UL WOLVES CLUBS & SOCIETIES



STANDARD OPERATING PROCEDURE MANUAL

(Version 2, Updated: Sep 2026)

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SOP-01: Creating & Keeping Records of Event/Activity on UL Wolves System

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the creating and keeping of records for an event/activity using the ulwolves.ie system.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

It is the responsibility of all committee members to upload all events/activities to the ulwolves.ie platform.

It is the responsibility of all committee members to keep attendance at physical events/activities via the ulwolves.ie system.

It is the responsibility of the committee to document and retain cleaning records for all physical events.

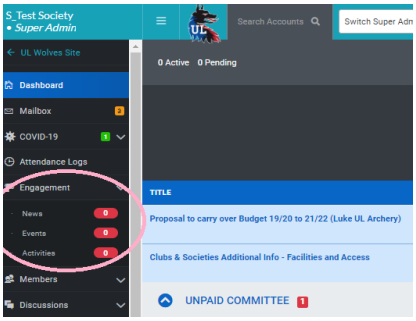
H&S Requirements

- Committees must upload a completed Covid-19 Compliance Record 01 for each event when creating an event/activity page on ulwolves.ie

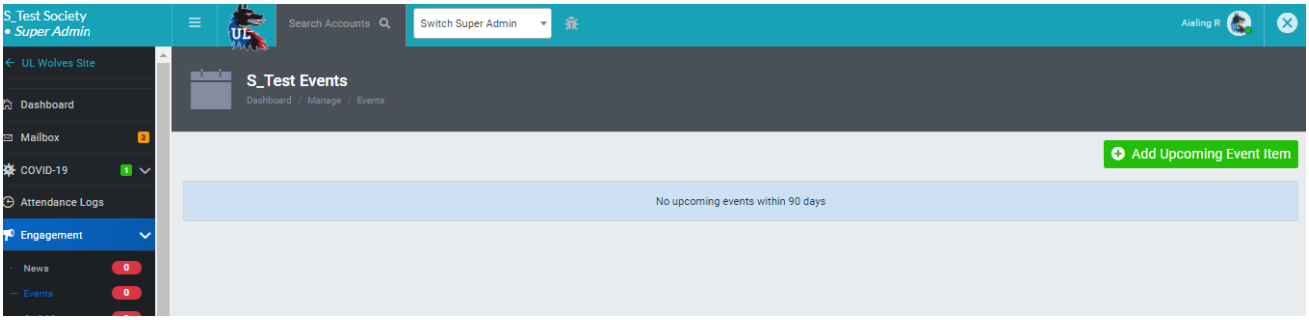
- Records of cleaning must be completed and maintained (section 3 of the Covid-19 Compliance record) and submitted via ulwolves.ie.
- Attendance records must be maintained and be made available for contact tracing purposes on ulwolves.ie when required
- The maximum numbers permitted in a room to ensure social distancing can be maintained during the COVID-19 pandemic should be clearly displayed on the entrance to that room by UL staff. This number must never be exceeded.
- Adhere to the contents of the Covid-19 Plan for this event.
- Regular day-to-day events should be included in the risk assessments for the Club or Society.
- Event Management plans must be completed for all events outside the normal day-to-day events for the Club & Society.

Procedure

1. **Log in** to your committee page on ulwolves.ie
2. On the left panel, **select event or activity** under the engagement menu item



3. Select the green '**Add upcoming event**' button



4. **Complete the fields** as set out below

Physical Events/Activities

Title	Name of your event/activity
Type	Is this a virtual or physical event?
Pre Booking	Would you like members to sign up in advance of the event/activity? *If yes, there is a function available to allow you to set a cut-off time by which people must book their space up to the max capacity*
Free/Paid	Select whether you require a fee for attendance *If Yes, enter fee amount (payable by cash at the event)*
Location	Where will this be taking place, room number and building, where applicable
Meeting Point	where you have organised to meet people
Max attendees	The maximum number of attendees you are permitted to have at this event ➢ On campus, the maximum number of people permitted in a given room will dictate this ➢ Off campus, the maximum number permitted in the room must be calculated based on social distancing and other relevant requirements, such as emergency evacuation requirements, etc. Once the maximum number of attendees has booked, the booking option will no longer be available to members
Start Date	The date on which the event/activity is taking place
Start Time	The time at which the event will take place
End Date	The date on which the event/activity is finishing

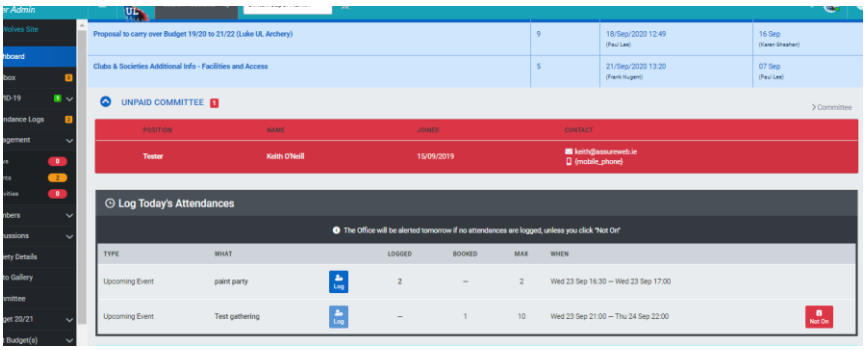
End Time	The time at which the event/activity will finish (keeping in mind time guidelines)
Schedule Show	The date on which you would like this event/activity to be available to book into
Image/Poster	Option to upload artwork to promote the event
Tags	Communicates whether your event is beginner-friendly, sensory-friendly, commuter-friendly, or wheelchair-friendly
Event Description	A description of the event and what it entails

Virtual Event/Activity

Title	Name of your event/activity
Type	Is this a virtual or physical event?
Pre Booking	Would you like members to sign up in advance of the event/activity? *If yes, there is a function available to allow you to set a cut-off time by which people must book their space up to the max capacity*
Free/Paid	Select whether you require a fee for attendance If Yes, enter fee amount
Link Address	This is where the members who have booked attendance can find the link to your virtual event/activity
Max attendees	The maximum number of attendees you are permitted to have at this event ➢ On campus, the maximum number of people permitted in a given room will dictate this

	➢ Off campus, the maximum number permitted in the room must be calculated based on social distancing and other relevant requirements, such as emergency evacuation requirements, etc. Once the maximum number of attendees has booked, the booking option will no longer be available to members
Start Date	The date on which the event/activity is taking place
Start Time	The time at which the event will take place
End Date	The date on which the event/activity is finishing
End Time	The time at which the event/activity will finish (keeping in mind time guidelines)
Schedule Show	The date on which you would like this event/activity to be available to book into
Image/Poster	Option to upload artwork to promote the event
Tags	Communicates whether your event is beginner-friendly, sensory-friendly, commuter-friendly, or wheelchair-friendly
Event Description	A description of the event and what it entails

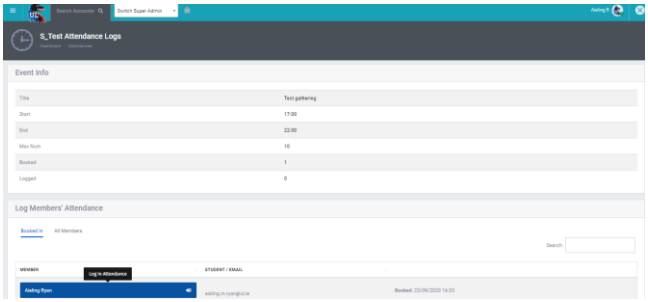
5. On the **day of the event**, log in to your committee page and scroll down to **'log today's attendance'**

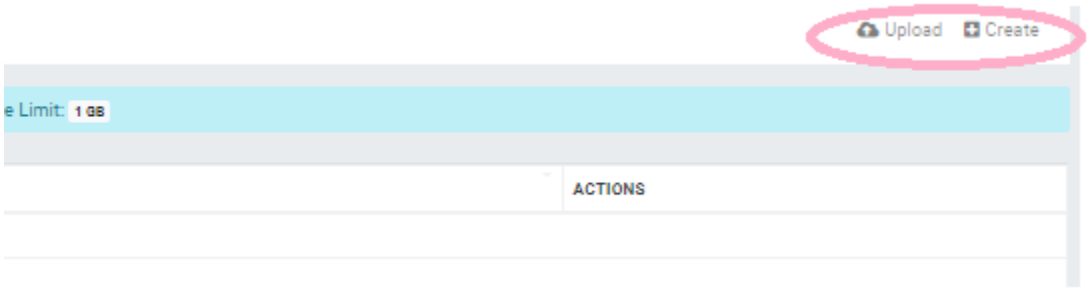


6. If your event is **no longer happening**, please select the 'not on' button, otherwise please select the blue 'log' button

   Please note that the clubs and societies office will receive a notification if an event was held where ***no attendance was logged***. The committee will be contacted to explain the reason for this non-compliance, and appropriate action will be taken up to and including suspension of club/society activity as per ***SOP 32 investigation and disciplinary in matter of breach of UL Wolves Clubs and Societies policies.***

7. If your event/activity had the **pre-booking option** enabled, you will see a list of members who have made a booking, and you will need to log them in on arrival





8. If you **did not enable pre-booking**, you will see a list of active members and will be required to log them in as they arrive/attend

Please Note: UL Wolves Insurance policies are directly linked to online approved membership; as such,* ***non-members are not insured* *to take part in clubs and societies' activities. A committee's failure to comply with this will result in a 15% fine of their budget allocation and may result in an investigation as per SOP-32 Investigation and disciplinary in matter of breach of UL Wolves Clubs and Societies policies.*

Referenced Documents:

- SOP 32 investigation and disciplinary in matter of breach of UL Wolves Clubs and Societies policies.
- Covid-19 Compliance Record
- Risk Assessment template
- Event Management template

SOP-02: Forming a New Club/Society

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the formation of a new club or society under the umbrella of UL Wolves Clubs and Societies

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Responsibility

It is the responsibility of the proposer(s) of the new club or society to ensure they have met all pre-conditions.

It is the responsibility of the proposer(s) to organise a meeting with the Clubs and Societies Coordinator and/or the Head of Student Engagement to discuss their proposal.

It is the responsibility of the proposer to be available to present at a Clubs and Societies council meeting in order to seek ratification for the proposed club or society.

H&S requirements:

A proposed club or society must have a constitution, including a risk assessment for their activities and a Covid-19 Plan based on the templates provided by the Clubs and Societies office prior to starting the 15-week trial.

Procedure:

1. A proposed club or society must check that they **satisfy the 6 pre-conditions** of becoming a UL Wolves club or society, which are as outlined below:

    01. The proposed Club or Society you wish to establish ***cannot already exist***, as we do not allow duplication.

    02. The proposed Club or Society cannot ***impede on the activities*** of any existing Clubs & Societies.

    03. 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. You are ***agreeing to volunteer your time*** to run this proposed Club or Society as part of an organised committee, to the best of your ability.

    04. The Common Constitution for Clubs & Societies is a formal administrative requirement and structure in place that must be complied with.

    05. The ***Health & Safety Statement*** forms part of the Common Constitution and requires very important consideration and deliberation before being documented and approved. ***Risk assessments must be completed*** for proposed activities of the new Club or Society using the Risk Assessment template provided.

    06. Financial accountability and transparency are mandatory, and all ***financial records must be made available*** on request.

    Please note that if you cannot satisfy these pre-conditions, the proposed club or society ***cannot exist*** *under the umbrella of UL Wolves clubs and societies, and there will be* ***no financial support or insurance*** *made available.*

2. If the pre-conditions are satisfied, the proposer must then complete Proposal for a new UL Wolves Club or Society Record 002: Section Two, which is a **proposal document**.

3. This document must then be **submitted to the Clubs and Societies Coordinator** (**CSC**) at info.clubsandsocieties@ul.ie**,** along with a **request for a meeting** to discuss the contents of the document formally. The CSC will take minutes of the meeting.

    - This meeting will loosely follow the below agenda:

- Pre-conditions clarification/approval
- Setting out main objectives for the club/society
- Setting out supports initially needed by proposers (room booking/financial assistance, etc)
- Overview of key elements of UL Wolves (Budget System/ Membership process/insurance processes)
- AOB

Note: Should an issue arise in the above meeting, we will do our best to resolve it together, but unfortunately, there may be some issues that arise that can result in the proposal being refused at this stage. This would usually be due to one of the pre-conditions not being satisfied.

4. If approved by the Clubs and Societies Coordinator, the proposal will be passed on to the **Clubs and Societies Executive for review**.

5. Once the Clubs and Societies office and the Clubs and Societies Executive are satisfied and there are no objections, the Proposer(s) will need to **call a meeting** of prospective members. **25 member signatures and associated student ID numbers need to be provided**

6. Attendance will need to be recorded and forwarded to the CSC **within 48 hours** of this meeting taking place.
    - To exist as a UL Wolves club or society, you will need to **sign up and maintain 25 members at a minimum**

Note: If the prospective members are significantly less than 25, it could cast a doubt over the interest in such a club or society among UL students, and a review of the club/society by the Clubs and Societies Coordinator will be needed. If 25 prospective member signatures cannot be gathered after additional time, the appetite for the club or society is not evident in the university, and the proposal will go no further. Please note, you are not precluded from trying again should you find more people interested in becoming members.

7. Once Steps one to six are complete, the proposer(s) will be afforded the opportunity to pitch their proposed club or society to the **Clubs and Societies Council** (See SOP-05 Clubs and Societies Council)
    - The proposer will be allowed to speak for 2 minutes and will then take questions.
    - A vote will then take place using paddles if a physical meeting, and via a poll if a virtual meeting.

8. If the Clubs and Societies **Council vote** (by majority vote 50% +1) to ratify the club or society, the club or society will be put on a **15-week trial**.

9. The Clubs and Societies Coordinator will contact our web administrator to create the **new club/society UL Wolves Committee page and profile** on ulwolves.ie

10. The Club/Society will be subject to a **review meeting** with the Clubs and Societies Coordinator after the 15-week trial, which can result in being approved to continue, the trial period being extended, or the club or society being wound down.
    - This meeting will review the discussion points from the initial meeting outlined in point 3, and ensure the following:
        - All pre-conditions are still being satisfied
        - Reviewing club/society objectives and ensuring they are being achieved
        - Ensuring the committee are receiving all necessary supports from the Clubs and Societies office
        - Ensuring the minimum membership numbers have been met and maintained
        - Discussion of any grievances/issues that have occurred in the first 15 weeks.

11. If the club/society is not ratified, the Club/Society **cannot reapply for ratification again for one full year.**

Referenced Documents:

- Proposal for a new UL Wolves Club or Society Record 002
- Covid-19 Template
- Constitution
- Risk Assessment template

SOP-03: Managing Your Members

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the method in place for a club or society to accept proposed new members and manage existing members.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

It is the committee's responsibility to ensure that membership fees are paid; only then may a membership request be approved. It is worth noting that a participant is not covered by insurance until a committee member accepts them onto the UL Wolves website.

H&S requirements:

The health and safety requirements for Clubs and Societies are included in the Constitution and the UL Wolves SOPs. The committee must ensure that they understand these requirements and have procedures in place to comply with them.

The Committee is responsible for completing risk assessments for the proposed activities of their entity.

The Committee is responsible for ensuring that the controls in their risk assessments are implemented in a timely manner and reviewed and updated as required.

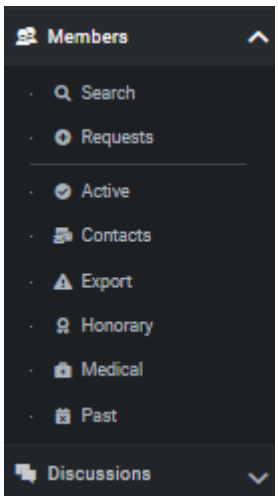
The health and safety requirements of any location being used by the Club or Society must be adhered to. For example, Emergency Evacuation Plans or Covid-19 Plans in hotels where events are being held.

The Committee is responsible for determining the need for any training needed to keep members safe (such as that required by their NGO/NGB). The Committee must put a training plan in place in order to meet this need. Proof of members' training and competency must be maintained on ULwolves.ie

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Procedure:

1. A committee member **logs onto their ulwolves.ie** committee page.
2. On the left panel, they will see a **'Members' tab**.
3. **Select** the tab and a range of options appears as shown below.



4. Select the **'Requests' tab** as circled in pink above.
5. This will bring up a list of individuals who have requested membership.
6. Click on the **individual's name** to see an approval form.*
7. Type in the **committee pin** to approve the new member.
8. The member is now approved and may take part in clubs and societies' activities.

Please note that a **membership request does not guarantee approval. It is the committee's responsibility to review memberships in a fair manner and approve based on eligibility. If you are in a*

position where you intend to reject a membership, please contact info.clubsandsocieties@ul.ie for support.

Members who have ticked 'yes' to having a medical condition

1. When the list in point 5 appears on your screen, you will see the below icon next to the name of an individual who has ticked **'yes' to having a medical condition** when requesting membership. This symbol also denotes the fact that a **medical certificate** (**Record** **) **has not been provided** to the clubs and societies coordinator.



2. When the medical certificate (Record **) is **completed**, **signed** by the member's GP and **submitted to the C&S Coordinator**, the CSC will document this on UL Wolves and the individual's membership request will be possible to accept.
3. **If this signed form is not provided, the membership cannot be approved.**
4. Please note that if an individual approaches the committee and states that they **ticked the medical box in error,** the committee must ask them to contact info.clubsandsocieties@ul.ie for further assistance.
5. They will be asked to **put in writing** that the box was ticked in error. At this point, the Clubs and Societies Coordinator will put this email on file and remove the medical tick from the individual's profile. The **membership request can then be reviewed** and considered for approval.

Referenced Documents:

- Medical Questionnaire
- SOP-29 Correctly dealing with internal grievances and disputes within the clubs or societies by the C&S committee

SOP-04: The Administration Seminar

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the annual Administration Seminar for Clubs and Societies committee members.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

It is the responsibility of the committee to ensure there are two core committee members present at both of the administration seminars.

It is the responsibility of the attendees to relay the information received at the administration seminars to the rest of the committee.

It is the responsibility of the committees to adhere to all of the policies and procedures outlined in the administration seminars.

H&S requirements:

The health and safety requirements for Clubs and Societies are included in the Constitution and the UL Wolves SOPs. The committee must ensure that they understand these requirements and have procedures in place to comply with them.

The Committee is responsible for completing risk assessments for the proposed activities of their entity.

The Committee is responsible for ensuring that the controls in their risk assessments are implemented in a timely manner and reviewed and updated as required.

The health and safety requirements of any location being used by the Club or Society must be adhered to. For example, Emergency Evacuation Plans or Covid-19 Plans in hotels where events are being held.

Procedure:

1. The annual clubs and societies administration seminar take place in **two separate meetings**:
    a. The first occurs in **week one of Semester One** (with a duration of approx. 90 mins).
    b. The second takes place in **week three of Semester One** (with a duration of approx. 90 mins).

2. These seminars are vital to the successful running of your club or society each year and cover areas such as finances, insurance, health and safety, time management, the election of your clubs and societies executive and more.

3. Because of the importance of these seminars, a policy has been approved by Clubs and Societies Council that a **financial penalty applies for missing these seminars** (see below for more information).

4. **Two core committee members** must be in attendance at each of the above meetings, though you may encourage more committee members to attend if you wish.
    a. A penalty of **25% of your budget allocation** is carried by each of these two members, therefore if only one core committee member attends each meeting,

you will be fined 50% of your allocation (25% for the first and 25% for the second) This fine is not negotiable.

b. The 25% **penalty will apply** if your core committee member arrives over **10 minutes late or leaves early**.

5. When you enter the meeting, you must **sign in** with the Clubs and Societies Administrator (CSA), who will note your attendance on ulwolves.ie in real time.

    a. Please note that your club or society **committee page must be up to date** in advance of this meeting.

    b. If your committee member attempts to sign in with the CSA and they are **not listed** on your committee page, their **attendance will not be counted**.

6. **Committee members are not permitted to send apologies for this meeting.**

7. The **Head of Student Engagement will chair** and manage this meeting, they will also present on their relevant sections as follows:

    a. Time Management and Committee Organization

    b. Historical and Ongoing Capital Projects

    c. Constitution and Legal

    d. Important dates in the Clubs and Societies Calendar

    e. Health and Safety

8. The **Clubs and Societies Coordinator will present** on the following relevant sections:

    a. Health and Safety, SOPs and Risk Assessments,

    b. Insurance,

c. Grievances and Disputes,

d. Organising of Domestic and Foreign Trips,

e. Central Finances,

f. President Volunteer Award.

9. The **Clubs and Societies Administrator will present** on their areas of responsibility as follows:

    a. Vehicles,

    b. Clubs and societies' finances,

    c. Special applications,

    d. Room bookings.

10. There will also be **opportunities for questions** and answers from all present.

11. Any **arising actions** will be assigned to a responsible person and proposed dates of completion will be agreed and this information will be **recorded in the minutes.**

12. At the next Administration meeting (or Council meeting) the minutes will be reviewed and the status discussed to ensure **actions are closed out** in a timely manner.

Referenced Documents:

- Referenced Documents:
- UL Wolves SOPs
- Constitution

- Financial Penalty Policy

SOP-05: Clubs & Societies Council Meetings

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the requirements around the Clubs and Societies Council Meetings.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

It is the responsibility of the committee to ensure there are two core committee members present at every meeting

It is the responsibility of the attendees to relay the information to the rest of the committee

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H&S requirements:

The health and safety requirements for Clubs and Societies are included in the Constitution and the UL Wolves SOPs. The committee must ensure that they understand these requirements and have procedures in place to comply with them.

The Committee is responsible for completing risk assessments for the proposed activities of their entity.

The Committee is responsible for ensuring that the controls in their risk assessments are implemented in a timely manner and reviewed and updated as required.

The health and safety requirements of any location being used by the Club or Society must be adhered to. For example, Emergency Evacuation Plans or Covid-19 Plans in the locations where events are being held.

Procedure:

1. In its simplest form, the Clubs & Societies Council is a **democratically structured forum** organised for the Committee representatives of all Clubs and Societies to offer their views on the **improvement and development** of Clubs & Societies (C&S) to the Clubs & Societies Executive (CSE).
2. There are a minimum of **3 clubs and societies council meetings** required to be held under the Constitution **each semester**, though there are usually 4.
3. These take place on **Tuesdays of weeks 3,5,7 and 9** at **6 pm** in the **Luna Theatre in the Student Life building**, but may also be held virtually,
4. An **additional meeting** may be called in Week 11 if a previous meeting cannot go ahead for any reason, or if an issue needs to be discussed/voted on.
5. These meetings require **2 committee members from each C&S to attend**.
    a. Please note if an attendee is not a committee member on their ulwolves.ie committee page, their attendance will not be counted
    b. Please note, if a committee member is more than ten minutes late, or leaves early, their attendance will not be counted.
6. **Attendance** at clubs and societies council meetings forms a part of the **budget points** and non-attendance will mean a negative impact on your budget allocation.
7. The duration of these meetings is **60 minutes**
8. You are entitled to send apologies once per semester should your representatives be unable to attend
    a. These apologies must be sent to info.clubsandsocieties@ul.ie at least one hour **in advance of the meeting.**

b. **Apologies that are sent in after the meeting** will not be counted and budget points will be lost.

