeal shall decide on the final figure of the budget allocation by voting, which shall be by majority. Their decision is final and binding.

8.9 The Appeals Committees

In order to hear appeals the Council has constituted two independent Appeals Committees, one for Clubs and one for Societies, each consisting of three members. The Committees are elected from a panel of delegates attending the Administration Seminar and this is their sole function, and once Appeals are complete, they cease to function as a Committee. The following is the process of election:

Delegates attending the Administration Seminar shall nominate two panels of six people each (six from Clubs and six from Societies). The nominees are then numbered from one to six, through means of a lottery conducted in public before all delegates at the Administration Seminar. Those nominated who fall between number 1 and 3 inclusive are elected to the Appeals Committee, on the condition that they are not members of the CSE Committee or a member of an organisation that subsequently appeals their budget allocation. Should it transpire that a member or members who are nominated to the Appeals Committee are members of a Club/Society that have submitted an appeal, that member shall resign his/her position on the Appeals Committee and shall be replaced by the member of the panel who is next in line to be nominated. (I.e. numbers 4, 5 or 6)

8.10 Accessing Your UL Student Life Budget

Once the email with the final budget awards/scores goes to all C&S Committee, and we have already entered a new financial year (from 1st Oct). You can draw down your budget in three ways. **Please note in order to avoid misappropriation of funds the final budget awarded to each C&S is NOT transferred into C&S private bank accounts, it is held centrally by the UL Student Life. The following is the process to access funding**

8.10.1 Submitting a Capitation drawdown request

You can request a Capitation drawdown from your C&S budget allocation, to be made payable to your supplier or to your Club/Society if it is a cost we are reimbursing you for.

CAPITATION DRAWDOWN REQUEST ✕

ⓘ Pending Capitation drawdown requests have not been deducted from "remaining" figures shown below

BUDGET:	<input type="radio"/> CORE (€0 remaining) <input type="radio"/> FOREIGN
AMOUNT BEING REQUESTED:	€ <input type="text"/>
DESCRIPTION OF WHAT THIS WILL BE USED FOR:	<input type="text"/>
PAY BY:	Bank Transfer <input type="text"/>
PAY TO:	<input type="radio"/> Archery Bank Account <input type="radio"/> Committee Member <input type="radio"/> Supplier

X Bank Account - Money goes directly into the X Account.

Committee Member - Money goes directly to a committee members bank account.

Supplier - Money goes directly to the supplier's bank account.

The procedure for Capitation drawdown request is as follows:

Two of the four/five members of a C&S Committee have to electronically sign the "capitation submission" accompanied by the relevant receipt or Pro-forma/quotation/Invoice. Submit on ulwolves to be processed.

NOTE: Capitation drawdowns must be submitted on Wolves before 3 p.m. on Wednesday to be processed on weekly finance day (Thursday). There is no excuse for failing to plan in advance of events by at least five working days. The transfers will be sent to our accountant on Thursdays once Aisling and I have approved them.

Each year the main problem with accessing budgets is the insufficient paperwork that accompanies each capitation request. To avoid any delays in accessing your funds please ensure the following;

1. All receipts and invoices add up to total requested
2. All receipts/invoices are on valid company headed note paper

- **Valid Invoice**
- For UL Student Life C&S to classify an invoice as a Valid Invoice, the following information is required to be shown and stated on all supplier invoices.
 - Name and address of supplier
 - Supplier Vat or Tax registration number
 - Date of invoice
 - UL Student Life C&S address
 - UL Student Life C&S Purchase Order Number – where provided by UL Student Life C&S or its agents.
 - Full description of works, goods or services provided, including the address of the place with works were carried out.
 - Date of supply of works, goods, or services
 - Unit prices of works, goods, or services
 - Cost of works, goods, or services- excluding VAT
 - Vat on cost of works, goods or services – unless Reverse Charge applies
 - Supplier bank details
 - Supplier name
 - Name on bank account
 - Account number
 - Sort code
 - IBAN Number
 - Bank branch name and address
 - A valid invoice is considered to have been received by UL Student Life C&S when it is received in the following manner
 - Post or hand delivered to UL Student Life's C&S registered office
 - Email to – lisa.ryan@ul.ie

3. Invoice number is clearly printed and VAT number where applicable (all Clubs and Societies are liable for VAT payments unless part of a registered charity so it must be an inclusive of VAT amount requested)
4. Contact name and signature of person issuing receipt/invoice
5. In the event of a private individual selling/providing equipment or services, the Accounts Dept. require a letter from the said individual outlined the sales of

goods or services complete with address and contact details and signature of that individual.

8.10.2 Using the Clubs & Societies Credit Card

The Club/Society may use the credit card through the following steps:

For the C&S office credit card, you'll need to contact Lisa Ryan in the C&S office to arrange to pay suppliers over the phone using the card. It can be useful to pay for large purchases. Any capitation request requires two signatures from the committee to be finalised. Can use by drawing down funds from your allocation. Forms to be submitted on UL Wolves. You still have to request the capitation in the same way as normal for it to be approved. The credit card payment will be done on an agreed time in the presence of a committee member and a C&S Staff member (usually the C&S admin).

CAPITATION DRAWDOWN REQUEST x

ⓘ Pending Capitation drawdown requests have not been deducted from "remaining" figure shown below

ALLOCATED:	€ 100.00
REMAINING:	€ 100
AMOUNT BEING REQUESTED:	€
DESCRIPTION OF WHAT THIS WILL BE USED FOR:	
PAY BY:	Office Card
PAY TO:	<input type="radio"/> Supplier

Valid Files .pdf .png .jpg .jpeg – Max Size 3MB

Select file Browse

- Produce a valid receipt or quotation and attach it to the Credit Card submission on the wolves.

Please note that the credit card is for a transaction-by-transaction basis only.

9. SPONSORSHIP & FUNDRAISING

Nationally, all voluntary organisations sporting or otherwise require a capacity to be able to raise sponsorship or engage in fundraising and third level Clubs & Societies are no different. You will be aware from the financial section of this publication that unfortunately UL Student Life Clubs & Societies budgets only subsidise activities they cannot pay for 100% of the running costs but endeavour to meet 50% of the costs as far as funding from the University allows. For this reason, all C&S out of necessity, must be involved in some form of alternative fund-raising. Your ability to be subsidised through the UL Wolves budget system is based on your ability to demonstrate your organisation capabilities AND your ability to raise income. Typically, if you raise 50% over the course of 12 months there is a particularly good chance the budget will provide matching funding for the remaining 50% that you need. So being able to generate "new" funding streams annually is VERY IMPORTANT.

The annual demand of course is to make events exciting, interesting, and more affordable to increase participation and engagement BUT Committees need to educate the membership on the financial realities right from the very first AGM. This can be achieved through a simple financial presentation very clearly outlining income and expenditure targets, and the work required to achieve that from the whole membership.

It is important to convey that you are all volunteers and no committee by itself can generate worthwhile funding without support from the membership. Their support is vital to attend your fundraisers preferably with friends, housemates whether that is table-quizzes, drama productions, raffles, cake sales, etc. No committee on its own can deliver the fundraising commitments without a collective buy-in to the plan for the club/society by its members. It is especially important that the ownership for the financial fortunes of the Club or Society are communicated clearly.

With this first step taken then the committee can embark on trying to generate the fundraising ideas necessary. When the idea is developed and ready to be put into action that is the point you remind the members of the AGM and their obligations and so you request their support as volunteers if it is a large event or as attendees. If they fail to support, then the committee cannot be held responsible for the inaction of the members. This also minimises criticism but can also galvanise a Club or Society with your call to action.

With a local fundraising event, you do have 100% control over these rather than waiting weeks or months as the case may be for a reply to a sponsorship letter. A lot of the time, a response to sponsorship is not always quick or within the timeline of the academic year that you might like. Therefore, you can see it takes a lot of pre-planning to be successful in Clubs & Societies, and committees need to invest time in January and/or during the summer to get the full rewards of successful sponsorship and indeed fundraising.

If all of your best efforts to attract a corporate sponsor fail, then another option is to organise events with other C&S of a similar size. Pool your respective contacts,

committee and membership resources to organise a joint venture such as novelty fundraising (sponsored leg waxes for men seem popular!) or large well-co-ordinated table quizzes or raffles. A regular well run weekly/fortnightly table quiz with attractive prizes can be very lucrative and may offset the pressure of seeking one big corporate sponsor. The Stables Club, Pavilion and Scholars Club would be very willing to assist Clubs & Societies who are organised.

If you think originally and professionally, and plan a long way out to coincide the draw with a big event i.e., Irish International in Rugby/Soccer/Champions League or holiday celebration i.e., St. Patrick's Day, then your chances of success are greatly increased.

The default and safe position in terms of fundraising in this country for a long time was bag packing at a major grocery retail outlet. It is worth noting that many of the big retail supermarkets in the recession had responded to their customers concerns by removing the bag packing opportunities, so that hard-pressed customers did not feel obliged to give money to some over eager bag packers waiting at the bottom of their conveyor belt. Nowadays it appears that decision is beginning to be relaxed again. The problem with bag packing is that it is very soft money and many had become very dependent on it. The ability to generate €1500+ over one or two prime nights in a major retailer is possible. If you do not succeed with your bag-backing request to a large grocery outlet, you need to prepare for the hard graft of being more creative to fundraising, which invariably will be more time consuming and most likely will not be as lucrative for such little effort.

The success of sponsorship and fundraising determines the volume of money required from the membership in the form of "personal contributions" for the "balance". Whilst some people might be willing to do this within reason and as long as it is not a regular occurrence, the more you turn to charge your members the more, it is akin to a "pay-to-play" mentality, which will affect the development of your club/society activity. If the expectation for your member is constantly dipping into their pocket ("personal contributions") to take part in your activities, you may weaken your membership base or even the perception of your club/society.

9.1 Corporate Sponsorship

Some of the corporate businesses tend to realign their corporate responsibilities to specific local charities or have simply withdrawn that optional extra from their balance sheet. You should try to determine this from the relevant department Finance/Marketing before developing elaborate plans.

This is *hard money* to acquire and is almost an art form in itself but if tackled properly and professionally could set you up for the year and beyond. This is where you must have your act together collectively as a Club or Society. Poor preparation generally leads to the aggressive pursuit of prospective businesses for sponsorship and they know that too. **Sponsorship is not soft money; it takes a lot of effort, preparation and professionalism to obtain.** It is a polite way of you and your organisation getting money out of a commercial concern in return for them being associated with a prestigious,

professional event or series for events or teams. Okay, so you want their money but why should the particular company bother to give sponsorship to you, as opposed to putting the money into advertising or free stationary or local charities? You have to make your request for sponsorship look as if it is an excellent opportunity for the company to be involved. You should be able to explain the range of different benefits that you believe will accrue to the company from their sponsorship and involvement with you. Standard benefits would always include use of the company's brand name, logo, colours etc. on programmes, dinner menus, tickets, web pages, social media links, bunting or any other such promotional paraphernalia. It is also an essential courtesy, to invite the person(s) you have been dealing with (or their nominee), to attend the official opening or launch of the event.

There are three main types of corporate sponsorship:

1. Cash
2. Sponsorship in kind, i.e. Apparel, travel vouchers, etc.
3. Advertising - Often some companies prefer to negotiate a package involving some cash and some of their products as well as their corporate image/logo etc. being associated with the publicity and promotional activity of the event.

9.2 Choosing a Sponsor

It is always difficult to find the right sponsor for you. Try to match the sponsor with the sport/activity involved. Ideally, there should be some tenable connection to the sponsor's product range, image or market orientation.

Past Examples include:

- The Sailing Club being sponsored by a water filtration company and using their logo on the sails.
- The Computer Society receiving €100,000 of equipment from Sun Systems
- The OPC and River Deep Mountain High
- Law Society and various solicitors and legal firms

Despite the obvious advantage of knowing someone on the inside, you should not be lulled into a false sense of security and neglect to prepare as professionally as you would have done if you did not know the son or daughter of Dells Managing Director!

9.3 Where to get sponsorship?

1. Check with the people and firms you are involved with doing regular business with first e.g. equipment suppliers or bus companies etc. Expecting people you have minimal or passing business with may not be very productive
2. Look on campus at the companies who do business with the University. You should find a list of companies that do business with the University of Limerick on the UL website under its procurement section.

3. Plassey Technological Park has a large number of organisations that students know very little about and perhaps these companies might wish to heighten their profile, the same would go for the likes of the East Link Business Park, Raheen Industrial Estate, the Shannon Industrial Estate, Shannon Airport, etc
4. Check the Limerick City and the Shannon Region in terms of the various Chambers of Commerce and the likes of the Shannon Development. There are scores of companies, firms, etc. that do massive business in the region and employ UL graduates.
5. Keeping abreast of current affairs as new companies come on stream can offer opportunities that might fit with their marketing plan, target audience or core business

9.4. Practical Advice on Sponsorship

It is best to look for sponsorship at least 4 or 5 months in advance, as firms tend to handle all pleas in a systematic way that can be time consuming and does not always fit with your academic calendar. **Proper professional correspondence is vital in securing that sponsorship deal. You need to carefully record and file all communication especially when it may potentially involve thousands of euros.** In addition, it is useful information to track and review the success of a particular approach. Such information really should be contained within your annual handover documents. It is possible to play companies, hotels, printing companies etc. off against each other to drive the best deal. This requires a tactful rather than a forceful approach. Do not ever annoy or damage relations with a sponsor and, out of courtesy offer them first choice on any new event or activity that you are doing (if they have been a worthwhile sponsor), or even just doing your annual event again.

Always keep records of all correspondences with potential sponsors i.e. a letter or email as this will aid in clarifying the exact terms of what you and the sponsor have agreed. At this point, you should be in a position to enter into a formal written agreement stating clearly the obligations under this agreement for both parties. Do not be shy or embarrassed about being professional in your dealings. **Always be wary of the fact that down through the years the C&S often encounter trouble based on verbal sponsorship agreements that fall through. Verbal agreements are worthless. Do not spend money on the strength of such commitments. Always follow up on a verbal conversation with an email to capture the agreed details.**

Go out of your way to facilitate your sponsor and show you are willing to assist them by hanging up their promotional equipment and corporate branding where possible. Consult with the Head of Student Engagement, as the University may not permit certain types of advertising or even certain types of sponsorship on campus. Keep abreast of local and national current affairs because depending on a marketing approach some firms/companies could "fit" well with your event and demographic. Exploit all connections possible and you may wish to keep the C&S Department informed of developments through their respective offices.

Golden Rules if you are successful in obtaining sponsorship:

1. Do not promise what you cannot provide
2. Always provide what you promised
3. Always send an official "thank-you" on letter headed paper with your logo, name, club/society name, your position, address (i.e. C&S Office) and phone number thanking your sponsor for their donation, be it financial or otherwise no matter how big or small. It is worth noting during the festive season a Christmas card is an excellent gesture and this keeps you in the mind of your sponsors as they prepare to enter a new financial year.
4. Inform the sponsor what his/her sponsorship was used for including a copy of the advert in the "match programme"/"An Focal" and/or links to web page, or how they benefited by sponsoring your Club or Society.
5. A photo opportunity with a reliable photographer is very important to give both your club/society and the company some very well earned exposure. "Milk" this for all it is worth and you are one-step closer to being a valued repeat sponsor.

