

ATU Sligo Guidelines for Clubs and Societies

The purpose of this document is to provide clear and concise guidelines for officers and members of Club and Societies at ATU Sligo. Clubs are categorised as all competitive and non-competitive sports as recognised by Student Sport Ireland (SSI), all other groups registered on SU Life are categorised as societies. This document will cover some of the important aspects that all Club and Society members need to be aware of but focuses on budgetary policy. It is important to take these guidelines into account when applying for your budgets every year to ensure you make the most of the funding provided to grow and promote your Club or Society and to avoid disappointment that some requests are not approved. Sports Clubs will also be subject to the [ATU Sport Competitive Sport Guidelines](#) and the [ATU Sport Recreational Programme Guidelines](#) which will provide more detail in relation to the requirements of Sports Clubs.

All ATU Sligo Clubs and Societies are open to every ATU Sligo and ATU St Angela's student and are not limited to a specific group of students or students only attending the ATU Sligo campus.

Students come together with shared interests and create a community based on these which provides a safe space for members. ATU dedicates funding and budgets for Clubs and Societies to help them thrive and develop through the years and generate a complementary experience for students that is outside of the academic scope.

Clubs and societies should be inclusive, and Officers should give consideration as to how all students can access, participate in, and contribute to the provision of the activities offered. ATU Sligo's Equality, Diversity and Inclusion Office, the Disability Support Officer and the Inclusion Support Worker may be useful and supportive resource to clubs and societies in this regard.

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Establishing a new Club or Society

In any one year at ATU Sligo there will be a large variety of Clubs and Societies available for students to join. These Clubs and Societies reflect the interests of the student population, but the opportunity to establish a new Club or Society to fill a specific niche is always available.

There are three phases to the establishment of a Club or Society at ATU Sligo, as follows:

Phase 1 - Registration of interest

This allows someone who is interested in establishing a new Club or Society to make application to do so. Such Clubs or Societies will be open to every student attending ATU Sligo and ATU St. Angela's and not only those who are studying on campus. The New Club/Society registration form must be completed fully, and registration approved by the Clubs and Societies Operational Committee. When approved the proposed Club/Society will have access to the SU Life Platform and may take a table at Clubs and Societies Day to recruit members.

Phase 2 - Recognition of Club/Society

When an approved Club/Society has achieved membership (on SU Life) of ten students, has registered a full core committee and organised its first activity, it can apply for a **New Clubs Budget** of up to €650.

Phase 3 - Established Club/Society

in its second academic year, the Club /Society receives immediate access to the SU Life Platform and can apply for funding in the usual way.

Clubs and Societies at ATU Sligo can choose to have up to three different categories of membership, as follows:

Membership categories

Ordinary Members

Ordinary members are ATU Sligo & ATU St. Angela's staff and students. Only ordinary members can be core committee members.

Associate Memberships

Clubs and Societies may allow those who were former administrators or associates of the club or society who are over the age of 18 but who are no longer students or staff of ATU Sligo or ATU St. Angela's to become an associate member of a Club or Society.

External Memberships

Clubs and Societies may allow others who are over the age of 18 but are neither current or former students or staff of ATU Sligo or ATU St. Angela's to become an external member of a Club or Society. The decision to have an External Membership category will be at the discretion of each club or society.

External or Associate members cannot be core committee members and will not have voting rights in matters of policy direction but can still fulfil valuable committee roles such as PRO, H&S Officer etc.

External or Associate members are not eligible for Clubs and Societies allocated funding subsidies for events and are required to pay the full cost to participate in activities

Core Committee Roles in Clubs and Societies

Core Committee members are required for the establishment of a Club or Society and are appointed by the overall membership of the Club or Society, each year subsequently. Core Committee members are Chairperson, Treasurer & Secretary

A Club or Society may decide to appoint members to as many other non-core roles as is seen appropriate by the Club or Society, but the core roles are essential at every stage in the development of the Club or Society.