9. This meeting is **chaired by the student president** (or a student officer to whom the student president may delegate this task).
10. In these meetings the committee members will be asked to **suggest and vote on**:
    a. budgets,
    b. review any H&S issues,
    c. review the root causes and corrective actions from any accidents or incidents,
    d. new policies,
    e. potential new clubs and societies,
    f. winding down of C&S,
    g. and it is also an opportunity for clubs and societies to ask questions and bring forward any topics they wish to be discussed in this forum.
11. Please note, any club or society is entitled to have an **issue/point added to the agenda** of any meeting. However the addition to an agenda must be **sent in writing** to info.clubsandsocieties@ul.ie at least **3 working days** in advance of the next meeting.
12. Any **arising actions** will be assigned to a responsible person and proposed dates of completion will be agreed and this information will be recorded in the minutes taken by a member of Clubs and Society's office staff.
13. The **minutes of these meetings** are sent to every committee member along with the agenda of the next meeting. You will receive these via email no later than three working days prior to the next meeting.
14. At the **next Council meeting,** the **minutes** will be **reviewed** and the status discussed to ensure actions are closed out in a timely manner.

Referenced Documents:

- UL Wolves SOPs
- Constitution
- Meeting minutes

SOP-06: Clubs & Societies Executive

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the method in place for the election of a member to the Clubs and Societies Executive and the function of the elected Clubs and Societies Executive.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

It is the responsibility of the members of the Clubs and Societies Executive to maintain a level of confidentiality with regards to the topics discussed at the weekly meetings.

Procedure:

1. The **Clubs and Societies Executive** comprise of:
    a. The clubs and societies office team
    b. The student president or their nominee
    c. The UL Sport representative
    d. 3 UL Wolves Club representatives (One from each club category)
        i. One of 3 will serve as the Clubs Officer

e. 3 UL Wolves Society representatives

i. One of 3 will serve as Societies Officer

f. The Post Graduate Students' Union representative

**Please note, those in blue have voting rights*

2. The **Executive** are **responsible** for the

    a. Review and approval/rejection of Foreign Trip proposals (SOP-26)

    b. Review and approval/rejection of Special Applications (SOP-08)

    c. Health and Safety issues including accidents, vehicle incidents, legislative changes etc

    d. Appeals committee with regard to the discipline of club/society committees in breach of UL Wolves policies and constitution (discipline of individual members is completed as per the Constitution).

Note: the above items make up the meeting agenda.

3. They are the first club and society members to **review** new or amended **policies**, **SOPs** and are also involved in the club and society **health checks** SOP-27 and the **15-week trial review meetings**.

4. Clubs and Society executive members are responsible for the **voting and shortlisting** of Clubs and Society **awards** applications

5. The Clubs and Societies Executive are elected at the final in-person council meeting of semester 2.

6. In order to sit on the Clubs and Societies Executive, one **must be a committee member** of their club or society.

7. If **more than three** club and three society committee members wish to be part of the Clubs and Societies Executive, the individuals must **"hust" for the position**

Note: A "hust" is when each interested person has a predetermined amount of time to address council and speak about why they deserve the position, a vote then determines the successful person

8. The **club and society representatives** will then **vote** for whom they wish to represent them on the executive

9. If **just three** club representatives and three society representatives put themselves forward, **no hust is necessary** and the 6 individuals are elected **unless there is an objection.**

10. When a full executive is elected, an email is sent to agree a suitable time for the **weekly meeting.**

    a. These meetings typically happen inside office hours between Monday and Friday

11. The weekly meetings will last approximately **one hour** each and will occur up until week 12 to ensure exec members are not under pressure with their exam study as a result of sitting on the executive.

12. Any **arising actions** will be assigned to a responsible person and proposed dates of completion will be agreed and this information will be recorded

13. The **minutes** of these meetings will be taken by the **clubs and societies administrator** and will be sent to each exec member along with the agenda of the next meeting. You will receive these via email no later than **three working days prior** to the next meeting.

14. At the next Exec meeting, the **minutes** will be **reviewed** and the status discussed to ensure actions are closed out in a timely manner.

Note: Clubs and Society Executive members receive a Clubs and Societies Ball ticket for the year in which they sit on the executive.

Referenced Documents:

- SOP-03 Management of Members
- SOP-08 Special Application Fund Process
- SOP-13 Reporting and Management of Incidents
- SOP-26 Management of Trips (international)

- SOP-27 Health Check
- Constitution
- SOP-32 Investigation and disciplinary in matter of breach of UL Wolves Clubs and Societies policies.
- Meeting minutes

SOP-07: Election of Committee & AGM

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the method in place to elect a committee for a club or society and the requirements around hosting the Annual General Meeting (AGM).

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

H&S Requirements:

The health and safety requirements for Clubs and Societies are included in the Constitution and the UL Wolves SOPs. The committee must ensure that they understand these requirements and have procedures in place to comply with them.

The Committee is responsible for completing risk assessments for the proposed activities of their entity.

The Committee is responsible for ensuring that the controls in their risk assessments are implemented in a timely manner and reviewed and updated as required.

The health and safety requirements of any location being used by the Club or Society must be adhered to. For example, Emergency Evacuation Plans or Covid-19 Plans in the locations where events are being held.

Procedure:

1. As per the Clubs and Societies Constitution, every club and societies must have at **least 5 members** to form their **core committee.** They must also have these 5 core roles filled:
    a. President/Chairperson
    b. Treasurer
    c. Secretary
    d. Public Relations Officer
    e. Safety Officer
2. The requirements for each role are as outlined in the constitution.
3. A club or society may have an **interim committee** while they complete their 15-week trial after which point they must elect their committee for the year ahead. The interim committee must also consist of the **5 core positions** outlined above.
4. The **election** of a club or society committee requires an **AGM** to be called by the interim committee.
5. A minimum of **2 weeks' notice** must be given to all club/society members of the AGM, along with the **proposed agenda for the meeting**.
6. The intention to host your AGM must be **sent in writing to Clubs and Societies Administrator** at least **two weeks in advance** of the date of the meeting,
7. **Any member** interested in becoming a committee member is **entitled** to put themselves forward.
8. If **unopposed** and no objections are raised, they are **elected into this position**.
9. If **more than one** member is interested in a position, they are required to **hust** for the role

Note: A hust is when each interested person has a predetermined amount of time to address council and speak about why they deserve the position, a vote then determines the successful person

10. The attending **members** will then **vote**, the winner will be elected into the position.
11. You are permitted to have as many **non-core committee members** as you would like.

a. Though permitted, please be mindful not to create committee positions that are not needed.

b. An overly large committee can create difficulty in making decisions and day-to-day management

12. When all **positions** have been **filled**, please amend names on your **ulwolves.ie committee page.**

13. The required **training** of committee members on their duties and responsibilities is carried out as per SOP019 "Competency requirements for Club & Society Committee members and the provision of training to maintain same".

14. On an ongoing basis, the committee is required to **hold meetings** on at least a **bi-weekly basis.**

    a. These meetings should be held in a quiet place, if needed a room can be booked, but the meetings should not be held in cafes/cafeteria/changing rooms or any other casual setting.

Referenced Documents:

- Constitution
- AGM Agenda
- Meeting minutes
- SOP019 Competency requirements for Club & Society Committee members and the provision of training to maintain same.

SOP-08: Special Application Fund Process

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the method in place for a club or society to apply for the UL Wolves Special Applications fund.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

It is the responsibility of the committee to complete the Request for Special Application Funding Record 08 in an honest and transparent fashion

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H&S Requirements:

Where the Special Application Fund request relates to an emergency situation that falls within the definitions of an incident in SOP013 - Reporting and Management of an Incident, the requirements of that SOP must be adhered to.

The health and safety requirements for Clubs and Societies are included in the Constitution and the UL Wolves SOPs. The committee must ensure that they understand these requirements and have procedures in place to comply with them.

The Committee is responsible for completing risk assessments for the proposed activities of their entity.

The Committee is responsible for ensuring that the controls in their risk assessments are implemented in a timely manner and reviewed and updated as required.

The health and safety requirements of any location being used by the Club or Society must be adhered to. For example, Emergency Evacuation Plans or Covid-19 Plans in the locations where events are being held.

Procedure:

1. The **Special Applications fund** is a fund **separate** from the Clubs and Societies **budget**
2. It is a **lump sum** put aside to cater for **unexpected/unplanned events and items** both positive and negative
    a. Example: A club budgeted based on getting to the quarter final of a competition, but ended up getting to a semi-final and now needs financial support to travel to the semi-final game.
    b. Example: A club/soc goes on a trip, and their accommodation falls through, and they need financial assistance to rent another property.
3. This **financial support** can be **paid directly to the supplier** or can be **reimbursed** to the member who has paid for it
4. Please be aware that the **application does not guarantee approval.**
5. The committee must complete **Request for Special Application Funding Record 08**
6. **Established Clubs and Societies** (those who have passed their 15-week trial) must **fundraise 50%** of the amount asked for
7. The application must be **signed by two core committee members**
8. It must include **3 screenshots of price comparison** and/or receipts if already purchased
9. This all must be scanned and **sent** to info.clubsandsocieties@ul.ie as one document.

10. It is then put to the **exec for review**, and from here it may be approved or denied.
11. An **incident review** will need to be completed in order to **learn from the event**, requiring additional funding if the funding relates to an incident as defined in SOP-13 Management and reporting of an incident. This process is facilitated by the C&S Coordinator.

Referenced Documents:

- SOP-13 Reporting and Management of Incidents
- Request for Special Application Funding Record 08

SOP-09: Drawing Down a Budget Allocation

Original Date Issued: AY 2022/2023

Last revised: —

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP is currently a work in progress and will be uploaded as it is updated

SOP-10: Selecting a Driver for the UL Wolves Toyota Hilux / Mercedes Sprinter

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the procedure in place for selection of a driver for the UL Wolves Hilux and/or Sprinter vehicles on behalf of a club or society.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

It is the responsibility of the driver to adhere to the Legally defined Rules of the Road of the jurisdiction they are travelling in

It is the responsibility of the proposed driver to be endorsed by the core committee of their club or society

It is the responsibility of the driver to complete all necessary paperwork in an honest and truthful manner

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H&S Requirements:

The vehicles can only ever be driven by an approved driver.

The driver of the Toyota Hilux or Mercedes Sprinter vehicle must be at least 20 years of age and of sound health.

The health and safety requirements for Clubs and Societies are included in the Constitution and the UL Wolves SOPs. The committee must ensure that they understand these requirements and have procedures in place to comply with them.

The Committee is responsible for completing risk assessments for the proposed activities of their entity.

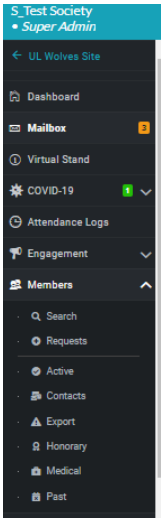
The Committee is responsible for ensuring that the controls in their risk assessments are implemented in a timely manner and reviewed and updated as required.

Procedure:

1. A **proposed driver** of the **Toyota Hilux or Mercedes Sprinter vehicle** must be at least 20 years of age and of sound health.
2. All drivers must **complete** all sections of Record 03 Becoming a driver
3. Should the **drivers'** circumstances **change** and they are **no longer fit** and able to safely operate the vehicle, they are obliged to **inform the clubs and societies office** in a timely manner.
4. These completed **documents** along with required attachments (insurance information, driver's license etc.) must be **uploaded to your wolves page** for approval by Clubs & Society Administrator

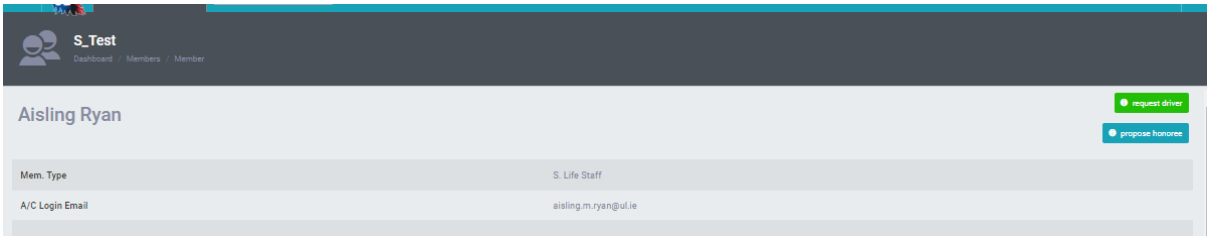
Note: The request will not be processed unless all sections are completed, signed and uploaded.

5. A committee member must **log in** to their club/society page
6. From the panel on the left side, select the **'Members' button**, then select the **'Active' button.**

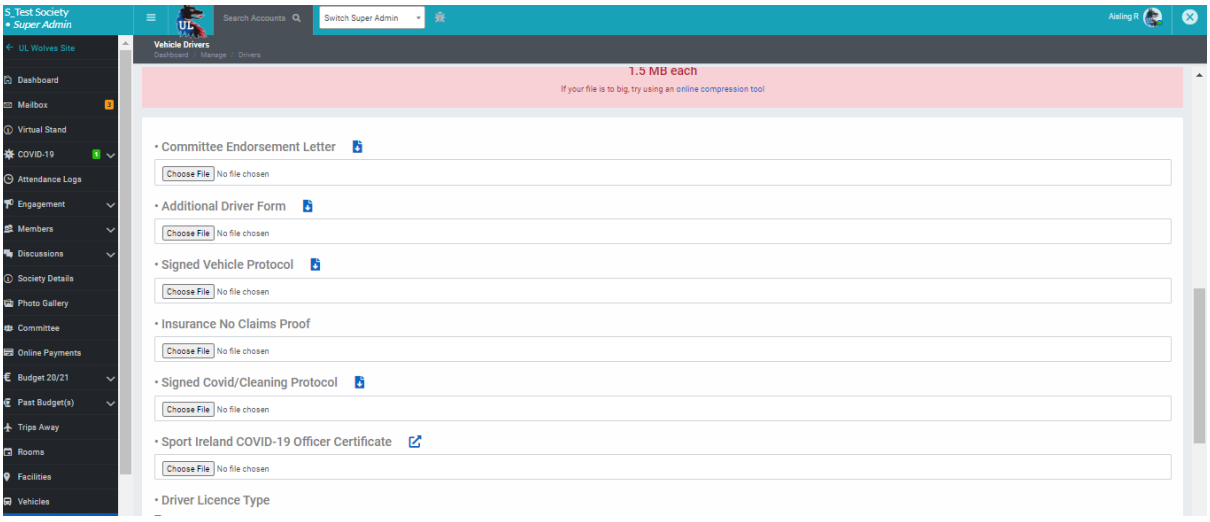


7. From the list of active members, **select the individual** whom you wish to **put forward** as a **driver**.

8. On the top right of the member's profile, select the green **'request driver' button**



9. **Upload** the relevant completed **documents** for approval on the page which appears



10. Each semester, there will be a number of **time slots** you will be able to sign up for **proficiency tests** with Nessans school of motoring **on campus**

a. These time slots are allocated on a first-come, first-served basis
b. You may only book a time slot if you have the entirety of the Record completed and submitted

11. You are required to print the Record
12. Should you **sign up** for a proficiency test and **not show up**, your club/society will be **financially liable** for the cost.
13. You are required to **bring** a copy of **page 7 - Proficiency Test Completion Form of Record 03** to your time slot

Proficiency Test Completion Form

Name: _____	Date of Proficiency Test: _____
Club/Society: _____	Time Slot Allocated: _____
Contact number: _____	Vehicle Tested: _____

I confirm that I have completed my proficiency test with Nessans school of motoring and have also received checklist and defect book training completed by Nessans' School of Motoring.

I confirm that I will comply with all guidelines and training I have received today

	Print Name	Signature	Date
Nessans Representative:	_____	_____	_____
Driver:	_____	_____	_____

Received by Karen Sheahan on

Date: _____

Signature: _____

14. Both **you** and the **Nessans representative** must **sign** this upon completion of your proficiency test
15. This must be **returned to the C&S office** immediately for it to be reviewed and filed.

Note: For 'Selecting and Managing minibus drivers' please see SOP-11Selecting a driver for the UL Wolves Minibus

For procedures on vehicles booking, use, maintenance and drivers requirements see SOP-12.

Referenced Documents:

- SOP-12 UL Wolves Vehicles: booking, use, maintenance and drivers requirements
- SOP-11 Selecting a driver for the UL Wolves Minibus
- Constitution
- Risk Assessments

SOP-11: Selecting a Driver for UL Wolves Minibus

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the procedure in place for selection of a driver for the UL Wolves minibus vehicle on behalf of a club or society.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

It is the responsibility of the proposed driver to be endorsed by the core committee of their club or society

It is the responsibility of the driver to complete all necessary paperwork in an honest and truthful manner

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H&S Requirements:

The vehicles can only ever be driven by an approved driver.

A driver of the Mercedes Minibus vehicle must be at least 21 years of age and must hold a valid C1 licence.

The driver must have at least 1-year experience driving the UL Wolves sprinter.

The driver must be of sound health.

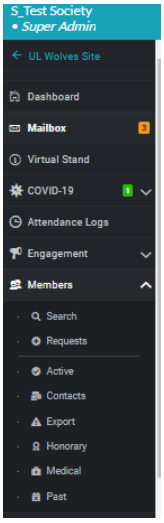
The health and safety requirements for Clubs and Societies are included in the Constitution and the UL Wolves SOPs. The committee must ensure that they understand these requirements and have procedures in place to comply with them.

The Committee is responsible for completing risk assessments for the proposed activities of their entity.

The Committee is responsible for ensuring that the controls in their risk assessments are implemented in a timely manner and reviewed and updated as required.

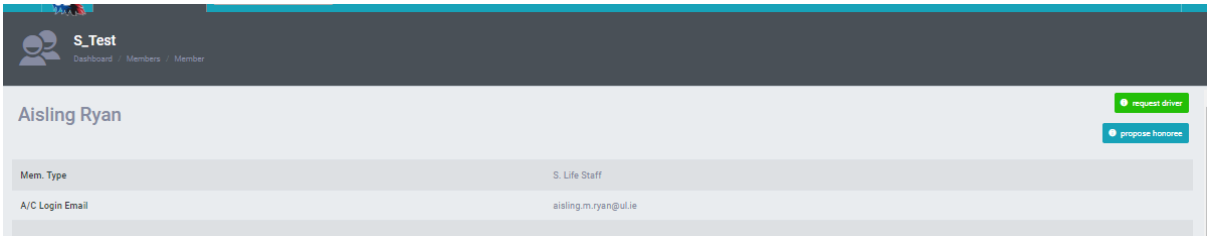
Procedure:

1. A **driver** of the **Mercedes Minibus vehicle** must be at least **21 years of age** and be of **sound health.**
2. The driver must have at least **1-year experience** driving the **UL Wolves sprinter** and must **hold a valid C1 licence.**
3. All drivers must **complete** all sections of **Record 03 - becoming a driver**
4. These completed **documents** along with required **attachments** (insurance information, driver's license etc.) must be **uploaded to your wolves page** for approval by Clubs & Societies Administrator
    a. The request will not be processed unless all sections are completed, signed and uploaded.
5. A committee member must **log in to their club/society page**
6. From the panel on the left side, select the **'Members' button,** then select the **'Active' button.**

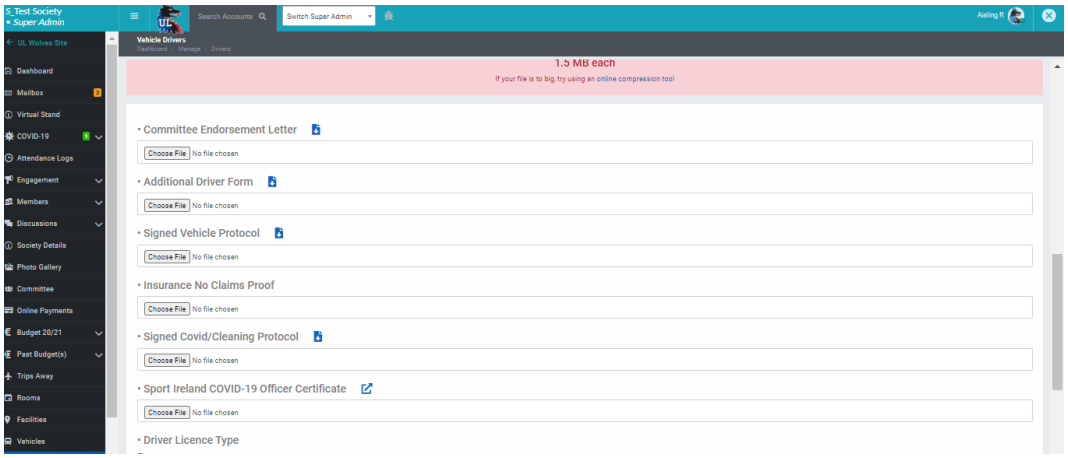


7. From the list of active members, select the **individual** whom you wish to **put forward** as a **driver**.

8. On the top right of the member's profile, select the green **'request driver' button**



9. **Upload** the relevant completed **documents** for approval on the page which appears



10. The driver is entitled to **apply for reimbursement** for various costs incurred.

    a. The amount a driver may claim back is 70% up to a maximum of €650

11. To **claim** back their **expenses**, a driver must **scan all receipts** and send them to info.clubsandsocieties@ul.ie along with Record 03 becoming a driver

Note: For Becoming a Hilux/Sprinter driver please see SOP-10 'Selecting a driver for the UL Wolves Toyota Hilux or Mercedes Sprinter'

For procedures on vehicles booking, use, maintenance and drivers requirements see SOP-12.

Referenced Documents:

- SOP-12: UL Wolves Vehicles: booking, use, maintenance and drivers requirements
- SOP-10 Selecting a driver for the UL Wolves Toyota Hilux or Mercedes Sprinter
- Constitution
- Risk Assessments

SOP-12: UL Wolves Vehicles: Booking, Use, Maintenance & Driver Requirements

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the method in place to book any of the UL Wolves vehicles, the requirements for booking and the safe use and maintenance requirements for these vehicles. Drivers requirements are also contained in this SOP

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

H&S Requirements:

The vehicles can only ever be driven by an approved driver.

Should the named driver be unable to carry out their driving duty, an email must be sent to info.clubsandsocieties@ul.ie outlining the issue and naming which approved driver will be driving the vehicle in their absence.

This email must be sent before the secondary driver operates the vehicle.

The rules of the road must be adhered to at all times.

The driver must be of sound health and commit to informing the C&S office staff at info.clubsandsocieties@ul.ie of any changes to their health which could impact negatively on their ability to drive a UL Wolves vehicle.

The driver must never be under the influence of intoxicants while operating the vehicle. "Intoxicants" can include alcohol, medication, supplements and drugs and any combination of these.

Pre-use checks of vehicles must always be completed in full and the results recorded by the driver before taking a vehicle out. Defects reported to the Clubs and Societies Office (after hours) in a timely manner.

Emergency kits must be checked as part of the pre-use check and replenished before driving the vehicle.

