



# Competitive Sport Guidelines

Version 3

ATU Sport aims to provide a top-class competitive sports programme for ATU students in individual and team sport at third level competition. These guidelines will recognise and provide high level supports to key performance and core sports as identified by individual campuses.

In addition to these identified performance sports, the ATU Campus Sport Service also acknowledge and provide supports for those students who wish to compete at third level competition in other sports.

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## 1. Performance and Core Teams Defined

ATU Sports competitive sports teams will be identified by 2 tiers: –

- (a) Performance teams and,
- (b) Core teams.

Performance teams will be viewed as having an ability to consistently bring success to ATU and will be provided with additional supports. These additional supports provided to performance teams should not in any way impact the funding of supports towards Core teams, and participation/recreational programmes. ATU Sport strives to ensure that any student who competes on behalf of an ATU Sports team will be provided with sufficient provisions/supports, specifically in areas of travel, food, accommodation, and registration fees.

Performance and Core teams in each tier shall be decided upon by each individual campus.

### 1.1 Performance Teams

Performance teams must be able to **compete on behalf of ATU**.

Additionally, Performance teams must fulfil criteria (a), (b), and (c):

- a) **Sustained Numbers:** Performance teams must have an increased/sustained numbers of members over a period of at least 2 years. These numbers should be greater than the minimum number of individuals which it takes to competitively participate in the given sport – starters and substitutions e.g., 16 in soccer (11 starters + 5 substitutes) and 20 in GAA teams (15 starters and 5 substitutes)
- b) **Success:** Performance teams must be successful in their given sport within the last three years. This success can be in the form of:
  - o Currently competing at the highest level possible in the third level competition (Premier Division in Soccer, Sigerson/Fitzgibbon/O'Connor Cup in Gaelic Football/Hurling etc.), or
  - o By gaining success in their given sport at third level competition (semi-final/final appearance in GAA competition or soccer league or cup competition, medal in an official intervarsity third level event, final appearance in basketball).
- c) **Strategic Sport Direction:** Performance teams must fulfil a strategic sports direction within ATU or on an individual campus (e.g., have in place some of the following - development officers, MoU's, Partnership agreement, Sponsorship agreement etc.)

**Additional Supports:** Where possible, Performance teams are encouraged to avail of any additional supports that are made available to provide high performance assistance/guidance to each team e.g., video analysis, strength and conditioning and physio/rehabilitation.

### 1.2 Core Teams

Core teams must be able to **compete on behalf of ATU**.

Additionally, Core teams are those who fulfil at least one of the criteria (a), (b) or (c) above in section 1.1.

## 2. Affiliation Fees and Entry Registration

- 2.1 ATU Sport will administer the payment of affiliation fees to respective Third Level governing bodies of Performance and Core teams, this may be via the Sports Officer or relevant Club. A collective conversation should take place between ATU Sports Officers where there is a requirement from Third Level Governing Bodies for affiliation fees to be paid from a single college rather than individual campuses.
- 2.2 Payment of entry registration will also be provided to Performance and Core teams for any Higher Education colleges competition, provided that the team/individual athlete provides the ATU Campus Sport Service with notice of commitment and intention to participate.
- 2.3 In exceptional circumstances, a student's failure to attend a Higher Education competition (following a commitment given to compete and payment commitments made by ATU) may effect a student's future participation.

## 3. Coaching

- 3.1 Coaching is provided to all Performance and Core teams.
- 3.2 Coaches of Performance and Core teams may be on a voluntary or paid basis. A budget will be granted for coaching of Performance and Core teams.
- 3.3 **Training/Preparation:**
  - A maximum of four hours of coaching per week is available for a **Performance team**, for 20 weeks. (up to 10 weeks in Semester 1 and 10 weeks in Semester 2). This four hours of coaching can be divided between two coaches for a Performance team. The rate of pay is €30 per hour.
  - A maximum of three hours of coaching per week is available for a **Core team**, for 20 weeks (up to 10 weeks in Semester 1 and 10 weeks in Semester 2). Core teams can only have one coach. The rate of pay is €30 per hour.
- 3.4 **Matches**
  - **Competitive Fixtures** - There will be a total of €100 available to coaching of Performance and Core teams for home, away and neutral competitive games. This payment will be made as expenses – and can be divided between two coaches for a Performance team.
  - **Friendlies/Non-competitive games** are permitted but coaches hours will only be included within the total allocated number of training/preparation hours for a given week. Where possible, friendlies should be arranged to be played during normal training day/time for particular team.
- 3.5 All claims must be submitted by the coach to each relevant ATU Campus Sport Officer. Payments will be made at the end of each term – Payment 1 in December/January and Payment 2 in March/April.
- 3.6 All claims must be submitted on the official ATU Sport coaches claim form.
- 3.7 Recruitment of coaches is at the discretion of each ATU Campus Sport Service however there is a minimum requirement for an interview(s) with prospective coach(es). All coaches