Each Club and Society should appoint at least two Student Liaison Officers to liaise on the Club or Societies' behalf with the Students' Union, Sports Office and other ATU officers as necessary. Student Liaison Officers have specific responsibilities for:

- setting up the club on SU Life and maintaining its profile,
- accepting these Guidelines for Clubs and Societies upon registration on SU Life and adhering to them
- reporting incidents or accidents promptly (see Accidents at the end of this document)

Student Liaison Officers should be Core Committee members. These positions do not require a formal election and ideally should include one from years 1-2 and one from years 3-4.

A Club or Society also has the additional option to appoint an ATU Staff member as a Staff Development Officer as an additional (4th) Core Committee member.

An individual can only be Core Committee member in only one Club or Society, and it is preferable that only one ATU staff member fulfils a Core Committee member role in any Club or Society.

Election of Core Committee Members

Each Club and Society should host an Annual General Meeting (AGM), where the activities of the year are reviewed and Core Committee Members are elected for the coming academic year. These elections do not have to be contested but all ordinary members should have the opportunity to declare their interest in undertaking any such role. If two or more ordinary members express an interest in undertaking the same role, an election should occur. SULife provides a facility for elections. It is recommended that an AGM is held at the end of the Spring term to allow for an easy transition in the next academic year. Core Members should use the AGM as an opportunity to complete the [End of Year Club or Society Report](#)

For more information on the roles and responsibilities of these core committee members, a document can be found under the resource documents on the SU Life Platform, titled 'C&S Committee Member Responsibilities' - [ATU Clubs & Societies Committee Members Roles and Responsibilities](#)

SU Life Platform

All Clubs and Societies must be registered on the SU Life Platform. Only Clubs and Societies that have their accounts unlocked to allow new members to join will be considered an active club in any particular year and can be considered for funding from ATU. Clubs and Societies which have not

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unlocked their accounts on SU Life Platform by November 15th, will have to apply to register as a club or society for the current academic year.

New Clubs and Societies must complete a registration form and receive approval from the Clubs and Societies Operational Committee before they receive access to the SU Life Platform.

The SU Life Platform is the only way in which funding for Clubs and Societies are processed. This includes the submission of budget requests and the drawdown of payments. Budget applications are invited at the beginning of Semester 1 and again at the beginning of Semester 2 if funding allows.

Clubs or societies who are found to have misrepresented their activities and levels of participation will be penalised in the funding approved or released to support activities.

Resources for the optimal use of the SU Life Platform are available at [Resource Documents - ATU Sligo Clubs & Socs](#)

Membership and Attendance Lists

All Club or Society membership must be registered on the SU Life platform.

Any event or meeting held by a Club or Society must use the booking in and attendance list feature on the SU Life platform.

Use of the SU Life platform in this way provides better supporting evidence and oversight for budget applications and expenditure to ensure a Club or Society can develop to its full potential.

National Governing Bodies

All Clubs and Societies where possible and relevant, must affiliate with the appropriate National Governing Body for their activities and adhere to the rules and requirements of their relevant national body. Such affiliation will ensure that that Clubs and Societies have guidance and support in relation to the demands of running activities for its members. The Club or Society affiliation fee will be fully funded by the Clubs and Societies Finance Committee and should be included in budget applications. Failure to identify the relevant Governing Body and make allowance for the affiliation fee may result in a refusal of funding for specified activities. Where National Governing Bodies allow individuals to affiliate in addition to the Club/Society affiliation, such individual fees must be paid by the interested member.

Where ATU Clubs are unable to affiliate due to lack of resources (qualifications, equipment etc) deemed essential by the Governing Body for affiliation, Clubs can only provide activities exclusively through an accredited third party. This third party must be a suitably qualified individual or organisation (club or commercial) which is recognised and accredited by the NGB. This third party can provide the activity for the Club and take on responsibility for the activities' safe delivery and quality experience. Evidence of this must be provided to the Clubs and Societies Finance Committee when requesting funding.

Insurance Cover

There is no extension of ATU public liability insurance cover to off campus activities organised by Clubs and Societies. Clubs and Societies that are offering events off-campus must ensure that public

liability insurance is in place. Often this insurance is available through the Governing Body for the sport or by the third-party provider used for the activity /event.