The contents of the Adverse Weather Plan must be adhered to at all times. Driving is not permitted during Red Weather Warnings under any circumstances.

Vehicles for Club & Societies related activities only.

Procedure:

In order to make a **vehicle booking**, the club or society must have an **approved driver** as per SOP-10 and SOP-11. Drivers are removed from the approved list at each year end. New drivers can be submitted for approval each September or throughout the academic year as needed.

- To add a new Hilux/Sprinter driver please see SOP-10
- To add a new minibus driver please see SOP-11

To Book a Vehicle:

1. If the club or society has an approved driver, a committee member can log in to the UL Wolves club/society **committee page** and on the left panel select the **Vehicles tab** to choose the vehicle required.

2. Select the **date and time** the vehicle is required for

3. Select the **approved driver** who will be driving the vehicle

Please note: the office must be made aware if a different approved driver is proposed in advance of the booking date

Please be aware that Clubs and Societies are not permitted to book two vehicles with the same driver on the same date

Requirements for use of the vehicle:

1. On the day of the approved booking, the **driver collects the keys** from the Clubs and Societies office.

2. Pre-use/walk-around **checks** must be completed in full by the driver and **recorded in advance** of taking the vehicle. The **checklist** must be **submitted to the office** by the driver before driving the vehicle, and any defects highlighted. Where a **defect** means the vehicle is **unsafe** to drive the driver **must not drive the vehicle.** Inform the Clubs and Societies Office, and they will organise for the vehicle to be repaired.

3. If a vehicle is taken **overnight**, then the **pre-use check** should be carried out by the driver before the **first use of the vehicle each day.** Where a **defect** to the vehicle means it is **unsafe** to drive, the driver must **not drive** the vehicle. The Driver must inform the Clubs and Societies Office so repair or replacement can be organised.

4. All UL vehicles are provided with an **emergency kit** to be stored safely in the vehicle which must be checked as part of the pre-use checks and replenished (contact the C&S Office for supplies) before driving the vehicle. The basic kit contains:

Fully stocked first aid kit	Triangle/Cones
Torch	Fire extinguishers
Hi-vis Vests	

5. When driving, drivers must **adhere** to all driving policies in the **"Becoming a Driver"** document and **Road Safety Authority regulations**

a. Please note a **tracker** on the vehicle will communicate to the office if a **speed limit** is broken and the club/society will be penalised as a result.

6. Prior to returning the vehicle, the club or society must thoroughly **clean the vehicle** they have used
    a. If a vehicle has been used overnight, the inside and the outside of the vehicle must be properly cleaned. The Committee is responsible to ensure that this is carried out.

        - Any rubbish/dirt must be removed from the interior. The seats and floors must be vacuumed
        - Please be vigilant when cleaning underneath seats and in tight areas as there may be concealed sharp items. Never stick your fingers or hands into an area that you can't see is clear of sharps
        - The dashboard and non-furnished areas must be wiped down with a cloth and cleaning solution.
        - The exterior of the vehicle must be washed thoroughly either professionally or by the committee.

    b. If a vehicle was not used overnight, the committee must ensure the inside of the vehicle is thoroughly cleaned.
    c. If the vehicle(s) are taken away on a day trip, only the inside has to be cleaned as per points i - ii above unless the vehicle is very noticeably dirty on the body of the vehicle (perhaps due to being off-road in a field) in which case the exterior of the vehicle must be washed thoroughly either professionally or by the committee.

7. The **petrol/diesel tank must be filled** before returning the vehicle.

8. Prior to returning the vehicle, the driver must **complete** all necessary **documentation** as outlined in the **vehicle policy**, signed by the individual and committee when becoming a driver

9. **Changes** to a driver's **health status** which may impact on a drivers ability to drive the vehicle must be **communicated** to info.clubsandsocieties@ul.ie as soon as possible.

Driver rules:

Failure to comply with these driver's rules and this SOP will result in an **automatic disqualification** of your club/society's next booking, and that date will be made available to other Clubs & Societies. A driver review may also be carried out at the discretion of the C&S Office.

- All ***new drivers*** are ***approved*** as per SOP-10 and SOP-11.
- Club/Society Committee ***Approval of Drivers*** is ***required annually***
- All drivers must fill out the ***"Additional Drivers Form" annually***. This must be accompanied by a photocopy of the ***proposed driver's license*** (front AND back cover)
- A ***Statement of Insurance*** is required from applicant drivers from their Insurance Company for a ***minimum period of 12 consecutive months*** (this may incorporate time as a provisional license holder but a full license required for inclusion on ULSU vehicles)
- The above information is to be **presented** to the **Clubs & Societies Office** by a member of the core committee of the relevant club/society with the annual letter from the committee to verify in writing that the committee are putting forward this nominee for the vehicles on behalf of their club/society for that particular year. The letter must contain the **signatures of the core committee**.
- ***Proficiency Letter*** provided by Nessan School of Motoring must be ***submitted*** to the C&S Office for all drivers of the ***Mercedes Sprinter and the Hilux***.
- The ***"Driver Pre-use Checklist"*** must be ***returned***, completed in full to the C&S Office prior to taking the vehicle.
- In the event of ***damage to the vehicle***, the ***office*** must be ***notified*** as per SOP-13.
- The ***fuel tank*** must be ***returned full***
- Vehicles must be ***returned*** to the ***Schrodinger Car Park*** or the ***staff car park*** immediately opposite the Schrodinger and placed as close to CCTV camera as possible. Do NOT park the Vehicles in obscure area's and/or behind obstructions
- Notice of ***Cancellation*** of bookings requires a minimum of a ***full working days*** notice; failure to comply will incur a ***fine of €50*** on each occasion

- ***Failure to return the bus*** to campus after an event in a timely manner will incur a ***fine of €50*** on each occasion, except where prior permission from CSDO has been obtained.
- ***Damage*** to vehicles through bad driving/negligence will be at ***100% cost*** to the ***offending club/society***

Road Traffic Accidents:

SOP-13 Reporting and Management of Incidents must be adhered to. See the **FAQ** taken from Traffic Matters on www.garda.ie in the **appendix** to this document.

For all **road traffic accidents**, the driver is required to **report any defects or damage** in the vehicle (internal, external, mechanical) and **photographs** of **damage**, the **scene**, etc., to info.clubsandsocieties@ul.ie immediately.

What Drivers Must do at an accident or in an Emergency:

1. If you are involved in an accident, you must **stop** your vehicle and **remain at the scene** for a reasonable time. If vehicles are **blocking the roadway** or posing a danger to other road users, the **roadway** should be **marked** and the vehicle should then be **removed as soon as possible.**
2. **Gardai must be called** to a road traffic accident (RTA) as per the FAQ from Traffic Matters www.garda.ie, which are in the **Appendix** to this document. Once the Gardai are called to the scene, this elevates the RTA to the status of a **Serious Incident**, and the steps for a Serious Incident must be followed as per SOP-13.
3. If you are **asked by a Garda**, you must give your **name and address**, the **address where the vehicle is kept**, the **name and address of the vehicle owner**, the **vehicle's registration number** and **evidence of insurance**, such as the name of your insurance company or a disc or motor insurance certificate. If there is no Garda at the scene, you must **give this information** to any **person involved** in the crash or, if requested, to an independent witness.
4. If you or another person is **injured** and there is **no Garda** at the scene, the accident must be **reported to the nearest Garda station**. If the accident **damages only property** and there is a Garda in the immediate vicinity, you must **report** it to the Garda. If there is no

Garda available, you must **provide this information to the owner** or the person in charge of the property. If, for any reason, neither a Garda nor the owner is immediately available you must give all relevant information at a Garda station as soon as reasonably possible.

5. At the time of the accident, **don't admit liability**. Many people feel apologetic about accidents for which they are not responsible (aggression doesn't signify innocence either).
6. Make a note of the **name, address and insurance information** (company & policy number) of the **other people involved.**
7. Make a note of the **registration numbers and positions of any vehicles**. Obtain **names of any witnesses** and **Gardai** involved.

Adverse Weather Procedure for UL Vehicles:

1. The Committee and drivers must **adhere** to the requirements of **SOP-28 Adverse Weather Plan.**
2. Where vehicles are **in use** when a **weather warning** is announced, the Driver must adhere to the **national guidance.**
3. **Emergency phone numbers** are **available** in the vehicles.
4. An **adverse weather pack** contained in vehicles for the colder months from November to March comprises of the following:

Ice Scraper and De-Icer
Hi-vis Insulated Jackets
Shovel

5. It is the responsibility of the driver of the vehicle to **check this equipment** prior to taking the vehicle out and to **inform** the **C&S Office** when **replenishment supplies** are needed.

Change of Drivers during a journey/event:

1. Should a **driver** need to be **changed mid-trip/event** then the C&S Office must be **contacted** during office hours on info.clubsandsocieties@ul.ie.
2. The contacted office staff member will organise for **another approved driver** to be added as a driver for the event/trip, where possible. An email will be sent to this effect.
3. Where there is no other approved driver available, the C&S Office will organise for the **vehicle** to be **left safely overnight** and for the members to be **accommodated overnight** or **transported back** to UL. The C&S Office will organise for the vehicle to be collected and brought back to base by an approved driver asap.
4. The **Trip Management Plans for domestic and international trips** must include **contingencies for replacing drivers** on overnight trips should the need arise as per SOP-25 and SOP-26.

Review of Driver Performance:

1. Drivers' performance is **reviewed each semester** by the Committee members on completion of the **Club/Society Driver Review form** by the chairperson.
2. Criteria:

- Pre-use ***checks*** completed
- ***No speeding*** or dangerous driving issues
- ***Available*** for driving as needed within reason
- Vehicle collected and returned ***on time*** in an appropriate manner and condition

3. This form is **submitted** and reviewed by **Head of Student Engagement**
4. **Expulsion/Suspension/Annual approval** of drivers and or clubs/societies will be **determined by the Clubs & Societies Executive**. Speeding and/or reckless driving

and/or persistent poor driving may result in Expulsion or Suspension of driver and/or club/society. The Clubs & Societies Executive will determine on a **case-by-case basis.**

5. Those **involved in any incident** or accidental damage, subject to Clubs & Societies Executive approval, may also be **required** to undergo **further proficiency testing**.

Statutory requirements for vehicles and drivers

Insurance, vehicle tax, CVRT, etc.

CVRT/NCT and servicing is **managed** and **booked** by the **C&S Office**. An approved driver is permitted to drive the Hilux to the test centre/garage. An email is sent to ask drivers to bring the other vehicles to the relevant location giving adequate notice to ensure the vehicle is there on time.

Drivers taking breaks from driving.

Drivers must adhere to the **rules of the road** and their **driver training** on taking breaks and not driving if fatigued, unwell, under the influence of intoxicants etc.

The **Trip Management Plans** for domestic and international trips must include **requirements** for drivers to take **adequate breaks** from driving as per SOP-25 and SOP-26.

Vehicle Maintenance - Roadside Breakdowns

1. In the event of a **breakdown**, the driver should put on the **hazard lights** and **pull into the hard shoulder** where possible. If you cannot do this, take whatever steps you can to warn other drivers of its presence.

2. Instruct members to **leave the vehicle** from the passenger side of the vehicle and **stand in** along the roadside as far away from moving traffic as possible.

3. The driver should put on the **high-visibility clothing** provided and put the **warning triangle behind the vehicle** to warn oncoming drivers, where it is safe to do so.

4. Use the **torch** provided.

5. Members or drivers are **not permitted to repair defects** or change tyres themselves unless competent to do so.

6. **Never** work or **stand** on your vehicle from the **side** that's **exposed to traffic.**

7. Use the roadside telephone or a mobile phone to **call for help**. The **numbers** of the **AA** (**Hilux**) and the **Mercedes branches all over Europe** (**Sprinter and minibus**) are in the vehicle and they should be **contacted** along with the office. There is a loyalty package for repairs and breakdowns.

8. If you know that you're going to need **roadside assistance**, use your mobile phone to **call AA Rescue Service 1800 66 77 88**. UL Wolves C&S **membership number is 6/S 164715**

9. When **rejoining the motorway**, build up your speed first on the hard shoulder. Watch for a **safe gap** in the traffic before rejoining it.

Servicing and repairs

1. **Repairs** and **servicing** is managed and **booked** by the **C&S Office** with competent companies on the Approved Trusted Supplier List. An approved driver is permitted to drive the Hilux to the test centre/garage.

2. An **email** is sent to ask **drivers** to bring the other **vehicles to the relevant location** giving adequate notice to ensure the vehicle is there on time.

3. The **paperwork is retained on file** by the C&S Office and is available for inspection as required.

Referenced Documents:

- SOP-10 Selecting drivers for the UL Wolves Toyota Hilux or Mercedes Sprinter
- SOP-11 Selecting Minibus drivers
- SOP-25 Management of Domestic Trips
- SOP-26 Management of International Trips

- SOP-27 Health check
- Becoming a Driver Pack
- Additional Drivers Form
- Vehicle Pre-use checks
- Vehicle Manuals
- Insurance Policy documents
- Vehicle Service and Maintenance Records
- Motor Tax documents
- Driver Training and Health Declaration Records
- Approved Supplier List
- Completed Trip Management Plans
- Adverse Weather Plan

Appendix

FAQ taken from Traffic Matters on www.garda.ie

I've been involved in a road traffic collision. What should I do?

1. First and foremost, if another person is hurt or has a suspected injury, make sure they are attended to and if necessary, call the emergency services on 999/112.
2. There are various types of road traffic collisions, ranging from material damage only to fatal collisions. Not every road incident may necessitate calling the Gardaí to the scene. Clearly for serious incidents or one where you suspect an offence has been disclosed, the Gardaí should be called on 999/112.
3. If you are involved in a road traffic collision, you must stop your vehicle and remain at the scene for a reasonable time. If anyone is injured or appears to need assistance, the driver of the vehicle must offer assistance. If vehicles are blocking the roadway or posing a danger to other road users, the roadway should be marked and the vehicle should then be removed as soon as possible.
4. If you are asked by a Garda, you must give your name and address, the address where the vehicle is kept, the name and address of the vehicle owner, the vehicle's registration number and evidence of insurance, such as the name of your insurance company or a

disc or motor insurance certificate. If there is no Garda at the scene, you must give this information to any person involved in the crash or, if requested, to an independent witness.

5. If you or another person is injured and there is no Garda at the scene, the accident must be reported to the nearest Garda station. If you fail to comply with the above requirements, with the intent of escaping civil or criminal liability, in situations where:
    a. You know someone has been injured and needs medical attention, or
    b. You know someone has been killed, or are reckless as to that fact, you may be convicted and receive a fine of up to €20,000 or a prison term of up to 10 years.
6. If the accident damages property only, and there is a Garda in the immediate vicinity, you must report it to the Garda. If there is no Garda available, you must provide this information to the owner or the person in charge of the property. If, for any reason, neither a Garda nor the owner is immediately available, you must give all relevant information at a Garda station as soon as reasonably possible.

I've arrived at the scene of an accident. What's the best thing to do?

Do:

- Do remain calm.
- Do switch off the engine and apply the handbrake.
- Do use a reflective advance-warning triangle if available, except on a motorway.
- Do switch on hazard lights and parking lights.
- Do make sure you are safe as you try to help others.
- Do make sure others are safe.
- Do keep injured people warm by placing blankets, rugs or coats around them.
- Do organise bystanders to warn oncoming traffic from both directions if this has already not been done. Be careful at night by giving people giving help are visible by wearing reflective armbands or bright torches or carrying lit torches.
- Do call for help. Contact the emergency services on 999 or 112.

Don't:

- Don't Panic. Assess the situation before taking action.
- Don't stay at the scene if there are enough people helping and keeping it under control.
- Don't get injured yourself – park your vehicle safely out of the way.
- Don't move an injured person unless there is a risk of fire or of the vehicle turning over.

- Don‘t attempt to lift a car off an injured person without getting help.
- Don‘t remove helmets from motorcyclists. Neck injuries are common in motorcycle collisions, and any attempt by inexperienced people to remove the helmet may leave the injured person paralysed from the neck down.
- Don‘t allow anyone to smoke at, or close to, the scene.
- Don‘t give an injured person anything to eat or drink at the scene.
- For more information, check out the Road Safety Authority’s ‘Rules of the Road’ here.

SOP-13: Management & Reporting of an Incident

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the method in place to report and manage incidents such as accidents, near misses, road traffic accidents and behavioural based incidents such as harassment, sexual harassment, violence etc. which occur while taking part in or as a result of club/society activities.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

Incidents must be reported by the Committee or responsible person (i.e. driver) to the identified person as per the timeframes below.

Members should seek advice from C&S Coordinator or UL Marcomm prior to communicating to an external entity on an ongoing issue which could have a negative impact on an individual or an entity. Marcomm will assess and manage the situation if necessary.

Investigations of incidents must be completed in a timely manner by the Committee supported by the C&S Office Staff and/or external advisors as required.

H&S Requirements:

Ensure the injured party and any other vulnerable persons are protected from further injury where possible when it is safe for you to do so.

Direct people away from the danger area where possible.

Never put yourself in danger.

Do not hesitate to engage the emergency services when needed by dialling 999 or 112

UL Security can be contacted by dialling extension 3333 (internally) or 061-213333.

C&S Office Team can be contacted on:

- Head of Student Engagement: 086 043 5307
- C&S Senior Coordinator: 086 043 5308

Videos and or photos of an incident scene, damage to a vehicle, a structure etc can be really useful in investigating the root cause of the incident. But it is important to ensure that if you take photographs or footage that it is handled in line with GDPR and data protection requirements and that is never shared on social media.

Any personal information documented must be handled appropriately and treated in a confidential manner

Recording names and contact details of any witnesses is extremely important so that witness statements can be taken as soon as possible

Appropriate PPE should be provided in the first aid box and must worn by First Aider Responders attending a scene.

Only Trained First Aid Responders are permitted to provide first aid treatment.

Definitions:

In this SOP an **incident** includes but is not limited to:

- An accident resulting in an injury
- A road traffic accident
- An allegation of improper behaviour including harassment, sexual harassment, violence and aggression
- An illegal incident – robbery, riot, public disturbance, sale of drugs, etc
- A near miss (see definition below)

A "**serious incident**" is defined as:

- An incident which gives rise to an injury to an individual or individuals and necessitates medical attention beyond that of a First Aid Responder. This means that the injured person has had to be taken from the location of the accident to receive treatment in respect of that injury in a hospital or medical facility or has been treated by a medical practitioner at the scene.
- An incident which gives rise to the need for any of the emergency services to attend the scene of the incident
- An incident which gives rise to the need for a UL vehicle to be towed from the scene due to the vehicle being unsafe to drive as a result of the damage incurred owing to the incident, the C&S Office must be contacted as soon as it is safe to do so.

If an incident meets any of the criteria listed in a) b) or c) above the C&S Office must be contacted as soon as it is safe to do so.

An **"Accident"** means an accident arising out of or in the course of taking part in a club or society activity which results in personal injury.

"Personal Injury" includes –

- any injury, disease, disability, illness or any impairment of physical or mental condition, and
- any death that is attributable to the activity or event.

A **"Near Miss"** is where there was potential for an accident but in that particular instance there was no injury or financial loss.

A **"Medical Facility"**: For the purposes of this SOP, a medical facility can include a primary care facility, a medical care clinic, or a medical facility at UL that is staffed by a registered medical practitioner.

A **"Medical Practitioner"**: means a person who holds a basic medical qualification.

Serious Incident Reporting and Management:

1. Should a **Serious Incident** occur during a club or society activity/event and it **meets the criteria below**, the incident must be **communicated** to the Head of Student Engagement (086 043 5307) or C&S Senior Coordinator (086 043 5308) from the C&S Office Team by phone as soon as it is safe to do so and as a matter of urgency. Contact the Student Life General Manager (086 043 5306) if the aforementioned C&S Office Team members are uncontactable:

    a. Where an incident gives rise to an ***injury*** to an individual or individuals which necessitates ***medical attention beyond that of a First Aid Responder.*** If the injured person has had to be taken from the location of the accident to receive treatment in respect of that injury in a hospital or medical facility.

    b. Where the incident gives rise to the need for any of the ***emergency services*** to attend the scene.

    c. Where the incident gives rise to the need for a ***UL vehicle to be towed*** from the scene due to the vehicle being unsafe to drive as a result of the damage incurred arising from the incident. Gardai must be called to a road traffic accident if it involves another vehicle or impact with an individual.

2. Members should **seek advice** from C&S Officer or UL Marcomm **prior to communicating to an external entity** on an ongoing issue which could have a negative impact on the member, an individual or UL. Marcomm will assess and manage the situation if necessary.

3. The **incident report form** should be completed by a member of the club/society committee with as much detail as possible and emailed to info.clubsandsocieties@ul.ie at the C&S Office **within 24 hours of the incident**.

4. The form must contain the following information where it is available:

- A ***description of what happened*** before, during and after the incident
- The injured member's ***full name*** (not nicknames)
- The injured member's ***student number***
- Details of any ***other parties that were injured or impacted*** because of the incident
- Details of ***injuries/damage*** sustained
- Names and contact details of any ***witnesses***

The form should be accompanied by signed and dated statements from any witnesses. The Committee should try their best to gather witness statements. If this is proving difficult then record the names and contact details of all witnesses to the event if possible. It is important that the names and contact details of non-members are recorded so that the Incident Support Team can follow up with witnesses at a later date if required.

5. The **C&S Office team member** who receives the initial communication will **review the information received** and depending on the severity will contact all other relevant parties necessary to ensure that there is an Incident Support Team put in place in a timely manner.

6. The **Incident Support Team** will provide support and assistance to the committee and members present in managing the incident.

7. The Incident Support Team can include as appropriate:

    - Other C&S Office Team Members,
    - Student Life Team Members,
    - UL Marcomms Dept: Sheena Doyle Communications Manager at +353 (0) 61 202219 / 086 3807859 or Alan Owens 087 9086633
    - UL H&S Dept if incident is on campus
    - UL Security
    - The Chaplin contacted via the Director of Student Affairs
    - UL Counselling contacted via the Director of Student Affairs

8. The **Incident Support Team** will decide on a **plan of action** and assign a **Team Lead** to coordinate the activities of the team. The actions may include designating responsibility for travelling to the incident location/ the medical facility where the injured parties are being treated, liaising with other students/members/family members/next of kin, debriefing members that witnessed the incident, organising to get members home from the location etc as needed. The actions needed will be fluid and dependent on the nature of the incident and the outcomes as they evolve. All **decisions** made should be **agreed with at least one other team member** and must be **documented, signed and dated**.

9. In the event of a **Serious Incident** the **following people** will need to be **notified** by the C&S Office Team:

- The first to be contacted is the Director of Student Affairs (UL Chaplin & UL Counselling Service) is the first port of call. Verify student name and student ID. The Director of Student Affairs will inform the UL Executive Committee and decide whether legal input is required.
- UL Marcomms Dept Sheena Doyle Communications Manager at +353 (0) 61 202219 / 086 3807859 or Alan Owens 087 9086633
- Insurance company
- UL Sport, Neasa.odonnell@ul.ie
- Next of Kin

10. The **Incident Support Team Lead** will ensure that the team members **continually communicate** with each other, the C&S committee and other relevant parties to ensure that adequate support and assistance is provided to the parties involved. **Minutes of meetings** will be **documented** showing decisions made and actions assigned to the responsible persons where possible.