must hold an appropriate valid coaching qualification awarded by the relevant sporting body and be fully Garda vetted by the relevant sporting body.

- 3.8 Coaches are not employees of ATU.
- 3.9 Performance and Core coaches must provide a recreational offering within their sport on at least one occasion per term. Each sporting code will be required to provide one recreational session per term. (e.g. if there are two Ladies Gaelic Football teams in a campus, there is only a requirement for one recreational offering per term).

## 4. Facilities

- 4.1 Subject to availability, training facilities are available for use within each ATU campus by all Performance and Core teams. Training schedules within each internal facility must be agreed in advance by ATU Campus Sports Service and ATU Core/Performance team.
- 4.2 Where there is a request for the use of external facilities to ATU this must be brought to the prior attention of each ATU Campus Sport Officer.
- 4.3 Where possible, the cost of the provision of external facilities for each Performance and Core team should be fully covered by the relevant campus Sport Service.
- 4.4 If applicable, training may be arranged in consultation with the relevant campus Sport Service and local sporting clubs in the area. This is subject to the availability and permission of the local sports clubs.

## 5. Travel

- 5.1 Bus transport will be fully provided for Performance and Core teams where numbers exceed 12 members.
- 5.2 Transport provision may also be provided to Performance and Core teams on a case-by-case basis (where numbers are less than 12 members) depending on location and time of competitive fixture.
- 5.3 If students intend to travel individually they may be required to complete a **Travel Form/Disclaimer form** and signed by students in advance of travelling. This should be returned to the ATU Campus Sport Officer.
- 5.4 ATU may contribute to the cost of travel when a bus is NOT provided, via one or a combination of the following means to individual athletes:
  - Option 1: Car – 100% of overall fuel rate from college to venue using <https://toprated.ie/fuel-cost-calculator-ireland/>
  - Option 2: Train or bus fare provided receipts are returned (this train/bus fare cannot be higher than the cost).

## 6. Food

- 6.1 Meal provided to both Performance and Core teams for all **home fixtures**. Warm meal preferable and opposition/away team also provided with meal.
- 6.2 Preferable that opposition/home team provide a meal for any **away fixtures** for Performance and Core teams. Where this is not possible, a meal should be arranged.
- 6.3 At the beginning of each academic year, ATU Teams to check with opposition colleges what their position is with regards food provision for the coming years competitive sports fixtures.
- 6.4 Meal provided to both Performance and Core teams for all **neutral fixtures**. Warm meal preferable.
- 6.5 For away and neutral fixtures that are over 400km (round trip), an additional snack meal should be provided to Performance and Core teams.
- 6.6 Food allowance per meal should be at a maximum of €8.50 per person and a snack should be at a maximum of €4 per person. In special circumstances and when granted by the ATU Campus Sports Service, meals may be provided at a rate above this.
- 6.7 Individual athletes are required to arrange food to and from the intervarsity events and training. ATU may contribute towards a full day food rate - €30 and/or a half day food rate - €15. The contribution towards food will be based on the overall duration of the proposal made by the individual athlete. An alternative arrangement may be organised by each ATU campus if a team of individual athletes are committed to the intervarsity event or if the event has a provision of food organised.

## 7. Accommodation

- 7.1 Performance and Core teams may be provided with accommodation support if a round trip is above 600km. Where accommodation is authorised by the ATU Campus Sports Officer, quotes will be required from at least 3 locations before a booking can commence. Accommodation may be limited to a total number of players.
- 7.2 Individual athletes are required to arrange accommodation for intervarsity events and training. For individual athletes, ATU will provide an accommodation allowance up to a maximum of €100 for Dublin accommodation venues or a maximum of €70 for accommodation venues within Ireland that are outside of Dublin. An alternative arrangement may be organised by the ATU Campus Sport Service if a team of individual athletes are committed to the intervarsity event.
- 7.3 Accommodation may also be arranged in consultation with the ATU Campus Sport Service and Performance or Core team, where a team is competing in a weekend of third level sports competitions.