Funding Club and Society Activities

Planning expenditure

Clubs and Societies must consider how they will ensure that the best value for money is achieved for their members and for Clubs and Societies in general. For any purchase on goods, services or activities exceeding €1,000, three quotations must be sought. Remembering that the cheapest quotation may not always provide the best value for money, in terms of customisation, quality, capacity or durability, where this is relevant, a rationale provided as to why one supplier has been chosen must be submitted to and approved by the Clubs and Societies Operational Committee in advance of purchase. For queries in this regard please contact support@atussu.ie.

All members involved in Clubs and Societies at ATU Sligo must adhere to these guidelines, as failure to do so could result in items or services that are purchased by Clubs or Societies not being reimbursed.

Club/Society Budget Requests

Every Club and Society should submit a budget request through the SU Life Platform at the beginning of the new academic year which will reflect the aspirations and plans of that Club or Society for the year ahead. Such a budget request should be grounded in the capacities of the Club or Society to follow through on the request made. This budget request will be considered and approved by the Clubs and Societies Finance Committee. Criteria for consideration include current membership (must have a minimum of 10 active members to receive funding), level of activity as demonstrated on SU Life, capacity to spend funding granted, previous spending capacity as well as the detail of what funding is requested for.

It is mandatory that all core committee members are active and allocated to their posts for the current academic year to ensure a clear oversight of funding for the Club or Society. Such core committee members must be either ATU students or staff. Failure to have core committee members arranged and visible on SU Life will result in the inability to receive budget approval and funding requests will be rejected. Core Committee members are as follows: Chairperson, Treasurer & Secretary. For more information on the roles and responsibilities of these core committee members, a document can be found under the resource documents on the SU Life Platform, titled 'C&S Committee Member Responsibilities' - [ATU Clubs & Societies Committee Members Roles and Responsibilities](#)

All budget applications and capitation requests when a budget is granted must be done through the Clubs and Societies platform SU Life - [SU Life - ATU Sligo Clubs & Societies](#). During the academic year, where Clubs and Societies have an unexpected expenditure, require additional funding to support their activities or participation in representative competition or wish to use funding granted in a different way than that allocated, this should also be applied for through the Clubs and Societies finance committee and approval granted before expenditure is undertaken.

New Clubs/Society Budget:

Typically, any Club or Society registering for the first time, or under the stewardship of new Officers after a period of inactivity, with a minimum of ten active members can receive a maximum budget of €650 for the first year. Exceptions to this would be Sports Clubs establishing who need to enter longer term commitments to prepare for intervarsity competitions and these will be considered on a case-by-case basis. This new Club or Society budget is excluding expenditure required for affiliation to the governing body, where applicable an additional allowance will be given to cover these fees. If the Club or Society remains active past that year they will be considered by the Clubs and Societies Finance Committee in the usual way.

Political parties, Religious and Ideological societies

Political parties, religious and ideological societies can receive a maximum of €200 in addition to any affiliation fee in any academic year. It is important to keep this in mind if starting a new club or society of this nature.

For the purposes of this policy, a society falls within this category where its primary purpose is to promote a particular political party, religious belief, or doctrinal worldview that members and prospective members are invited to adopt, align with, or practice.

This is distinct from societies whose primary purpose is to support, represent, or advocate for a group of students on the basis of shared identity, experience, or welfare concerns, including societies organised around gender, sexuality, disability, ethnicity, nationality, language, age, or other characteristics, which are not captured by this policy even where their work involves campaigning or engagement with social and political issues.

All Clubs and Societies will be notified of their funding allocations through SU Life.

Appeals Process

Clubs and Societies can appeal decisions on funding allocated by submitting a Funding Appeals form which is available from ATUSSU. The appeal will be brought to the Clubs and Society Operational Sub-Committee for decision.

Membership contributions

All Clubs and Societies are open to every student attending ATU Sligo and ATU St. Angela's and not only those who are studying on campus.

