

INSTITUTE OF TECHNOLOGY, SLIGO



IT Sligo Clubs and Societies Finance Committee

Code of Practice and Guidelines for Clubs and Societies

These Guidelines are for information only and are not intended to be definitive
For more information contact support@itssu.ie

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1. Registration of Clubs and Societies

IT Sligo has many successful Clubs and Societies. Students are encouraged to become involved as much as possible in Institute activities.

1.1. Clubs and Societies must apply for registration with the Student Clubs and Societies Finance Committee each year to qualify for funding.

Members: Chairperson (Michael Barrett), Student Support Services Officer, Finance Manager, Sports Development Officer, Facilities Manager Knocknarea Arena, Catherine McGuinn (Lecturer, School of Business & Social Sciences), President ITSSU, ITSSU Manager (P. Ryan), ITSSU Clubs & Societies Officer.

1.2. Registration applications must be on the official form supplied by the Committee (*Appendix J*). The application should show.

- Name of the Club/Society
- Aims
- Names and contact details of officers
- Membership
- Mentor
- Coach (who must be qualified and registered, see below)
- Projected Budget

1.3. Students must familiarise themselves with IT Sligo Clubs and Societies Health and Safety Guidelines (*Appendix A*).

2. Budgets

Clubs & Societies Budget is intended to support/fund activities being organised by Clubs and Societies which have been approved by the C & S Finance Committee. Budgets are allocated by the Student Clubs and Societies Finance Committee. The overall budget is submitted by the Committee to the Student Affairs Manager for approval.

2.1. Overspend of Budget

Clubs and Societies that overspend their budget will have to meet costs from their own resources.

2.2. Sponsorship

Clubs/Societies raising sponsorship are required to have the Sponsor ratified by Clubs/Societies Finance Committee.

It would be desirable if sponsorship was not sought from pubs/clubs (see **Appendix H** - Alcohol Policy).

2.3. Expenditure on Clothing

Expenditure on such items as hoodies, track suits etc must be approved in advance by the Student Clubs and Societies Finance Committee.

2.4. Field Trips

Clubs and Societies funding is **NOT** intended to supplement Field Trips or Study Visits which are a requirement of an academic programme.

2.5. Social Outings and Purchase of Alcohol

The Student Clubs and Societies Finance Committee does **NOT** fund the running of social outings or the purchase of alcohol.

2.6. Class/Club Balls

The Student Clubs and Societies Finance Committee does **NOT** fund the running of Class or Club Balls.

2.7. New Clubs Budget

Clubs registering for the first time receive a start-up budget of €650. Political and ideological clubs receive a maximum of €200. Budgets for the following year are based on the activities/spend of the club-/-society in the previous year.

3. Travel and Subsistence

The number of people to be taken on a trip should be no more than the team, official reserves and trainers (no more than five people on the training team).

3.1. Accommodation Allowance

The following are authorised rates. It should be noted that expenses over the agreed rates will not be paid.	
Maximum Accommodation Allowance	
Dublin, Belfast, Cork & Galway	€60
Rest of Ireland	€50

3.2. Transport

A coach or minibus should be used where practical. Care should be taken to hire a bus of suitable capacity for those travelling to ensure best value for money.

3.3. Reimbursement of Cost

Receipted cost of fuel for necessary car journeys will be reimbursed where it is the most cost-effective method of travelling. **The number of people travelling should also be stated.**

4. Coaching

4.1. Coaching Budgets

A budget will be granted for one coach per registered club only. The maximum allowable for any one club for coaching is €1,500 (€25 per hour, three hours per week maximum, for 20 weeks).

Coaching Budgets allocated are the maximum allowable for each club. Coaching expenses over the maximum will not be met by the Committee.

4.2. Coaching Register

4.2.1. All coaches must have appropriate qualifications for their sport to qualify for payment of coaching fees, together with current Garda Vetting Forms (where applicable). The Knocknarea Arena Manager will vet coaching qualifications on behalf of the Committee.