## 8. Kit

- 8.1 All Performance and Core teams/individual athletes must compete in ATU sports colours when representing ATU/ATU Campus at any intervarsity events and competitions.
- 8.2 For any acquisition/provision of ATU colours, all requests should firstly be brought to the ATU Campus Sport Service in advance of competition.

- 8.3 Where ATU Sports campuses play against each-other, the campus who is deemed as the away side in the fixture should wear the away colours. Where a game between ATU Sport campuses is neutral, a coin-toss/agreement should be sought between campuses and the relevant third level governing body.
- 8.4 It should be the aim of each Performance and Core team to maintain kit quantity and numbers for a period of at least 3 years.
- 8.5 The tendered companies for ATU Sports Kit are O'Neills (GAA/LGFA/Camogie/Hurling) and O'Reillys Sports (all other sports)
- 8.6 [ATU Sport Playing Kit Guidelines](#)
- 8.7 [ATU Sport Leisurewear Guidelines](#)

## 9. Training Equipment

- 9.1 An inventory of each team's provision must be completed by every Club/Society annually at the beginning and end of the academic year and submitted to the ATU Campus Sport Service. This will be used to determine equipment requirements for the forthcoming year e.g cones, bibs, footballs, sliotars, boundary poles, water bottles and a first aid kit.
- 9.2 Each Performance and Core team must organise and be responsible for the maintenance, storage and return of all kit that is assigned to the team following the end of each teams' campaign.
- 9.3 For any further acquisition of equipment or gear, all requests should be brought to the ATU Campus Sport Service.

## 10. Physio & First Aid

- 10.1 For any Performance and Core team involved in a contact sport a physio should be organised for home, away and neutral games.
- 10.2 It is expected that each Performance and Core team has at least 3 qualified First Aid personnel, 1 of which is the coach. In exceptional cases where the coach cannot be a qualified First Aider, it would be the responsibility of that coach to ensure that his/her place is taken by another member of the team.
- 10.3 First Aid training will be provided where necessary for all Performance and Core teams at the beginning of Semester 1 each year, to ensure that all teams have individuals who are successfully first aid trained.
- 10.4 A First Aid supply pack will be available in the Sports Office of each ATU Campus Sports Service to be signed out for each game.
- 10.5 A qualified First Aider should be present at all games of Performance and Core teams. This should be organised and appointed for any competitive home, away and neutral fixture. This must be agreed upon and done in correspondence with the ATU Campus Sport Service.
- 10.6 Each ATU Performance and Core team must report any injuries, which occurred with any player during training/competition with ATU Sport teams, as soon possible.

- Where such an incident occurs at the ATU Sport campus, it must be reported to the staff and/or Coach on duty at the venue who will then complete the **ATU Accident/Incident Report Form**.
- Where an incident occurs on an away/neutral (not on an ATU Campus facility), it is the responsibility of the coach to complete the form – please refer to point 9. on the *ATU Competitive Sports Injury Guidelines (see appendix A)*

## 11. Referee

- 11.1 Each Performance and Core team will be provided with payments towards referee costs.
- 11.2 Payments will be made via bank transfer to the referee/official, where possible.
- 11.3 All referee payments will be made on one occasion per month where possible.
- 11.4 Coaches/officers should collect the details of the referee/official (Name, Address, IBAN, BIC, Bank Address).

## 12. Leisurewear Clothing

- 12.1 A provision of leisurewear to be provided to coaches every two years. Outdoor coaches will be provided with a coat and hat and indoor coaches with a ½ zip and t-shirt. Each team will only provide to a maximum of four coaches/assistants per team.
- 12.2 Where provided, all ATU coaches are expected to wear ATU gear to all competitive sports fixtures.
- 12.3 No payment will be provided by ATU towards the purchase of any additional Leisurewear clothing for Performance and Core teams.
- 12.4 ATU may assist with sponsorship/fundraiser ideas by each of the Performance and Core teams by providing an official sponsorship card/letter.
- 12.5 [ATU Leisurewear Guidelines](#)

## 13. Strength and Conditioning

- 13.1 Strength and Conditioning supports can be provided to Performance teams if required.
- 13.2 There should be a facility/space provision provided to all Performance teams at specific times. This space can be used by members of the Performance teams at specific times to carry out their Strength and Conditioning programmes (supplied by external team/club or by ATU provision).