Clubs and Societies are permitted to request contributions from members for activities organised. For some items, it is encouraged that members share the cost of the activity, this especially relates to the provision of lessons or excursions. Additional funding can be raised for club and society expenses through:

- **Sponsorship**

Societies raising sponsorship are required to have the sponsor ratified by the Clubs & Societies Finance Committee. Clubs raising sponsorship are required to discuss sponsorship ideas with ATU Sligo Sport Service before a final decision is made. As per the Student Alcohol Policy & ATU Sport Competitive Sport Guidelines it is not permitted to have receive

sponsorship that promotes alcohol brands or licensed entertainment venues, tobacco or gambling companies.

- **Fundraising**

Clubs and Societies can raise funds through raffles or competitions. Prizes for such raffles cannot be provided through funding received from Clubs and Societies and as per the Student Alcohol Policy and the ATU Sport Competitive Sport Guidelines, cannot include alcohol or items promoting alcohol brands, licensed entertainment venues, tobacco or gambling companies as prizes.

- **Associate / External Memberships**

These members can pay a membership fee and must make a greater financial contribution to participate in the Club or Society activities.

Expenses – what can be funded?

Provision of Sportswear and Leisurewear

Sportswear is clothing which is required for participation in sports competition where the Club or Society is representing ATU Sligo or ATU. The purchase of Sportswear is subject to the [ATU Sport Competitive Sport Guidelines](#).

Leisurewear refers to all other items of clothing that Clubs and Societies may wish to make available to their members and can include hoodies, hats, T-shirts, tracksuits, and jackets and so on. These will not be funded. If a Club or Society wishes to make these available for members, these can be purchased by individual members, or by the Club or Society through funding raised. As per the Student Alcohol Policy, it is not permitted to have receive sponsorship that promotes alcohol brands or licensed entertainment venues or to promote those on leisurewear provided for Clubs and Society members. Branding guidelines for [ATU SPORT Leisurewear Brand Guidelines](#) should be adhered to when sourcing leisurewear.

Applications for funding to purchase costumes or uniforms specific to the activities of a Club or Society will be considered on a case-by-case basis.

Competition Fees/ Entry Registration

If a Club or Society is representing ATU at a representative event or intervarsity competition a proposal can be made to the Clubs and Societies finance committee through SU Life for funding. When submitting this proposal, attention to detail is required in identifying all costs involved – entry fee, transportation, food, accommodation, specific sportswear etc. Items not identified in the proposal will not be paid/ reimbursed. Competition costs should not be committed to, until approval is received.

Students who participate at high performance level in a sport as an individual or part of a representative team should refer to [ATU Sport Competitive Sport Guidelines](#) for details of financial support in this regard.

All Club members should compete in ATU sports colours ([ATU SPORT Leisurewear Brand Guidelines](#)) when representing ATU Sligo at any representative events and competitions.

Failure to compete at the Higher Education competition, may deem the student(s) liable for any fee paid on their behalf. In the case of team events, this may also influence either the granting or drawing down of further funding.

Catering:

Funding for Clubs and Societies is not to be used for the purchase of food. Teas and coffees will be funded on an occasional case-by-case basis. Any catering must be purchased through Clubs and Societies own funds which can be members' contributions, sponsorship or other fundraising subject to the rules highlighted above in relation to the Student Alcohol Policy.

Sports Clubs and individual athletes who are representing ATU may receive support of the provision of meals as stipulated in the [ATU Sport Competitive Sport Guidelines](#).

For events that the provision of food or beverages will have a significant impact on atmosphere and ambiance of the event, e.g. Tea tasting by the Tea Society or the provision of popcorn at a movie night, a budget of €100 for non-perishable food and beverages for the academic year is allowable (items that must be purchased fresh on each occasion such as milk will be allowed separately). It is expected that the Club or Society will purchase the food or beverages ready-made or prepare them themselves keeping health and safety precautions in mind and ensuring that the space used in college is left clean and tidy after the event. Reusable equipment that will facilitate this will be considered on a once off basis and when purchased must be recorded on the Inventory/Assets function of their SU Life page.

Guest Speakers/ Performers:

With prior approval from the Clubs and Societies Finance Committee, a voucher or token of appreciation may be purchased to express gratitude to a guest speaker who has given their time voluntarily and without any other reimbursement. This will not be extended to speakers on academic modules or the provision of additional tuition.