11. **Debriefs and support** for Club and Society members impacted by an incident are **organised** by the **Director of Student Affairs** in line with UL's policies and procedures. Members should be made aware of this support throughout the process.

12. **Statements from witnesses and injured parties** (if appropriate) to be **taken** by **Incident Support Team Lead** or designate.

13. **Legal advice** can be provided as necessary via **Marcomm** and the **Director of Student Affairs** on instructions from the **UL Executive Committee**.

14. The Incident Support Team will **assist other interested parties** such as the **insurance** company and the **Gardai** with their investigations as required.

15. Within **7 days of the incident** the Committee must have **issued their report** on the outcomes of their investigation to the Incident Support Team for review.

16. The **Incident Support Team** will **facilitate** and **assist** to ensure that the committee completes their **initial investigation** of the incident and submits it to the Incident Support Team within 7 days of the incident.

17. The Incident Support Team will **review** all of the **investigation documents** from the various parties to facilitate putting effective controls in place to prevent reoccurrence.

18. This detailed review may involve **reviewing statements** from witnesses, members, injured parties, etc or **carrying out interviews** with relevant parties if they have not been done previously, **re-interviewing** if the initial statements were inadequate, **review of CCTV**, photos, video etc. The objective is to determine a root cause of the incident so that effective controls can be implemented to prevent recurrence and to learn from the incident.

19. **Corrective and preventative controls** may include but are not limited to:

    - review and update of health and safety documentation including risk assessments,
    - communication of the findings to other clubs and societies at the next C&S council meeting to ensure there is learning from the incident (being mindful of not disclosing sensitive or confidential material or undermining any criminal investigations that may be underway)
    - training on the new corrective and preventive actions may be required for some or all of the Clubs and Societies
    - review of the effectiveness of the corrective and preventive actions implemented
    - discipline of member(s) of a Club/Society as per SOP??
    - communications to the Board of Irish College Societies, Student Sport Ireland, NGO/NGB being mindful of not disclosing sensitive or confidential material or undermining and criminal investigations that may be underway
    - other

20. The Incident Support Team will **issue their findings** and action plan **within 3 days** of receiving the committee's investigation report. This **timescale may be extended** if the investigation needs more time due to the nature of the incident. This is at the discretion of the Incident Support Team members.

21. The committee will **confirm close-off** of all actions to the Clubs and Societies Coordinator as they occur **via email,** which will be reviewed on a monthly basis by the Clubs and Societies Coordinator to ensure close-off in a timely manner.

22. **Debriefs and support** for C&S Office staff and UL staff members impacted by an incident are **available** through **UL Employee Support Service** (**EES**) https://www.ul.ie/hr/current-staff/employee-relations/employee-support-service

Incidents that are not classified as Serious Incidents:

1. Where the incident **does not necessitate actions** as outlined in the definitions section of this SOP, then the incident is **not deemed to be a Serious Incident**. However, it **must still be reported** by the Committee members to the C&S Office Team via email using the **incident form within 48 hours**.

2. The **incident form** must contain the following information, where it is available:

- A ***description of what happened*** before, during and after the incident
- Member's ***full name*** (not nicknames)
- Member's ***student number***
- Details of any ***other parties*** that were impacted because of the incident
- Details of ***injuries/damage*** sustained
- Names and contact details of any ***witnesses***
- It should be accompanied by ***signed and dated statements*** from any witnesses

3. The **CS Coordinator** can **elevate** an incident to a **serious incident** at their discretion.

4. The committee must **document the root cause**(**s**) and proposed controls for preventative and corrective actions on the incident form, along with a plan for implementing same.

5. For all **road traffic accidents**, the driver is required to **report any defects or damage** in the vehicle (internal, external, mechanical) and **photographs of damage**, scene etc to info.clubsandsocieties@ul.ie immediately. The driver must submit a completed **Incident form** to the C&S office **within 48 hours**. **Gardai must be called** to a road traffic accident (RTA) as per the FAQ information from www.garda.ie in the Appendix to this document. Once Gardai are called this elevates the RTA to the status of a Serious Incident and the steps for a Serious Incident must be followed.

6. **Minor incidents** occurring on trips must be **communicated** during the **post-trip debrief**. This debrief should happen **within 3 days** after the end of the trip. Where the debrief doesn't occur in this time frame then the committee is obliged to submit the completed incident form to the C&S Office Team within 3 days from the end of the trip.

7. For **incidents** which could cause a **PR issue** but are **not health and safety related**, and there is a concern that there may be implications for the University or UL Wolves, the **C&S Coordinator** or **UL Marcomms Dept Communications Manager**, Sheena Doyle at

+353 (0) 61 202219 / 086 3807859 or Alan Owens 087 9086633 should be contacted. Training will be provided to the committee by Marcomm on how best to handle communications with external parties on such issues.

8. The committee will **confirm close-off** of all actions to the Clubs and Societies Coordinator as they occur **via email,** which will be reviewed on a monthly basis by the Clubs and Societies Coordinator to ensure close-off in a timely manner.

Continual improvement process:

1. All **incidents** will be entered on an **incident log** by the C&S Office Team as they occur.
2. **Corrective and preventive actions** will also be tracked in this log.
3. Collating this data will allow for the **generation of statistics and graphs** on the incidents each quarter and at year end. Reviewing and analysing this data will ensure that learning and continual improvements occur in health and safety for all the clubs and societies.

Insurance procedures following an accident:

1. The **C&S Coordinator** will **send an email** to the student/member containing
    a. The ***conditions*** of the ***personal accident policy***
    b. A ***copy of the policy*** itself
    c. A ***Chartis personal accident claim form*** (to be completed and returned)
    d. A UL Wolves Clubs and Societies ***incident report form*** (to be completed and returned)
2. Please note there is a **€250 excess on each and every claim**
3. Please note our **insurers** will only consider **covering treatment** that is **not covered by your medical card or private health insurance** (should you be in receipt of either)
4. The student the incident report pertains to must **comply with all conditions**
5. Only then can they **submit medical receipts** to be reimbursed

Note: Any physiotherapy must be referred by medical practitioner

Should a surgery be necessary the individual should contact info.clubsandsocieties@ul.ie to ensure it is covered by our personal accident policy

Referenced Documents:

- UL Wolves Incident Report Form
- UL Wolves Witness Statement Template
- UL Wolves Incident Log Spreadsheet
- UL Critical Incident Management Plan
- UL Student Death Policy
- Chartis Personal Accident Claim Form
- Incident Related documentation
- SOP 36 First Aid and Emergency

SOP-14: Start and End of Year Handover Procedures

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the method in place to unlock your club or society's page on ulwolves.ie in order to accept new members at the start of the year and the handover process to be followed at the academic year end.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

It is the responsibility of the committee to read the handover documents of the previous year's committee

It is the responsibility of the committee to ensure their page is unlocked no later than Wednesday, week one of semester one.

It is the responsibility of the committee to ensure the handover document (Record 6) is completed by at least each core committee member and saved on their ulwolves account.

H&S Requirements:

The health and safety requirements for Clubs and Societies are included in the Constitution and the UL Wolves SOPs. The committee must ensure that they understand these requirements and have procedures in place to comply with them.

The Committee is responsible for completing risk assessments for the proposed activities of their entity.

The Committee is responsible for ensuring that the controls in their risk assessments are implemented in a timely manner and reviewed and updated as required.

Trip Management Plans must be completed for Domestic and International Trips. These plans must include risk assessments and contingencies for foreseeable emergencies as per SOP-25 or SOP-26.

Event Management Plans must be completed for all proposed events as per SOP-27

The health and safety requirements of any location being used by the Club or Society must be adhered to. For example, Emergency Evacuation Plans or Covid-19 Plans in the locations where events are being held.

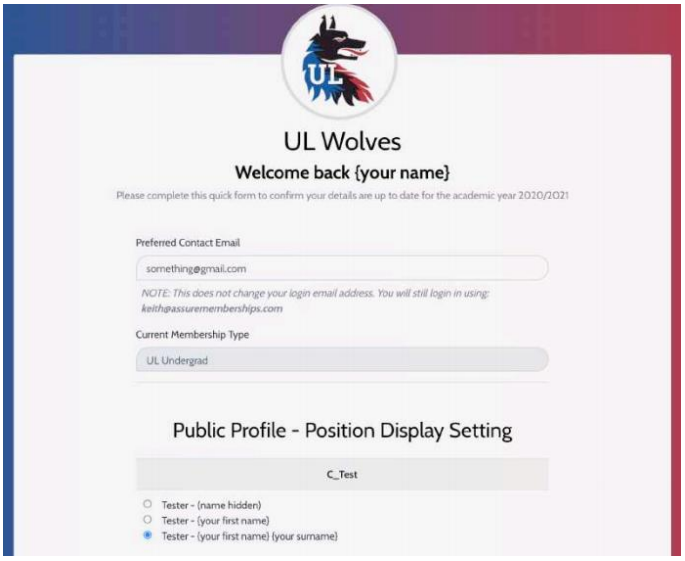
Start of Year Requirements:

1. Ensure that you are the **committee's sole admin**

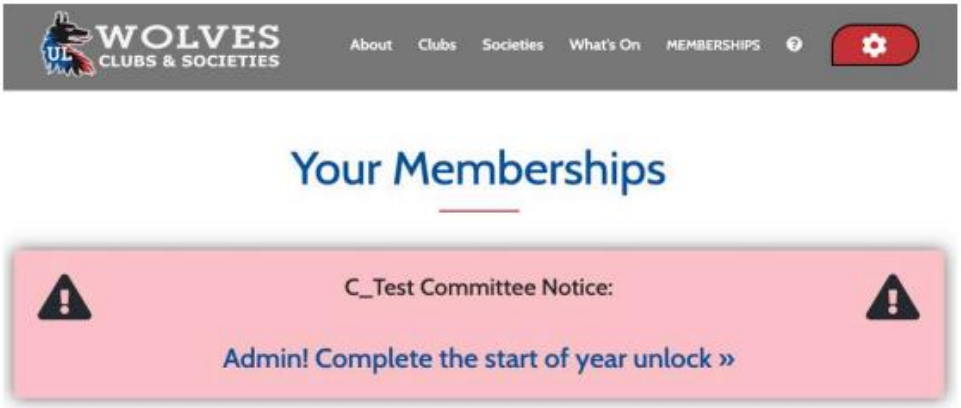
If the admin is no longer involved you must get in contact with the clubs and societies office to elect a new admin

2. Go to **ulwolves.ie** and **log into your account**

3. Confirm that the information in your **profile is still accurate** and up-to-date



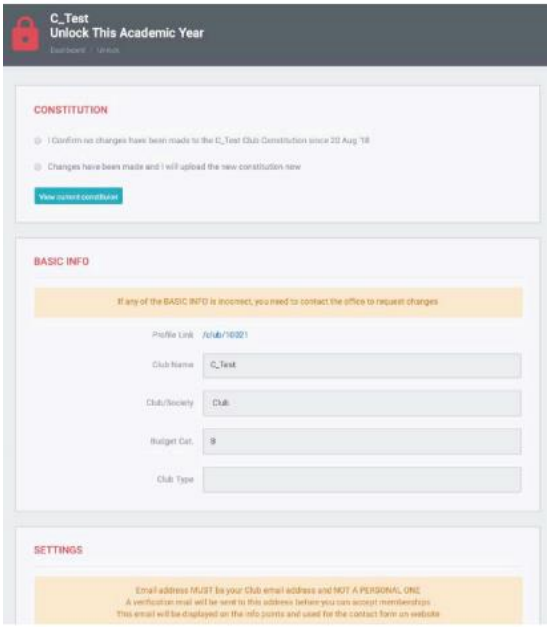
4. Click on the **'memberships' button** to begin the process



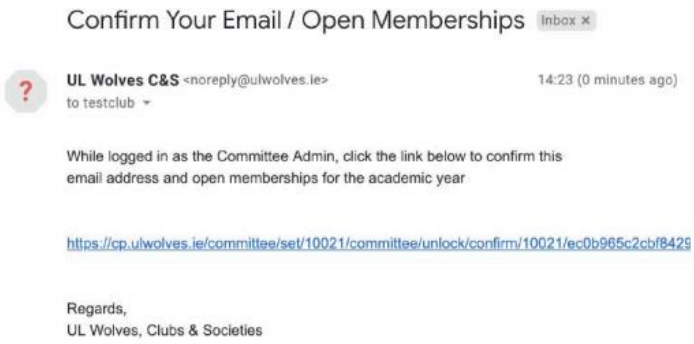
5. **Complete the form** in full. Most fields can be left as they were before, but you will need to create a **new PIN code** that is different to last year.

Please note a club or society ***must have a constitution, health and safety statement and Covid-19 Plan***

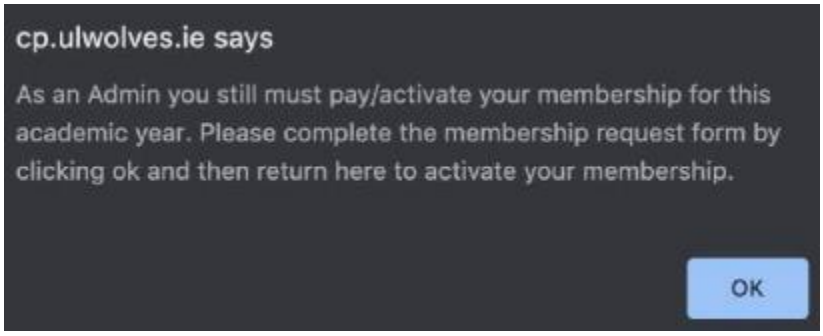
Please note your membership fee cannot be amended after this point



6. **Confirm your club/soc email address** by clicking the link in the email that was just sent, while you are still logged in as the admin.

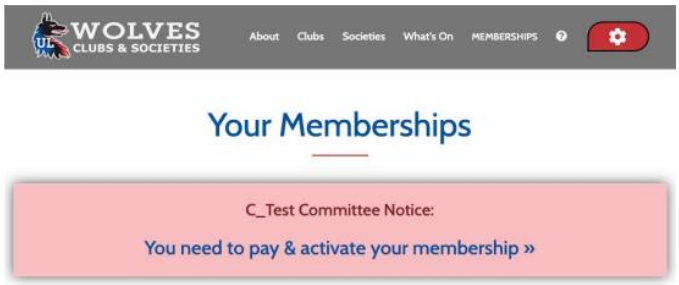


7. Click **OK** to go to your **membership request form** on your club/society profile page.

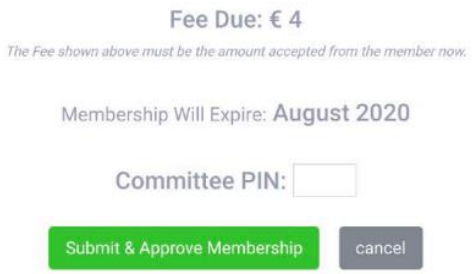


8. Complete your club/soc's **membership form** (as all regular and committee members must do) and click the green "**Submit Membership Request**" button.

9. On your "**Memberships**" **page**, click the updated committee notice to now go to the control panel to **approve your own membership**.



10. Scroll down the membership approval form, **pay your membership fee**, then **enter the PIN** you just created and click the green button to approve your membership.



11. **Membership requests** for your club/society are **now open** (the lock is removed from your c/s name) and the committee panel functions are unlocked FOR YOU ONLY.

12. You must now get all the **rest of your committee** to go to ulwolves.ie where they need to **log in and submit membership requests** for the club/society, which you can then approve when they pay their fee. Then they each can access the committee panel functions needed to run your club/society

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End of Year Requirements:

At the **end of the academic year** the following items should be **saved** on the Club or Societies **shared drive**:

- The Club or Society ***risk assessments***

- ***Trip Management Plans***
- ***Event Management Plans***
- ***Accident and Incident summary*** details (no personal details in line with GDPR)
- Up-to-date ***assets register*** with detail of all equipment owned by the Club or Society
- ***Inspection or maintenance records*** for any equipment owned or used by the C&S

Please note: the above is applicable should a club or society be wound down mid academic year.

Referenced Documents:

- Risk Assessments
- SOP-25 Management of trips - Domestic
- SOP-26 Management of trips - International
- SOP-27 Event Management
- Committee Handover Template
- Asset Register
- Statutory inspections and maintenance records for equipment

SOP-15: Booking a Room within UL (not Student Life Building)

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the method in place to book a room within the University of Limerick, when the room is external to the Student Life Building.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

It is the responsibility of the committee to submit the booking form at least 5 working days in advance of the requested date.

H&S Requirements:

The maximum numbers permitted in a room to ensure social distancing can be maintained during the Covid-19 Pandemic should be clearly displayed on the entrance to that room by UL staff. This number must never be exceeded.

Adhere to the contents of the Covid-19 Plan for this event.

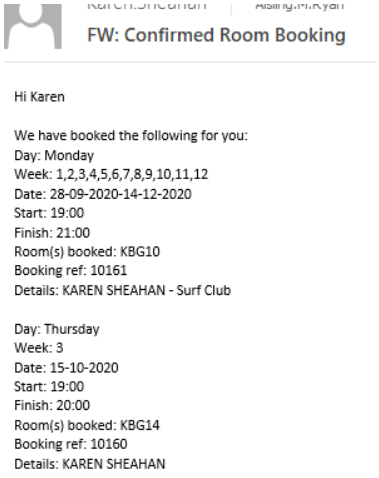
Procedure:

1. Complete the UL Room Booking Form.
2. **Submit** completed document to info.clubsandsocieties@ul.ie no less than **5 days in advance** of the date on which you would like to book the room

Please note – if you submit your booking less than 5 days in advance it will not be processed and you will be unable to secure a room

3. Once the booking has been processed, you will receive a **confirmation email** from info.clubsandsocieties@ul.ie similar to below.

Please note, we do not have control over the speed at which these bookings are processed by the University.



FW: Confirmed Room Booking

Hi Karen

We have booked the following for you:
Day: Monday
Week: 1,2,3,4,5,6,7,8,9,10,11,12
Date: 28-09-2020-14-12-2020
Start: 19:00
Finish: 21:00
Room(s) booked: KBG10
Booking ref: 10161
Details: KAREN SHEAHAN - Surf Club

Day: Thursday
Week: 3
Date: 15-10-2020
Start: 19:00
Finish: 20:00
Room(s) booked: KBG14
Booking ref: 10160
Details: KAREN SHEAHAN

4. This confirmation email must be **readily available** on the day of the booking **should security require it**

Note:

- You may ***request*** a specific room but this ***does not guarantee it***. The Room Bookings office will provide you with a room that suits your requirements based on availability.
- All rooms must be ***left in the manner in which they were found***.
- A room booking is ***not confirmed*** until the above ***email is received***

Referenced Documents:

- UL Covid-19 Information

- UL Room Booking Form

SOP-16: Communication with Clubs & Societies Office

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the method in place to communicate with the clubs and societies team for day-to-day queries or in event of an emergency situation.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

H&S Requirements:

Incidents must be reported and managed as per SOP-13 Reporting and Management of Incidents

It is the Committee's responsibility to report all incidents as required in SOP-13. This will ensure that we can all learn from the incident and can put effective controls in place to prevent a recurrence.

Procedure:

1. **Log on** to ulwolves.ie

2. Scroll down to **locate contact information** for members of the clubs and societies team.
3. Decide among yourself and you committee what **type of contact you need** (quick query, meeting, form submission)
    - For a ***meeting***, you will need to ***make an appointment*** with the relevant team member
    - For a ***quick query***, you can ***call, email or come into the office***.
    - To submit a ***form***, please ***adhere to the guidelines*** in the relevant SOP
4. In an **emergency situation**, you must call the below team members (in the order below), including outside office hours as per SOP-13 Reporting and Management of Incidents :
    - Head of Student Engagement – 086 043 5307
    - Clubs and Societies Coordinator – 086 043 5308
    - General Manager, Student Life - 086 043 5306
5. **Drivers** are required to **report** any **defects or damage** in the vehicle (internal, external, mechanical) to info.clubsandsocieties@ul.ie immediately along with **photographs** of the defect or damage as per SOP-13 Reporting and Management of Incidents.
6. Incidents are managed as per **SOP-13 Reporting and Management of Incidents**.
7. **Ongoing communication** and consultation with Committee members is **encouraged** throughout the academic year as outlined in SOP-04 The Administration Seminar, SOP-05 Clubs & Societies Council Meetings and the SOP-06 Clubs and Societies Executive.

Referenced Documents:

- SOP-04 The Administration Seminar
- SOP-05 Clubs & Societies Council Meetings
- SOP-06 Clubs and Societies Executive
- SOP-13 Reporting and Management of Incident
- SOP-27 Health check
- SOP-17 Communication with other parties within UL

SOP-17: Communication with Other Parties Within UL

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the method in place to communicate with relevant parties within UL.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

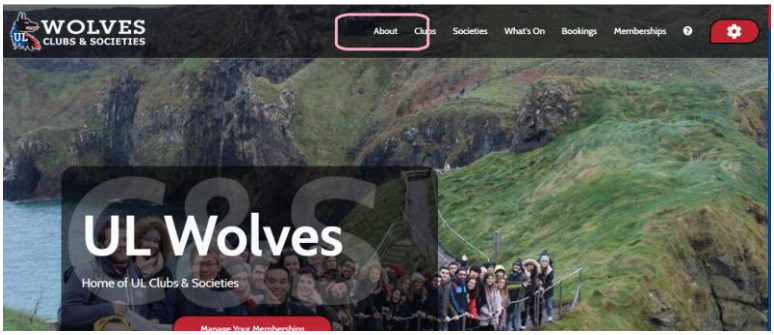
H&S Requirements:

The health and safety requirements for Clubs and Societies are included in the Constitution and the UL Wolves SOPs. The committee must ensure that they understand these requirements and have procedures in place to comply with them.

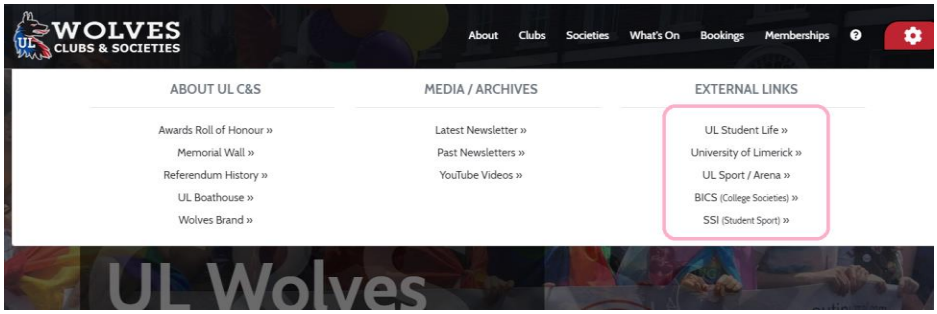
H&S incidents must be reported and managed as per SOP-13.