Remember that ingratitude or thoughtlessness is a cardinal sin in the world of sponsorship. You constantly have to go the extra mile to keep a presence overtly and subliminally in the mind of a potential sponsor(s). Going back to the section on communication, how you communicate and how organised you are sells the positive message that your club or society is an organisation that the potential sponsor can indeed do business with.

9.5 Campus Sponsorship

The Pavilion, Stables Club, Arena Sports Club and the Scholars Club – these entities are on campus even though referred to as bars they actually have "Club licenses" as opposed to "pub licenses" and as such, the student body makes up its membership unlike a pub. As a by-product of this arrangement, all the aforementioned have in the past had a sponsorship funding or support available, which C&S should explore. In more recent time though it appears such funding is used in a very targeted way for those who engage with the management on well organised and well thought out ideas. They request you to submit an application for funding and generally reward requests with cash or sponsorship in kind i.e. meals. However, they look for your business as a Club/Society in return and that is how they determine who qualifies for funding. Therefore, if you are smart you will run different Club/Society functions in many of the premises in the course of the year to strengthen your hand at securing sponsorship.

10. ESSENTIAL CLUB OR SOCIETY EVENTS

There are several events in particular namely the Administration Seminar(s) (Semester 1) and the Sign up Fair in Week 1 of Semester 1 and Week 2 of Semester 2

10.1 Clubs and Societies Sign up Fair



Week 1 of Semester 1 is a fundamentally important part of the development of all Clubs & Societies. It is a key opportunity for getting people to “sign- up” but it is **essential** to offer some activities to sell your Club/Society and to translate this into participating membership. A healthy Club or Society depends on new members each year and often each term. Many of your prospective members generally sign up to more than 1 C&S and tend to make the choice as to which one MAYBE two is actually worth their time based on the organisation and positive experience in the first few weeks. That is why many C&S membership does not translate into active membership over the course of the year. **Recruit new members and run activities for them over the first five weeks before they become stifled with various academic endeavours. Organise an introduction night or special fun competition or event in your sport/activity to encourage the new and dormant members to participate. (Sometimes off-campus locations may offer the best opportunity initially to “gel” much better, as people tend less to wander off to their other more familiar friends/classmates).** Within the budget (and within reason) the C&S Exec actively promote and encourage legitimate budget expenses for “team building” such as i.e. bowling, paintball or trips to the UL Activity Centre high ropes course.

The second semester Sign up Fair is very much a voluntary event and is not a compulsory requirement tied to the budget criteria. On average, we have approx. 50 of the 70+ Clubs & Societies in attendance in the foyer of the University Concert Hall. This has grown by popular demand to give new international students, returning co-ops or anyone new to the campus or even current students receiving a more favourable timetable another opportunity sign up.

General recruitment is a time consuming process and various methods suit individual Clubs and Societies differently. It is useful to remember that you should maximise the positive differences and activities particular to your organisation.

10.2 Administration Seminar(s)

The Administration Seminar(s) complements this publication and offers a more personal presentation of the information by the C&S Department. This is specifically set up for those who have not been involved in running a Club/Society before and are about to take a position on a committee for the first time. The various components of the Seminar also allow for a question-and-answer session and for people to interact with the full-time staff of the Clubs & Societies Department throughout the seminar. **It**

is important to remember that one person will be able to represent only one Club or Society. In the past, the situation has been that a single person representing multiple C&S has the effect of spreading the information and ideas too thinly. You are required to send a minimum of two people to attend the Administration Seminar(s) but the intended benefit and objective diminishes considerably if the only two representatives present have attended previously. From the point of view of "continuity" and "growth" of your respective Club or Society try to ensure that the representatives are from different academic years (i.e. 1st, 2nd year and 3rd year). Those C&S serious about improving and developing their existing structures should ensure that the "new decision makers" of the Club or Society are present as well.

As the importance of understanding this information is paramount to running a successful Club/Society and that C&S Members get the benefit of their fellow students' capitation we take that financial investment very seriously indeed. To the point that non-attendance at either of the two seminars carries a 50% fine for each seminar missed within the budget system and is applied to the "Total Budget awarded" column. This was reviewed in 2015 which will see a proposal approved to apply the 50% fines to the "Total Asked for" column within the budget calculations which would still be a very harsh penalty but slightly less punitive than the 50% fines. 25% is carried by each attendee over the two seminars, meaning if one person misses a seminar or is late/leaves early, a 25% fine will be applied, if it's 2 people 50% fine etc.

For more information on Admin Seminars please see [SOP-004](#)

10.3 Best Club & Society of the Year Awards

In Semester 2, the Clubs & Societies Executive will put out a call to all Clubs & Societies committees to consider their achievements in the previous 12 months. The intention is to see if the quality and calibre of their organisation, events or an individual member in their view merits consideration by their peers with a view to receiving an award. The following is the 14-point Policy on the Hustings process and timeline.

Clubs & Societies Hustings for the Best Club & Society of the Year Awards: [Passed on the 11th February 2014 by Clubs & Society Council \(CSC\)](#)

1. There shall be closed awards submissions – Only the Clubs & Societies Senior Coordinator and Clubs & Societies Administrator will be able to view awards until the chosen deadline has passed
2. The actual number of submissions in each category will be made public once the nominations for the long list are open. This will be available through the UL Wolves website, but the anonymity shall be maintained, and the content kept private until the deadline has passed.
3. Once the Clubs & Societies Executive agree to the chosen shortlist which is a maximum of 3 nominees per category, only then will the original on-line submission be made available. This will be provided through the Wolves website for all committees' members of Clubs & Societies through the dedicated committee section.
4. There shall be a 2000 Word limit on awards submissions (500 per section)

5. In the event that a Club or Society Committee chooses not to make a submission OR fails to submit in the "Club/Society Person of the Year", an individual member may choose to do this on his or her own behalf with the committee's approval.
6. A Club or Society may choose to nominate more than one member into the category of "Best Club/Society Individual of the year"
7. If a Club or Society chooses to submit an application for the category of "Most Improved Club/Society of the Year" they are then ineligible for the category of "Best Club/Society of the Year Award" and Vice-Versa.
8. The Chairperson has the right to interrupt any Husting where the speaker is deemed to putting forward incorrect information or information outside of the permitted 12-month calendar timeline. The Chairperson may also interrupt if the person(s) husting chose to infer that a future event has already taken place. All Hustings will be 3 minutes regardless of the number of times the Chairperson might interrupt. Individual Clubs & Societies need to consider very carefully their content before Hustings begin and may seek a clarification prior to commencement of the Hustings.
9. Members of the Clubs & Societies Executive must declare any conflict of interest concerning their Club/Society memberships or personal involvements. While an ordinary, membership will not preclude an Executive member from the shortlist process if they hold the office of a committee member of any Club or Society they will be precluded from deciding the shortlist in any category that affects their individual Club/Society.
10. In a given year if there is a large number of the current Clubs & Societies executive that are deemed to be in conflict then it shall be permitted for the remaining Clubs & Societies Executive members to co-op former members of the Clubs & Societies Executive onto the short listing panel once they too are deemed not to be in conflict. This is to safeguard a broad involvement in the shortlist process in the interest of fairness and balance.
11. If in a given year if there are less than 3 nominations in any category, the Hustings may proceed with just 2 nominations. The Clubs & Societies Executive are not entitled to alter this category in any way.
12. In order to be eligible for the Club or Society Event of the Year, the chosen "event" cannot be a multiple of distinctly different events over a prolonged period of time. During the short listing process the Clubs & Societies Executive decision is final.
13. The Paddy McHugh Fresher of the Year Award is not subject to the Hustings process although Clubs & Societies may nominate a fresher through the on-line submission process. It shall be decided by the non-voting members of the Clubs & Societies Executive on a similar basis to the Jason Hackett and Mike Sadleir Awards of distinction. In this way the secrecy of the award winner to be announced on the night of the Clubs & Societies Ball is preserved.
14. The Clubs & Societies Executive may at their discretion encourage Clubs & Societies they believe are of a sufficient standard to consider applying through the long list process.

Timeline for Awards Process

- Wk. 4: Submissions for the "Long list" shall open to all Clubs & Societies on Monday of Week 4.
- Wk. 5: Submissions close in Week 5. The deadline is final. The Clubs & Societies Executive may review submissions once the deadline has passed
- Wk. 6: The Clubs & Societies Executive Shortlist will be announced no later than Friday of Week 6
- Wk7: Hustings shall take place on Tuesday of Week 7
- Wk8: Winners shall be announced at the Clubs & Societies Ball in Week 8 of Semester 2

The format of the hustings on the actual night is as follows

24 C&S presentations x 3 nominee's x 4minutes (3 to present/1min changeover and set up allowance) = 96 minutes

1. Best Club & Best Society
2. Best New or Improved Club & Best New or Improved Society
3. Best Club Event & Best Society Event
4. Best Club Individual of the Year & Best Society Individual of the Year
 - Full attendance of Clubs & Societies required to be able to avail of 5 budget points
 - Ballot Papers are available in a book format –stamped and signed OUT and IN by designated core committee member ONLY.
 - It must be the same person.
 - FULL booklet return
 - Clubs & Societies Executive will record and distribute.
 - Venue: Jonathan Swift
 - Start time 6pm (until 8pm refreshments afterwards).
 - All presentations should be pre-loaded for set up to PC-Laptop/Screen so you will need to submit to info.clubsandsocieties@ul.ie no later than noon on the day

Maximising Your Presentation

- 3 Minutes requires rehearsal and dummy run for maximum usage of time (not as easy to provide 3 min's of good information as it seems)
- Hit the full 3 minutes – use your time wisely
- Is the event unique? If so why?
- How did you maximise resources (people and cash) - what were the logistical details and obstacles to be overcome?
- How many people attended?
- If this not a first time event and has been organised before, has it now improved, in some way?
- Was it a significant event? Locally-nationally
- Was there a big profile to this event?
- How does the event benefit the club/society development?

- Was there additional sponsorship secured?
- Pre-load your presentations and make sure that the software is compatible with laptop being used on the night
- Core committee members must take the responsibility to represent and present on behalf of their club/society nominee for best club/society individual of the year. Very good candidates are continuously being done a disservice by the committee in this regard and coming across very lame on the night
- Verbal presentations on their own have not been successful- technical and visual aids enhance presentations
- No private jokes, pitch to the audience on the basis they don't know the inner workings (which many don't know) of your club/society activities or individuals
- Relevant timeframes must be observed – **The Chairperson on the night will ask people to discount any information not directly relating to correct timeframe in the interest of fairness**
- You are not permitted to pass out freebies/sweets and other inducements on the night inside or outside the premise prior to Hustings
- Limiting the number of people to present offers the best maximum effect and use of time –gimmicks can and do waste valuable time with the 3 minute allotted timeframe. Not to mention Gimmicks may also prevent relevant information being presented for the audience to determine on an informed basis why you deserve their number 1 vote

All the votes are collected and counted in secret by the Head of Student Engagement, CSSCO, UL Sports Administrator & UL Arts Officer with winner announced on the night of the Clubs & Societies Ball

For information on how to put your club/society forward for an award, please see SOP-031

10.4 THE BEST BALL of the Year – Clubs & Societies Ball

The C&S Ball is an annual event on the C&S calendar, which takes place (Week 8) which tends to be the week of St. Patrick Day. **It is a formal ball (tuxedo, suits and evening dress mandatory, no casual clothing)**, with band, DJ and an excellent 4-course meal. It is the end of year bash for C&S as many activities' competitions end as exams loom on the horizon and in excess of 400 people normally attend it. It is also when their own peers formally recognise the best C&S achievements of the year.

There are five categories in all and 10 individual awards,

Clubs

1. UL Best Club of the Year Award
2. UL Best Club Event of the Year Award
3. UL Best New OR Improved Club of the Year
4. UL Best Club Person of the Year
5. Paddy Mc Hugh Best Fresher Award in a Club

Societies

1. UL Best Society of the Year Award
2. UL Best Society Event of the Year Award
3. UL Best New OR Improved Society of the Year
4. UL Best Society Person of the Year
5. Paddy Mc Hugh Best Fresher Award in a Society

The selection of the winners is by secret ballot from the Hustings the week earlier. As the winners are a closely guarded secret until the last minute, this tends to add to the excitement of the occasion. Two other awards made on the night are at the discretion of UL Sport and the University's Arts Officer and are awarded to individuals who are considered to have made an outstanding contribution to Clubs or Societies during their entire time in UL.

1. University of Limerick Arts Office Sponsored - Mike Sadlier Award
2. UL Sport Sponsored - Jason Hackett Award

Mike Sadlier and Jason Hackett are former members of Clubs & Societies who passed away tragically whilst still being a student in UL at the time as indeed did Paddy McHugh. Their memories have been commemorated through these specific C&S Awards <https://ulwolves.ie/about/memorials>

Clubs & Societies are strongly encouraged to reward the effort of their Committee for all their voluntary contributions in the course of the year (hundreds of hours in some cases) to a good night as a small gesture of thanks. They may do so by budgeting for their ticket expenses for the C&S Ball in their budget submission the figure of €50 per ticket is automatically deducted, and placed into a "C&S account" and tickets distributed the week of the Ball (See Policy below). This amount deducted secured until the week of the Ball so be prudent in your requests. This money is non-refundable. This process enables the Clubs and Societies Department a working budget to organise and promote a highly professional event in a four-star hotel befitting of your tremendous voluntary efforts.

*Policy on the "Distribution of Clubs & Society Ball Tickets"
Passed at Clubs & Society Council Meeting #2
11th – Feb-2014 Semester 2*

1st Round Ticket Allocation

Clubs & Societies will be entitled to request Clubs & Society Ball tickets based on their total membership numbers and committee size from the end of an academic year. Tickets may be requested as part of the annual budget process due for submission in the month of May.

- Less than 100 member = 5-8 tickets
- More than 100 but less than 200 Members = 10-13 tickets

- More than 200 members = 15-18 tickets

2nd Round Ticket Allocation

Clubs & Societies who do fail to secure a budget, or perhaps are newly formed, or did not request through the budget may apply for surplus tickets. Once again this is based on the membership numbers and committee size criteria after the budgets are released in September.

3rd Round Ticket Allocation

Tickets available after this will go on general release on a first come first serve basis and will not be limited by membership criteria.

11. GENERAL INFORMATION TO C&S MEMBERS

11.1 Advice to Clubs from UL Sports Department

All sports clubs requiring Sports Facilities (Maguire's, North Campus, Astro Pitches), Arena Sports Hall, PESS Sports Hall, 50m & 25m pool, Climbing Wall, Outdoor Athletics Track etc. are allocated times within the UL Sport facilities and are controlled by the UL Sports Department. Be sure to understand the booking procedures and requirements especially to avoid disappointment or frustration, AND to compliance with Rules and Regulations.

Be careful not to cut teams and concentrate on the basic number to field an IntersVarsity team. This can be detrimental to the Club structure and may lead to the Club's demise. You should first consider offering the non-elite players or participants a role in both the activities and running of the Club. Any club in their competitive area is only as good as the committee that is the driving force of the club. Fun/Social events take time - they may not win you medals or cups but they do ensure that your Club organisation just does not become an extension of a particular syllabus or another pure competitive activity. There can always only be a designated number of members good enough to make the team but there can always be more people who just enjoy the activity and belonging to the Club's membership.