Coaching

Details of what coaching can be provided is available at [ATU Sport Competitive Sport Guidelines](#). Coaching payment requests must be accompanied by a Coaching attendance sheet & Invoice available on SULife under resources.

Provision of lessons or tuition:

Lessons are considered to be the provision of classes for recreational purposes that would typically be paid for by the individual availing of the tuition, it can include introductory/taster sessions, beginners' classes, and advanced tuition. In this, lessons differ from the provision of collective training for competitive representative teams, [details of what coaching can be provided is available at ATU Sport Competitive Sport Guidelines](#).

Clubs and Societies are encouraged to negotiate discounted group rates when booking lessons for members. A request can be made for up to 50% funding of the lesson or training session to a maximum reimbursement of €15 per individual per lesson.

For example:

- if a lesson is €25 – the Clubs and Societies Finance Committee will contribute €12.50 towards this lesson,

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- if a lesson is €30 – the Clubs and Societies Finance Committee will contribute €15 towards this lesson,
- if a lesson is €35 – the Clubs and Societies Finance Committee will contribute €15 towards this lesson.

The same principle of funding applies when a Club or Society is engaging a tutor to provide lessons. The balance can be paid by member contribution or by fundraising subject to the rules of the Student Alcohol Policy. This contribution is only available to ordinary members of the club or society, those members who are external or associate members cannot avail of this contribution and will have to pay the full amount to attend lessons.

For reimbursement, a full attendance list must be visible on the SU Life platform related to each lesson that funding is requested for.

- Invoices for lessons/tuition must clearly demonstrate
 - Full cost of the lesson/tuition
 - Number of students that attended each lesson/tuition
 - The contribution made by students to the cost of the lesson/tuition
 - The balance due/ payment being requested
 - Be accompanied by an attendance sheet

Some Clubs and Societies may be in a position that they are offering members classes for recreational purposes and also specific team training for representative competition. Where lessons or tuition are provided off campus, no funding will be provided for transportation to the lessons or tuition.

On-Campus Events:

On campus events organised by Clubs and Societies may receive a contribution of up to 50% of the cost associated with running events. Clubs and Societies should ensure their costs are accurate and reflects the number of members in the Club.

The maximum yearly catering allowance of €100 per Club or Society still applies. The use of reusable rather than disposable materials is encouraged.

Clubs or Societies can charge a small entry fee to the events and/or subsidise the costs through fundraising or sponsorship subject to the rules highlighted above.

Prizes:

Where a Club or Society is organising a competitive event, the purchase of prizes with a non-monetary value such as medals or trophies is allowable where there is no entry fee for participation or viewing the event. Where there is such an entry fee charged, the purchase of medals or trophies is not allowable and should be purchased from the fees received.

Off-Campus Events:

Excursions organised by Clubs and Societies for recreational or cultural purposes may receive a contribution of up to 50% of the transport and any entry costs associated. Accommodation where necessary and with prior approval from the Clubs and Societies Operational Sub Committee may be funded up to 50%. A minimum of 8 members will be required for this to be considered as an excursion, any excursion for less than 8 people will have to be approved by the Clubs and Societies Operational Committee. There is an expectation that members will personally contribute to the cost

of such excursions and the Club or Society can also subsidise the costs through fundraising or sponsorship subject to the rules highlighted above.

Where Clubs or Societies are organising trips to, or passing through Northern Ireland for any purpose, they should be mindful that some students will require a visa for such a journey. It is each member's personal responsibility to ensure that they have the appropriate documentation required for such journeys.

Where the cost of off-campus events requested exceeds the level of funding available financial support will reflect this, with priority given to lower-cost events and trips that demonstrate reasonable value for participants.

Academic excursions, fieldtrips or activities will not be funded.

Transport:

Care should be taken in the selection of transport hire to ensure that there is appropriate capacity for those travelling to ensure health safety and comfort of passengers. Clubs and Societies must be satisfied that the transport provider has the appropriate insurance cover for their needs.

If the number of students representing ATU at a representative event or intervarsity competition is such that the cost of bus hire is prohibitive, students are advised to use public transport to travel to competition. Where public transport is not available or is considered by the Clubs and Societies Operational Committee to be inappropriate (eg transporting equipment) Car – 100% of the overall fuel rate from [Fuel Cost Calculator Ireland](#) from ATU Sligo to competition venue. Please see [ATU Sport Competitive Sport Guidelines](#) greater details in this regard.