Procedure:

1. **Log on** to ulwolves.ie
2. On the top right corner of the page, you will see an **'about' tab**



3. Click on this tab, and you will find **links to all relevant parties** applicable to clubs and societies in UL



4. Contact with some of the **University departments** features in SOPs, so please check these prior to contacting them.

<u>Buildings and Estates</u>

- ***Booking a room*** on campus external to UL Student Life Building – SOP-01
- ***Booking an on-campus outdoor space*** –contact Buildings and Estates or Nessa in UL Sport if sport-related space
- Gaining access to the ***boathouse*** (the boathouse is managed by UL Sport and access is via UL Buildings & Estates). Report any defects to UL Buildings & Estates.

<u>UL Sport</u>

- Gaining access to the ***boathouse***
- Securing a ***training time slot***
- Booking of ***Maguires pitches***

Marcomm

- Support with managing ***media or communication issues***, contact UL Marcomms Dept Communications Manager, Sheena Doyle, at +353 (0) 61 202219 / 086 3807859

Security

- In the event of an ***emergency***, please dial extension 3333 (internally) or 061-213333.

Student Affairs Division for the ***Health Center, chaplaincy and counseling***

Referenced Documents:

- SOP-01 Creating and keeping records of an event/activity on the UL Wolves System
- SOP-13 Reporting and Management of an Incident

SOP-18: Communication with External Parties, including the Authorities

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the procedures in place for committee members when dealing with external interested parties, including the authorities.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

H&S Requirements:

The health and safety requirements for Clubs and Societies are included in the Constitution and the UL Wolves SOPs. The committee must ensure that they understand these requirements and have procedures in place to comply with them.

H&S incidents must be reported and managed as per SOP-13.

Procedure:

In this SOP, **external parties include** but are not limited to those listed below:

a. A member of An Garda Síochána

b. An Inspector from the Health and Safety Authority (HSA)
c. An officer of the Health Service Executive (HSE)
d. An officer of an NGO/NGB
e. A representative from the UL Wolves insurance company
f. Media – newspapers, radio etc
g. Social Media

1. Should a **Serious Incident** occur, it is handled as per **SOP-13.**

2. Should a **committee member** be **approached by an authority** to comment on an ongoing issue, they should **contact the C&S Office** in advance of speaking with the individual, where possible:

    - Head of Student Engagement – 086 043 5307
    - Clubs and Societies Coordinator – 086 043 5308
    - General Manager, Student Life - 086 043 5306

3. **UL Marcomms Dept** can be contacted by any student in the event of a **Public Relations issue** as follows:

    - Sheena Doyle (Communications Manager) at +353 (0) 61 202219 / 086 3807859

Entity	Contact Person(s)
Insurance company & their representatives	C&S Senior Coordinator
The Authorities in relation to a serious incident as per SOP-13	C&S staff Marcomm UL Legal Team
Media	Marcomm
NGB/NGO	Club Committee members

4. Communication training, including the requirements for communicating in a crisis situation, is provided by the Marcomm Department for all Clubs and Societies. Attendance is mandatory?

5. Committee members are **not permitted to post sensitive information about incidents on social media**. This is to ensure that the information does not damage or hurt any individual or entity. To this end, Committee members must not post about individuals involved, must not assign blame, post photographs of the scene etc.

6. Media and Social Media Policy to be referenced here.

Referenced Documents:

- SOP-13 Reporting and Management of an Incident

SOP-19: Competency Requirements for C&S Committee Members (& provision of training to maintain same)

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP outlines the competency requirements for the Club & Society committee members and how these skills should be maintained.

Responsibility

It is the responsibility of the committee members to ensure that they maintain the relevant competencies required to carry out their roles as per the requirements in this SOP.

H&S Requirements:

Basic health and safety training is required for all committee members

Risk assessment training is required for the safety officer and one other of the committee members to enable risk assessments to be completed effectively

Event Management Plan and Trip Management Plan training is required for clubs & societies planning on hosting events or going on trips.

Procedure:

1. As per the Clubs and Societies Constitution, every club and society must have at least **5 members** to form their **core committee**. They must also have the following 5 core roles filled:

    a. President/Chairperson

    b. Treasurer

    c. Secretary

    d. Public Relations Officer

    e. Safety Officer

    f. Covid-19 Officer (who may also be the Safety Officer)

    The **duties** for each role are as outlined in the constitution.

2. Within the **first six weeks** of the each semester, **training is organised** for the committee members of all Clubs and Societies to enable them to understand their roles, functions and responsibilities for their roles.

3. The requirements for each role are as follows:

Role	**Training provided**	**Role requirements**
President/ Chairperson	Week 3 of each semester	The Chairperson's duties shall include the • Day-to-day management of the Society/Club • Compliance with the UL Wolves SOPs and the requirements in the constitution. • All other Committee members carry out their roles as required. • Bi-annual review of the club/society drivers, where applicable
Secretary	Week 2 of each semester	The Secretary's duties shall include the • Maintenance of all necessary documentation, including the minutes of all general meetings and committee meetings, • Responsibility for the Handover of Documents for the incoming Committee as per SOP-14
Treasurer	Week 5 of each semester	The Treasurer's duties shall include the

		• Maintenance of the Society/Club's accounts and the Society/Club's budget submission • Ensure transparency in the accounts.
Public Relations Officer	Week 4 of each semester	The PRO's main duties include • Building up and maintaining the social media presence of the club/society on their chosen platforms • Using social media to promote events, shows and the club/society itself • Ensuring the content of the club/society media posts does not breach any UL Wolves policy and that it is the opinions/views of the club/society and not one member.
Safety Officer	Week 1 of each semester	The Safety Officer's duties shall be to ensure that the Society/Club's • Risk assessments are documented, implemented and maintained. • Event Management Plans and Trip Management Plans are documented, implemented and maintained, where applicable. • Safety documents are relevant and effective • Safety records are properly kept • Equipment with statutory or maintenance/servicing requirements must be maintained in a manner to ensure safe use and be kept compliant with those requirements. Proof retained on file. • Comply with the UL Wolves SOPs and the requirements in the constitution.

4. **Days and times** of each training will be **communicated via email** in advance of each training session
5. Any **changes to the Core Committee** members must be **notified** to the **C&S Office** as soon as possible to enable training for the new committee member to be planned in and completed.

6. Training is provided as per the table below:

Training module	Duration	Frequency	Provider	Required attendees
UL Wolves SOPs - provided online, read in advance and training covers key H&S SOPs & Q&A session	3 x 2 hours	Twice per annum	C&S Office Staff	Chairperson and Safety Officer
Basic Health & Safety training	2 hours	Twice per annum	Competent person	All core committee members
Risk assessments, including Event Management Plans & Trip Management Plans	4 hours	Twice per annum	Competent person	Safety Officer and one other(ideally the Chairperson)
Treasurer role – budgets, etc	1 hour	Twice per annum	C&S Office Staff	Treasurer and one other
President/ Chairperson role	1 hour	Twice per annum	C&S Office Staff	Chairperson
Secretary role	1 hour	Twice per annum	C&S Office Staff	Secretary
Communication & PR Officer role	1 hour	Twice per annum	Marcomm	PRO and Chairperson

7. **Attendance** will be **recorded in real time** and retained on the ulwolves.ie platform

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Referenced Documents:

- UL Wolves Clubs & Societies Health & Safety SOP Manual
- Training Packs for each session above
- Training records
- Constitution
- Risk Assessment template
- Event Management Plan Template

- Trip Management Plan Template

SOP-20: Purchasing of Goods & Services and Management of Suppliers

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the procedures in place for the Purchasing of Goods and Services and the management of suppliers to Clubs and Societies.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

H&S Requirements:

Any new equipment, material or service proposed to be purchased by the club or society that could present a foreseeable risk must be risk assessed prior to purchasing.

Service providers must be competent to provide the service being sourced. Proof of competency and insurance must be maintained on file and updated as required.

Relevant documentation in a form and manner that is likely to be easily understood must be provided with purchased items. This information must be accessible and maintained on file.

Management of Suppliers:

1. The Committee members must maintain an **Approved Trusted Supplier List** (**ATSL**) for their entity for the **purchase or hire of items/services** that could present a foreseeable risk, and also the **purchase of safety equipment**. These approved suppliers will be added to the overall ATSL for C&S.
2. The **following information** must be **requested** prior to requesting approval of a supplier (where the supplier is being sourced for the supply of items or services that could present a foreseeable risk and/ or the supply of safety equipment) and **submitted** to **C&S Coordinator for approval** via the Google form
    - Name, address and contact details
    - Bank details for EFT payments
    - Safety Statement
    - Proof of adequate insurance cover
    - Proof of competency to provide the service/product e.g., membership of a governing body, qualification, references etc
    - Method statements for high-risk work – installing a marquee etc.
3. The **committee is responsible** for ensuring that the **public liability insurance policy** wording does not **exclude any of the activities** that your club or society will be participating in. If the service provider cannot provide a certificate of insurance, then the club/society should source an alternative service who can provide the relevant documentation.
4. **On review** of the above documentation, the **supplier may be added** to the ULwolves.ie Approved Trusted Supplier List by the C&S Coordinator. More information may be requested, or the request may be denied due to non-compliance with the requirements (inadequate insurance cover, etc.).
5. A **trial period** or a number of successful orders **may be required** prior to a new supplier being added to the ATSL, this is at the discretion of the Committee and/or C&S Coordinator.

Managing Suppliers Performance:

1. **Supplier performance** is **monitored** by the Club or Society that is using that supplier.
2. If the **supplier's performance** or product is instrumental in **causing** a **health and safety issue**, the supplier will be **removed** from the ATSL while an investigation is carried out.

3. In the event of a **non-compliance** relating to the **supplier's product or service,** such as the initial specifications not being met by the supplier, the supplier will be given **written feedback**, in a timely manner, outlining the details of the non-compliance. The feedback is sent by the Committee (email is copied to C&S Coordinator) and **includes a request for corrective action** to be submitted by return within 5 working days.

4. If there is **no response** forthcoming **from the supplier** after the **5 working days**, C&S Coordinator will send a **reminder email**. If there is no response to the reminder email, then after 5 working days, the supplier will be **removed** from the ATSL.

5. Where **corrective actions** are **provided** from the supplier, the relevant committee members and C&S Coordinator will **review the proposed actions** to ensure they are effective.

6. The Club or Society can **request to remove a supplier** from the ATSL after **reviewing any non-compliances** with the C&S Coordinator.

7. The **nature of the non-compliance** and the supplier's response to the request for corrective action will be considered by the C&S Coordinator and the relevant Committee members. The supplier's performance and their position on the ATSL will also be subject to a review, with the possibility of being removed from the ATSL. This information will be retained by the C&S Coordinator for future reference.

8. **Suppliers can remain** on the ATSL **to be used again the following year** once they **submit** their **updated documents**. An email reminder can be sent out prior to the academic year starting by the C&S Coordinator.

9. The **ATSL is accessible** on ulwolves.ie.

Making a purchase for a Club or Society:

1. Once the Committee has agreed on the **need** to **purchase a product or service,** a **written specification** must be developed for the purchase. The specification should outline in detail the requirements for the product or service. Any relevant Health and Safety requirements must be included in this specification.

2. If the order relates to **renting a location/property outside of UL**, a visit to the location/property is recommended, a Google Maps review of the location or a meeting with the property management to enable risks to be assessed and H&S considerations to be documented. The property owners' risk assessments should be carefully reviewed.

3. If the order relates to the **hiring of a vehicle** for use by the C&S the committee must ensure to use a reputable supplier.

4. The **specification** can then be **provided to any suppliers** taken from the Approved Trusted Supplier List with a request for a quotation. Where **a new supplier is proposed** and they are not on the ATSL the Committee must follow steps 1-4 above.

5. A **number of quotations** should be **sought prior to agreeing** on the most appropriate provider; **three quotations is best practice.**

6. There is a requirement that **any new equipment**, material or service proposed to be purchased by a club or society, that could present a foreseeable risk, **must be risk assessed** prior to purchasing. This risk assessment should be documented by the Safety Officer on review of relevant documents such as user manuals, NGB requirements, Safety Data Sheets etc with input from the core committee members or at least one other core committee member.

7. **Suppliers' terms and conditions** should be **carefully reviewed** by the committee prior to signing. If there is any doubt about the contents of the T&C, the Committee should submit them to the C&S Coordinator for clarification. The terms and conditions should be uploaded to ulwolves.ie once approved by the committee.

8. A **written confirmation** that the supplier's **quotation has been successful** and that the C&S would like to go ahead with the purchase should be submitted to the supplier.

Goods In:

1. On **receipt of the order**, a Committee member must be assigned to ensure that the specification for the purchased item has been met. This may include checking for user manuals, warranty details, certificates of conformance or simply a count of the contents received. Buyer beware when **buying second-hand purchases**; it is suggested that you have the purchase assessed by a competent person.

2. When the order is for the **provision of a service,** such as an instructor to provide a class, the **check could entail a meeting with the instructor** prior to the class starting to ensure they are clear on what they are providing and have the relevant equipment and paperwork with them. Feedback on the standard of the service provided could also be requested from service-users via surveys etc to determine if the specifications were met.

3. All **documentation** associated with the purchase should be **uploaded to the ulwolves.ie** webpage to ensure it is accessible and available for handover at year end. This documentation may include user manuals, warranty, safety data sheets for hazardous materials, certs of conformance, inspection certs etc.

4. **Newly purchased equipment** should be added to the ulwolves.ie Asset Register as per **SOP-23** in a timely manner.

5. If the **initial specifications are not met** by the supplier, feedback detailing the non-compliance should be made in writing to the supplier in a timely manner, as outlined in the **Managing Suppliers' Performance section** above.

6. **New equipment** should be added into the **risk assessments** for the Club or Society prior to the equipment being released for use by members.

Referenced Documents:

- Approved Trusted Supplier List (ATSL)
- ULWolves Asset List
- SOP-23 Management of Equipment
- New Supplier set-up form

SOP-21: Day-to-Day Running of C&S

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the documents and supports in place to enable committee members to effectively manage the day-to-day tasks in their club or society.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

H&S Requirements:

All day-to-day activities with foreseeable risks should be included in your Club or Society risk assessment.

Controls must be put in place to effectively manage foreseeable risks.

Incidents including serious incidents must be handled as per SOP-13.

All non-day-to-day Events and Trips (whether domestic or international) organised by a Club or Society must have a documented plan in place.

Procedure:

1. **Scheduling:** Regular events are scheduled using ULWolves.ie as per SOP-01. The committee is responsible to ensure that all events are included in the risk assessment prior to the event commencing.
2. **Communication** with the C&S Office is managed as per SOP-16, with departments in UL is as per SOP-17 and SOP-18 relates to Communicating with external interested parties including the authorities.
    - Office equipment and IT access can be managed through the C&S office. Copiers and IT equipment are also available in the library.
3. **Management of the members and the entity** is documented in SOP-03 Managing your members; SOP-04 The Administration Seminar; SOP-05 Clubs & Societies Council Meetings; SOP-06 Clubs and Societies Executive, SOP-08 Special Application Fund Process. SOP019: Competency requirements for Club & Society Committee members and the provision of training to maintain same.
4. **Payments:** Taking payments for membership, events etc: Cash payments should not be taken where possible. Only electronic payments are permitted; these are made by the members themselves via ULwolves.ie. If there is an occasion whereby electronic payment is not possible, any cash must be immediately deposited into the club/society bank account. Cash cannot be kept in members' homes/lockers.
5. **Incidents** are handled as per SOP-13, this includes vehicle related incidents.
6. **Purchasing and management of suppliers** is managed as per SOP-20 Purchasing of Goods and Services and management of suppliers. Included in this SOP are the controls to be applied when renting rooms and locations outside UL.
7. **It is prohibited to interact with vulnerable persons who are non-members as part of a club or society activities.**
8. **Management of Drivers and Vehicles** is as per SOP-10 Selecting and managing drivers for the UL Wolves Toyota Hilux or Mercedes Sprinter; SOP-11 Selecting and managing drivers for the UL Wolves Minibus and SOP-12 UL Wolves Vehicles: booking, use, maintenance and drivers requirements. Vehicle related incidents are handled as per SOP-13.
9. **Equipment** and PPE is managed as per SOP-23 Management of equipment
10. **Event Management**: All non-regular events must be documented in the relevant Event template as per SOP-22 C&S Event Management

11. **Trip Management:** All non-regular trips away must be documented in the relevant Event/Trip template as per SOP-25 Management of Trips (domestic) and SOP-26 Management of Trips (international). Regular trips, for example a trip to a river outside the campus for regular training scheduled every week, should be included in the risk assessments for the clubs regular activities and does not need an event management plan.
12. **Performance Reviews** are completed as per SOP-27 Health-check/Disciplinary process.

**Please Note: UL Wolves Insurance policies are directly linked to online approved membership as such non members are not insured to take part in clubs and societies activities. A committee's failure to comply with this will result in a 15% fine of their budget allocation and may result in an investigation as per SOP-32 Investigation and disciplinary in matter of breach of UL Wolves Clubs and Societies policies.*

Referenced Documents:

- SOP-01 Creating and keeping records of an event/activity on the UL Wolves System
- SOP-03 Managing your members
- SOP-04 The Administration Seminar
- SOP-05 Clubs & Societies Council Meetings
- SOP-06 Clubs and Societies Executive
- SOP-08 Special Application Fund Process
- SOP-10 Selecting drivers for the UL Wolves Toyota Hilux or Mercedes Sprinter
- SOP-11 Selecting g drivers for the UL Wolves Minibus
- SOP-12 UL Wolves Vehicles: booking, use, maintenance and drivers requirements
- SOP-13 Management and reporting of an incident
- SOP-15 Booking a room within UL (not SL building)
- SOP-16 Communication with Clubs & Societies Office
- SOP-17 Communication with other parties within UL
- SOP-18: Communicating with external interested parties including the authorities
- SOP019: Competency requirements for Club & Society Committee members and the provision of training to maintain same
- SOP-20 Purchasing of Goods and Services and management of suppliers.
- SOP-22 C&S Event Management
- SOP-23 Management of equipment
- SOP-25 Management of Trips (domestic)
- SOP-26 Management of Trips (international)
- SOP-27 Health-check/Disciplinary process

- SOP-32 Investigation and disciplinary in matter of breach of UL Wolves Clubs and Societies policies.

SOP-22: C&S Event Management

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the procedures in place for the planning and management of an event by the UL Wolves Clubs and Societies Committees.

Responsibility

It is the responsibility of all UL Wolves Clubs and Societies Committee Members to adhere to the requirements of this standard operating procedure.

All events must be documented in the Event Management Plan template as outlined in this SOP.

H&S Requirements:

All day-to-day activities with foreseeable risks should be included in the UL Wolves Clubs and Societies Office risk assessments.

All non-day-to-day events organised by the UL Wolves Clubs and Societies Committee Members must have a documented Event Management Plan in place as outlined below.

All activities associated with an event and proposed to occur during an event must be included in the Event Management Plan.

Controls must be put in place to effectively manage foreseeable risks.

Incidents which occur at an event including serious incidents must be handled as per UL Wolves Clubs and Societies Safety Handbook and SOPs.

Any issues of concern or breaches of the health and safety legislation must be documented and reviewed during the debriefing session with the CSC Coordinator which is carried out within 1 week of the event.

Any service providers/suppliers used must be competent to provide the service/item being sourced as per SOP-20: Purchasing of Goods and Services and Management of Suppliers.

Proof of competency and insurance must be maintained on file and updated as required.

Procedure:

Planning the Event

1. **Assess** club or society members to **determine level of interest** in the event.
2. The Committee will **gather relevant information about the event**, including historical information from previous similar events, agreed dates, check availability, determine minimum/ maximum numbers permitted, contractor/supplier services required, etc. They record this information into the relevant section of the Event Management Plan using the template provided.
3. An **Event Management Team** should be put in place to assist with planning the event. At least **2 of the committee members**, one of which must be the **Safety Officer**, will be required to be on this EMT. The EMT will be responsible for ensuring foreseeable hazards are identified and risks assessed with adequate controls put in place. A competent person can be used to assist with this task, depending on the expertise available on the committee and the level of risk anticipated.
4. The **services of a competent Event Management Company** will be utilised for events where there will be **large numbers of attendees and/or significant risks** may be present. This decision is made by the Event Management Team in conjunction with the C&S Office Staff.
5. Any **suppliers proposed** to be used for transport, accommodation, provision of activities/training etc should be on the **Approved Trusted Supplier List** as per **SOP-20: Purchasing of Goods and Services and Management of Suppliers.**

When using suppliers that are not included on this list the EMT must ensure that they carry out due diligence checks such as requesting references, etc. Proof of competency, health and safety compliance

and insurance must be provided and reviewed for all contractors/suppliers prior to them starting work on or providing a service to the Event. These documents are held on file by the EMT.

Hiring of Goods

1. If a club or society is **hiring equipment for use on campus**, such as bouncy castles or performers such as fire jugglers, the club or society's committees must first obtain **permission from the Students' Union**. Once permission is obtained the club/society must get an up-to-date copy of the service provider's **insurance** certificate. A copy of the insurance certificate must be **sent to UL Buildings & Estates**.
    - The use of the equipment can only proceed if this is given the go- ahead by UL's insurers through Buildings & Estates
2. The **Event Management Plan** is **updated** as the **planning progresses**. It is reviewed by the Event Management Team during each of the Event Planning meetings and amended as required. The event risk assessments are completed, reviewed and updated at these meetings also.
3. Once the **Event Management Plan and risk assessments** are **completed** with the final details for the event, both are **reviewed and signed off** by the Event Management Team. These are communicated to all relevant parties involved in the event; proof of this communication is retained by the EMT.
4. As the event progresses, **changes may be needed** to the Event Mgt **Plan**; these involve incrementing the revision number of the plan and replacing all of the now obsolete previous versions. The **changes to the plan are communicated to all relevant parties** involved in the event; proof of this communication is retained by the EMT.
5. Any **incidents arising** during the event must be managed as per **SOP-013 Management and reporting of an incident.**
6. The **Event Management Team** must carry out a **debrief** within **1 week** of the end of the event and use any incidents as learnings for future events.
7. All **relevant information** on the event, including the Event Management Plan and risk assessments, should be **uploaded to ulwolves.ie** and included in the information for the academic year-end handover.

Prizes + Break-Even Policy (2021)

- Every effort must be made when planning fundraising events to ensure that the event **breaks even** or **earns a profit.**

- If an event **does not break even** the **loss amount may not be projected** for the following year.

- If there are **prizes being offered** at **non fundraising events** the cost must be justified by the level of engagement or benefit to the club/society. This should be checked with exec or admin prior to the event and may not be accepted as justified.

Referenced Documents:

- Approved Trusted Supplier List (ATSL)
- Event Management Plan
- SOP-013 Management and reporting of an incident.
- SOP-20: Purchasing of Goods and Services and Management of Suppliers.

SOP-23: Management of Equipment

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the procedures in place for managing any equipment that is owned or used by a club or society.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

H&S Requirements:

Any equipment used by the club or society that could present a foreseeable risk should be included in the club/societies risk assessments. This includes hired equipment.

Any equipment with statutory or maintenance/servicing requirements must be maintained in a manner to ensure safe use and be kept compliant with those requirements. Proof retained on file.