1. Eligibility

Clubs must ensure that all teams fielded are correctly registered UL students and eligible for their competition. Where there is any doubt about a player's eligibility the Club must check with the Senior Executive Sports Administrator neasa.odonnell@ul.ie or 061-202901. If this fails, an enquiry to Student Academic Administration saa@ul.ie in advance of an IntersVarsity event or match may be necessary. To play in an IntersVarsity a student must be fully registered and have a valid student card and meet the criteria laid out by the sporting body.

2. Sports Facilities and Equipment

It is important to ensure facilities are arranged in advance - do not assume that someone else will organise it. Many students expect someone else to provide all their sporting equipment and never appreciate the organisation it takes. Know what you need and when you need it. Select one or two people to collect and return equipment. Emphasise to players that it is their responsibility, not the coaches, to ensure training sessions and matches are properly booked and the necessary equipment provided. If anyone is unable to do his /her specific job, it is their responsibility to find a replacement and to notify all affected by that change in time. All sports facilities, pitches, courts, pool or allocated times within the UL Sport facilities are by a booking procedure.

3. UL Sport Arena

The students of this University contributed to the capital costs of the building of the UL Sport Arena. As part of this contribution, the Clubs, under the auspices of the ULSU, receive a certain amount of training hours per week free of charge in order to promote their activities. The Senior Executive Sports Administrator processes the distribution of these hours. Neasa.ODonnell@ul.ie and will communicate via email to Clubs at the end of the academic year to register their request for the following academic year. If you require extra hours beyond what is provided free of charge it may be possible to secure additional time but there is a fee involved at this point.

4. UL Sport North Campus 3G Pitches:

The North & South Campus 3G Pitches are only available on a Booking basis. If you are not pre-booked onto this facility, you cannot access the pitches. Bookings are made through calling the following number 061 213711 or email Pitchbookings@ul.ie

Rules of Usage

1. UL Student Cards must be produced to access the facilities
2. Your booking is for an allotted time, please respect the next user by finishing on time.
3. This is a No Smoking Site.
4. Chewing Gum is not allowed on or near the playing surface.
5. Food is not allowed on any playing surface.
6. Please respect that there will be maintenance being carried out at certain times
7. Please respect the UL Sport Staff at all times

5. Using PESS facilities:

- No equipment to be stored at wall across from student lockers
- Aikido large rolled mats to be stored neatly in corridor before archery store.
- Flat mats to be stored on trollies provided by PESS and in corridor by aikido mats
- No student club equipment to be placed in PESS storage area
- No PESS equipment to be used by student clubs
- No Student Clubs equipment to be used by the PESS department
- Trampoline storage to be kept close to Sports Hall wall area
- No activity allowed in Sports Hall that could damage the floor
- Archery Club to protect floor and walls by using mats and netting
- No shoes allowed in Gym
- All equipment used must be removed from halls at end of evening and any rubbish disposed of.
- PG053 is PESS use only. No club use is permitted.



6. Intersarsity Competition:

As a Club, you may wish from time to time to host your sports annual Intersarsity. ENSURE BEFORE you actually agree to do this that you speak to Neasa O'Donnell, the Senior Sports Administrator for the UL Sports Department about sports facilities as available dates and costs need discussion in advance BEFORE you agree to host an Intersarsity on campus.

11.2 Advice to Societies

Typically, Clubs by their very nature have always found it easier to promote and market themselves than society counterparts. A Soccer / GAA player will have joined their respective clubs here in UL before they have even set foot on campus; clubs will always have a ready-made audience. An individual whose interests are more specialised, however, such as debating or amateur dramatics may not know these interests exist in the form of an organised Society. **Societies need much more regular exposure** to compete on equal terms.

Useful gimmicks/tools are:

- Participation in C&S Awards/BICS Awards
- Imaginative use of social networking sites
- Posters-Notices-Flyers.
- Subject to advance permission from a lecturer, it might be possible to make announcements in lecture halls.
- Impressive and informative display stands in designated areas at lunchtime and possible displays of activities.
- Novelty events related to the interests of the organisation
- Guest speakers or a code of dress particular to a given Society
- Innovative linkages with the other Societies

11.3 BICS (Board of Irish College Societies) National Society of the Year Awards





There is the opportunity in April of every year for society winners of C&S Awards to travel to the National Society Awards (BICS). After the Clubs and Socs Ball this year's award winners will be contacted by your CSCO to gauge interest in travelling to this year's Awards.

Apart from the C&S Award winners, we will be calling for entries for Best Society Photograph, Best Publicity Campaign, Best Publicity Video and Best Poster.

There is funding available from the C&S Office to support you in travelling and competing.

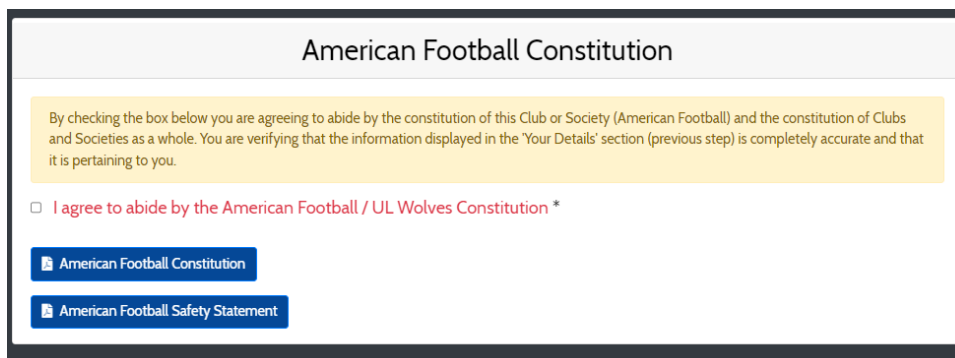
Starting from September be sure to document all your Society's good work this year!...
The Awards process involves putting together a portfolio to back up your claims.

Not only is attendance at the BICS Awards a fantastic opportunity for you to be a showcase for your Society it is also **second-to-none** the best networking opportunity for the Societies of Ireland. The head of Student Engagement & the Clubs & Societies Coordinator are here to help you with any questions or queries on portfolios, interviews, etc. for BICS! We will also be offering you the chance to take part in networking events annually in January and summer - stay tuned!

11.4 Code of Conduct for Clubs & Societies

Students representing UL must behave in an exemplary fashion both during play and at any social function connected with the competition. Breaches of discipline with regard to the Intersarsity dinners, Conference dinners and such like will not be tolerated and the severest action will be imposed against any Club/Society member (s) who brings the University, Student Life, Club, Society into disrepute in this manner.

Each Individual Member of every Club and Society when they sign-up using the on-line membership system tick to "I agree to abide the (name of Club/Society) constitution". You are then accepting that agreement through the Common Constitution of Clubs & Societies and section "7.0 Disciplinary Action" and the detail to this whole process are contained within the "Copy of Schedules" within the Common Constitution. (See Appendix 1)



The screenshot shows a web form titled "American Football Constitution". It contains a yellow box with the following text: "By checking the box below you are agreeing to abide by the constitution of this Club or Society (American Football) and the constitution of Clubs and Societies as a whole. You are verifying that the information displayed in the 'Your Details' section (previous step) is completely accurate and that it is pertaining to you." Below this is a checkbox labeled "I agree to abide by the American Football / UL Wolves Constitution *". At the bottom, there are two blue buttons: "American Football Constitution" and "American Football Safety Statement".

Please note that the University has a code of conduct within its Handbook of Academic Regulations and Procedures, Part 6, Section 1: General Principles and Types of Offence

1.5 Without prejudice to the matters herein before set out, it shall be deemed to be a major offence for any member of the Campus Community to:

- (a) Assault or abuse physically or verbally any other member of the Campus Community or any other person on the University Campus.
- (b) Bully or harass, sexually or otherwise, any other member of the Campus Community or any other person on the University Campus.
- (f) Engage in conduct likely to bring the University into disrepute.
- (r) Abuse the use of alcohol so as, to be incapable of exercising reasonable control over his/her behaviour
- (s) Use or be in possession of or deal in any substance the use or possession of which is prohibited by Law

The Universities code of conduct applies to all students of UL irrespective of your membership of Clubs & Societies, and only a portion of the major offences drawn

down for purposes of information with this publication. For full details (page 81) <https://www.ul.ie/policy-hub/policies/student-policies>

Suspension from your course for 1 year or expulsion from the University of Limerick is a possibility depending on the offence on completion of the Universities disciplinary process. Your conduct while representing the University is very important. The other less drastic disciplinary route is through the Club or Society Committee OR through the Clubs and Societies Executive (CSE) where the individual(s) may receive suspensions from Clubs & Societies. The Club/Society may also be fined or even disbanded. Fines on individual Clubs and Societies to date have ranged from 10% of an annual budget to 25%. Both the University and the UL Student Life Clubs & Societies disciplinary bodies are autonomous of each other.

11.5 Copyright Information on Public Showing of DVD's/Videos

If you as an individual/group or UL Club/Society intend screening, films there are some important copyright issues that you MUST be aware of as breach of copyright can result in a large fine from film distributors.

Terms and Conditions associated with Screening DVD's

The University's Arts Office is affiliated to accessCINEMA, can acquire a non-commercial Film Club licence for all those Clubs/ Societies who wish to screen films as part of their activities. The DVD licence accessCINEMA generally acquires for its members is a non-commercial Film Club licence charged at a flat fee. The definition of a non-commercial screening is "a screening where no charge for attendance at the screening is permitted and advertising of the screening outside of the screening venue is not permitted"

Under the terms and conditions of this type of licence, film clubs are subject to the following specifications

- No admission charge applies, although members of a film club may pay an annual subscription/membership fee only for entrance to screenings
- The venue can promote the film screening internally within its premises/membership e.g. posters inside the venue, email/newsletters to the members
- Advertising screenings on websites/social media sites, which can be accessed by the public is strictly prohibited
- Advertising on a member's only website and/or intranet is permitted provided that access to the website is restricted by password

If the film club license now appears too restrictive for the type of screenings, you will need to book a commercial DVD licence through the University's Arts Office for your film screenings. This type of license will allow you to publicise the screenings externally and charge an admission fee to the screenings. However generally the

screening fees for this type of licence is based on a percentage of the box office takings versus a minimum guarantee, rather than a flat fee basis. There are hefty fines for breaching distribution rights and certain distributors do monitor social media and other advertising outlets

The University of Limerick Arts Office to process screening requests requires a minimum of two weeks' notice. There are other distribution companies, which can arrange for non-commercial and public DVD screenings, but the terms and conditions are no less stringent.

Please contact patricia.moriarty@ul.ie for information if you have any other queries on licensing.

The University of Limerick Arts Office

The University of Limerick Arts Office is situated in Dromroe Village Centre on the first floor. I offer practical advice on event ideation, development, organisation and promotion. I can assist in liaising with university departments, external stakeholders and potential partners and in some cases provide funding. The Arts Office also organises events across campus during the year, many of which are pop up style or interactive.

Contact patricia.moriarty@ul.ie; ularts.office@ul.ie or via University of Limerick Arts Office fb

11.6 Presidents Volunteer Award (PVA) Programme

The history of this initiative was to give students an opportunity to receive a parchment for their contribution to volunteering within their communities (un-paid). Obviously anything which cannot reasonably be proven to have taken place to the Head of Student Engagement/CSCO will not be possible to sign off, as the integrity of the award by Des Fitzgerald has to be preserved as President of this institution, and the reputation of Clubs & Societies. The President's Volunteer Award (PVA) supports and recognises student engagement activities here in UL. Since its establishment in 2009, in excess of 77,000 student volunteer hours have been recorded with over 800 off campus volunteering opportunities created with community organisations in Limerick, nationally and internationally.

We know many of you put a massive amount of work into the administration of Clubs & Societies and if you would like that recorded, reviewed and validated as a personal record of your achievements and development within C&S, then the President's Volunteer Award is a great opportunity for you. It might be useful for future employment prospects too dependent on your roles and responsibilities.

To apply for a PVA you need to register on www.StudentVolunteer.ie then log your hours and have them approved by a supervisor and finally submit the reflective portfolio, all of which is available on www.StudentVolunteer.ie. The award is acknowledged on your student transcript. We are the only University in Ireland to do this.



There are 4 categories of award you can apply for:

1. Bronze Award - 20 hours volunteering
2. Silver Award- 40 hours volunteering
3. Gold Award- 60 hours volunteering
4. Plassey Award – volunteering abroad during the summer

This Award Programme recognises clubs and Societies involvement. ONLY Paul Lee or Aisling Ryan can be the designated "supervisor" for the UL Student Life Clubs & Societies hours. These are approved regularly on-line. If you have any questions or would like to learn more drop into the Clubs & Societies Office. Alternatively, the Office for the PVA is located in the Student Life Building Office number SU105 or email PVA@ul.ie



11.7 Social Media for C&S

Social media is forever evolving over the last number of years.

Having active social media platforms is a HUGE asset to any club or society. Very simply it is "telling" and "selling" the good news about your club or society.

The Public Relations Officer through regular updates "tells" the members about your activities with details such as times, dates, venue etc and when the event/activity is completed it then requires them writing a post event review to "sell" the story and create a good buzz. The feel good factor within the Club or Society is great for the committee, to reaffirm that they are contributing positively and that all the hours upon hours of preparation, informal discussions, formal meetings and private messaging are paying off.

It is very important to let us know what you are doing so we can help promote you too.

Clubs & Societies benefit collectively too because if we have 70+ Clubs & Society PRO's telling and selling, it creates a huge positive story about a massively vibrant community. This has a knock on effect for the benefit of Student Life and even the University... and it all starts with the PRO.

The methods and tools for "telling" and "selling" shall include, but not be limited to,

- Regular communication to the members. The Clubs & Societies Department regular Updates through the Club/Societies main website www.ulwolves.ie for "Latest News", "Events" and "Training Updates" – as of AY 2014/2015 this now carries specific budget points under "Publicity" which earn your Club or Society a better opportunity to receive more financial support at budget time.
- Active Club/Societies individual website
- Promotion of events via posters and other promotional formats
- Generation of Text Groups, Email distribution lists
- Social media- the club/society's own page as well as the UL Student Life social media pages.
- Social media sharing and tagging UL Student Life instagram
- Internal UL Publications such as "UL Links" and this may involve requests from time to time from the CSA for the Governing Authority through the UL Presidents report to his fellow governors
- External Publications such as local and national media outlets
- Capturing Quality photographs and video coverage where possible

12. EVENT MANAGEMENT

By Mark Breen founder and owner of Cuckoo Event Management



Introduction

It is important to understand that events are events, whether they are being run by a club or society in UL, or by a professional event management company, such as ourselves. By that, I mean that there are ways to approach organising events, running them, reviewing them etc. that are proven to work. If you want your event to be as good as it can be then you should be approaching it as 'professionally' as possible. My own experience in events predates the establishment of my business, Cuckoo Events, by many years. During my time in UL I was involved with the Lifesaving Club, Waterpolo Club, Students' Union Ents Crew as well as serving some time on the Cubs & Socs Executive. I was involved in a lot of events during this time.