Equipment:

All Club or Society equipment purchased with funding from Clubs & Societies will remain the property of ATU Clubs and Societies. Each Club/Society must record such equipment and its current storage location on the Inventory/Assets function of their SU Life page. Incomplete inventory may affect budget allocations when applications for funding are made for the next academic year.

Officers are responsible for the security and maintenance of the equipment in their possession this is especially important as some clubs use equipment, the failure or malfunction of which, could lead to serious personal injury e.g. sub aqua, boat clubs, etc. It is recommended that these Clubs develop a Code of Safe Practice for their activities and record this in SU Life.

Such a Code of Safe Practice should include:

- **Usage of Equipment**

You must provide training as necessary in the safe use of all equipment used by your Club or Society. Equipment must only be used for the purpose intended by the manufacturers. All equipment must be subjected to a visual inspection for defects before use (in some instances a written record of this inspection may be required).

- **Inventory Log**

Clubs or Societies should maintain an up-to-date equipment log on their SU Life Platform under assets and inventory. New equipment purchased during the year should be added and any equipment considered obsolete be removed. This should also include:

- Safety checks and maintenance records to include location, date, repairs, certification etc
- Storage locations for insurance and security purposes

- **Checking Equipment**

Inform your members that equipment should be checked thoroughly before use to ensure it is in good condition and that it is suitable for use, giving guidelines as to what they should look for.

- **Storage**

All equipment must be stored, transported, and used in a safe manner. Care guidelines for equipment should be available to those responsible for storing equipment.

- **Regular Maintenance of Equipment**

All equipment must be maintained and serviced as per the manufacturer's instructions and / or National Governing Body guidelines. Only trained / competent persons may repair equipment. Clubs/Societies should state the name of the Committee Officers with responsibility for equipment and practice preventative maintenance and regular safety checks.

- **Loan Schemes**

Update the SU Life platform under assets/ inventory each time any equipment is loaned out to another Club or Society.

- **Damaged Equipment**

Damaged or unsafe equipment must never be used. If a piece of equipment is damaged it should be separated from all other equipment and marked or tagged so that it cannot be used until the appropriate repair or disposal has occurred.

- **Disposal of Old Equipment**

If equipment is considered too old for use or unsuitable for use, then it should be given to the ATU Student Union office. This will ensure that the equipment is disposed of in a way that ensures another party cannot use it, as this may lead to an accident or incident for which the Club/Society may be found negligent and responsible. The Club/Society must keep a record of how and when the equipment was disposed of.

- **Unwanted Equipment**

Items of equipment that are still suitable for use, but the Club/Society no longer has a use for, should be given to the Student Union office, here it can be rented out or given to other clubs or societies to use for activities. The Club/Society that passes on the equipment will be held liable if the equipment is found to be unsuitable and an accident occurs. Equipment can only be passed on if it can be proved to still be suitable and safe to use.

- **Hire of Equipment**

Where a Club or Society is hiring equipment for use on campus where there is a high potential risk of an injury/accident, the Club/Society officers must first obtain permission from the Health and Safety Office. Clubs and Societies Members cannot submit invoices for equipment hire to the Club or Society that they are a member of.

Expenses – what cannot be funded?

Promotional merchandise

Promotional merchandise refers to items such as diaries, hoodies, tee-shirts, pens, mugs etc. These will not be funded. If a Club or Society wishes to make these available for members, these can be purchased by individual members, or by the Club or Society through funding raised.

Prizes:

The purchase of prizes such as vouchers or items with a monetary value either for competitions or for fundraising activities is not allowable. If a Club or Society wishes to make these available for

members, these can be donated or sponsored, or purchased by individual members, or by the Club or Society through funding raised. Such prizes cannot include alcohol or items promoting alcohol brands, licensed entertainment venues, tobacco or gambling companies.