## 14. Performance Analysis

- 14.1 Performance Analysis may be available for Performance and Core teams at the ATU Campus Sport Service.
- 14.2 Collaboration is encouraged with academic department in each campus in relation to potential use of performance analysis equipment.
- 14.3 Coaches of Performance teams are encouraged to avail of performance analysis services if provided.

## 15. Support Team Members

- 15.1 No additional travel, food, and/or accommodation allowances will be provided to any external support member (not part of the ATU Performance/Core team) that the team and/or individual athlete has as part of his/her individual party.
- 15.2 Any additional assistance will not be remunerated by ATU to any Performance/Core teams.

## 16. Sponsorship

- 16.1 Each Performance and Core team may explore the possibility of team sponsorship.
- 16.2 All sponsorship ideas must be provided to the ATU Campus Sport Service before a final decision is made to proceed.
- 16.3 Sponsorship cards/letters can be provided from the ATU Campus Sports Service.
- 16.4 ATU will not permit sponsorship of Alcohol/Tobacco/Gambling related companies.

## 17. International Representation Acknowledgement/Support

- 17.1 ATU Sport endeavours to acknowledge and support the achievements of our students who compete at an international level, both on behalf of ATU or externally.
- 17.2 An ATU Sport International Representation Guiding Document outlining how ATU strives to support students competing at an International Level, can be found here - [ATU Sport - International Representation.docx](#)
- 17.3 An ATU Sport International Representation Application Form outlining how students can apply for support for competing at an International Level, can be found here - [ATU Sport - Application Form - International Representation](#)

## 18. Fundraising

- 18.1 Clubs and societies can raise funds through raffles or competitions. Prizes for such raffles cannot be provided through funding received from Clubs and Societies as per the Student Alcohol Policy and cannot include alcohol or items promoting alcohol brands, licensed



entertainment venues, tobacco or gambling companies as prizes. All funds raised must go through the sports office and be recorded on SU Life.

- 18.2 ATU Competitive Sports Teams should always refer and align to ATU Clubs and Societies Guidelines in relation to any fundraising activity.

## 19. Letter of Absence

- 19.1 ATU students who compete on behalf of ATU Competitive Sports teams in competitive fixtures organised by Third Level Higher Education Governing Bodies may access a "Letter of Absence" for missing any academic classes.
- 19.2 This "Letter of Absence" can then be provided to lecturers in academic courses as an explanation for missing academic class due to representing ATU.
- 19.3 The "Letter of Absence" may or may not be considered by the academic lecturer. All students should additionally endeavour to speak and explain to the lecturer ahead of any potential clash of a ATU Competitive Sports fixture and academic course class.
- 19.4 It is the responsibility of the student to initiate the process of obtaining a "Letter of Absence". To initiate the process the student should fill out an online "Letter of Absence" request form.
- 19.5 The online request will then be assessed by the relevant campus Sports Office and if deemed eligible a "Letter of Absence" will be provided by email to the student. It is the responsibility of the student to provide the "Letter of Absence" to the relevant lecturers.

## 20. Student Liaisons

- 20.1 It is the role of the Student Liaisons to support the team and the coach with various roles such as fixture organisation (including SULife), travel arrangements, food arrangements, team registrations, Clubs and Societies days and social media assistance.
- 20.2 ATU Competitive and Core Teams should have a minimum of two designated Student Liaisons with each team.
- 20.3 One Student Liaison should be from Year 1-2 and one Student Liaison should be from Year 3-4. This is to ensure continuity of Student Liaisons from year to year.
- 20.4 The Student Liaison can be an ATU Clubs and Societies Committee Member for that particular Club/Society.

## Appendix A – ATU Sport – Competitive Sport Injury Guidelines

### ATU Sport Competitive Sport - Injury Guidelines.

#### Introduction

These Injury Guidelines applies to the ATU Competitive Sports Programme. This policy will outline the procedures and guidelines for addressing injuries among students who participate on behalf of ATU Competitive Sports teams in Third-Level competitions. The primary objective is to ensure the health, safety, and well-being of students who participate on behalf of ATU Competitive Sports teams in Third-Level competitions while providing for a clear and informed process of treating and addressing injuries that occur to these students.