The purpose of this section of the Handbook is to help you in running your event. It does not feature absolutely everything you need to consider for your particular event, as events do differ. It does feature advice and some practical tools, which should hopefully help you with ANY type of event you are running.

This is a living document, which should evolve over time and become more and more useful to you and all those involved in Clubs & Socs and running events.

General advice

You cannot begin to organise an event too early.

I have never heard anyone involved in running an event say 'you know what, we went at this one way too early'. That is because it does not happen. Give yourself as much time as possible to plan and organise an event. If your event is in Semester 2, then start planning early in Semester 1. This actually takes on extra importance in a C&S environment, as you will be running events with a committee of people. If there's one thing that has guaranteed to result in an event taking longer to organise than it should, it is the involvement of a committee of people. Do not leave yourself under time pressure to organise an event. Invariably, once you're under pressure, the guy who books the venue will be on holidays, the band you want will already have a provisional booking in which they've to follow up on to see if they're available, the people you want to invite will already have plans made for that night and so on. You get the picture.

Start your planning as early as possible.

Ask for advice

There is a thing called 'institutional memory' that organisations like UL Clubs & Socs strive to develop. The nature of C&S means that people come and go after a few years and there is a constant turnover of people and experiences. This means there is a real risk that experience, lessons learned, contacts etc. go with those people and the members coming after them will not have the benefit of them. This is where 'institutional memory' comes in. There are systems and procedures in place which seek to retain as much of this useful info as possible, to the benefit of the likes of yourselves. This means there is a wealth of knowledge and experience within C&S at any given time that you should not be afraid to tap into. Ask questions. Ask for advice. See has anyone done something similar before. Check if any other C&S or, indeed, the Clubs & Societies Department can advise you in any way. Also, UL Student Life have an Events and Engagement department who look after all things events for the student calendar. Reach out to the team for any support needed from intervarsity's to gala balls! They're always happy to help, email them at studentlifeevents@ul.ie

Shop around, BUT. . .

Shop around and get prices from a number of suppliers for each element of your event. Even this can take time so this is another reason to go at things early. The **BUT** here is that you need to make sure you're comparing like with like. In order to do this you need to be clear on what you need and what you're pricing. For example, let's say you're doing a sponsored run event in the bowl over at the UL Arena. You need power for a PA system, for two food vendors and a tea and coffee unit. You need to price a generator to do this for you. You get one quote for €250 + VAT for an 80kva diesel generator. You get another quote for €340 + VAT for a diesel generator. You get a third quote for €750 + vat for a 40kva petrol generator with a rebate due for any fuel you do not use.

These quotes raise many questions:

- How do you evaluate these against one another?
- Why is there such a difference in price?
- What does kva mean?
- Do you need a 40kva or an 80kva?
- Why one of them mentioned a fuel rebate, yet the others didn't?
- Does it matter whether you get a petrol or a diesel one?

Because of all these questions, you are not in a good position to compare like with like. You need to know as much as possible about what you need to help you ask each supplier for the same thing, ask them the right follow up questions and evaluate them to make the right decisions. This is a great example of a time you would be well served to ask for advice from someone who knows about these things.

Don't reinvent the wheel

Sometimes we can all be guilty of making our lives unnecessarily difficult. It is natural to want to do something new and amazing but it is not always your best bet. That is not to say you should curtail all ambition and desire. I am simply saying you should look at your objectives, see what you need the event to do and then see if there is something that works that can do it for you.

- Look at what has been done before and what worked well.
- Research what has worked well for other C&S in UL and in other colleges.
- Look at what types of events are popular at the minute.
- Talk to people who have run these events before and see what advice they can offer.

Sometimes you have to spend money to make money

This one only really applies to fundraising events, as such. Generally speaking, running a good event will have some costs associated with it. These costs may be for finger food, awards / trophies, venue hire or anything else. I'm not saying you should go blow the budget on stuff but I am saying you need to look at things realistically. It is not realistic to expect to get everything you need for your event for nothing.

For instance, if you are looking at running a fundraising event that will cost €3,000 to run and your conservative estimations see the Club or Society making €12,000 on it then it probably makes sense to run it.

The trick here is to be realistic.

Track the income & expenditure from Day One

This needs to be one of the very first things you do when your committee comes together to look at your event. Costs have a habit of getting out of hand and you need to have an up to date picture of the costs at all times. You should allocate this task to someone specifically. This needs to be someone's job. Always include a 20% miscellaneous figure on your costs side. You will be glad of it more often than not, trust me.

Communication is Key

Communication between the committee members, with suppliers, with sponsors, with participants etc. is vital to your event's success.

- You need to ensure at all times that everyone has the information they need.
- If things change, make sure those who need to know about the change are told about the change.
- Committee members not communicating properly can mean wasted time and efforts with doubling up on tasks.
- Not communicating effectively with your suppliers can mean things you thought were booked are not, in fact, booked.

- Neglecting to communicate with your sponsors / participants / invitees can mean them not being able to attend which can affect your event significantly. As the ad says, 'it's good to talk'.

Planning your event

I'm going to break down your event into 3 distinct stages:

- Pre-event
- Event
- Post-event

Looking at your event in these 3 stages can really help you focus on what needs doing and when.

Pre-event

- Have a plan you can use to keep you on track. This will help ensure you are considering the things you need to consider and can help prevent anything being lost in the mix or forgotten. See the simple EMP Contents SAMPLE document in the Appendices.
- Decide on your date, time and venue early on. Consult whomever you need to make an informed call on these important elements. Without having these decisions made, it can be very difficult to proceed with planning a lot of the other elements of your event.
- Invite people. Consider inviting ex members, sponsors, stakeholders, people who have helped, people you hope might help out in the future, potential sponsors etc. These invitations are quite often turned down but are also quite often enough to keep people involved and maintain and foster goodwill.
- Assign responsibilities. Ensure everyone knows what he or she has to do. This is very important as confusion in this regard can result in a lot of wasted time.
- Consider whether your event needs insurance. Very often, this is overlooked. You need to think about the risks associated with what you are organising and whether insurance cover is appropriate & required. See the simple Risk Assessment Matrix in the Appendices.
- Use a simple project management tool to stay on top of everything and everyone. This will save on emails flying back and forth and can save a lot of time by ensuring certain tasks are not being neglected / forgotten. Here in Cuckoo Events we use [Teamwork.com](https://www.teamwork.com) and we find it extremely beneficial. We have anywhere up to 60 projects on the go at any one time. You can get a free 30-day trial or, indeed, you can get a paid plan for as little as around €10 p/month.
- If you do not use something like Teamwork, then definitely use a checklist. Do not really rely on everyone remembering everything. Put together a list and use it to guide meetings & discussions.
- Promote your event. Even if it is a 'closed' event for your members, it is important that you let people outside that circle know you're active, that things are happening. Let other Clubs & Societies know. Let potential sponsors know.

- Write things down. Minutes of meetings, agreements, bookings etc. should all be in writing.
- Get insurance details from all suppliers. 9 times out of 10 suppliers will have Public Liability insurance, get a copy and have it on file.

Event

- Assign roles. Share the workload during the event. Maximise the energy and efforts of all involved. Ensure everything is covered.
- Do what you said you would do. There is nothing worse than going to an event that said it would feature X only to discover it does not. There may be a very good reason X is not present but that is not the point.
- Network. Use the opportunity to network during the event. It may make sense to actually assign people the task of networking. Approach people you do not recognise who attend. We know of a couple of occasions where people interested in maybe sponsoring / getting involved have attended Club events to get a feel for the Club. In one instance, the new sponsor liked what he saw and now he is the sponsor. On another occasion we know of, the person, looking to get involved was not impressed and did not stick around too long.
- Be sure you are getting photos of the event. If you can have a photographer, there with a decent camera who can edit and give you the best ones, then that is great. Maybe speak with the Photographic Society and see if they may be able to help you out. If all that fails, at the very least have someone taking pictures on a phone with a good camera.
- Work as a team during the event. Make sure everyone knows what his or her role is and that everyone has a common purpose.
- The people running the event should not be drinking alcohol at the event. With very few exceptions, we feel this is a rule that needs to be adhered to. Someone needs to remain 100% sober and be capable of making decisions during the event. Depending on the type of event, more people should refrain from drinking.
- If you have to say, a few words at the event then prepare for it in advance. Some people think they speak better off the cuff, more naturally. I am one of those people. That said, I have learned over the years that I need to prepare a certain amount of what I am planning to say. I have spoken at business meetings, pitches, conferences and more. An amount of preparation is always important.

Post-event

- Do a proper debrief / review of the event afterward. The event is not finished until the post event review is completed. That is important. Even if 'everything went fine', you need to review. Get feedback from everyone – committee members, attendees, people in the venue, sponsors etc.
- Be honest during the review.
- Actually, USE the lessons learned from the review to inform the running of your next event.

- Finalise everything as soon as possible after the event. Paperwork, payments, publishing of report / photos etc. all are better off done immediately after the event while everything is still fresh in the mind.
- Capture all information that may be helpful to the next committee running a similar event for your Club or Society or another one. This information may include names and numbers for suppliers, invitation lists, minutes of planning meetings, insurance documents etc.
- Thank everyone who helped you make the event a success. Here in Cuckoo we go so far as to send handwritten thank you notes in envelopes with a custom wax seal on them sometimes. We also send texts, quick emails and thank people in person. It does not have to take a lot to say thanks. People appreciate it.

The bottom line

This section & the additional documents designed in the Appendices is to help you in running any type of event. There can obviously be a whole lot more to events depending on the particular event itself. This section is not to cover absolutely everything and is not intended to.

We hope it helps.

Appendices

APPENDIX 1 - Clubs & Societies Common Constitution



Common Constitution for University of Limerick Clubs & Societies

Passed on the 6th November 2018 by
UL Clubs and Societies Council

UL Name Club/Society

Adopted with additions on the.....

Contents

Contents	122
<u>1. Constitution</u>	124
<u>2. General Provisions</u>	124
<u>2.1 Title</u>	124
<u>2.2 Affiliation</u>	124
<u>2.3 Aims & Objectives</u>	124
<u>3. Membership</u>	124
<u>3.1 Types of Membership</u>	124
<u>3.1.1 Full Members</u>	124
<u>3.1.2 Associate Members</u>	125
<u>3.1.3 Honorary Members</u>	125
<u>3.2 Membership Fees and Term</u>	125
<u>3.3 Resignation of Members</u>	126
<u>4. The Committee</u>	126
<u>4.1 Composition</u>	126
<u>4.1.1 The Chairperson</u>	126
<u>4.1.2 The Secretary</u>	126
<u>4.1.3 The Treasurer</u>	126
<u>4.1.4 The Safety Officer</u>	127
<u>4.2 Election of Officers</u>	127
<u>4.3 Resignation of Officers</u>	127
<u>4.4 Retirement of Officers</u>	127
<u>4.5 Vacancies on the Committee</u>	127
<u>4.6 Sub-Committees</u>	127
<u>4.7 Handover Documents</u>	127
<u>5. Meetings</u>	128
<u>5.1 General Meetings</u>	128
<u>5.3 Quorum at Meetings</u>	129
<u>5.4 Committee Meetings</u>	129
<u>6. Health and Safety</u>	129
<u>6.1 Health & Safety</u>	129
<u>6.2 Health & Safety Statement</u>	130
<u>6.3 Foreign Trips</u>	130
<u>7. Disciplinary Action</u>	130
<u>8. Financial Matters</u>	131

8.1	Funds	131
8.2	Bank Accounts	131
9.	Equipment	131
9.1	Equipment Policy	131
10.	Legal Protocol	132
11.	Interpretation	132
11.1	Interpretation of the Constitution	132
	Initiation of Disciplinary Action	18

The Constitution of **EDIT & INSERT CORRECT CLUB/SOCIETY**

Constitution

The Constitution is ratified by **EDIT & INSERT CORRECT CLUB/SOCIETY** [and replaces any previous constitution of the Society/Club.

The Constitution is available to all members of the Society/Club.

General Provisions

Title

The title of the Society/Club shall be the University of Limerick _____ Society/Club.

2.2 Affiliation

2.3 Aims & Objectives

The aims & objectives of the Society/Club are as follows:

Membership

Types of Membership

The membership of the Society/Club shall consist of Full Members, Associate Members and Honorary Members who have paid their Membership Fee.

3.1.1 Full Members

- a) All students currently attending a course at the University of Limerick and all current staff [permanent and part-time] and alumni of the University of Limerick and UL Students Union are eligible to be Full Members of the Club/Society. Attending a course for the purpose of the Constitution means pursuing any degree (undergraduate or postgraduate), full-time or part-time and includes time spent on teaching practice, co-operative education, Erasmus and link-in modules.
- b) Students of Mary Immaculate College, Limerick are not eligible to be Full Members of the Society/Club.
- c) Anyone who is a Full Member of the Society/Club shall be entitled to be nominated to any position on the Committee or to any other committee of the Society/Club.
- d) Full Members and Full Members only, shall have voting rights at any general meeting of the Society/Club.

3.1.2 Associate Members

- a) A member of the public who is aged eighteen years or over is eligible to be an Associate Member of the Society/Club.
- b) Associate Members shall have no voting rights at any meeting of the Society/Club and may not hold a Core Committee Position in the Society/Club.
- c) Associate Members shall be entitled to hold other committee positions in accordance with the provisions of section 4.2 or may be requested by the Society/Club to serve in an advisory position to a committee.

3.1.3 Honorary Members

- a) The Committee of the Society/Club may, subject to prior consultation with and approval of the Clubs & Societies Executive, invite any person who they deem to have done great service for the Society/Club to be an Honorary Member in perpetuity of the Society/Club.
- b) Honorary Members shall have the same rights as Associate Members, unless they fulfil the criteria for full membership in which case they shall have the same rights as a Full Member
- c) Notwithstanding clause 3.2.1 below, Honorary Members shall be exempt from paying any Membership Fee.

Current students should account for at least 75% of the listed membership of the Society/Club.

3.2 Membership Fees and Term

Every member of the Society/Club must pay an annual membership fee in order to be eligible to be a current member of the Society/Club, as well as completing the form in the membership books or Electronic Membership Form.

There are three categories of Membership Fees as follows:

- | | |
|-------------------------|---------------------|
| a. Student | 1 x € (base amount) |
| b. Alumni & Staff of UL | 2 x € (base amount) |
| c. Associates | 3 x € (base amount) |

The base amount shall be determined by the [] Committee annually, taking into consideration the University's Student Capitation. The base amount is at the discretion of the [] Committee and shall be allocated annually.

The term of membership shall be from the date that the member signs the membership book or completes the electronic form until the Monday of Week One of Semester One of the following academic year.

3.3 Resignation of Members

Any member who wishes to resign must do so by giving the Secretary at least fourteen (14) days written notice (which includes notice by email) of their intention to do so.

The Committee

The Committee shall manage the business and affairs of the Society/Club.