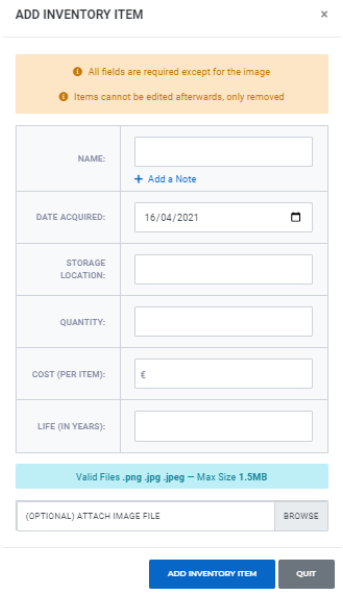
Hired equipment should be accompanied by any relevant certificates and inspection records and proof retained on file.

Procedure:

The Committee members must **maintain** and keep up to date an **asset register** using ulwolves.ie of all equipment owned by the Club/Society.

To log an item in the Asset Register:

1. Log in to the club/society **committee page**
2. On the **left panel**, scroll down to **'Assets/Inventory'** and click on it
3. Select the green **'Add Asset/Inventory item'** button
4. **Complete the form** and upload relevant documents



5. The **asset register** must be populated with
    - The ***name*** of each piece of equipment,
    - ***serial number***,
    - ***dates/frequency of maintenance***, servicing,
    - ***inspection frequency*** and dates completed/due,
    - ***expiration date*** of the equipment,
    - ***storage*** location etc.

6. **Pre-use checks** must be completed and be available for review when requested for all equipment as per statutory requirements or NGO/NGB requirements where applicable, and if none of these applies, then as per the club/society risk assessments.
7. A Committee member must be assigned to **ensure that inspections, maintenance and/or servicing of equipment is completed** in a timely manner by a competent person/company that is on the Approved Trusted Supplier List (doc ref & hyperlink).
8. Where **equipment is identified as being defective or damaged**, it should be clearly identified as defective/damaged and removed from use. If the equipment cannot be made safe for use, it should be disposed of appropriately as soon as possible. This will prevent future use.
9. All **documentation** associated with the above should be **uploaded to the ulwolves.ie** webpage and made available for handover at year's end. This includes pre-use check records, maintenance/servicing/repair records, statutory inspection certs, etc.

Referenced Documents:

- Pre-use checks (developed by C&S)
- ULWolves Asset List
- Approved Trusted Supplier List

SOP-24: C&S Office Team Event Management

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the procedures in place for the planning and management of an event by the UL Wolves Clubs and Societies Office staff.

Responsibility

It is the responsibility of all UL Wolves Clubs and Societies Office staff to adhere to the requirements of this standard operating procedure.

All events must be documented in the Event Management Plan template as outlined in this SOP.

H&S Requirements:

All day-to-day activities with foreseeable risks should be included in the UL Wolves Clubs and Societies Office risk assessments.

All non-day-to-day events organised by the UL Wolves Clubs and Societies Office staff must have a documented Event Management Plan in place as outlined below.

All activities associated with an event and proposed to occur during an event must be included in the Event Management Plan.

Controls must be put in place to effectively manage foreseeable risks.

Incidents which occur at an event, including serious incidents, must be handled as per UL Wolves Clubs and Societies Office staff safety statement and H&S procedures.

Any issues of concern or breaches of the health and safety legislation must be documented and reviewed during the debriefing session with the CSC Coordinator which is carried out within 1 week of the event.

Any service providers/suppliers used must be competent to provide the service/item being sourced as per SOP-20: Purchasing of Goods and Services and Management of Suppliers. Proof of competency and insurance must be maintained on file and updated as required.

Procedure:

1. Assess club or society members to determine the **level of interest** in the event.
2. The **Clubs and Societies Coordinator** will **gather relevant information** about the event, including historical information from previous similar events, agree dates, check availability, determine minimum/ maximum numbers permitted, contractor/supplier services required, etc. She records this information into the relevant section of the Event Management Plan using the template provided.
3. An **Event Management Team** should be put in place to assist with planning the event. They will be responsible for ensuring foreseeable hazards are identified and risks assessed with adequate controls put in place. A competent person can be used to assist with this task, depending on the expertise available in-house and the level of risk anticipated.
4. The services of a competent **Event Management Company** will be utilised for events where there will be **large numbers of attendees and/or significant risks** may be present. This decision is made by the Event Management Team.
5. Any **suppliers** proposed to be used for transport, accommodation, provision of activities/training etc should be on the **approved trusted supplier list** as per SOP-20: Purchasing of Goods and Services and Management of Suppliers. When using suppliers that are not included on this list, the Event Mgt Team must ensure that they carry out due diligence checks, such as requesting references, etc. Proof of competency, health and safety compliance and insurance must be provided and reviewed for all contractors/suppliers prior to them starting work on or providing a service to the Event. These documents are held on file by the Clubs and Societies Coordinator

6. The **Event Management Plan** is **updated as the planning progresses**. It is reviewed by the Event Management Team during each of the Event Planning meetings and amended as required. The event risk assessments are completed, reviewed and updated at these meetings also.

7. Once the **Event Management plan and risk assessments** are **completed** with the final details for the event, both are **reviewed and signed off** by the Event Management Team. These are communicated to all relevant parties involved in the event; proof of this communication is retained by the Clubs and Societies Coordinator.

8. As the event progresses, **changes may be needed** to the Event Mgt Plan; these involve incrementing the revision number of the plan and replacing all of the now obsolete previous versions. The changes to the plan are **communicated to all relevant parties** involved in the event; proof of this communication is retained by the Clubs and Societies Coordinator.

9. Any **incidents arising** during the event must be managed as per UL Wolves Clubs and Societies Office staff safety statement and H&S procedures.

10. The Event Management Team must carry out a **debrief within 1 week** of the end of the event and use any incidents as learnings for future events.

Referenced Documents:

- Approved Trusted Supplier List (ATSL)
- SOP-20: Purchasing of Goods and Services and Management of Suppliers.
- Event Management Plan
- UL Wolves Clubs and Societies Office staff safety statement and H&S procedures

SOP-25: Management of Domestic Trips

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the procedures in place for the planning and management of domestic trips by Clubs and Societies.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

All non-regular trips away must be documented in the relevant Trip Management Plan template as outlined in either this SOP for Domestic Trips or SOP-26 for International Trips.

Regular trips, for example a trip to a river off-campus for habitual weekly training, should be included in the risk assessments for the clubs regular activities and so will not need a trip management plan. However a proposed annual trip to the River Shannon in Athlone would need a trip management plan to be completed in advance of the trip.

H&S Requirements:

All day-to-day activities with foreseeable risks should be included in your Club or Society risk assessment.

All non-day-to-day Trips (whether domestic or international) organised by a Club or Society must have a documented plan in place as outlined below.

All activities associated with a Trip and proposed to occur during a trip must be included in the Trip Management Plan.

Controls must be put in place to effectively manage foreseeable risks.

Incidents which occur on the trip including serious incidents must be handled as per SOP-13.

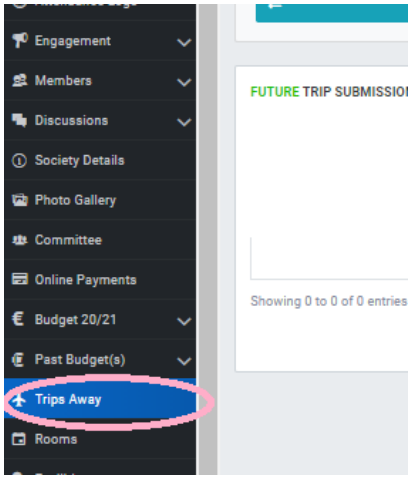
Any issues of concern or breaches of the constitution must be communicated using the Trip Debrief Form to the C&S Coordinator within 3 days of the trip.

The C&S Coordinator will review the contents of the Debrief form and organise a debrief meeting with the Trip Leader and other Committee members (3 representatives) if required within 1 week of receipt of the form.

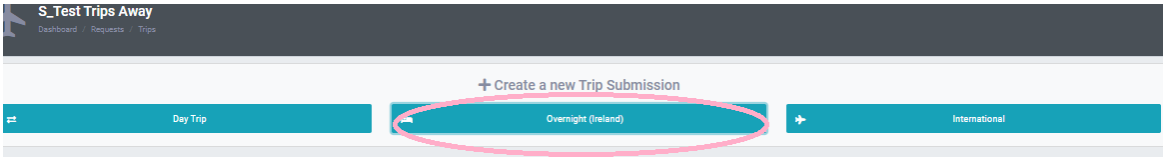
Any service providers or suppliers used must be competent to provide the service being sourced. Proof of competency and insurance must be maintained on file and updated as required as per SOP-20: Purchasing of Goods and Services and management of suppliers.

Procedure:

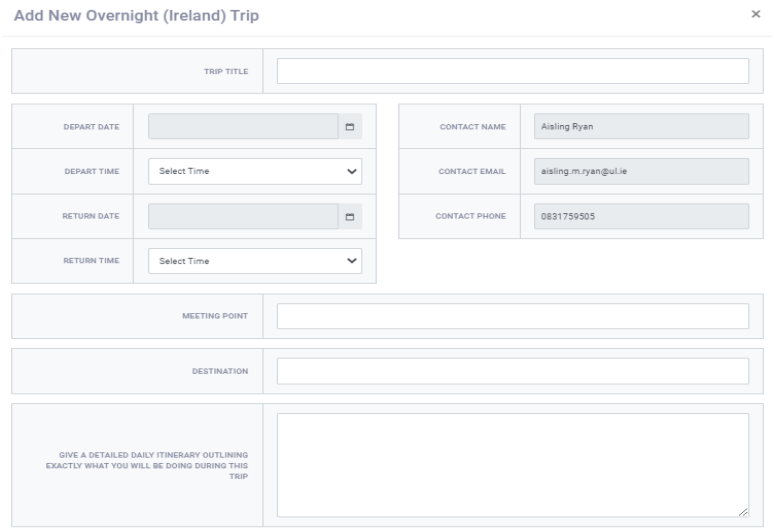
1. Assess club or society members to **determine level of interest** in a trip.
2. The Committee members **gather relevant information** about the trip, agree dates, check availability, determine minimum/maximum numbers permitted etc. and record this information into the overview section of the Trip Management Plan on ULwolves.ie
3. A **Trip Leader and a deputy Trip Leader must be assigned** for each trip. This is a communication role which involves communicating with the C&S Office should an incident occur, ensuring the itinerary is followed, completing the Trip Debrief Form and attending the debrief session.
4. **Log on** to the club/society's **UL Wolves committee page**.
5. On the left panel, select **'Trips Away'**



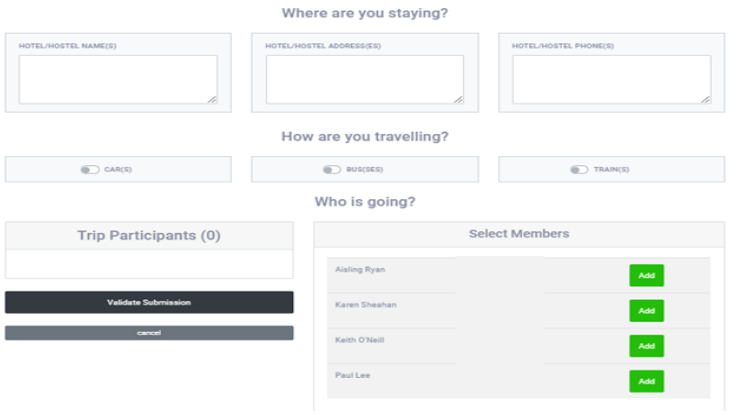
6. At the top of the screen, under '**Create New Trip Submission**' select the blue '**Overnight (Ireland)**' button



7. A **window will appear** with various fields needing to be filled



8. Depending on how you are **travelling**, additional questions will appear



9. Please note that if **one or more UL Wolves vehicles are being used**, all vehicle policies must be adhered to and where possible a secondary approved driver should be available and present on the trip.

10. Any **suppliers proposed** to be used for transport, accommodation, provision of activities/training etc should be on the **approved trusted supplier list** as per SOP-20: Purchasing of Goods and Services and management of suppliers

11. When **using suppliers that are not included on this list**, the committee must ensure that they carry out due diligence checks, such as using Trip Advisor, Online recommendations, word of mouth, etc.

12. Any **incidents arising** during the trip must be managed as per **SOP-13 Reporting and Management of Incidents.**

13. Any **issues of concern** or breaches of the constitution must be communicated using the **Trip Debrief Form** to the C&S Coordinator within 3 days of the trip.

14. The **C&S Coordinator** will **review** the contents of the Debrief form and organise a **debrief meeting** with the Trip Leader and other Committee members (3 representatives) if required within 1 week of receipt of the form.

15. Where the trip involves **medium to high-risk activities** then a trained first aider must be in attendance.

**Please Note: UL Wolves Insurance policies are directly linked to online approved membership as such non members are not insured to take part in clubs and societies activities. A committee's failure to comply with this will result in a 15% fine of their budget allocation and may result in an investigation as per SOP-32 Investigation and disciplinary in matter of breach of UL Wolves Clubs and Societies policies.*

Referenced Documents:

- Approved Trusted Supplier List (ATSL)
- Trip Management Plan
- SOP-13 Reporting and Management of incidents.
- SOP-20: Purchasing of Goods and Services and management of suppliers

SOP-26: Management of International Trips

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the procedures in place for the planning and management of international trips by Clubs and Societies.

Responsibility

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

All international trips away must be documented in the relevant Trip Management Plan template as outlined in this SOP.

H&S Requirements:

All day-to-day activities with foreseeable risks should be included in your Club or Society risk assessment.

All non-day-to-day Trips organised by a Club or Society must have a documented Trip Management Plan in place as outlined below.

All activities associated with a Trip and proposed to occur during a trip must be included in the Trip Management Plan.

Controls must be put in place to effectively manage foreseeable risks.

Incidents which occur on the trip including serious incidents must be handled as per SOP-13.

Any issues of concern or breaches of the constitution must be communicated during the debriefing session with the CSC Coordinator which is carried out within 1 week of return. The Trip Debrief Form is submitted to the CSC Coordinator in advance of the meeting.

Any service providers used must be competent to provide the service being sourced. Proof of competency and insurance must be maintained on file and updated as required.

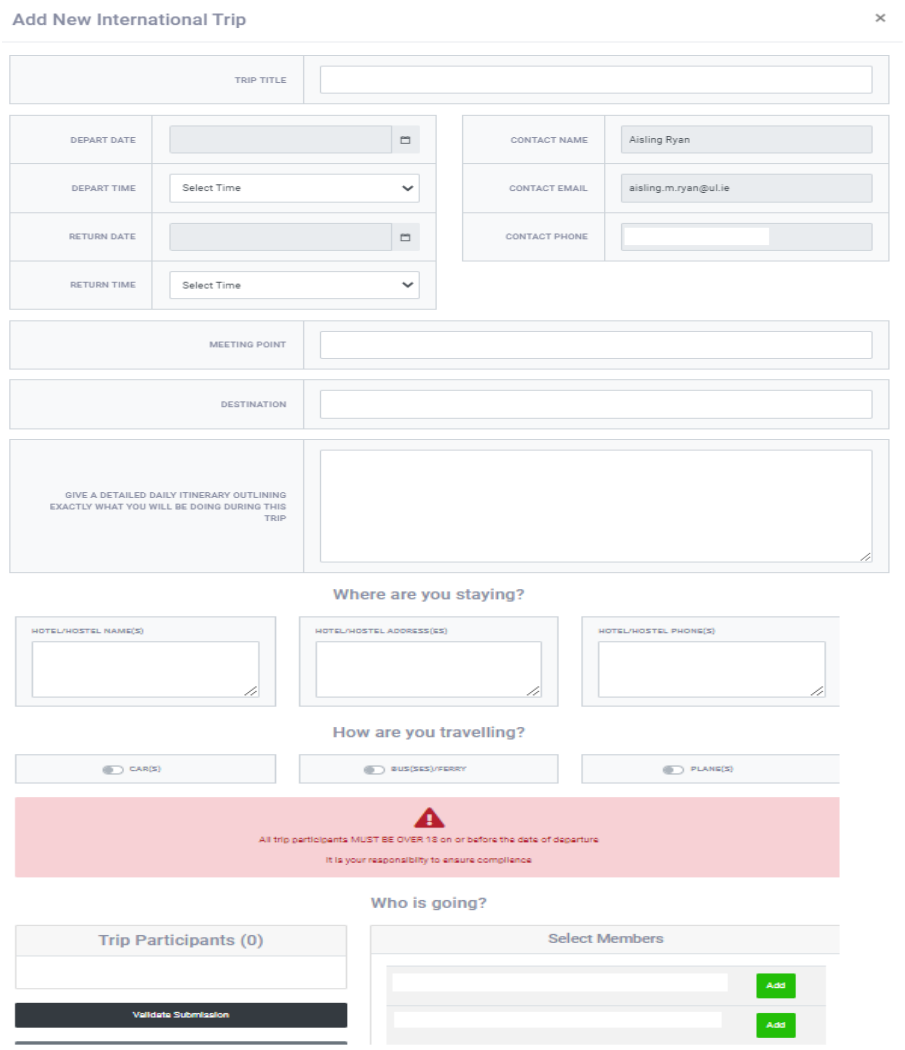
When taking any of the vehicles to mainland Europe the club or society must take out AA 5* European Breakdown Cover

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Procedure:

1. Assess club or society members to **determine level of interest** in a trip.
2. The Committee members **gather relevant information** about the trip, agree dates, check availability, determine minimum/maximum numbers permitted, etc, and record this information on the International Trip Proposal no later than 2 months in advance of your trip for review by the Clubs and Societies Executive.
3. A **Trip Leader and a deputy Trip Leader** must be assigned for each trip. This is a communication role which involves communicating with the C&S Office should an incident occur, ensuring the itinerary is followed, completing the Trip Debrief Form and attending the debrief session.
4. Check if **visas or vaccinations** are required and determine the steps needed to apply for same.
5. Certain activities require **separate insurance** to the Clubs & Societies main insurance policy for the activities to be undertaken, i.e. skydiving, sub-aqua, and the details of these policies must be known to members and the C&S Coordinator in advance of trips.
6. The **Exec** makes the decision to approve a trip; they reserve the right to **request additional information** before approving or rejecting the proposal.
7. If the **proposal is approved**, the clubs/societies are permitted to **begin booking** flights/ferries, accommodation, etc.
8. No later than **two weeks before the departure dat**e, the club/society must complete a **finalised trip plan** on ulwolves.ie
    - Log on to the ***club/society committee page*** on ulwolves.ie
    - On the left panel, select ***"trips away"***

- Select the blue ***'International' button***
- ***Complete*** all fields



9. It is imperative that there are **two up-to-date next-of-kin** contacts for each member travelling on ulwolves.ie before departure on the trip.
10. Where required, **request proof of vaccinations and visas** for all travellers.
11. Collect **passport details** for all participants and check that all passports are valid until at least 3 months after the trip. Some countries may require passports to be valid for e.g. 6 months after the planned return date. This personal information should be shredded after flights are booked.
12. To avoid unnecessary complications arising from theft and loss of passports while abroad members should have a **backup record of their passport** either via a photocopy

or scanned copy of their passport and that could be left with a family member. In the event of theft or loss this record should assist greatly in the ability to repatriate members.

13. Gather all **European Health insurance card numbers** for all participants
14. Any **suppliers proposed** to be used for transport, accommodation, provision of activities/training etc should be on the **approved trusted supplier list.**
15. When using **suppliers that are not included on this list** the committee must ensure that they carry out due diligence checks such as using Trip Advisor, Online recommendations, word of mouth etc.
16. Any **incidents arising** during the trip must be managed as per **SOP-13 Reporting and Management of incidents.**
17. Any **issues of concern** or breaches of the constitution must be **communicated** using the Trip Debrief Form to the C&S Coordinator within **3 days of the trip.**
18. The **C&S Coordinator will review** the contents of the Debrief form and organise a debrief meeting with the Trip Leader and other Committee members (3 representatives) within 1 week of receipt of the form.
19. Where the trip involves **medium to high-risk activities** then a trained first aider must be in attendance.
20. All **overseas trips** are subject to **approval** by the **Clubs and Societies Executive**

**Please Note: UL Wolves Insurance policies are directly linked to online approved membership as such non members are not insured to take part in clubs and societies activities. A committee's failure to comply with this will result in a 15% fine of their budget allocation and may result in an investigation as per SOP-32 Investigation and disciplinary in matter of breach of UL Wolves Clubs and Societies policies.*

Referenced Documents:

- SOP-06 C&S Executive Committee
- SOP-13 Reporting and Management of incidents.Approved Trusted Supplier List (ATSL)
- Trip Management Plan

SOP-27: Health Check

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the health check procedure in place to enable the CSC Coordinator to monitor and support UL Wolves Clubs and Societies with compliance to the UL Wolves Criteria to exist for Clubs and Societies.

Responsibility

It is the responsibility of the committee to disclose any and all issues in breach of criteria in Record 5 - Criteria to exist under UL Wolves Clubs and Societies that have occurred within the club/society.

It is the responsibility of the committee to act on any action items set out in the health check meeting inside the timeline set out in same.

H&S Requirements:

Controls must be put in place to effectively manage foreseeable risks.

Procedure:

1. In order to exist under the umbrella of UL Wolves Clubs and Societies, there are a number of **criteria that must be satisfied** as set out in **Record 5 - Criteria** to exist under UL Wolves Clubs and Societies
2. The criteria are split into **2 sections - Primary and Secondary.**

- ***Primary criteria*** must be satisfied and have no points associated with them for that reason
- ***Secondary criteria*** are weighted by points and the club/society's accumulated points determine in which area they find themselves on the traffic light system as set out below

Green	No action required	25-30 and all primary criteria satisfied
Amber	A meeting is required with CSC and probation of 10 weeks	20-25 or failure to meet any primary criteria
Red	A meeting required with CSC and probation of 6 weeks	0 – 20 or failure to action items while in amber

3. Please note, regardless of which colour-coded area a club or society are in, they are **subject to suspension of activities** if the primary criterion number 5, **'Must be fully compliant with health and safety policies',** is not satisfied
4. Should a club or society earn between **25 and 30 points** with all primary criteria satisfied, they are **'in the green',** and no further action is required
    - Should the **primary criteria not be met**, the club/society will be offered **support** in actioning this within a **period of 2 weeks.**
5. Should a club or society earn between **20 and 25 points,** or **not satisfy all p**rimary criteria, this means that they are in the amber section of the traffic light system and **require action and support**
    - A ***meeting*** will be set up by the Clubs and Societies Coordinator (CSC)
    - At least ***3 core committee members*** must be in attendance

- The committee are required to complete the ***Clubs and Societies Health Check*** Form no later than 3 days in advance of the meeting for review
- In the meeting, the CSC will go through each of the ***criteria*** which has ***not been met.***
- The club/society will need to ***explain*** why this has ***not been met***; support will be offered in order to rectify the compliance issues.
- ***Action items*** will be set, responsibilities assigned and dates of completion agreed. The club/society will be put on a ***probation of 6 weeks.***
- This ***probation*** will not impact club/society activity unless the club/society is ***not compliant*** with ***health and safety policies***.
- The club/society will be required to action the items set out in the meeting and will have this ***6-week probation period*** to ***move to the green section*** of the traffic light system by satisfying all primary criteria and earning a total of over 25 points
- The ***Clubs and Societies Coordinator*** will set a ***meeting*** at the end of the probation period to ensure the action items have been carried out by the committee

Note: If the committee feel that they have fulfilled all that was asked of them and moved into the green section, they may email the CSC to organise a meeting at any point within the 6-week probation period for review.

