

## C&S Intervarsity/Competition Guide

This conversation has to start with UL Sport in the first instance to agree that it can be hosted in terms of facilities, and then, as the Clubs & Societies Dept, Paul & Lisa can see what is possible from a financial perspective once we know the full costs.

- Name competition :
- Date of competition:
- Sport/Event:
- League/Championship/Intervarsity Friendly:
- All 3rd-level students competing
- No year down allowed take part
- Home/Away:
- If hosting a list of colleges in attendance:
- Venue:
- Campus pitches -
- Start time:
- Letter of indemnity requested:
- Catering/Food
- First Aid
- Requirements

**C&S will be keeping attendance records as part of their own risk management/duel diligence processes for events, but lists are not needed by insurers in advance for the letters.**

### **Staff / C&S & UL Sports Approval**

- Pre-Event Meeting Completed (Yes/No)
- Travel & Logistics
- Bus Return Time
- Parking
- Travel Contact Person
- Emergency Contact Number

### **Finance & Administration**

- Entry Fee (if any)
- Approved Budget Amount
- Special Application Funds

**WOLVES**

- UL Sports funding
- Referee fees

### Health, Safety & Welfare

- First Aid Contact / Provision
- Time First Aid needed
- Risk Assessment Completed (Yes/No)
- Attended Health & Safety/ Risk Assessment Training.

### **Remember to do:**

- Social Media Takeover Booked/Book C&S Flag for the event. (Yes/No)
- **Update information under the Event Section in the Wolves Budget Points**



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