4.1 Composition

The Committee shall be elected solely from the membership of the Society/Club

The Committee shall be composed of the following officers:

- i. Chairperson
- ii. Secretary
- iii. Treasurer
- iv. Safety Officer
- v. Other Officers

of whom the Chairperson, the Secretary and the Treasurer are Core Committee Positions *In the case of NAME Club, the Safety Officer may be defined as a core Committee member as well. [delete as appropriate]* and two of the officers holding a Core Committee Position shall be the Society/Club's representatives on the Clubs' and Societies' Council ("**CSC**").

4.1.1 The Chairperson

The Chairperson's duties shall include the day-to-day management of the Society/Club and [].

4.1.2 The Secretary

The Secretary's duties shall include the maintenance of all necessary documentation including the Minutes of all general meetings and committee meetings, and will be responsible for the Handover Documents for the incoming Committee.

4.1.3 The Treasurer

The Treasurer's duties shall include the maintenance of the Society/Club's accounts and the Society/Club's budget submission.

4.1.4 The Safety Officer

The Safety Officer's duties shall be to ensure that the Society/Club's Safety Statement is relevant and achievable, that the Society/Club ensures good safety records are kept and that the Society/Club complies with its Safety Statement.

4.1.5 Other Officers

The Society/Club may appoint other officers at the discretion of the Committee. Any such additional officers are not permanent officials of the Committee and need not be appointed every year, nor replaced if the position should become vacant for any reason.

4.2 Election of Officers

Subject to section 4.5, officers shall be elected at the relevant AGM (Annual General Meeting) in accordance with the provisions of section 5.2.

4.3 Resignation of Officers

Officers may resign by giving one week's written notice to the Secretary, or in the case of the Secretary, to the Chairperson.

4.4 Retirement of Officers

All officers shall retire at the AGM immediately prior to the election of the new Committee and that Committee for the following year shall be elected in accordance with the provisions of section 5.2.

4.5 Vacancies on the Committee

In the case of a vacancy on the Committee due to resignation or expulsion as per section 7 of an officer or for any other reason, the Committee shall have the power to co-opt any Member to the Committee until the next general meeting (be it an EGM or an AGM), at which a new officer will be appointed in accordance with section 5.2.

4.6 Sub-Committees

The Committee may appoint and dismiss sub-committees from the Society/Club membership and prescribe rules for those sub-committees as appropriate. Sub-committees will retire annually on the date of the relevant AGM, or when their function is complete, whichever is the sooner.

4.7 Handover Documents

Each outgoing officer of the Committee must present Handover Documents at the end of their term detailing the specific roles and responsibilities and the person(s) with whom they conducted the business of the Society/Club in order to assist the incoming officers with their development of the Society/Club.

Meetings

5.1 General Meetings

(Annual General Meeting (AGM) & Extraordinary General Meetings (EGM))

The Committee shall give fourteen (14) days ' notice of any general meeting to all members along with a call for any submissions and motions to be submitted to the Committee in writing six (6) days in advance of the general meeting.

5.1.1 Members shall be notified of general meetings in writing through at least two mediums (text, email, and/or posters).

5.1.2 The agenda for the general meeting including submissions and motions is to be circulated to Full Members five (5) days in advance of the meeting.

5.1.3 An EGM must be convened at the request of fifteen (15) or more Full Members in writing to the Chairperson clearly stating the purpose for that meeting. The EGM will be held no later than fourteen (14) days of receipt of the written request. The Clubs & Societies Executive (CSE) must also be made aware of this request by a member of the core committee

5.1.4 The CSE must be notified of all general meetings by a member of the Core Committee.

5.2 Voting at General Meetings

5.2.1 Voting shall be by show of hands unless otherwise determined in a vote of the **meeting**

5.2.2 Each Full Member shall have one vote at any general meeting.

5.2.3 Motions and resolutions must be passed by a simple majority of those Full Members present at the meeting.

5.2.4 Elections to the roles of officers of the Committee shall be by simple majority vote of those Full Members present at the meeting.

5.2.5 All nominations for each committee position require a Proposer and separate Secunder from the membership. Any Member may nominate themselves at the meeting for election as an officer of the Club/Society Committee. Officers who have immediately prior resigned pursuant to

Clause 4.4 are eligible for re-election (unless they have become ineligible for any other reason).

- 5.2.6 In the event of an equality of votes, the Chairperson shall have a second casting vote in addition to the vote to which he or she may in any case be entitled
- 5.2.7 In the event of a conflict of interest for the Chairperson, they must vacate the Chair and another Chairperson must be appointed by a vote of the members present for the duration that the conflict persists.
- 5.2.8 At an AGM, the outgoing committee shall present for approval to the meeting the financial accounts of the Society/Club for the year ending at that AGM.

5.3 Quorum at Meetings

- 5.3.1 The quorum shall be fifteen (15) Full Members, excluding Core Committee Members, up to a 100 person membership. If the membership of the Society/Club shall exceed 100, then the quorum shall be five (5) additional members and an additional five (5) per 100 increases in membership thereafter, up to a maximum membership of 500.
- 5.3.2 If the quorum is not reached at a general meeting the meeting cannot proceed, but must be reconvened within one week.
- 5.3.3 If the Society/Club fails to reach quorum at the reconvened general meeting, it will be put forward for de-recognition at the next CSC.

5.4 Committee Meetings

The Committee shall meet at least six (6) times per academic year with least two (2) meetings being held in each semester. Subject to the rules of this Constitution, the Committee shall determine its own quorum on election, and shall regulate its own procedures. The Secretary shall give at least four (4) days' written notice of any committee meetings.

Health and Safety

6.1 Health & Safety

The Committee and the members of the Society/Club will at all times do their utmost to comply with the Health & Safety Statement of the Society/Club to ensure any planned activities are safe to participate in and that members do not engage in behaviour likely to cause harm

6.2 Health & Safety Statement

- 6.2.1** The Society/Club must have a Health & Safety Statement. This must follow the template provided by the Health & Safety Consultants for Clubs & Societies. This will be available on the Clubs and Societies website.
- 6.2.2** The Health & Safety statement must be reviewed annually by the Committee to ensure it remains relevant to the Society/Club's activities and is compliant with any legislative changes or directives issued by a governing body.
- 6.2.3** The Committee will inform its members of their obligations under the terms of the Health & Safety Statement. This should be undertaken at a general meeting and per event/trip briefing

6.3 Foreign Trips

- 6.3.1** If any member intends to make a foreign trip on Society/Club business, they must inform the Clubs and Societies Development Officer (CSDO) and the UL Sports Administrator with regard to a Club trip [EDIT & DELETE for societies]
- 6.3.2** An itinerary must be furnished to [the parties in 6.3.1] in advance of all trips outside of the island of Ireland. The itinerary must include:
- (i) Flight/Ferry information, and accommodation phone numbers and a daily schedule of the planned activities.
 - (ii) The contact details of the event coordinators while abroad and the person/people designated to be responsible for First Aid (where possible).
 - (iii) In Case of Emergency (ICE) contact details must be provided by every participant to the event co-ordinators, and provided to the Head of student Engagement and Sports Administrator [EDIT & DELETE for societies] at least a week in advance of the planned trip.
- 6.3.3** The member must take the Clubs & Societies Travel Insurance Policy Number on any trip, which is available from CSDO or ULSU Secretary General in advance of the trip
- 6.3.4** In accordance with the Health & Safety Statement, the contact details for the Clubs and Societies Development Officer, General Manager, ULSU President and the UL Sports Administrator [EDIT & DELETE for societies] must be provided to the event co-ordinators

Disciplinary Rules & Procedures

The Committee and members of the Society/Club shall comply with the disciplinary, grievance, bullying and harassment procedures of the Clubs & Societies Executive as may be amended from time to time

Financial Matters

8.1.1 Funds

8.1.2 All funds raised by the Society/Club must be used for the express purpose of the promotion and development of Clubs & Societies activities under the auspices of the Students Union except in the case of funds raised by a charity event.

8.1.3 In the event of de-recognition of the Society/Club, any funds remaining shall revert to the Clubs & Societies to be administered by the CSE.

8.2 Bank Accounts

8.2.1 All accounts operated by the Society/Club must be made known to the CSE in the annual budget.

8.2.2 At least three (3) officers of the Committee, of which one must be the Treasurer, shall be nominated as signatories on the Bank Mandate for the Society/Club's accounts, and at least two (2) officers, of which one must be the Treasurer, is required sign off on all transactions.

Equipment

9.1 Equipment Policy

9.1.1 Equipment owned by the Society/Club shall be used solely for the purposes of the Society/Club in accordance with this constitution and shall be held and dealt with by the officers and members of the Society/club accordingly

9.1.2 In the event that the Society/Club is de-recognised the ownership of all equipment/inventory shall be transferred back to the Clubs and Societies of the University of Limerick Students Union under the management of CSE. This equipment will be held in trust until the Society/Club is re-started or a similar interest club/society that may benefit from the use of such equipment (as decided by the CSE). In the alternative, it may be decided by the CSE to sell off all such assets and return all proceeds to the Special Events Fund or Annual Budget of Clubs and Societies as appropriate.

9.1.3 In the event of de-recognition, all officers of the Committee of the Society/Club must ensure that all equipment is returned to the CSE

without delay complete with keys for storage and location where necessary.

9.1.4 The Committee of the Society/Club is responsible for keeping a record of all assets controlled by the Society/Club and for the storage and maintenance of any equipment and for keeping records of the maintenance, which shall be available to the Clubs and Societies Executive committee on request.

9.1.5 The Committee is charged with the welfare and transfer of all such equipment.

9.1.6 The CSE shall be the arbitrators of all aspects of the Clubs & Societies Equipment Policy.

Legal Protocol

The Society/Club shall comply with the Clubs and Societies Executive Club and Society Protocol in Legal Proceedings, a copy of which is attached as a schedule to this Constitution.

Interpretation

11.1.1 Interpretation of the Constitution

Where a dispute arises as to the meaning of this Constitution or a dispute as to a conflict between this Constitution and the Constitution of the University of Limerick Students' Union, then the dispute shall be referred to an arbitrator to be appointed by the President of the University of Limerick Students' Union and the arbitrator's decision is final.

(Copy of Schedules attached)

Grievance Procedure

The Clubs and Societies are voluntary social, recreational and leisure clubs who run activities for students and staff of the University of Limerick to enjoy in their leisure time. In this regard, we would hope that Club & Society members will get along with each other without any grievances arising. However, we do understand that from time to time, grievances caused by misunderstanding, disagreement or general dissatisfaction may occur among Club/Society members. Full recognition is given to the significance of personal grievances and it is our policy that all grievances will be dealt without undue delay and resolved at the earliest possible stage. Please note that due to the academic commitments, timeframes and demands on occasion the times set up below may need to be altered.

1. In the first instance, it is expected that any Club/Society member with a grievance will attempt to resolve it informally by speaking with the individual(s) concerned in an attempt to resolve the issue amicably. If a resolution is agreed at this stage, both members involved should agree to put the issue behind them for the good of the Club/Society. Both parties can contract in writing with each other in how to go forward thus ensuring issues are resolved and do not reoccur.
2. If the member experiencing the grievance does not feel confident in approaching the individual(s) concerned, they should speak to a member of the Club/Society committee and explain their grievance to them. The committee member should facilitate a meeting between the member and the individual concerned with a view to resolving the grievance as quickly and amicably as possible. This meeting should take place within five days of the member raising the grievance.
3. If there is no agreement at this stage, the member experiencing the grievance should submit their grievance in writing to the Club/Society committee. The Club/Society Committee will appoint a Subcommittee consisting of two members for the purposes of investigating the grievance. The grievance committee will investigate the grievance within five days of receiving the grievance. The committee will establish the terms of reference of the grievance(s) with the complainant. The investigation should be done through meeting both parties involved in the grievance and any other person who the two members consider appropriate. Hand written notes should be taken at the meeting and a report of the findings prepared. At the end of the meeting the hand-written minutes will be read out by the person who took the notes and all parties will sign off in agreement. A decision should be made by the two members as to what the outcome of the grievance is. This information should then be presented to both parties of the grievance. Those investigating the grievance should aim to resolve the grievance within ten days of receiving the grievance.
4. If either party is unhappy with the outcome of the investigation into the grievance, they should appeal the decision to the Clubs and Societies Executive Committee outlining the reasons for the appeal within seven working days of receiving the outcome of the grievance. The Clubs and Societies Executive Committee should appoint two members to hear the appeal meeting within five days of receiving the appeal. An investigatory meeting should take place if necessary and a decision made within ten days of receiving the appeal.
5. It is expected that at any stage at which resolution is achieved that the members will agree to work together in harmony for the sake of the other members of the Club/Society.

Clubs & Society's Bullying & Harassment Policy & Procedures:-

The Clubs and Societies are voluntary social, recreational and leisure clubs that run activities for students and staff of the University of Limerick and other member categories to enjoy in their leisure time. We envisage that those in the Club/Society will treat each other with respect and dignity at all times. All members are expected to conduct themselves in an appropriate manner at all times and must not engage in any form of bullying or harassment.

All members of the University of Limerick Clubs and Societies must comply with this policy and appropriate measures will be taken against members who disregard this policy and act in an inappropriate manner. Appropriate disciplinary action, up to and including termination of membership, will be taken against any member who violates this policy.

The policy applies to all members of clubs and societies, members of the Students Union and any other parties involved in the clubs/societies whether in the University of Limerick or off site whilst engaged in the activities of Clubs & Societies. The policy applies to harassment not only by fellow members but also by any other club/society/University contact to which a member might reasonably expect to come into contact within the course of their club/society membership. Bullying / harassment within the clubs and societies will not be tolerated by the University of Limerick Students Union under any circumstances. This policy provides for prompt, fair, confidential and effective redress for targets of bullying/harassment.

Definitions:

Harassment

Harassment is defined as any act of conduct, which is unwelcome and offensive, humiliating or intimidating on a discriminatory ground including spoken words, gestures, or the production, display or circulation of written material or pictures. Harassment in relation to the nine discriminatory grounds (race, religious belief, age, sexual orientation, disability, marital status, membership of the Traveling community, gender and family status), is prohibited within the Clubs and Societies. The Clubs and Societies Executive will not condone harassment of any kind. Any members who are found to have engaged in harassment on any of the grounds will face disciplinary action up to and including expulsion from the Club/Society.

Sexual Harassment

Sexual Harassment is defined as all unwelcome and sexually, or otherwise on the gender ground, offensive, humiliating or intimidating actions involving acts of physical intimacy, spoken words, gestures or the production, display or circulation of written material or pictures, or requests for sexual favours. The Clubs and Societies Executive prohibit sexual harassment. Any members who are found to have engaged in sexual harassment will face disciplinary actions up to and including expulsion from the Club/Society.

Bullying

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the Club/Society and/or in the course of club activities, which could reasonably be regarded as undermining the individual's right to dignity. An isolated incident of the behaviour described in this definition may be an affront to someone's dignity but, as a once off incident, is not considered to be bullying. Bullying can include conduct offensive to a reasonable person, e.g. oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material which state/imply prejudicial attitudes which are offensive to fellow members.

Procedures:

There is both an informal and formal procedure including mediation to deal with the issue of bullying/harassment within the clubs and societies. It is our aim that any investigation that takes place will be completed as quickly as possible.