Entertainment and Purchase of Alcohol:

The Student Clubs and Societies Finance Committee does **NOT** fund:

- the running of commercial, promotional or fundraising events in pubs/clubs.
- the running of a Class or Club Balls including DJs or MCs.
- the running of end of year Parties/events.
- the purchase of alcohol.

International Travel:

The Student Clubs and Societies Finance Committee does not fund any expenses associated with Clubs or Societies traveling outside of the island of Ireland. Students who are competing in sport at an international level should refer to [ATU Sport Competitive Sport Guidelines](#) for details of financial support in this regard.

Documentation required for the release of funding:

Payments are processed in accordance with these guidelines and the budget approvals given. All documents must be presented on the SU Life platform and meet the following criteria:

- Include the name and address of the company
- Detail the goods or services requested (quote) or supplied (invoice or receipt).
- For purchases of items over €1,000, three quotations are required, and a rationale provided for why one supplier has been chosen.
- Receipts must clearly state that payment has been received.
- Till receipts will be accepted if the company name, description of goods, date and amount of payment is clearly displayed. No card machine receipts will be processed.
- Self-made invoices will not be accepted.
- Invoices for lessons/tuition must clearly demonstrate
 - Full cost of the lesson/tuition
 - Number of students that attended each lesson/tuition
 - The contribution made by each member to the cost of the lesson/tuition
 - The balance due/ payment being requested
 - Be accompanied by an attendance sheet

If items are being purchased online, please take screenshots of all information, including item descriptions and individual prices along with the total including VAT and delivery charges where applicable. Alternatively, if a quote has been received via email, this can also be used. It is important that this is also from a reputable companies email address.

Please note screenshots of bank account statements stating an amount which has been spent is not accepted for reimbursement.

Clubs or Societies that spend outside the allocations of their budget without approval will have to meet the costs at their own expense.

Members reimbursement:

Core members only can receive reimbursement for purchases related to the operation of the Club or Society. Where this is relevant, receipts presented should be bundled to reach a minimum of €15 to any individual.

Clubs and Societies Members cannot submit invoices for equipment that they have hired to, or, for time given to the Club or Society.

Safeguarding Protection

Each Club or Society can potentially have members who are under 18 years of age or vulnerable adults and due attention must be given to undertaking a risk assessment with this in mind and ensuring that adequate protection measures are in place. The Irish Sports Council provides detailed guidance on developing good practice for safeguarding children at: [Safeguarding guidance \(sportireland.ie\)](https://sportireland.ie). ATU has developed a Child Protection Policy and Safeguarding Statement which applies to all members of the ATU Community and is available at [ATU Child Protection Policy](#)

National Governing Bodies may also have a child protection policy and will be able to provide child protection training and give detailed guidance about how to respond to reports of suspected abuse. Where governing bodies provide a Garda Vetting facility, this must be used for officers of the Club as well as managers and coaches of teams. Where an individual has notifications of a safeguarding nature on their vetting report, they should not be engaged in a role which allows them potential access to students under 18 or vulnerable adults. Officers of Clubs and Societies should ensure that all coaches undertake the [Children First ELearning Programme](#) and to read and adhere to the ATU Child Protection Policy at [ATU Child Protection Policy](#)

Tusla has worked with the Department of Children, Equality, Disability, Integration and Youth and the HSE to develop a universal e-learning programme called 'Introduction to Children First'. The programme has been written to support people of all backgrounds and experience in recognising concerns about children and reporting such concerns if they arise and is appropriate for use by Clubs and Societies Officers. It is available at [Children First ELearning Programme](#)

Guidelines for Behaviour within Clubs and Societies

ATU Clubs and Societies are predominantly established and run by students for students and come therefore under the scope of the ATU Student Code. The purpose of the [ATU Student Code](#) is to promote responsibility and encourage honesty, trust, fairness, integrity, and respect among students of the University. The provisions of the Student Code outline expected behavioural standards required of all students and the environment that students can expect to study and flourish within. ATU respects higher level students as responsible members of the community and the Student Code is based on three principles, as follows:

- The Principle of Fair Treatment,
- The Principle of Honesty and Transparency,
- The Principle of Personal Responsibility.