- Should the ***committee fail*** to action the items set out in their health check meeting, they will be moved to the red area of the traffic light system.

6. A club or society who earn ***20 points or less*** would be classified as being in the ***'red area'*** of the clubs and societies traffic light system.
    - Less than 20 points indicates that the club/society are ***not fulfilling their obligations administratively.***
    - While a club or society is in the red and throughout their probation, they ***lose certain privileges***
        i. They are not permitted to make use of the ***Special Applications fund***
        ii. They are not permitted to book the ***UL Wolves Vehicles***
        iii. They are not permitted to organise or go on ***foreign trips*** or make applications for same.

iv. The club or society may be subject to ***suspended activity*** while in the red area; this will be determined by the UL Wolves Clubs and Societies Executive.

- A ***meeting*** will be set up by the Clubs and Societies Coordinator (CSC)
- At least ***3 core committee members*** must be in attendance
- The committee are required to complete the ***Clubs and Societies Health Check Form*** no later than 3 days in advance of the meeting for review
- In the meeting, the C&S Coordinator will go through each of the ***criteria which has not been met.***
- The club/society will need to ***explain*** why this has ***not been met***; support will be offered in order to rectify the issues faced.
- ***Action items*** will be set, and the club/society will be put on a ***probation of 4 weeks.***
    i. The probation period is shorter for this occasion as improvements are seen as more urgent.
- The club/society will be ***required to action the item***s set out in the meeting and will have this ***4-week probation*** period to move to at least the amber section of the traffic light system by satisfying criteria and earning a total of 25+ points
    i. The process, as set out in point 4, will then begin.
- The C&S Coordinator will set a ***meeting*** at the ***end of the probation period*** to ensure the action items have been carried out by the committee

Note: If the committee feel that they have fulfilled all that was asked of them and moved into the amber section, they may email the C&S Coordinator to organise a meeting at any point within the 4 week probation period for review.

- Should the ***committee fail to action*** the items set out in their health check meeting, and thus remain in the red section, the club/society will be ***wound down*** and will no longer be permitted to exist under the UL Wolves clubs and societies umbrella. They will be removed from ulwolves.ie.

7. In the interest of fairness, an **appeal** in response to the above may be **made in writing** to the UL Wolves Clubs and Societies Executive at ulwolves.exec@gmail.com **within 3 working days** of the entity being wound down.

Referenced Documents:

- SOP-01 Creating and keeping records of an event/activity on the UL Wolves System
- SOP-02 Forming a new club/society
- SOP-03 Managing your members
- SOP-04 The Administration Seminar
- SOP-05 Clubs & Societies Council Meetings
- SOP-06 Clubs and Societies Executive
- SOP-07 Election of Committee and AGM
- SOP-08 Special Application Fund Process
- SOP-10 Selecting and managing drivers for the UL Wolves Toyota Hilux or Mercedes Sprinter
- SOP-11 Selecting and managing drivers for the UL Wolves Minibus
- SOP-12 Vehicle booking, use and maintenance
- SOP-13 Management and reporting of an incident
- SOP-14 Start of year and end of year handover procedures
- SOP-15 Booking a room within UL (not SL building)
- SOP-16 Communication with Clubs & Societies Office
- SOP-17 Communication with other parties within UL
- SOP-18: Communicating with external interested parties including the authorities
- SOP-19: Competency requirements for Club & Society Committee members and the provision of training to maintain same
- SOP-20: Purchasing of Goods and Services and management of suppliers
- SOP-21 Day-to-day running of C&S
- SOP-22 C&S Event Management
- SOP-23 Management of equipment
- SOP-24 C&S Office Team Event Management
- SOP-25 Management of Domestic Trips
- SOP-26 Management of International Trips
- SOP-28 Adverse Weather Plan
- SOP-29 Correctly dealing with grievances and disputes within the clubs or societies by C&S
- SOP-30 Creating a UL Wolves profile and requesting membership
- SOP-31 Putting your C&S forward for a UL Wolves award
- SOP-32 Investigation and disciplinary in matter of breach of UL Wolves Clubs and Societies policies.

SOP-28: Adverse Weather Plan

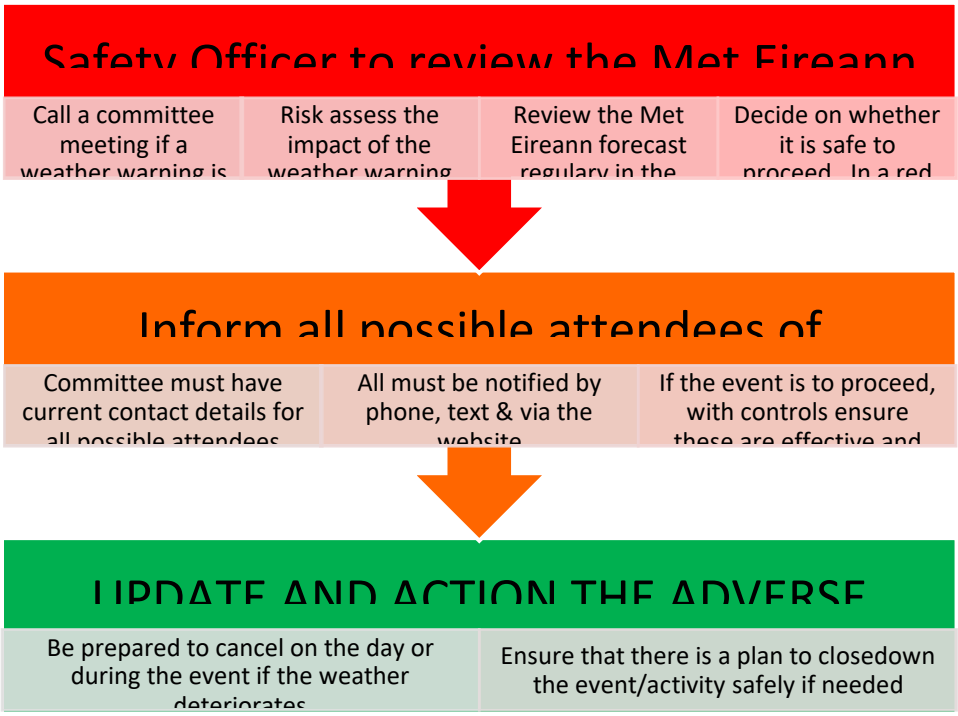
Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

To minimise the disruption to your activities and events and to ensure your safety during adverse weather events we have drawn up the following preventative procedures and plan of action. All are required to familiarise themselves with the contents of this Adverse Weather Plan as well as the UL Severe Weather Conditions Policy.

Adverse Weather Procedure Flowchart



Procedure for Clubs and Societies:

1. The committee must **consider weather** when organising any event or activity particularly when the **event is to be held outdoors**. The risks posed by members travelling to attend the event/activity must also be considered.
2. **Adverse weather** should be **considered** in the club or society **risk assessments** submitted at the start of the year and prior to any event/trip.
3. **Responsibility must be assigned** to a member of the committee, most likely the Health and Safety Officer, to check the Met Éireann **weather forecast** (or national weather forecasting agency if abroad) **1 week in advance** of the event/activity.
4. Any **weather warnings** that are forecast which could impact the event/activity need to be **communicated** to the Committee and the C&S Office.
5. **Risk assessments** need to be completed to determine whether it is safe for the event or activity to continue as planned, given the forecasted weather warning.
6. **Red weather warnings** necessitate that the event or activity **must be cancelled**, the exception being where participants can join virtually without leaving their place of accommodation.

Procedure for UL Vehicles:

All UL vehicles are provided with an **emergency kit** to be stored safely in the vehicle.

Fully stocked first aid kit	Torch
Hi-vis vests	Triangle/ Cones
Fire extinguishers	

An additional **adverse weather pack** contained in vehicles for the **colder months** from November to March comprises of the following:-

Ice Scraper and De-Icer	Shovel
Hi-vis Insulated Jackets	Salt

1. Where **vehicles** are in use when a **weather warning** is announced, the Driver must adhere to the **national guidance**.
2. **Emergency phone numbers** are available in the vehicles.
3. It is the responsibility of the driver of the vehicle to **check this equipment** prior to taking the vehicle out and to replenish it as required.
4. It is recommended that **personal vehicles** should carry a shovel, brush and a small bag of salt.

In stormy weather watch out for:

- wind-catching doors
- empty materials blowing off the vehicle.
- wind catching equipment covers

Keep the **equipment packed low and reduce speed**

Safety tips for driving in stormy weather:

- Beware of objects being blown out onto the road. Expect the unexpected.
- Watch out for falling/fallen debris on the road and vehicles veering across the road
- Notify the Gardaí about fallen debris on the roadway. NEVER stop on a motorway to remove debris.
- Control of a vehicle may be affected by strong crosswinds. High sided vehicles and motorcyclists are particularly vulnerable to strong winds
- Allow extra space between you and vulnerable road users such as cyclists and motorcyclists
- Drive with dipped headlights at all times
- Take extra care when near traffic or crossing the road in extremely windy conditions as a sudden gust of wind could blow you into the path of an oncoming vehicle.
- Be aware of cross winds warning signs

Advice for all Members:

All members are encouraged to be well prepared. For those making trips, make sure you know exactly where you are going, what roads you are taking and check conditions before you leave.

Listen to weather and travel news so you know what to expect. If travel conditions are forecast to be bad, risk assess and consider postponing the trip for another day.

Check your vehicle:

- Ensure that your car is serviced regularly.
- Keep the cold out of your car by checking and replacing the antifreeze in the radiator.
- Make sure your battery is fully charged.
- Keep lights clean and check the bulbs regularly.
- Ensure your tyres are correctly inflated to the manufacturers recommended pressure and have at least 3mm of tread depth.
- Make sure your wiper blades are not worn.
- Keep mirrors and windows clean.
- Carry spare water and screen wash to top up your washer bottle.
- Keep a map in the car for any unplanned diversions or in the event of Sat Nav losing signal.
- Most importantly carry an Emergency Kit in the boot comprising of Ice Scraper and De-Icer, Torch, Hi-vis Insulated Jacket, Snow Boots / Wellingtons, Fully stocked first aid kit, Battery Jump Leads, Shovel and Flask containing a hot beverage.

Communication:

1. The Committee is responsible for carrying out a **risk assessment** where there is an **adverse weather warning** (see Appendix 3) and making the decision to cancel the activity/ event based on their findings. Once the decision is made **to cancel the activity/ event** this must be **communicated to all** potential attendees immediately once the decision is made. In the event of a **red weather warning**, all events and **activities will cease** for the duration of the warning for that area.

2. The Committee is **responsible** for ensuring that those tasked with **notifying members** about changes to activities/events have the members' current contact phone numbers.

3. Additionally, a **mass email** will be sent to all members' email addresses, and the **event/activity status will be changed** to cancelled/postponed on the UL Wolves website.

Appendices:

1. Risk Rating Approach
2. Risk Assessment Form
3. Useful Information

The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each risk.

HAZARD: Anything that may cause harm.

RISK: The chance, great or small, that persons or the environment will be harmed by the hazard.

SEVERITY: Possible outcome of an accident/incident e.g. broken leg, fire, fatality, dermatitis, respiratory irritation, etc.

LIKELIHOOD: Possibility of accident/incident occurring.

SEVERITY	RATING	LIKELIHOOD
Cut, scratch, bruise	1	Unlikely- little chance
Fracture of a minor bone/ temporary minor short illness	2	Not expected but could occur
Fracture of a major bone/ permanent minor illness	3	Likely – even chance
Loss of 1 limb or eye/ temporary serious illness	4	Probable
Loss of two limbs or eyes/ permanent serious illness or fatality	5	Certain

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RISK CATEGORY

GRADE OF RISK	**SCORE**	**CHARACTERISTICS**

High Risk	15-25	Possibility of fatality, serious injury or minor injury to a number of people. Possibility of significant material loss.
Medium Risk	6-12	Possibility of minor injury to a small number of people. Possibility of some material loss. Possibility of fatality, serious injury or significant material loss is unlikely although not inconceivable.
Low Risk	1-5	The possibility of injury or loss is unlikely, but conceivable.

Risk Assessment For Adverse Weather To Be Completed In The Event Of An Orange Or Red Alert

Date:

Time:

Completed By:

Nature Of Hazard	**Risk Associated/ Nature Of Injury Please List All**	**Risk Category (H, M, L)**				**Control Measures (Please List All)**	**Resp**	**On Implementing Control Measures Category Of Risk Revised To :**
		S	L	Sx L	RISK			
HIGH WINDS	Impact injury from flying materials Road traffic accident from flying materials Structure collapse/damage							

	Road traffic accident from high winds blowing vehicles							
FROST, ICE & SNOW	Slips, trips & falls Road traffic accident Frozen services Member unable to get home Vehicles stuck in snow etc							
COLD TEMPERATURES	Hypothermia and other cold related illnesses – influenza etc							
FLOODS	Road Traffic accident Structural damage Flooding Electric shock							
HEAVY FOG	Road traffic accident Vehicle stuck in an isolated area due to fog							
LIGHTHING	Lightning strike Fire Structural damage/collapse							

HIGH TEMPERATURES	Dehydration Forest fire							

Weather Warnings:

Actions are required to be taken in the event of adverse weather warnings issued by Met Éireann. Weather Warnings are issued by Met Éireann in three categories as follows:

STATUS YELLOW - Weather Alert - Be Aware

The concept behind YELLOW level weather alerts is to notify those who are at risk because of their location and/or activity, and to allow them to take preventative action. It is implicit that YELLOW level weather alerts are for weather conditions that do not pose an immediate threat to the general population, but only to those exposed to risk by nature of their location and/or activity.

STATUS ORANGE - Weather Warning - Be Prepared

This category of ORANGE level weather warnings is for weather conditions which have the capacity to impact significantly on people in the affected areas. The issue of an Orange level weather warning implies that all recipients in the affected areas should prepare themselves in an appropriate way for the anticipated conditions.

STATUS RED - Severe Weather Warning - Take Action

The issue of RED level severe weather warnings should be a comparatively rare event and implies that recipients take action to protect themselves and/or their properties; this could be by moving their families out of the danger zone temporarily; by staying indoors; or by other specific actions aimed at mitigating the effects of the weather conditions.

The criteria used by Met Éireann for the most severe warning alerts - ORANGE & RED and the different weather elements (Rain, Wind etc) are laid out in the tables below.

Categories of Severe Weather encompassed by the National Weather Warnings System, together with the associated criteria:

Weather Element	Criteria for Red - Severe Weather Warnings
1. Wind	Mean Speeds in excess of 80 km/h Gusts Speeds in excess of 130 km/h
2. Rain	70mm or greater in 24 hrs, 50mm or greater in 12 hrs 40mm or greater in 6 hrs
3. Snow/Ice	Significant falls of snow likely to cause accumulations of 8 cm or greater below 250 m AMSL. Slippery paths and roads due to accumulation of ice on untreated surfaces; situation likely to worsen.
4. Low Temperatures	Minima of minus 10C or lower expected. Maxima of minus 2C or lower expected.
5. Fog	No Criterion – not displayed.
6. High Temperature	As Orange criterion, but persisting for two or more consecutive nights.
7. Thunderstorms	No Criterion – not displayed.
8. Coastal Wind Warnings	Violent Storm Force 11 or greater. (Mean Speeds)

Weather Element	Criteria for Orange – Weather Warnings
1. Wind	Mean Speeds between 65 and 80 km/h Gusts between 110 and 130 km/h

2. Rain	50mm – 70mm in 24 hrs, 40mm – 50mm in 12 hrs 30mm – 40mm in 6 hrs
3. Snow/Ice	Significant falls of snow likely to cause accumulations of 3 cm or greater below 250m AMSL. Slippery paths and roads due to accumulation of ice on untreated surfaces; situation stable.
4. Low Temperatures	Minima of minus 5C to minus 9C expected. Maxima of 0C or minus 1C expected.
5. Fog	Dense fog likely to cause a widespread and significant driving hazard on national primary routes.
6. High Temperature	Maxima in excess of 30C or minima in excess of 20C expected in a 24hr period
7. Thunderstorms	Widespread thundery activity over an area of several counties.
8. Coastal Wind Warnings	Storm Force 10. (Mean Speeds)

SOP-29: Dealing with Grievances & Disputes within Clubs & Socs by C&S

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to correctly dealing with internal grievances and disputes within a club or society by the clubs or societies committee.

Responsibility:

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

It is the responsibility of the six elected disciplinary, grievance and appeals officers to remain unbiased.

H&S Requirements:

At the beginning of each year the committee nominates the following roles, this allows a proactive approach should an issue arise and ensures no compromise in terms of confidentiality and fairness. Each role needs an individual member and must not overlap.

- 3 people - Disciplinary committee
- 2 people – Grievance committee
- 1 person – Appeals officer

All members should be made aware of these roles and who has filled them

Should a member of the club or society have a dispute or grievance or with another member, two approaches can be taken:

- The informal approach – this would involve a conversation between both individuals in a calm manner and a private setting
- The formal approach – this would involve the details of dispute/grievance should be put in writing to the grievance committee.

The informal approach should always be attempted where possible.

A letter should be sent via email to alleged perpetrator grievance is outlining the date and time of a meeting, and outlining the terms of reference for same.

This meeting is a place whereby the individual is given an opportunity to give all relevant information pertaining to the alleged grievance and the grievance committee must ensure that they remain unbiased at all times.

Notes should be made throughout this meeting and should be read aloud upon the meeting's conclusion, if any individual feels that the notes are not accurate, edits should be discussed and agreed at this point.

All in attendance should sign off the notes.

These notes will form the investigation report, which substantiates the investigators findings on the investigation.

The report will recommend the next steps in the process i.e. disciplinary hearing or allegations not upheld.

Draft a document stating outcome of meeting and date.

Circulate to the appropriate bodies, email in agreement is acceptable

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Disciplinary Process:

1. **Ensure confidentiality** is agreed and established with the attendees.
2. Ensure the **terms of reference** are the same as the investigation meeting
3. Have your **investigation report**, copy of any correspondence to the attendee with you.

4. Bring the attendees through the **purpose of the meeting**, clarifying who is asking questions and who is taking notes.
5. Based on the investigation reports, which should include statements from all who were interviewed, have a **list of questions prepared** prior to the meeting. This allows the meeting to follow a clear structure.
6. Any **additional questions should be recorded** along with the answers
7. **No final decision** made to the attendee during the meeting, as new evidence, etc., may emerge for consideration.
8. It is best practice that after completion of the meeting, a **review of all evidence** prior to a final outcome being established.
9. Draft **document** stating the **outcome** of meeting and date.
10. **Circulate** to the appropriate bodies, email in agreement is acceptable

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Appeals Process:

1. Completely **independent committee member**(**s**) carry out the **appeal**; they should have been elected as appeals officer(s).
2. The person making an **appeal** should have done so **in writing**, therefore invoking the appeals process and establishing grounds for the appeal
3. The **appeals officer** must review all relevant **documentation**/**evidence**/**statements** in an **unbiased** manner to ensure fairness.
4. **Interview relevant people** pertaining to the appeal.
5. Ensure **confidentiality** is agreed with attendees.
6. **Communicate the process** to the person appealing and what your role is in the process.
7. **Take notes** during the interview(s), sign off in agreement on all handwritten notes at the end of the meeting in agreement.
8. **Draft a report** on findings based on facts obtained.
9. **Sign off** on the report and the date of the report

10. **Write to the person** making the appeal with the **outcome of the appeal** process, stating your findings and if you are upholding the original decision or overturning it.

SOP-30: Creating a UL Wolves Profile & Requesting Membership

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the procedure in place creating a profile on UL Wolves and requesting membership of a UL Wolves Club or Society.

Responsibility:

It is the responsibility of any individual creating a profile and requesting membership to be honest when going through this process.

H&S Requirements:

UL Wolves clubs and societies are inclusive and do not wish to alienate any individual on the basis of having a medical condition. Due to insurance stipulations and to ensure that all members' health and safety is prioritised, we ask that you declare any illness, medical condition/disability which may limit or affect your ability to undertake/ your safety while undertaking/ the safety of others while you are undertaking the activities of the club/society

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Procedure:

1. Log onto the **ulwolves website**

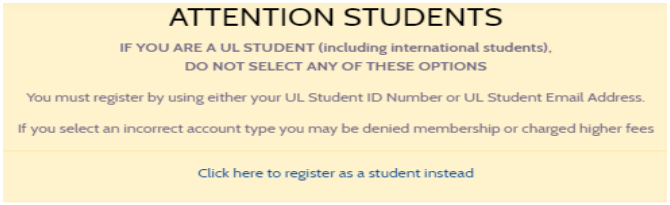
2. Input your **Student ID** or **personal email address**

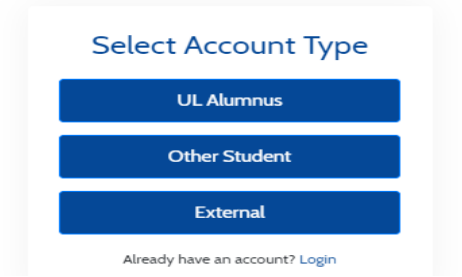
Please note, if you are a current UL student, you must use your student email address

3. Select **'Log in/Register' button**



4. If you are **not a current UL student** and have input a personal email address, you will need to **select an account type**

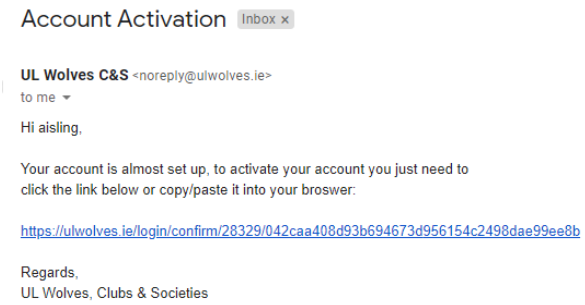




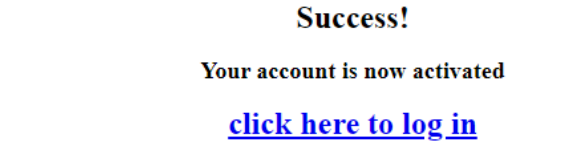
5. On the next page, **complete all fields**
    - Personal Details
    - Contact Details
    - Emergency Details

- Final details.