Informal Procedure:

It is often preferable for all concerned that complaints of bullying or harassment are dealt with informally whenever possible. While in no way diminishing the issue or the effects on individuals, an informal approach can often resolve matters more effectively. As a general rule therefore, an attempt should be made to address an allegation of bullying/harassment as informally as possible by means of an agreed informal procedure. The objective of this approach is to resolve the difficulty quickly and effectively, with the minimum of conflict and stress for the individuals.

Any member who believes he or she is being bullied / harassed should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the member finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help and advice, on a strictly confidential basis, from a fellow member of the Club/Society. The fellow club member can be a support for the complainant in approaching the alleged perpetrator to explain the reasons they feel they are being bullied or harassed.

It is recognised that it may not always be practical to use the informal procedure, particularly where the harassment / bullying is of a very serious nature.

Resolution

When resolution is found through the informal procedure, both parties will be given support or periodical reviews, as appropriate. These may include counselling or other appropriate interventions. Where a complaint is found not to have been made in good faith, the complainant will be the subject of disciplinary action.

Resolving the Problem by Mediation

1. Mediation is an alternative method of resolving issues relating to bullying and harassment. Mediation involves the parties seeking to arrive at a solution through mutual agreement, rather than through an investigation and formal decision.
2. Mediation provides a confidential opportunity for the person who feels that he/she has been bullied or harassed, and the person accused of carrying out this inappropriate behaviour, to discuss the matter and to reach an agreement on their continuing working relationship.
3. Mediation is conducted in private, and is directly between the parties concerned and will be done individually & then collectively where appropriate in agreement, with the support of a mediator, who will act as an independent facilitator. Either party may withdraw from the process at any time by notifying the mediator, in writing, that they wish to do so.
4. If both parties agree to resolve the issue by mediation, the Manager who will be either Head of Student Engagement or if required in the absence of the Head of Student Engagement the General Manager (GM) will arrange the mediation process. An appropriate person, acceptable to both parties, from within or outside the Student Union will be assigned as mediator.
5. If the mediation process results in an agreement acceptable to both parties, the mediator will draw up a written record of the terms of the settlement for signature by both parties.
6. If the matter is resolved by mediation, no disciplinary action will be taken.
7. If mediation breaks down or fails to achieve its goal, the only other option is to have the matter resolved by investigation. The appointed mediator involved in the mediation process will not be involved in the investigation process. Resolving the matter by investigation may also be considered if

the member (the complainant) concerned feels that it is inappropriate to resolve the matter by mediation.

Formal Procedure:

Procedure which will be followed

If an informal approach is inappropriate or if, after the informal stage, the bullying/harassment persists, the following formal procedures should be invoked:

-

1. The complainant should make a formal complaint, in writing, to the Club/Society committee detailing precise details of actual incidents of bullying/harassment; for example, state the name of the alleged perpetrator/harasser, the nature of the complaint, dates and times of when the incidents occurred, witnesses, and any action that the complainant may already have taken, if any.
2. The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against them. They should be given a copy of the complainant's statement as soon as is practicable and advised that they shall be afforded a fair opportunity to respond to the allegation(s), within specified time limits. No outcome regarding the complaint will be made until a full and fair investigation has taken place.
3. Before commencing an investigation, the Club/Society committee may take the decision to exclude/suspend the alleged perpetrator from any Club/society activities while the investigation is ongoing if it is deemed appropriate. This in no way implies any wrong doing on the part of the alleged perpetrator but will be taken as a cautionary measure to prevent exacerbating the situation between the complainant and the alleged perpetrator.
4. The Club/Society committee will appoint two members from either the existing committee or former committee members who will be tasked with investigating the complaint. They will prepare clear terms of reference which outline the background to the complaint, who should be interviewed through the course of the investigation and the timeline in which to resolve the complaint.
5. The investigation will be governed by the terms of reference which will include the following provisions:
 - A provision to the effect that the investigation will be conducted in accordance with this policy

- An indicative time-frame for the completion of the investigation. (*We will take into account the academic calendar and exam times as this will affect the time frame for the procedure to be carried out.*)
 - Provisions relating to the scope of the investigation, indicating that the investigator will consider whether the complaint falls within the definition of bullying or harassment at work and whether the complaint has been upheld
6. Meetings will be arranged with the complainant, the alleged perpetrator and any named witnesses. All will be asked to respond to the complaint and detail their version of events. Both parties and witnesses have the right to be accompanied by a representative at all meetings. The representative's role is to support and to take notes but not to partake in the meeting. . Hand written notes should be taken at the meeting. At the end of the meeting the hand written notes will be read out by the person who took the notes and all parties will sign off in agreement as a true and accurate reflection of the discussion.
 7. Those investigating will prepare a report of their findings and submit it to the Clubs/Societies disciplinary committee for a final decision. The two committee members who have taken part in the investigation should not make a decision regarding the outcome.

Conclusion of Investigation

Once a decision has been made, the complainant and the alleged perpetrator must be informed as soon as is practicable.

Action where the Complaint is upheld

If the complaint is upheld, the Club/Society committee will instigate the Clubs and Societies Disciplinary Procedures. Actions taken can include expulsion from the Club/Society.

Action where the Complaint is not upheld

- If the complaint is not well found, both parties should be brought together by the Club/Society committee and a mediation process should be implemented to ascertain whether both members can move on and continue to partake in the club/societies activities.
- If the complaint is discovered to be malicious or vexatious, the Club/Society committee may instigate the Clubs and Societies disciplinary procedures against the complainant.
- Retaliation of any kind against the member for complaining or by complainant may also constitute bullying/harassment and is a serious disciplinary offence.

Appeals Process

If either party is unhappy with the outcome of the investigation, both parties have the right to appeal to the Clubs and Societies Executive Committee within 21 working days of the findings being issued. A party, who wishes to appeal the outcome, should put the reason for the appeal in writing and emailed to the Head of Student Engagement or GM where appropriate.

Upon receiving the appeal letter, the Clubs and Societies Executive Committee will appoint two members of their Committee to hear the appeal. They may choose to conduct further investigations or implement a new investigation. A decision regarding the outcome should be taken within ten working days of receiving the appeal.

Confidentiality:

All individuals involved in the procedures referred to above should maintain strict confidentiality on the subject. All involved will be reminded of this throughout the investigation process.

DISCIPLINARY RULES & DISCIPLINARY PROCEDURE

Introduction

The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasize and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be a means of punishment. Every effort will be made to ensure that any action taken under this procedure is fair, with all members being given the opportunity to state their case and appeal against any decision that they consider to be unjust.

The following rules and procedures should ensure that:-

- the correct procedure is used when inviting a member to a disciplinary hearing
- The committee is fully aware of the correct procedure, the standards action and behaviour required.
- disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner

- Member(s) will only be disciplined after careful investigation of the facts and the opportunity to present their side of the case. On some occasions temporary suspension may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind
- other than for an "off the record" informal reprimand, all members have the right to be accompanied by a fellow member, who may act as a witness at all stages of the formal disciplinary process
- if a member is disciplined, they will receive an explanation of the penalty imposed and will have the right to appeal against the finding and the penalty.

Examples of breaches:-

- Serious or persistent breach of Health and Safety.
- Bringing the name of the Society/Club into disrepute.
- Acting against the aims and/or objectives of the Society/Club
- Misappropriation of any funding relating to the Society/Club
- Discrimination & Harassment as defined in the Equal Status Act 2000
- Gross misconduct by any member.
- Bullying & Harassment as defined in Safety, Health & Welfare Act 2005
- Grossly indecent or immoral behaviour
- Dangerous behaviour, fighting or physical assault;
- Possession, supply or use of illicit drugs;
- Theft or unauthorised possession of money or property, whether belonging to the club/society, another member, or a third party;
- Destruction/sabotage of club/society property, or any property on the premises;
- Interference with or misuse of any equipment for use by relevant club or society that may cause harm;
- Gross insubordination and/or continuing refusal to carry out legitimate instructions; i.e. trip leader event/organiser.
- Not having the correct and/or required qualification to carry out activities

Please note this is not an exhaustive list

Initiation of Disciplinary Action

1. All complaints relating to alleged breaches of discipline shall be made in writing (including email) to a member of the Core Committee and to the CSE in reasonable proximity to the date of the matter giving rise to the complaint. The member of the Core Committee shall submit that written complaint to the Committee, whose decision, subject to the provisions of this rule, shall be final and binding.

2. On being committed of a complaint of an alleged breach of discipline and being of the opinion that the matter is of a sufficiently serious nature, the Committee, acting with all reasonable haste, shall appoint a sub-committee (as per section 3.1), comprising of five full members to deal with and adjudicate upon the complaint. (For the purposes of this section 7, the sub-committee dealing with the complaint is hereinafter termed "**the Discipline Committee**".)
3. A written notice of a date, time and place of the meeting of the Discipline Committee at which such matters are to be considered and the nature of the complaints shall be given to the member concerned at least twentyone (21) days prior to the meeting.
4. The member shall be entitled to attend any such meeting and shall be afforded the opportunity to respond to the complaints
5. The Discipline Committee shall consist of 3 people. The Discipline Committee shall have power to caution, discipline, and sanction in such a manner as it considers appropriate. They may suspend the member's membership for such period as it considers appropriate, or to expel the member from membership of the Society/Club or of any committee thereof, or to impose such condition on members continued membership as the Discipline Committee considers appropriate.
6. During a period of suspension, a member shall be denied all rights and privileges of membership. In the event of suspension or expulsion the member shall not be entitled to a refund of the whole or any part of the Membership Fee for the year/s in which a suspension or expulsion occurs, and any Membership Fee falling due within the period of suspension shall remain due and payable.
7. A member desiring to appeal against the finding of the Discipline Committee and/or against the sanction imposed may within twenty-one (21) days of the decision request the CSE to consider the appeal. Such request must be made in writing. Upon the receipt of such an appeal the CSE shall appoint one of its members to hear the appeal, who will request written submissions from both the Discipline Committee and the member lodging the appeal and shall make their decisions based on those written submissions. In exceptional circumstances the CSE appointee may (at his or her sole discretion) convene a meeting with either or both of the Discipline Committee and/or the appellant, either alone or together.
8. In the event that a finding by the Discipline Committee of a breach of discipline is upheld, or in the event of an appeal against severity of sanction only, the CSE shall, inter alia, have power to reduce or increase the sanction.

9. Pending the decision of the CSE, the sanction imposed by the Discipline Committee shall not take effect.

10. The decision of the CSE shall be final and binding.

CLUBS & SOCIETY PROTOCOL ON LEGAL PROCEEDINGS

STEP 1

A formal request must be made from a Club or Society to the Clubs & Societies Executive prior to any legal advices being sought. The formal request will be in written form outlining in detail the time line of alleged issue and how it affects the clubs activities or good name. Full disclosure of all documents and correspondences (email, phone calls, text, web) must be made available to the Clubs & Societies Executive. The written request must be accompanied by a signed declaration by the committee that the information contained within is truthful and an accurate account of the issue in question.

STEP 2

The Clubs & Societies Executive will convene and the issue will form part of their weekly meetings on the official agenda. Clubs & Society Executive members with membership of the club or society in dispute must declare all affiliations and vacate the meeting where conflict of interest arises.

The Clubs & Societies Executive shall request the signatories of the initial formal request to attend a meeting in person of the Clubs & Societies Executive prior to a decision being made to grant or reject the request for referral to the ULSU solicitor

A majority decision is required from the Clubs voting members of the C&S Executive and a majority of the Society voting members of C&S Executive in order to grant permission for the issue to be referred for legal advice to the ULSU solicitor by the applicant club/society. In the event of conflicts of interest it will be a majority of the *remaining* voting members of the Clubs & Societies Executive

STEP 3

When a legal opinion has been obtained, it must be disclosed in full to the Clubs & Societies Executive. Each subsequent request to proceed from one legal action/proceeding to another will be subject to approval by the Clubs & Societies Executive on the basis of legal opinion and the "majority decision basis".

STEP 4

Clubs & Societies Executive retain the right to sanction or reject the initiation of any legal action or proceeding subject to the legal advices at any time. This shall be on the grounds that no one club or society may unnecessarily expose the level of risk to the overall integrity of the University of Limerick's Clubs and Societies.

APPENDIX 2 – Treasurers' workshops slides

Treasurer Workshops 2023- 2024 Clubs & Socs Admin Lisa Ryan

Important!

Firstly have you updated Bank Mandates and Online Banking Authorised Users?

Important!

- Coaching Policy.
- Loss of data on the wolves AY 23/23.
- Scholars payment of Invoices.
- Sum up / Square.
- Revolut –good bookkeeping.
- Deadline date for submitting the Budget.
- Extension -submit on the deadline date.
- C&S Finances –we are aware slow this year.

Clubs & Societies Committee Administration Part 2-Accessing your ULSU budget

• CreditCard Requests

Can use by drawing down funds from your allocation. Forms to be submitted on UL Wolves. You still have to request the capitation in the same way as normal for it to be approved. The credit card payment will be done on an agreed time in the presence of a committee member and a C&S Staff member (usually the C&S admin)

- **Bank Transfer Request.** Can use by drawing down funds from your allocation. Forms to be submitted on UL Wolves. The transfers will be sent to our accountant on Thursdays oncemysel and Paul have approved them.

For all policies and procedures:

*Committee Resource Docs Tab on ulwolves.ie

Budget application

In order to be deemed eligible to receive a portion of this funding each Club and Society must compile and submit (on time) a (good quality) budget application.

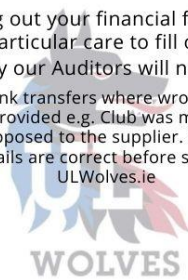
burden of proof

When preparing to submit a budget it is important to have a clear understanding of YOUR figures and entries and they MUST correspond with the paper work YOU provide.

REMEMBER the burden of proof is on the **Committee** to substantiate the financial entries and where the proof is absent, figures will be "Not approved".

When filling out your financial forms online please pay particular care to fill out correctly. Unfortunately our Auditors will not allow us to:

- Re-Issue bank transfers where wrong details were originally provided e.g. Club was meant to be the payee as opposed to the supplier. Be sure that all your details are correct before submitting to ULWolves.ie



NEVER Deal in Cash!!!

All income to be lodged to bank account and withdrawn/transferred as needed.

Why?

- Notsafetocarrycash!
- More chance of human error when dealing with cash. We don't want you to be in any stressful situations!
- You use your bank statements to prove your income. If it is not on the bank statements it will not be approved in your budget. Unfortunately there is absolutely no exceptions on this. If your income cannot be approved then technically all you have is expenditure. Because there is no gap between your income and expenditure you are not showing us that you have a shortfall to be covered by an allocation. Therefore...

If you deal in cash for the year you will not get a budget!