4.2.2. Terms of Reference and Nomination Forms are included in **Appendices E and F.**

4.2.3. Clubs must register their coaches by 16th October each year.

4.2.4. Clubs who have not registered their coaches by the above date will have their coaching budget withdrawn.

4.2.5. Clubs may have only one registered coach.

4.2.6. Exceptional circumstances to the above must be approved by the Committee.

4.2.7. The reason why another coach is required must be stated. An increase in budget will not be given.

4.3. Coaching Payments

- 4.3.1. All submissions for coaching payments must go directly to the Committee
- 4.3.2. Submissions for payment must be signed by two members of the club's executive as per the Club Registration Form submitted to the Committee
- 4.3.3. The Coaching Budget and fees-per-hour will be decided by the Committee
- 4.3.4. Claims for payment must include a Training Attendance Record Form (**Appendix G**)
- 4.3.5. Coaching Budget is not transferable to ordinary budget
- 4.3.6. Clubs who use their ordinary budget for coaching purposes will not have their budget supplemented
- 4.3.7. A list of persons to whom coaching fees have been paid will be submitted to the Finance Manager for tax purposes.

5. Protective Equipment

Sports Clubs must confirm in writing that they will wear appropriate protective equipment for their sport, i.e., gum shields, head gear/shin pads, etc.

6. Insurance Cover

Clubs and Societies should ensure that they have appropriate Insurance Cover for their activities. Personal Accident Insurance Cover (**Appendix I**)

7. Use of College Logo

The only approved distributor of materials with the Institute Logo is **The Book Nest**. Clubs and Societies do not have the authority to bypass The Book Nest and purchase merchandise bearing the IT Sligo Logo from any other supplier.

8. Student Charter/Code of Conduct/Disciplinary Procedure

The Student Charter applies to registered students of the Institute participating in all activities associated with the Institute. The Student Charter is available on the following link: <http://itsligo.ie/student-hub/student-help/student-charter/>

9. Alcohol Policy

Clubs and Societies should familiarise themselves with the IT Sligo Alcohol Policy which has the full backing of the Student Clubs and Societies Finance Committee. The document is available in the Document Store on the Institute Website. Summary attached in **Appendix H**.

The following Policy item should be particularly noted:

“Alcohol in bulk, such as kegs, cases of beer etc should not be provided as free awards, prizes or rewards to any group or individual.”

10. How to Set Up a Club/Society

For information/guidelines on setting up a club/society please contact Padraic Ryan, Students' Union

11. Procedure for Booking Rooms/Sport Facilities

Clubs and Societies must formally book a room or hall through the Timetabling Department, using the Non-Sporting Facilities Booking Forms (**Appendix D2 & D3**). To book Sporting Facilities, contact the Knocknarea Arena Manager and

complete a Sports Facilities Booking Form (**Appendix D1**) and an Event Health and Safety Form (All other events) (**Appendix D4**)

12. Procedure for Drawing down Funds from Budget

12.1. Obtaining Funds

Each registered Club/Society (when formally registered by the Committee) is entitled to apply to the Clubs and Societies Finance Committee for funding. Once the committee has allocated a budget to the respective Club/Society it can utilise these funds to finance its activities. Payment of funds will be dependent on the Club/Society having complied with the conditions outlined in this document.

12.2. Cheque Payments

It is important that the following procedure be followed in order to receive a cheque to pay for Club/Society activities.

12.3. Payment Requisition Forms must be completed and signed by two officers of the Club/Society (**Appendix C**)

12.4. The Payment Requisition Form must be accompanied by supporting documentation (e.g., receipts/invoices/vouchers). These must also be signed by at least two officers of the Club/Society

12.5. This documentation must be returned to the Students' Union General Manager's Office for processing no later than 2.30pm each Thursday afternoon.

12.6. Cheques will be available for collection from the Students' Union office the following Monday.

Forms received after this deadline will not be paid until the following Monday week.

Appendix A:

IT Sligo Clubs and Societies Health and Safety Guidelines

Clubs and Societies are an important and integral part of college life at IT Sligo and participation in their activities contributes to your enjoyment and development as a student. IT Sligo seeks to encourage and support student participation in as wide a range of activities as possible.

It is important that all activities are planned and carried out in a safe and healthy environment to protect individuals, and to help achieve this we provide the following Health and Safety Guidelines.

Under the provisions of the Safety, Health and Welfare at Work Act 2005, IT Sligo is required to bring to the attention of all staff, students, visitors and contractors, a statement of its policy, and arrangements with respect to health, safety and welfare at work.

The Institute is committed to providing and maintaining a safe learning and working environment. The Framework Safety Statement and details on Health and Safety can be found on the Student Hub of the IT Sligo website – <http://itsligo.ie/staff-hub/health-and-safety/>

Health and Safety Guidelines

Health and Safety is an integral part of the management of any activity, commercial, sporting or voluntary. As a Club/Society operating under the auspices of IT Sligo's Students' Union, it is necessary that all activities are conducted in a prepared, planned and structured manner.