#### 1. Scope:

These guidelines apply to all ATU students who compete for ATU in Third Level Competitive Sports and who are participating in organised sports activities, including competitions and training sessions. These guidelines only aim to cover injuries that occur whilst the student is competing on behalf of ATU. These guidelines do not cover injuries that occur whilst the ATU student is competing on behalf of an external team/group to ATU.

#### 2. Prevention and Education:

- ATU Sport, in conjunction with our coaches, will implement proactive measures to prevent injuries by providing education on injury prevention techniques, proper warm-up procedures, and maintaining a safe sports environment.
- Students on ATU Competitive Sports teams will be educated on recognising and reporting potential injury risks and symptoms.

#### 3. Injury Reporting:

In the event of any injury requiring withdrawal from normal training and/or competitive duties, with ATU, the students/coach on ATU Competitive Sports teams must:

- Report the injury to the Sports Officer as soon as possible.
- Complete the online ATU Incident Report Form where the injury occurred in the course of participating for ATU: [CLICK HERE](#)
- The student will complete any relevant insurance documentation that may be required and submit to relevant ATU sports office – ATU Donegal, ATU Galway, ATU Mayo or ATU Sligo.
- Inform their external club coach/physiotherapist of an injury related to concussion.
- In conjunction with the Sports Officer, arrange a suitable date/time to assess the injury.
- Keep the ATU Sports Officer and individual coach fully informed of their progress and likely return to training and competition.
- Be professionally approved to play/perform by the initial specialist and/or physiotherapist before full reintroduction to the sport.

#### 4. Treatment and Rehabilitation:

- Students on ATU Competitive Sports teams injured while participating for ATU will be provided with the opportunity to receive prompt and appropriate medical treatment from qualified healthcare professionals.
- Students on ATU Competitive Sports teams, in consultation with the relevant medical professional, to provide the Sports Officer with a rehabilitation plan, with the goal of a safe and timely return to sports activities.

#### 5. Return to Play Protocol:

- The sports office will clear students on ATU Competitive Sports teams for a return to play based on their recovery progress, medical reports, and adherence to rehabilitation protocols.
- Where appropriate, a gradual and supervised return to play will be implemented to minimise the risk of re-injury. This should be done in conjunction with ATU Coaches.

#### 6. Communication:

**Commented [MD1]:** Difficult to maintain communication with all injured students - our Physio does this with coaching staff and player

- a) Regular communication will be maintained between qualified healthcare professionals and
  - b) the sports office/coaching staff/injured student on ATU Competitive Sports teams to ensure a coordinated approach to injury management.
  - c) Emergency contacts (as per Student banner record) will be contacted in case of significant injuries incurred while participating for ATU.
- 7. Insurance Coverage:**
- a) ATU will provide adequate insurance coverage for students on ATU Competitive Sports teams to cover medical expenses related to injuries sustained participating for ATU.
- 8. Review and Revision:**
- a) These guidelines will be periodically reviewed and revised as needed to ensure their continued effectiveness. By implementing these Injury Guidelines, ATU aims to foster a safe and supportive environment for ATU students who compete on any of our Competitive Sports teams, and to excel in their academic and athletic pursuits while prioritising their health and well-being.
- 9. Serious Injury at Away/Neutral Venue:**
- Where there is an incident of serious injury that requires a student from an ATU Competitive Sports team to attend Accident and Emergency services, it is advised that:
- a) A communication will be initiated to the sports office to report the incident and also provide a “point of contact” (name and contact number) who will have agreed to stay with the injured student.
  - b) This “point of contact” should be a coach or other ATU student who is on the ATU Competitive Sports team.
  - c) Emergency contacts (as per Student banner record or SU Life) will be contacted to provide notification of the injury and outline the whereabouts of the injured student.
  - d) The injured student should be accompanied by the nominated “point of contact” to the Accident and Emergency service location and stay to such point as there is a handover to the medical services and the emergency contact arrives.
  - e) It is the responsibility of the coach to ensure that an Accident Report Form is completed as soon as possible and returned to the relevant ATU Sports Office.
  - f) The “point of contact” will be financially reimbursed for travel, food and accommodation costs.