Clubs & Societies Budgets & Finances

- We receive our capitation directly from University of Limerick.
- There are two budgets within C&S:
 - Central Administration Budget (Insurance, Consultancy Fees, Vehicle Costs, Staff Wages etc) (Aisling)
 - Clubs & Societies Budget Allocation (Shows the Amounts awarded every year to each C&S through our budget system). (Lisa)
- The full finances (both above budgets) are discussed and approved at the Clubs & Societies Council as part of the 100% transparency of all C&S funding

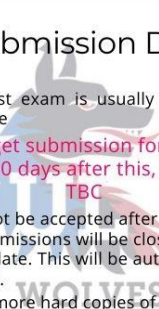


Submission Date

This year the last exam is usually around the 16th May therefore the

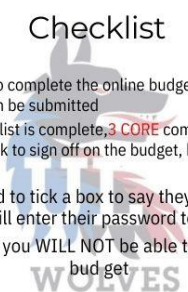
Date for budget submission for the Academic Year roughly 10 days after this, on Monday the TBC

- Budgets will not be accepted after this time & date. The online submissions will be closed off at 4pm sharp on this date. This will be automated by the UL Wolves system.
- There are NO more hard copies of budgets. All submissions online.
- Please be warned that there will be no exceptions.



Checklist

- You will need to complete the online budget checklist before your budget can be submitted
- Once the checklist is complete, 3 CORE committee members will need to click to sign off on the budget, before it can be submitted.
- They will need to tick a box to say they've checked the budget and will enter their password too
Without this you WILL NOT be able to submit your budget



Importance of Checklist

The checklist has been developed in order to **HELP** C&S avoid making mistakes.

It makes them conscious of the **vital** points to consider in putting together a budget.

- All items have to be ticked (if not ticked budget cannot be accepted) which means that the committee members will have carefully read all points before signing the budget submission!
- If committee have ticked a point but in reality have not actually addressed it: will be "thrown out" by those processing on the case that the committee were **fully aware** that this needed to be addressed but did not do it.

Your C&S Guidebook to Administration and Standard operating procedures are currently being updated but it still has in-depth info & guidance on compiling your budget. Here is the basic info on compiling a good quality budget ☐



Preparing a budget is really a very simple process.

- ☐ The finance section is designed for the “non-accountants” amongst us.
- ☐ You are guided through the points section with help text.




Your Club or Society will raise at least 50% of what they wish to spend the following year. C&S subsidy will provide a further 50% of income to you.

Securing your C&S budget

There are two sections to your C&S budget

- Income and Expenditure Section
- Points section

Both sections are equally important! They are symbiotic- if you do badly in one you do badly in **both**.

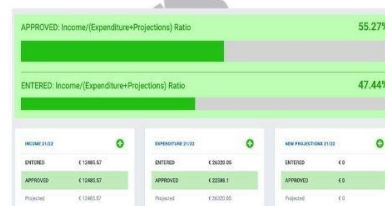


Your Shortfall

Once your budget is complete you need to have a look at your TOTALS to ensure that they are at appropriate levels... Many C&S put hours of hard work into their budgets but don't check their totals and this is to the detriment of their final allocation!!!



- Always double check your “total validated income & expenditure” before submitting your budget.



Important Information:

- This is found on your Budget Overview page. The bar shown is an indicator that you have raised a good ratio of your income/expenditure (50% is the ideal ratio) and are likely to get what you are asking for, if you score well on the points.
- In this case, there is income or expenditure that has not been reviewed by the office so 2 bars are shown to indicate your ratio as your currently approved items stand (top) and if all pending items are approved (bottom).

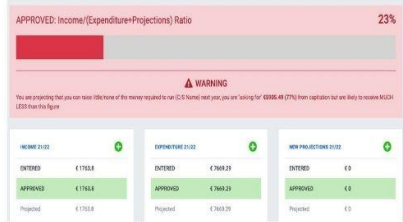
Expenditure too low

•Because your income (in either case above) exceeds the total running cost, no capitation will be allocated for this budget submission. If expenditure was particularly low in this year, you should enter (valid) PROJECTIONS with documentation for next year.



Expenditure too high

If this is a problem then you & your committee need to confer and cut down on expenditure. The budget system does not entertain exorbitant expenditure claims. Are you projecting too much? Perhaps this might be the case



Evidence

Your total validated income and expenditure is based on the amount of income and expenditure in your online budget. If you have not backed up with evidence it will not be validated by the C&S Admin.

Income and Expenditure Section

In Short: Input each income item online and back up with EVIDENCE online too, there will be an option to upload a file after you input an item. The expenditure will be backed up with Receipts. The income will be backed up with bank statements and you will mark the item in question before you upload it!

Income Upload Example:

DATE	DESCRIPTION	AMOUNT
21/01/20	Bank of England	100.00
21/01/20	Bank of England	100.00
21/01/20	Bank of England	100.00

Expenditure Upload Example:

DATE	DESCRIPTION	AMOUNT
21/01/20	Bank of England	100.00
21/01/20	Bank of England	100.00
21/01/20	Bank of England	100.00

Points Section

100 points in total

READ YOUR HELP FILES!

As with the Income and Expenditure Section; You will need to back up all claims being made in the points section.



e.g. "We sent out weekly updates via email to all our members". There will be a space for you to upload the emails making sure to include the CC Line so we can see the proof.

Points Section Contd...

- The help files will guide you!
- Essentially being incentivised for running your C/S well.
- Different points breakdown for Clubs A, B, C & Societies. You can see your points breakdown when you log in to your online budget. Also available in your C&S Guidebook
- Don't forget: Points and Finance section are symbiotic - if you do badly in one you do badly in **both**.

Summer Activity

Should your C/S have any activity after the Submission TBC they can apply to add extra receipts after this date. Email lisa.ryan@ul.ie with details of summer events and dates prior to 1st May.

WOLVES

Consistency is KEY!

Start as you mean to go on...

There are many steps you should take **RIGHT NOW** ahead of your budget submission next Semester.

From September you should begin filing away all receipts and bank statements you receive on ulwolves.ie. Keep these together in a safe place in a hard copy tool!

Every time you have an event or activity you should input the income, expenditure and points details into your online budget and file the supporting documents straight into your folder.

The Points Section is there to direct you in developing, improving or even just improving the standards of your C/S. Read the help files for the points section **now** to know what is expected of you for the year ahead! It will let you know what you need to aim for and will enlighten you as to what you need to keep for your hard copy submission in May! E.g. posters from events, details of match fixtures, a copy of your bank mandate etc.

Bonus Points for Consistency

This was introduced by Clubs & Societies Council as a measure to incentivise C&S Committees to "do a little often" on their financial management, by constantly updating their budget and avoiding very poor last minute submissions or in some cases not at all. Those Clubs/Societies who consistently update their budget throughout the year will be rewarded through a bonus points section as follows:

2 points per quarter (i.e. four points in total per semester) will be awarded to those updating their budget throughout the year.

Budgets will be reviewed halfway through each semester and again at the end of each semester to ensure you have been updating your income and expenditure section.

WOLVES

Start as you mean to go on!

Preparing a budget is really a very simple process.

□ The finance section is designed for the "non-accountants" amongst us.

□ You are guided through the points section with help files.

- The key to producing a good budget is to familiarise yourself with it now at the start of your financial year - this will make you aware of what you need to work towards between now and May & what documents you will need to put aside as "evidence" during the year. Once you have done this speak to your committee @ your next meeting - you will need to relay to them what their part will be e.g. PRO to work hard at publicising all events/activities so that maximum points can be gained in the points section - same to provide evidence of all this advertising & publicity to the treasurer on a regular basis!

• The budget process is not entirely up to the treasurer. The entire committee have the responsibility to ensure a good quality budget has been presented to the Clubs and Societies office in May.

Communication is key!

Your committee need to work with you

1. Work together for the year in gaining a budget. That is: getting income & expense to desired limits, getting points to maximum possible e.g. attending council meeting, Hustings, 2 x Recruitment drives. Publicising your events/activities/your club and society in general.
2. Saving all evidence throughout the year so that soft copy proof folder can be compiled. The treasurer will not be in receipt of much of the evidentiary documentation but all of this documentation needs to be presented to the treasurers

WOLVES

Start as you mean to go on!

- If you do not have so already: We advise a "Treasurer's Update" be put on the agenda for your committee meetings. Keeping your finances at the forefront will serve to have everyone educated- this should result in a successful financial year as well as a good quality (stress free) budget submitted by you in May.
- With this approach it will be a matter of sitting down for a couple of hours in May to
 1. Input your expenditure online and
 2. Make sure that all income and expenditure has been added

How to input

You make each entry using the "add income" or "add expenditure" Green button at the top of the pages. The process is quite straightforward- if anything is unclear to you please email/call in & I will clarify.

The screenshot shows two side-by-side forms for adding financial items. The left form is titled 'ADD INCOME ITEM' and includes fields for 'INCOME', 'DATE', 'DESCRIPTION', 'AMOUNT', and 'CATEGORISED'. The right form is titled 'ADD EXPENDITURE ITEM' and includes fields for 'EXPENDITURE', 'DATE', 'DESCRIPTION', 'AMOUNT', 'CATEGORISED', and 'RECEIPT FILE'. Both forms have a green 'ADD' button at the bottom.

The receipt upload feature:

Income € 150.00 Projected € 100.00

October

SL INVOICES REF. #	EXPENDITURE CATEGORY	ITEM DESCRIPTION	PAID BY	CHECK OFF REF. #	2019/2020 SPENT	2020/2021 PROJECTED	RECEIPT FILE	SUB	VIEW
• E-10483	Check Off	1st expenditure	Club Transfer	123	€ 50.00	€ 0.00			
• E-10485	Capital	Wiring again	Club Card	123	€ 100.00	€ 100.00			

Points to note with receipt upload

- If your receipt gets rejected throughout the year you need to upload it fully again with corrections
- Give as much info as possible so we can check info out and make sure receipts are valid
- Upload receipts **NOT INVOICES!**
- Keep an eye on whether they have been approved or not, to stay on top of it

Projecting NEW expenditure

- The process for adding new projected expenditure is different to adding current expenditure. If you wish to project NEW expenditure make use of the tool bar as normal and upload the projection document along with the quotes for the expenditure
- The projection document would be a detailed justification on what you would like to purchase next year.

Misc Docs to be included

- Foreign Trips Proposals for the coming year (if any)
- Equipment Inventory (if any)
- 3 year plan (if any)
- Coaching Credentials of the coach you are planning to employ for coming year (if any)
- Your Constitution- based on C&S Constitution
- Your Health and Safety Statement based on C/S Safety Statement

"Cosmetic" Edits Only after submission date!!

- Traditionally, if there are edits needed on your Club/Society budget you are emailed with the details once it has been processed over the summer months and given the opportunity to edit before a certain date. This is for cosmetic/ small changes ONLY where it is obvious a small mistake has been made etc.
- This is not to facilitate a complete overhaul of budgets where club/society committee left themselves short of time during the year and are relying on a "budget edits needed" email in order to perform a complete overhaul of their budget.

Reasons why 1/3 of budget applications were not successful this year

- No Shortfall
- No proof of income/expenditure
- Received late
- Received invoices instead of Receipts
- No Proof of income!!

Special Apps Fund -€30,000.

- A discretionary fund separate to your budget funding (approved on a case-by-case basis by the exec).
- For Unforeseen expenditure or expenditure that you were unable to budget for.
- You can also apply for this through ULWolves.ie, the same place as capitation

How to apply for special apps

1 Budget 2021

2 Your Capitation

3 Send special apps request

Final reminders:

- Due Diligence – FEDEX charges.
- Bank Statements uploaded on Wolves.
- Committee minutes uploaded.
- Invoices & Receipts
- IBAN/ VAT/ Customer Name/ Invoice number
- C&S Department Coaching Policy 2023
[CS_Dept_Management_Coaching_Policy_updated_25.07.23.pptx](#) (live.com)

If you have any problems during the year with your budget don't hesitate to email me requesting a meeting/ pop in to my office !!!!!



APPENDIX 3 – Sample Handover

UL Trampoline and Gymnastics Club

Captain

Handover Document 2017

The Captain's role of a club is to organise the committee in such a way as to facilitate the smooth operation of the club. Within the committee there are several job specific roles to be carried out. It is the captain's role to ensure that the people in these positions carry out their commitment. The captain is the main representative of the club and the delegator is tasks within the committee.

- If a committee member cannot fulfil a particular role this is not necessarily a reason that they cannot hold a position. Always remember the club runs on the volunteered time of the committee members and as such the captain should facilitate them whenever possible and volunteers can be asked to take on a particular role. That said it is the captain's responsibility to make sure all tasks are carried out.
- To make themselves aware of any additionally relevant information where required from previous Captain, Beginner's Guide, Safety Statement, C&S Exec; etc
- To ensure the foreign trips policy has been abided to at least two weeks prior to departure
- It is the captain's responsibility to ensure all records are complete at the end of the year. To do this he/she should obtain copies of all minutes; correspondence through the secretary and copies of the treasurer's monthly reports.
- It is the captain's responsibility to liaise with the secretary and the club development officer in all SU matters.

Good traits of Club Captain include:

- Excellent leadership skills
- Strong, competent organisation skills
- Excellent communication skills with a proficient level in written and oral communication
 - Show empathy, understanding and problem solving
- Experience of interpersonal and team working skills
- Realistic and Fair Delegation of jobs/roles -Remain on top and aware of club matters and allowing for work to be completed in a timely matter
- Enthusiastic and motivational working manner

The general roles of any committee member can be outlined as:

- Attend meetings of committee
 - Attend allocated C&S meetings
 - Become informed on the issues to be discussed and up-to-date with all matters
 - Express opinion clearly and allow others to express theirs
-

- Accept responsibilities to share work load
- Accept decisions of the majority
- Fulfil committee weekly assignments
- To makes efforts to fulfil all Budget Points requirements
- Report back to full club/captain each week
- To make themselves aware of any previous supporting documentation for their allocated role and familiarise themselves with such documentation (i.e. handover document)
- To captain should be kept informed of all committee matters

The Main Responsibilities/Tasks of the Captain include but are not limited to:

- To ensure the committee is up-to-date on the UL Wolves Committee Website
- To allocate committee abilities e.g. C&S News Updates, Members Information to the appropriate committee members
- To create a C&S Council meeting rota for the committee for the semester
- To create a start-of-year pack for committee members
- To update/change all administration passwords at the start of term
- To raise cheques as requested, in conjunction with Treasurer
- To act as 1st preference signatory on club cheques and all other club documentation.
- To, in conjunction with the Secretary, prepare End-of-Year documentation for Budget reports
- To ensure a Lotto representative is elected ASAP
- To contribute to compiling the Contact List containing phone numbers, emails etc, of any relevant contacts
- To be the Club's point of contact for external competitions
- To organise for entry payments, travel & accommodation for competitions and with the competitions officer
- Provide for the committee a detailed Inventory & Monetary Estimates Report with the treasurer
- To liaise with club members with respect to participation in competitions

Captain should actively seek out competitive opportunities for those so inclined within the club whilst appreciating the limited resources of the club e.g. gymnastics Ireland competitions

Present end of year thank you cards to the ULSU teams and the likes of the Stables and other collaboration bodies from the year such as BOI & UL Sport

Administration Matters and C&S Council:

- UL Wolves Club Page update at start of year
- UL Wolves Committee Page update at start of year
- Ensure each committee member has access to previous Handover Documents
- Ensure each committee member knows where their relevant Committee Documents are found.
- 2 Committee Members must attend each meeting
- You both must sign in before you sit down

- You will present on what was discussed at the next club committee meeting

Contacts

- ULSU C&S Administrator - Michelle Whyte: michelle.whyte@ul.ie
- ULSU C&S Administrator Manager - Paul Lee: paul.lee@ul.ie
- UL Sport and Arena Student Administrator - Neasa O'Donnell: neasa.odonnell@ul.ie
- UL Sport and Arena Student Administrator - Catherine Dooley: catherine.dooley@ul.ie
- ULSU Entertainments & Events Manager - Keith Quinlan: keith.quinlan@ul.ie
- Stables Club Manager - Declan Collins: declan.collins@ul.ie

Competitions and Foreign Trips

- Captain welfare speech before we leave
- Entries & Payments alongside Competitions Officer & Treasurer
- Club flags, photos and representing UL
- Be aware of welfare policy concerning drugs and alcohol
- Ensure foreign trip policy is filled out in the budget each year for all foreign trips planned for the next year
- Ensure policy is adhered to at least two weeks prior to travel

Competitions:

- Munster Open
- Irish Varities
- Scottish Student Open
- Limerick Open (inaugural competition in Feb, 2017)
- Irish Student Open
- Dublin Open

Competitions entries re: teams – Alongside Head Coach, select top 4 competitors to perform in a team. You can create upto 3 teams, 12 competitors

- To prepare a Competition Review in conjunction with the Treasurer and Competition Estimates for the next AY report to be presented to the committee at the final meeting of the AY

Committee Meetings:

- It is the captain's responsibility to call the weekly meeting with the secretary.
- Prepare agenda for meeting with Secretary and open agenda to committee to add necessary issues
- It is the captain's responsibility to ensure that the secretary has the up-to-date agenda
- It is the captain's responsibility to chair all club meetings and to remain open and unbiased to all suggestions.
 - Chairing the meeting involves ensuring that issues are not discussed over time

- Calling meetings to order
- To be the main representative of the Club and in such a capacity, promote the club as best s/he can
- To work with the head coaches to make sure that all members are getting the appropriate coaching and training they require to fulfil their needs be it recreational or competitive
- Delegate responsibilities to committee members each week
- Involve all members in the decision making
- Prepare an annual report for each AGM
- Agree budget with club committee

Annual General Meetings and Extraordinary/Emergency General Meetings

AGM's are recommended to be held within first 4 weeks of autumn (to elect first year representative) and spring semesters, as well as within the last 3 weeks of autumn (to elect committee members to fill in for those going on co-operative education) and spring semester, and at the end of every academic year.