These guidelines have been produced to assist Clubs and Societies to manage their Health and Safety responsibilities. It has been produced with the collaboration of the:

- Student Support Services Department
- Health and Safety Officer
- IT Sligo Students' Union

Each Club and Society is responsible for the management of the health and safety of its members and all reasonable steps to ensure the safety and health of club members must be taken. This includes checking certifications of coaches, obtaining Club/Society First Aid and CPR certification, completing Accident/Incident Reports and appropriate Event Health and Safety Forms from: <http://itsligo.ie/staff-hub/health-and-safety/organisation-of-events-on-campus/>.

Where relevant they must also follow the guidelines laid down by their affiliated body.

The management of health and safety is the responsibility of everyone, and IT Sligo has taken a proactive approach to Health and Safety by developing and implementing these guidelines.

Duty of Care

Organising the activities of any Club/Society is a demanding task in terms of commitment, both time and resources.

All Clubs and Societies are run by students and supported by IT Sligo Students' Union, through advice on setting up a Club/Society. Applications to set up individual Clubs and Societies, together with funding, are approved by the Clubs and Societies Finance Committee.

The officer of any Club/Society should ensure that all activities are undertaken in a safe and healthy manner, as far as is reasonably practicable. To do so, you must demonstrate a duty of care to participants.

The application of health and safety is based on the principles of risk management. By identifying potential hazards and threats, the risk of an accident or incident occurring is reduced. It is therefore necessary to have procedures in place that will aid in the management of health and safety. By following the simple instructions in this manual, you will be able to conduct the activities of your Club/Society in a responsible way, with the overall aim of reducing the likelihood of injury.

How to fulfil your Duty of Care

Each Club and Society must submit a Clubs and Societies Application Form with the following supporting documentation:

- Details of Affiliation to National Governing Body
- Details of Equipment
- Details of Insurance
- Applicable Event Health and Safety Form, see Student Hub of the IT Sligo website webpage <http://itsligo.ie/staff-hub/health-and-safety/organisation-of-events-on-campus/>

If you have any queries, please contact your IT Sligo Students' Union Clubs and Societies Officer.

No activity is to be undertaken until all of the above documentation is submitted and approved.

NOTE: *Funding for Clubs/Societies will not be made available until this has been carried out.*

National Governing Body Affiliation

All IT Sligo Clubs/Societies must be affiliated to their relevant National Governing Body (NGB), where they exist, in order to ensure that the correct Code of Practice is adopted and the appropriate standard of qualification for coaches, instructors or leaders is maintained. This is compulsory for all clubs.

Most NGBs have published a Safety Code which can be applied to your activity. An absence of a Safe Code of Practice from a NGB does not preclude the necessity for your Club/Society to develop its own Code.

Event Health and Safety Form (Risk Assessment)

Each Club/Society is required to complete a risk assessment using the Event Health and Safety Form (all other events) **(Appendix D4)**.

Where relevant, clubs must produce evidence of affiliation with their National Governing Body. Be mindful of the IT Sligo Code of Practice when using other sporting facilities. Please comply with the rules and regulations of external facilities.

The Event Health and Safety Form must be returned to the Students' Union at the beginning of every academic year.

Club/Society Equipment Inventory

Whilst the equipment will remain the property of the IT Sligo Clubs/Societies, all Sports Clubs/Societies are responsible for maintaining their equipment.

Clubs/Societies should maintain the following records:

- Place and date of purchase
- When it was used
- Maintenance records
- Where repairs were carried out
- All safety and repair certification
- Storage locations for insurance and security purposes

In the event of an accident, these records will be required. Failure to produce such documentation may indicate a breach of the duty of care principle.

Equipment Log

A Clubs/Societies equipment inventory form must be completed by every Club/Society annually at the beginning of the academic year and submitted to the Manager of the Knocknarea Arena.

Membership

All Clubs/Societies are responsible for maintaining an up-to-date list of their members, together with student ID Number. A definitive list of Registered Members must be given to the Clubs and Societies Officer.

First Aid

Every club is required to have a First Aid Kit which must contain all the necessary items, see First Aid Kit Contents list (**Appendix B Club/Society First Aid Equipment Request Form**).

Accident Reporting

An IT Sligo Accident/Incident Report Form must be completed if an injury is sustained; there is a near miss and/or property damage, loss or theft. Where such an incident occurs at IT Sligo Knocknarea Arena, it must be reported to the staff and/or Coach on duty at the venue who will then complete the Accident/Incident Report Form with a Club Committee chairperson.