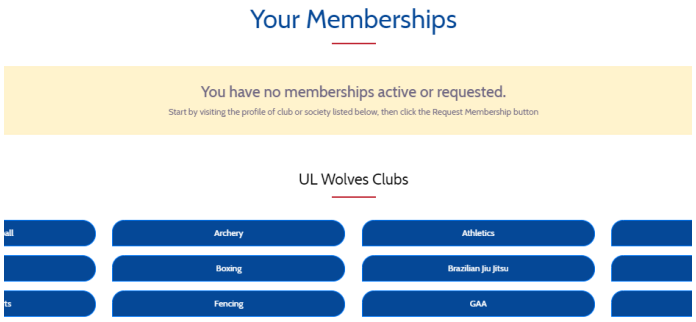
6. Once you have completed step 5, a **confirmation email** will be sent to your registration email address



7. **Click on the link** to complete creating an account



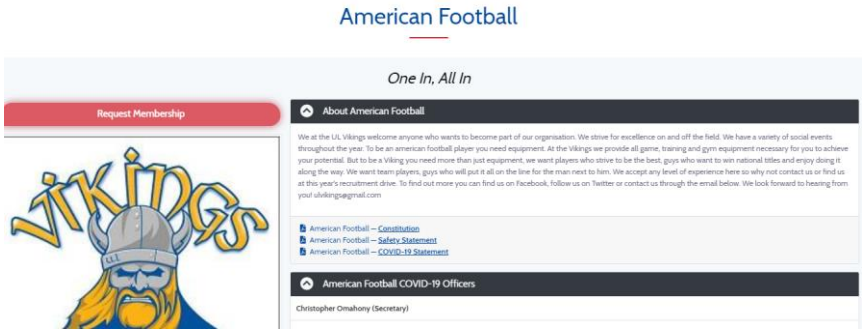
8. Click on the link and **log in** with your email address and the password created in step 5
9. You will be taken to your **personal homepage**



10. From the blue list, **select the club or society** you are interested in joining, and go to their homepage to view:

- Their weekly activities/training
- Their club/society profile
- Promotional material
- Links to social media

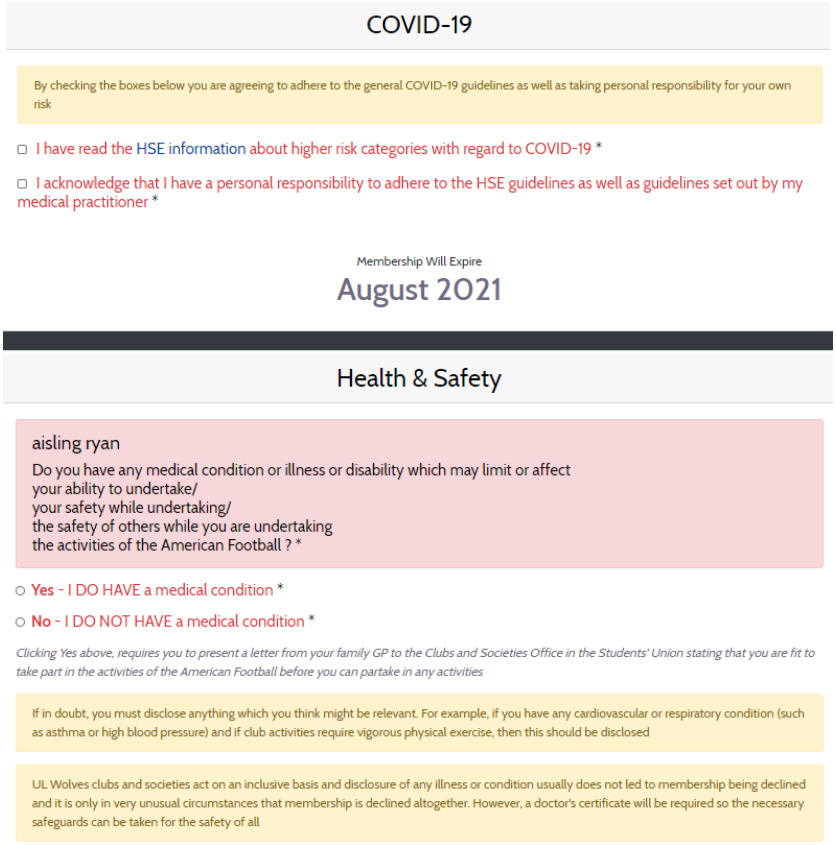
11. At the top left of the club/society profile page, there will be a red **'Request Membership'** button



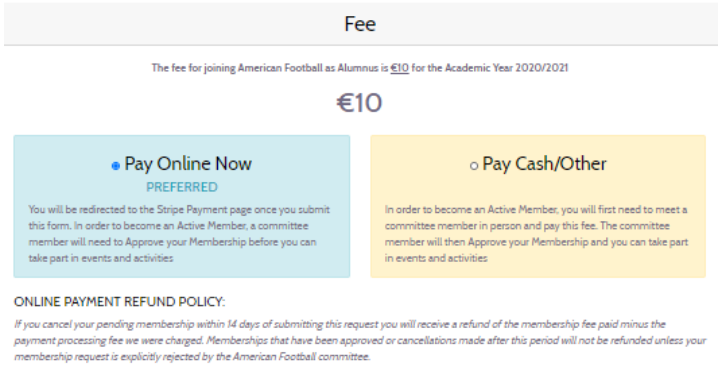
12. When you click on this button, a **form will pop up**

Please note, you must ensure your personal details and emergency contacts are kept up to date as the club/society will have access to this and utilise the provided details to contact you. This is particularly important in an emergency situation.

13. Complete the **membership form**
    - You must declare that you have read the HSE information about higher risk categories with regard to Covid-19
    - You must acknowledge that you have a personal responsibility to adhere to all HSE guidelines as well as guidelines set out by your medical practitioner.
    - You are asked if you have any medical condition or illness or disability which may limit or affect your ability to undertake/ your safety while undertaking/ the safety of others while you are partaking in the activities of the club/society.
    - You must inform the C&S office of any changes in health status that could limit or affect your ability to undertake/ your safety while undertaking/ the safety of others while you are partaking in the activities of the club/society.
14. The options are:
    - Yes I do have a medical condition**
    - No I do not have a medical condition



15. You must agree to abide by the **club/society's constitution** and **safety statement**
16. You must select whether or not you would like to be added to the **club/society's mailing list**
17. Each club/society will have differing **membership fees**
    - You may pay this via the Stripe mechanism on the website or in person



18. When the above steps are completed, select the green **'submit membership request'** button



19. Before you take part in any club/society, you are obliged to **log in to your account** and ensure that your membership has been approved

If you are not an approved member of a club or society you are not covered by the UL Wolves Clubs and Societies insurance policy

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If you have Ticked "Yes" to having a Medical Condition/Illness/Disability:

1. UL Wolves clubs and societies are inclusive and do not wish to alienate any individual on the basis of having a medical condition. Due to insurance stipulations and to ensure that all members' health and safety is prioritised, we ask that you **declare any illness, medical condition/disability** which may limit or affect your ability to undertake/ your safety while undertaking/ the safety of others while you are undertaking the activities of the club/society
2. If the **'Yes' box** is ticked, you will **receive an email** containing Record 07 - Medical form
3. The individual is asked to **edit the highlighted sections** of this form prior to printing
4. The amended form must then be printed and **completed by your medical practitioner.**
5. The form must then be **provided to the Clubs and Societies Coordinator** either via email (info.clubsandsocieties@ul.ie) or by dropping it off at the clubs and societies office in the Student Life Building.
6. At this point, the C&S Coordinator will make the **necessary edits** on ulwolves.ie and your **membership may now be approved** by your chosen club or society

Please note:

- Medical forms that are not in the correct format cannot be accepted
- Medical forms must have the highlighted areas edited prior to being signed off.
- Medical forms contain the option for a medical practitioner to agree that the information is valid for 3 years

Referenced Documents:

- Record 07 - Medical form
- UL Wolves GDPR Policy

SOP-31: Putting your C&S up for a UL Wolves Award

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the process of putting your club or society forward for a UL Wolves clubs and societies award.

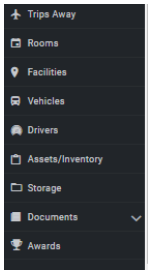
Responsibility:

It is the responsibility of the committee to ensure all information contained in the application process is truthful

It is the responsibility of the committee to ensure all deadlines are met.

Procedure:

1. The **longlist applications*** open on **Monday of Week 4 in Semester 2.**
2. Log in to your UL Wolves Club/Society **committee page.**
3. On the left panel, scroll down to the **'Awards' section** and select 'Awards'.



*****Longlist applications*** *- this is when the online awards section is unlocked and all clubs and societies are invited to complete the nomination form and put their club/society forward for consideration for one of the five awards available (five for clubs and five for societies).*

4. On the right of the screen, **select the award** that you would like to put your club/society forward for.
5. Complete the **relevant nomination form** and submit.
6. The longlist applications will **close on Monday of week 5.** At this point, the **executive will review these applications** and shortlist three clubs and societies in each category:
    - The 3 clubs representatives on the clubs and societies executive will individually mark the societies' applications,
    - The 3 societies representatives on the clubs and societies executive will individually mark the clubs' applications,
    - The three clubs and societies in each category will be the shortlisted nominees.
7. The **shortlist will be announced** via email from the Clubs and Societies Coordinator and/or the Clubs and Societies Executive in **Week 6.**
8. For the Paddy McHugh Best Fresher award, please see the relevant SOP
9. The **hustings*** will take place on **Tuesday of week 7.**
10. In advance of the hustings, **6 alumni clubs and societies members** will review and **mark the shortlisted** club and society applications.
11. The shortlisted clubs and societies are asked to send their **PowerPoint presentation** to info.clubsandsocieties@ul.ie no later than **12 noon on the day of hustings.**
12. **All clubs and societies** are required to have **representatives at the hustings.**

13. An event management plan**, as per SOP-27 Event planning,** will be in place for the hustings to ensure that all **health and safety requirements** have been considered and the agreed controls are in place.

14. **Attendance will be taken** on entry, and each club/society will receive a voting booklet

    - This booklet will list all shortlisted clubs and societies in their relevant category and clubs and societies will be asked to rank them 1-3.

15. The **hustings will be voted** on by **clubs and societies** (1 vote each), which will count as **50% of the overall vote.**

16. In attendance, there will be **6 alumni clubs and societies members**, each with a marking sheet; these marks combined with the alumni marking of the club/society's initial application will **count as the other 50%.**

17. The **hustings** will last approximately **100 minutes.**

18. After the final 'hust', the **voting booklets will be collected** from the clubs and societies, and the marking sheets will be collected from the alumni judges by the C&S Coordinator in order to calculate the winners in each category.

19. The **voting booklets** will be kept in a secure area until they are **counted by the Head of Student Engagement, Clubs and Societies Coordinator, and a UL Sport representative.**

20. The **number of votes**, as well as the alumni judges' marks, will be put into a **formulated Excel spreadsheet** to determine the winning clubs and societies.

21. In the event that there is a **tie for first place** (i.e one club and society are ranked number one by the same number of clubs and societies' voting booklets) the votes of the nominee who came in third will be reviewed and second place ranking will be counted.

22. The **results** of who won in each category will not be disclosed to anyone until the **night of the Clubs and Societies Annual Awards Ball,** two days later, on Thursday of Week 8.

**Hustings- this is an event where each shortlisted category has an allotted time of three minutes each to present on why they deserve to win the award*

Referenced Documents:

- SOP- 27 Event planning

SOP-32: Investigation & Disciplinary Action Against a Club or Soc due to a Constitutional / Policy Breach

Original Date Issued: AY 2022/2023

Last revised: August 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the process of investigation and disciplinary action due to a breach of UL Wolves Clubs and Societies constitution and policies by a committee or members of a committee.

Responsibility:

It is the responsibility of all committee members to adhere to the requirements of this standard operating procedure.

It is the responsibility of the committee to ensure club and society activity is done in a safe manner that does not breach

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Procedure:

1. The UL Wolves **clubs and societies constitution** outlines a number of **breaches of UL C&S policies** that would result in investigation and possible disciplinary action.
2. These **breaches consist of,** but are not limited to:

- 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

3. Should a club or society appear to have **breached the above**, it indicates a breach of trust and a **full investigation will be required.**

4. The club or society will be **contacted**, outlining the alleged breach of policy and inviting the committee to an **investigation meeting**.

5. This meeting will take place either via Zoom or in the UL Student Life Building where safe and possible.

6. In **attendance at this meeting** will be the committee of the club or society in question, the Head of Student Engagement and an independent member of staff who will be taking notes.

7. Please note, the **meeting will be confidential,** and the investigation committee will remain unbiased, making no assumption of guilt.

8. This meeting is a forum where the club/society is given an opportunity to **provide all relevant information** pertaining to the alleged grievance, and the grievance committee must ensure that they **remain unbiased** at all times.
9. **Notes will be made** throughout this meeting and should be read aloud upon the meeting's conclusion. If any individual feels that the notes are not accurate, edits should be discussed and agreed upon at this point.
10. All in attendance should **sign off on the notes.**
11. These notes will form the **investigation report**, which substantiates the investigator's findings on the investigation.
12. The report will **recommend the next steps** in the process, i.e. disciplinary hearing or allegations not upheld.
13. **Draft a document** stating the outcome of the meeting and the date.
14. **Circulate** to the appropriate bodies; an email in agreement is acceptable

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Disciplinary Meeting:

1. **Ensure confidentiality** is agreed and established with the attendees.
2. Ensure the **terms of reference** are the same as the investigation meeting
3. Have your **investigation report**, copy of any correspondence to the attendees with you.
4. Bring the attendees through the **purpose of the meeting**, clarifying who is asking questions and who is taking notes.
5. Based on the investigation reports, which should include statements from all who were interviewed, have a **list of questions prepared** prior to the meeting. This allows the meeting to follow a clear structure.
6. Any **additional questions should be recorded** along with the answers
7. **No final decision** made to the attendee during the meeting, as new evidence, etc., may emerge for consideration.
8. It is best practice that after completion of the meeting, a **review of all evidence** be conducted prior to a final outcome being established.

9. **Draft document** stating the outcome of the meeting and the date.
10. **Circulate** to the appropriate bodies; an email in agreement is acceptable

The **outcomes** can include, but are not limited to:

- A **financial penalty** of between 10% and 25% of a club or society budget allocation
- The club/society being **wound down**
- **Loss of privileges** for a predetermined period of time

Appeals Process:

1. Completely independent individuals carry out the **appeal process.**
2. The person making an **appeal** should have done so **in writing**, therefore invoking the appeals process, establishing grounds for the appeal
3. The individuals involved in the appeals process must **review all relevant documentation/evidence/statements** in an unbiased manner to ensure fairness.
4. **Interview relevant people** pertaining to the appeal.
5. **Ensure confidentiality** is agreed with attendees.
6. **State what the process is** to the person appealing and what your role is in the process.
7. **Take notes** during the interview(s), sign off in agreement all handwritten notes at the end of the meeting in agreement.
8. **Draft a report** on findings based on facts obtained.
9. **Sign off** on the report and the date of the report
10. **Write to the person** making the appeal with the **outcome** of the appeal process, stating your findings and whether you are upholding the original decision or overturning it.

SOP-33: Room Booking in the UL Student Life Building

Original Date Issued: AY 2026/2027

Last revised: October 2026

Student Centre
University of Limerick
www.ulstudentlife.ie

This SOP relates to the process of booking rooms in the UL Student Life Building.

Any questions or queries regarding room bookings in the student life building should be sent to studentliferooms@ul.ie

Responsibility:

It is the responsibility of the committee to comply with UL Student Life's Room Booking and Space Usage Policies.

In Section V, paragraph C: Efficient Use of Space, it outlines that: Back-to-back bookings require each booker to re-set the space in time for the next booking. Each room's original set-up is in a U-shaped style layout. Students and Staff can rearrange furniture in a safe manner that will not cause damage to themselves or the furniture but must return the room to its original set-up at the end of their booking slot. We ask those who are using the spaces to take a photograph of the space at the beginning and end of your booking. This ensures blame is attributed to the correct party if rooms are left disorganised or damage occurs. If you encounter a disorganised room or notice damaged furniture or equipment at the start of your booking, please report it immediately to the Operations Staff at the Information and Services desk on the

ground floor. It is the responsibility of each booker to adhere to these policies, as penalties will be applied for breaches.

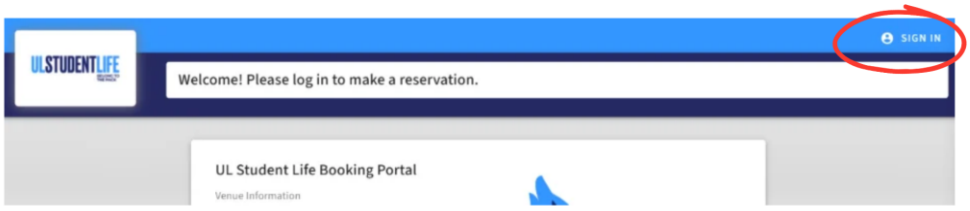
Procedure:

1. All bookings for the following rooms are completed through the UL Student Life Booking Portal:
    a. Glacial Room [SL2.008]
    b. Forest Room [SL2.009]
    c. The Wolf-Land Room [SL2.010]
    d. The Fianna Room [SL3.007]
    e. The New Dawn Room [SL3.008]
    f. The Keystone Room [SL3.009]

Note: If you wish to book the Luna Theatre, this cannot be completed through the portal. Please email Jonathan (Jonathan.ODonoghue@ul.ie) with your required booking dates and times.

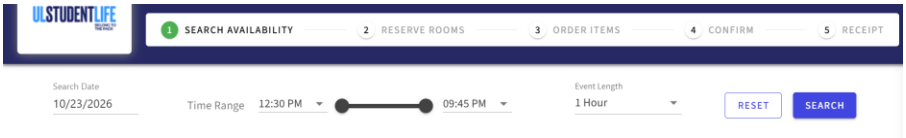
2. All booking must be made at least **3 days in advance**.

3. **Access the portal** through the link (https://booking.eu-venueops.com/studentlife/account-210-A) and **log in through your official club/society email.**



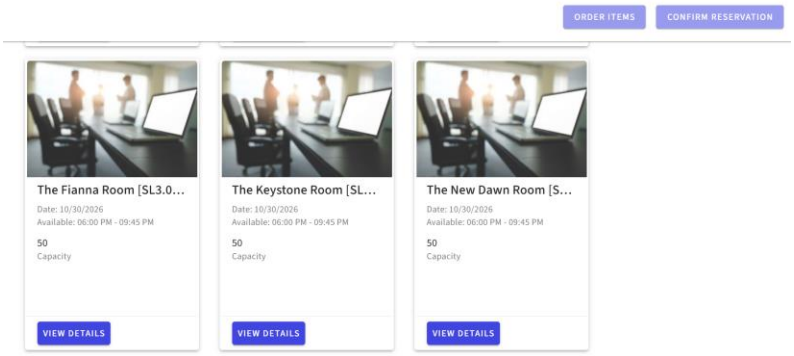
Note: If you do not have access to the email linked to your Student Life Booking account, please email Jonathan (Jonathan.ODonoghue@ul.ie) to have a new account created in its stead.

4. **Input** your **required date, time range and event length** in the boxes below. The maximum booking length for clubs and societies is 3 hours.
5. Press the "**search**" button.

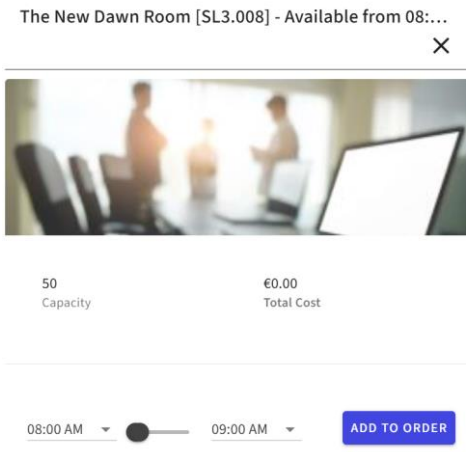


6. A **list of rooms** will appear below the header. **Only book the room with the relevant capacity for your event.**

Note: if you require a larger room for an event, but do not have the required number of attendees (due to the event capacity), please email Jonathan (Jonathan.ODonoghue@ul.ie) with more information as to why a larger room is required.

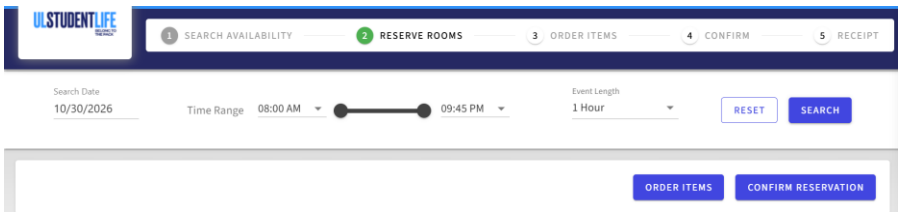


7. Click "**view details**" on your desired room.

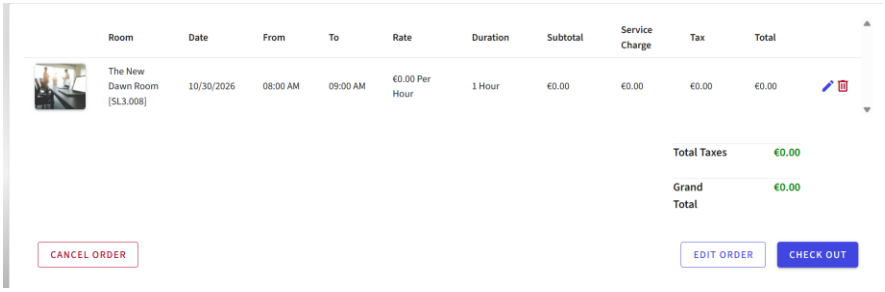


8. **To add a second room to your booking, scroll back to the top menu**. Input new information in the search bar and find the next room to book. Repeat this for as many rooms as you require.

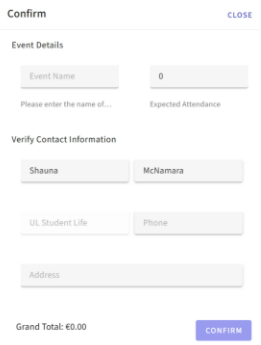
9. Once you have added all the rooms you want, click "**confirm reservation**" to complete your room booking.



10. Here, you will see a list of rooms and dates booked. The grand total should be €0.00. Press **"check out"**.



11. Input your event details and contact information. Click "**confirm**".



12. If your booking is successful, you should receive a **confirmation email** to your official club/society email. Make sure you can present this email at reception on the day of your event, when you go to sign out the keys.

Room Booking Limits for Clubs and Societies:

Each club and society as a whole and not individual fractions can book a single meeting room, **twice a week** and for a **maximum time duration of 3 hours**. This is so we can accommodate booking requests for the whole UL student body.

How Your Booking Is Processed:

1. For all bookings for clubs and societies, UL Student Life uses a "Tentative Booking" system.

2. When you complete a booking on the portal, if you are the first club/soc to do so, you are marked in the system as "T1" or "Tentative 1". This means that you are the first person on the waiting list for the room.

3. If you are the second club/soc to book the same room, you will be marked "T2" or "Tentative 2", putting you in second place on the waiting list.

4. The room will be assigned in order, so T1 will be offered the room first. If they cancel/decline, T2 will be offered the booking. Also, if T1 has reached their booking limit for the week, their booking may be declined and T2 will be offered the booking.

5. Once the room is assigned, all other clubs/socs holding tentative bookings for that room will be emailed, notifying them that their booking has not been successful.

Referenced Documents:

- https://booking.eu-venueops.com/studentlife/account-210-A