- Student members, UL Alumni members and Honary members in which fall into one of the above categories allowed to vote.

EGM's (Emergency General Meetings) may be called as needed should an expected event occur, (committee position resign, equipment damage, constitution change etc) an EGM must be organised and made aware of to the club members with 2 weeks' notice.

-Further information can be found in the CS Administration booklet

Funding Schemes & Applications:

- UL Sports Coaching Fund (Neasa O'Donnell)
- UL Sports & Arts Fund (Paul Lee)
- BOI Enablement Fund (Paul Lee)
- UL Stables Club Fund/Sponsorship (Declan Collins)

Appendix

Committee Pack:

Committee administration sites, social media accounts and all associated passwords, committee details and contact information for the new committee.

C&S Council Rota used in 2016/17

Table 1: C&S Council Rota Example

Week	Committee Member 1	Committee Member 2
0	Captain	PRO/Welfare
1	Captain	Secretary/Health&Safety
3	Treasurer/competitions	Events
5	PRO/Secretary	Welfare
7	Health and Safety	Head Coach
9	First Year Rep	Secretary

Club Calendar used for 2016/17

Table 2: Club Calendar Semester 1

Date	Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
29/03 - 04/04	0		Outdoor Bounce	Outdoor Bounce	Outdoor Bounce			
05/03 - 10/03	1			Rec. Drive			Crumlin's Hospital Fundraiser	
12/03 - 18/03	2		*Freshers Training					
19/03 - 25/03	3		Freshers Picnic		Pub Quiz			
26/03 - 02/04	4		AGM (for yr repl) Leonard Order	Airplane				
03/04 - 09/04	5			Outdoor Bounce	Paint Party		Douglas Frazer 15 Year Celebration	
10/04 - 16/04	6		In-house Comp					
17/04 - 23/04	7				Open Day	Open Day	Munster Open UCC	Munster Open UCC
24/04 - 30/04	8				Pizza Party			
01/05 - 07/05	9 (bank hol)						Douglas Frazer	
07/05 - 13/05	10		EGM					
14/05 - 20/05	11					UCC in UCC	Inverurie UCC	Inverurie UCC
21/05 - 27/05	12							
28/05 - 03/06	13	Study	Study	Study	Study	Study	Day 1 - Exams	
	exam exam					Exams Finished		

Appendix 4 – Basic Handover Template



UL WOLVES HANDOVER DOC

AY 20**/20**

NAME: -----

CLUB/SOCIETY: _____

COMMITTEE POSITION: _____

CONTACT EMAIL: ----- _____

Key Duties:

Additional Duties

What worked well this year?

What did not work this year?

Key Contacts

Name	Position/Role	Email

My advice for your time in this role

APPENDIX 5 – Branding Guidelines

PRIMARY LOGO



Blue Indicates Clear Space. The blue area must be kept free of other elements. Grey padding Indicates Safe Zone.

Magenta Indicates type and element alignment and boundaries.

The minimum required Clear Space is defined by the measurement 'X' (equal to the height of the 'WOLVES' letters.)

MINIMUM LOGO WIDTH



SECONDARY LOGO



Blue Indicates Clear Space. The blue area must be kept free of other elements. Grey padding Indicates Safe Zone.

Magenta Indicates type and element alignment and boundaries.

The minimum required Clear Space is defined by the measurement 'X' (equal to the height of the 'WOLVES' letters.)

MINIMUM LOGO WIDTH



PRIMARY LOGO with Tagline



Blue Indicates Clear Space. The blue area must be kept free of other elements. Grey padding Indicates Safe Zone.

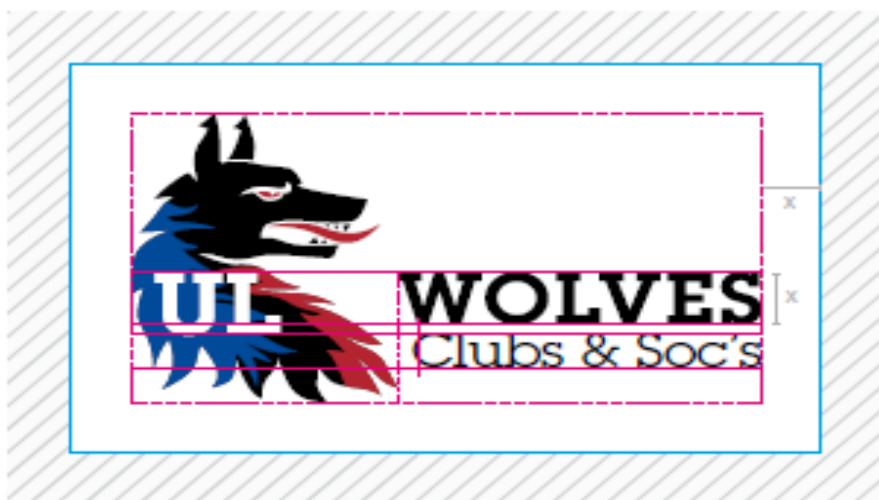
Magenta Indicates type and element alignment and boundaries.

The minimum required Clear Space is defined by the measurement 'X' (equal to the height of the 'WOLVES' letters.)

MINIMUM LOGO WIDTH



SECONDARY LOGO with Tagline



Blue Indicates Clear Space. The blue area must be kept free of other elements. Grey padding Indicates Safe Zone.

Magenta Indicates type and element alignment and boundaries.




The minimum required Clear Space is defined by the measurement 'X' (equal to the height of the 'WOLVES' letters.)

MINIMUM LOGO WIDTH






LOGO COLOURS



	BLACK C0 M0 Y0 K100
	PANTONE 287M C100 M75 Y0 K0
	PANTONE 200M C21 M95 Y81 K12

LOGO GREYSCALE



	100% BLACK
	85% BLACK
	75% BLACK

LOGO FONTS

ITC Lubalin Graph Book

1234567890 !@£\$%^&*()-=+
ABCDEFGHIJKLMN O PQRSTUVWXYZ
abcdefghijklmnopqrstu vwxyz

ITC Lubalin Graph Demi

1234567890 !@£\$%^&*()-=+
ABCDEFGHIJKLMN O PQRSTUVWXYZ
abcdefghijklmnopqrstu vwxyz

ALTERNATIVE LOGO VERSIONS



DON'T ABUSE YOUR LOGO



DON'T change
element position



DON'T stretch
or distort



DON'T change
fonts/colour



DON'T change
element proportions

APPENDIX 6– Minutes Template

APPENDIX 7– UL C&S Event Management Plan Contents – SAMPLE



1. Introduction
2. Key Event Details
3. Safety Policy
4. Key Personnel
5. Responsibilities of Key Personnel
6. Security Plan
7. Stewarding Plan
8. Managing The Crowd
9. Spectators With Disabilities
10. Fire Safety Precautions
11. Medical Provision
12. Health & Welfare Issues
13. Environmental Monitoring Programme
14. Communications Facilities
15. Temporary Structures / Installations
16. Lighting & Auxiliary Power
17. Tests & Inspections
18. Appendices
 - a. Contact names & Numbers
 - b. Traffic Management Plan
 - c. Cancellation Policy
 - d. Vendor Fire Safety Guidelines
 - e. Food Hygiene Guidelines
 - f. Instructions to Event Staff
 - g. Incident Report Form
 - h. Emergency Procedures
 - i. Event Emergency Plans
 - j. Risk Assessments
 - k. Venue Ground Regulations
 - l. Fire Fighting Equipment
 - m. Drawings

Some or all of these, plus more, may apply to your event. Include whatever needs to be included.

APPENDIX 18 – UL C&S Income & Expenditure Template



C&S Event							
Income				Expenditure			
Breakdown	Qty	Unit Cost	Total	Breakdown	Qty	Unit Cost	Total
Ticket Sales	600	15.00	9,000.00	Band	1	2,250.00	2,250.00
<u>Other Income</u>				Equipment	1	3,000.00	3,000.00
Stables	1	500.00	500.00	Food	10	75.00	750.00
Scholars Club	1	500.00	500.00	Merchandise	200	6.50	1,300.00
Special Events funding	1	2,000.00	2,000.00	Printing	1	350.00	350.00
				Speakers	2	150.00	300.00
				Transportation	1	120.00	120.00
TOTAL			12,000.00	TOTAL			8,070.00

3930.00 Profit if all 600 tickets are sold

32.75% Margin

338 How many tickets do we have to sell to break even?

Make sure your income figures include VAT

Only include 'Other Income' that's 100% happening

The 'Margin' calculation is handy as it tells you your profit margin based on all 600 tickets selling

The 'Break Even' calculation is KEY as it lets you know how many tickets need to sell to break even on the event

Event Planning Risk Assessment Matrix

Factor	Likelihood	Consequence	Guidance
1	Almost impossible	Minor Accident	Scratch, bruise, no lost time
2	Very unlikely	Lost time Accident	Temporary minor injury, first aid required
3	Unlikely	Reportable Accident	Temporary but serious injury (bone fracture)
4	Likely	Severe Injury	Permanent disability, loss of limb
5	Almost certain	Fatality	Death

This is a simple Risk Assessment Matrix. For big events we go into a lot more depth with our Risk Assessing practices, but this is a great tool to begin with.

It helps to focus your mind and identify things that could cause you issues. You need to be realistic & practical when you use it.

Conducting a Risk Assessment, but being unrealistic about the risk factors is worse than not conducting any Risk Assessment.

If you are in any doubt over risks or potential risks, then seek the advice of professionals. *People like us do this for a living and are experienced, qualified and insured to do so.*

		SEVERITY				
		1	2	3	4	5
LIKELIHOOD	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25
Low		Medium		High		
1-3 = Tolerable		4-6 = Apply Judgement		8-25 = Reduce Risk		

APPENDIX 8 - Policy re External Judging at Hustings

Re External Panel Scoring the Hustings as part of the Annual Awards for the Best Club/Society of the Year

Clubs & Society Council approves for a new independent judging panel to assist with the annual awards process. There shall be two panels of 3 people in each, one designated for clubs and one designated for societies. These panels will be responsible for scoring the written shortlisted candidates applications by the existing criteria utilised by the Clubs & Societies Executive. Council have 50% voting rights and the independent panel has 25% voting rights. The councils 50% will comprise of their vote on presentations at Hustings and the External Panel's 50% is split equally over their marking oappenif the shortlist submissions AND the presentations at Hustings.

10% - Visual & Oral

10% - Content (are they communicating well the knowledge from the written application)

5% - Discretionary

The 6 independents will be chosen by the Clubs & Societies Executive. The panel may be drawn from the University, the Students Union or Alumni but cannot be involved in Clubs & Societies within the last 5 years. The Clubs & Societies Executive reserve the right to replace any member from the independent panel if it is felt there may be a conflict of interest depending on the final outcome from the initial Clubs & Societies shortlist process. The independent panel must mark the written application and attend the hustling for their submission to be valid. The remaining 50% will be in accordance with the current voting procedures by the attending Clubs & Societies. (As per policy of the 11th February 2014 pg. 99 of the Guide to UL Student Life Clubs & Society Committee Administration)

Passed by Council Feb 10th 2015

APPENDIX 9 - Policy re Societies taking part in physical activity

Societies may participate in sporting/ physical activity provided they adhere to the following:

1. Specific to just the Society's membership.
2. It cannot undermine the activity of any corresponding sports clubs in UL Student Life.
3. Fundraising
 - a. A Society may fundraise through physical sporting activity providing they adhere to parts 1 and 2 of policy.
 - b. Inter-societal fundraising is not permitted as part of this policy except where a charity is concerned.

If a Society wishes to participate in regular sporting activity you will need to abide by all above points and gain approval from C&S Exec. Once Off sporting/physical activities such as FF v's YFG annual soccer charity match) are permitted within the current framework of our existing insurance policies

Passed by Council 17th Nov 2015

APPENDIX 10 - Policy re Administration Seminars

Clubs and Societies Administration Seminars

1. All Clubs and Societies will be required to provide names of two representatives and one alternative representative to the Clubs and Societies Development Officer by Wednesday of Week One; Semester One, who will be attending the Clubs and Societies Administration Days.
2. At least one representative should be a member of the committee of the Club or Society.

3. The named alternative will be required to attend the full duration of the Administration Days when one of the named representatives are unable to attend.
4. It will be the responsibility of the respective Club or Society to ensure that two representatives represent the club or society for the full duration of the Administration Day.
5. If a Club or Society fails to present two representatives for the full duration of a Administration Day, that Club or Society will be ineligible for 50% of a budget

Clubs & Societies Council, 30th March 2004 amended in Point 5 from New Policy amendment in 2015)

Proposal: Re-allocating the 50% Admin Seminar attendance fines.

“Clubs & Societies that fail to turn up the annual Clubs & Society Administration seminars incur a 50% fine for each seminar missed. The 50% fine will be applied to the budget column marked as “ Total asked for” to facilitate the automation of fines, and redistribution of those fines as part of the annual budget process”

Passed at council 24th march 2015

Appendix 11 – SOP Manual