Accordingly, it expects that each student of ATU will behave in a mature, reasonable, and honest manner which protects the good name of ATU, has due regard to the rights of others and does not adversely affect the conduct of ATU business. Engaging in or inciting behaviour or conduct, on and off campus and online, which damages the good name of ATU is not acceptable. The Student Code encourages mature and responsible behaviour.

Guidelines for Clubs and Societies 2026/27

In keeping with the ATU Student Code, the following behavioural guidelines and etiquette for Clubs and Societies members are recommended:

- Members must be conscious of the fact that you are representing the respective Club/Society and the University at all times. Consequently, members must consistently display high standards of behaviour and conduct.
- Committee members must demonstrate leadership by promoting and supporting the application of the ATU Student Code.
- All committee members are required to act with integrity and must never engage in fraudulent or dishonest activity at any time.
- Committee members must keep and store all documentation securely with respect to meetings, correspondence, minutes of committee meeting, databases and financial reports in line with GDPR.
- Committee members must communicate effectively and respectfully with Club/Society members at all times including but not limited to use of the SU Platform, email, noticeboards or the Club/Societies website or social media channels.
- Members must adhere to the Alcohol Policy relevant to their college and are subject to sanction for breaches of it.
- Committee members must ensure all complaints are dealt with appropriately.
- Committee members must always act in a financially responsible manner.
- Committee members must always act in the best interest of the Club/Society and the overall wellbeing of the members of the Club/Society.
- All committee members are obliged to abide by the democratic decisions of the Club/Societies governing committee. From time to time, individual committee members may disagree with the decision of the committee, it is important that decisions are represented properly outside of the committee by its members.

The following University documents should be consulted and considered when developing codes of etiquette for individual Clubs and Societies:

ATU Student Code

[Student Code](#)

ATU Disciplinary Procedure

[ATU Disciplinary Code](#)

ATU Equality, Diversity and Inclusion Policy

[Equality, Diversity and Inclusion Policy](#)

ATU Child Protection Policy

[ATU Child Protection Policy](#)

Recreational Sport Guidelines

([add link](#))

Competitive Sport Guidelines

([add link](#))

ATU Sligo Alcohol Policy

[IT Sligo Alcohol Policy](#)

Disciplinary Procedure

It is expected that in most instances that the disputes amongst members or Clubs and Societies will be resolved within that Club or Society. However, breaches of the ATU Student Code within Clubs and Societies can be referred to the [ATU Disciplinary Procedure](#) for determination in an independent and fair manner. Where Clubs and Societies have additional and specific rules relating to their activities, they must establish disciplinary procedures to reflect these rules.

It should be noted that where there is a pattern of disciplinary issues under the ATU Student Code emerges in any Club or Society, this will be taken into consideration in the awarding and releasing of funding to that Club or Society.

Accidents

For all the planning and preparation given to any activity, there still exists the possibility of accidents occurring. All Accident and Incidents must be reported by filling out the accident report form and following the guidelines on the Accident, Incident & Near Miss Report form found under [Accident Incident Reporting](#). The Accident, Incident & Near Miss Report Form must be sent to the ATU Health & Safety Office **within 24 hours of the incident occurring**.

In the event of an emergency, please carefully follow the guidelines as detailed below and in the [ATU Critical Incident Plan](#). At such times it is important to

- Stop and think. Assess the situation. Stay calm.
- Get expert help if required by telephoning 112 or 999
- Ensure that the group is safe and that everyone is accounted for.
- Identify if there are any hazards present that may affect the group?
- Attend to any casualties, give first aid within the group's capabilities if it is safe to do so.
- Gather the information that may be required by the Emergency Services:
 - Name(s) of group members
 - Number of people injured
 - Locations of group members
 - Medical condition of group.
 - First Aid given
 - Age(s) of group members
 - Time of accident
 - Equipment available to group
- Co-operate fully with the Emergency Services.

Conclusion

University life is not just about studying and passing examinations. It is also about widening personal and social experiences, gaining new skills, supporting other students and having fun. Clubs and Societies provide students with effective opportunities for all of this. We hope that these guidelines assist all officers and members in making the most of the funding provided by ATU to support the opportunities that Clubs and Societies provide for all students.