Where an incident occurs on an away fixture or a Club/Society trip, it is the responsibility of the trip organiser and the chairperson of the Club/-/Society to complete the form. Accident/Incident Forms are available from the Student Support Services Offices or online at <http://itsligo.ie/staff-hub/health-and-safety/accident-reporting/>.

Insurance

Clubs and Societies chairpersons must ensure that the Insurance of the facility being used by its members, cover the clubs and societies activity and attach a copy of their current insurance policy with Event Health and Safety Form.

All Clubs and Societies are required to being affiliated to their relevant sporting body.

Personal Accident Policy

All IT Sligo whole-time students are covered by a Personal Accident Insurance Scheme irrespective of whether the accident occurs on campus or elsewhere. Cover applies whilst students are playing or participating in student activities, training, taking part in student activities on IT Sligo's premises, rented facilities and away venues, including travel to and from organised student activities.

NOTE: Students must complete the Accident Report Forms **within 24 hours** of the accident occurring. Medical expenses shall be limited to such expenses incurred within 12 months of the date of injury. However, as with all insurance policies there are some

exclusions. For further information and an Accident Claim Form, contact the Student Support Services Officer on 071 9155426

Private Vehicle Registration

Every individual intending to use a private vehicle to transport other students to official Club/Society activities, such as away fixtures or Club/Society trips, must complete a private vehicle registration form at the beginning of the academic year. He or she must also sign a declaration to indicate that the vehicle is roadworthy and that they have informed their insurance company of their intention to transport individuals on behalf of their Club/Society.

In the Event of an Emergency

In the event of any emergency, please carefully follow the procedures as detailed below:

- Stop and think. Assess the situation. Stay calm
- Ensure that the group is safe and accounted for
- Are there any hazards present that may affect the group?
- Attend to any casualties if safe to do so
- Give First Aid within the group's capabilities
- Get expert help if required – 999 or 112
- Get/give any third party/witness/insurance details if necessary
- Gather the information 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 incident
 - First Aid equipment available to group
- Co-operate fully with the emergency services, but do not admit fault
- Someone from group must accompany any casualties to hospital
- Refer all media to the IT Sligo Communications Manager – Aidan Haughey **071 9305948** and do not make any comment to the media.

All Accidents and Incidents must be reported to Student Support Services Officer and an Accident/Incident Report Form completed. Log on to the IT Sligo Intranet:
<http://itsligo.ie/staff-hub/health-and-safety/accident-reporting/>

Contacts

For any information on IT Sligo Health and Safety policies, please contact
Please contact the Health and Safety Officer at ext. 336 or 0879961875 for further information on event safety 6

Appendix B: First Aid Kit Contents

Materials	Travel Kit	First-Aid Box Contents		
		1-10 persons Classic 1	11-25 persons Classic 2	26-50 persons Classic 4
Our reference:	Travel			
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually-wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually-wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1	2	2	4
Individually-wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1	2	6	8
Individually-wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x17.5cms)	1	2	3	4
Individually-wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	3	5	10	10
Sterile water where there is no clear running water **	2x20 mls	1x500 mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10 cms) ***	1	1	1	1
Water Based Burns Dressing Large ***	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

* **Note 1:** Where more than 50 persons are employed, *pro rata* provision should be made.

** **Note 2:** Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked.

*** **Note 3:** Where mains tap water is not readily available for cooling the burnt area.

Appendix C: IT Sligo Clubs and Societies Payment Requisition Form

Please email support@itssu.ie to request this form or collect a printed form from the SU reception

ITSSU Ref: _____

Institute of Technology, Sligo Clubs & Societies



PAYMENT REQUISITION FORM



Name of Club / Society:

Date:

Budget Item Description:

Club / Society Signature:

Position in Club / Society:

Club / Society Signature:

Position in Club / Society:

ALL EQUIPMENT PURCHASED REMAINS THE PROPERTY OF THE INSTITUTE OF TECHNOLOGY, SLIGO.

Details of Payments requested:

.....
.....
.....

Brief Description of Club / Society Activity for which funding is requested:

.....
.....
.....

Total:	Payable to:
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PLEASE ATTACH BACK UP DOCUMENTATION (RECEIPTS / INVOICES) TO SUPPORT THIS REQUISITION

FOR OFFICIAL USE ONLY

Authorised:	Authorised:
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Appendix D1: Sporting Facilities Booking Form (Sample)

Please visit <https://www.itsligo.ie/health-and-safety/organisation-of-events-on-campus/> for more information and to download to most up to date version of this form

<p style="text-align: center;">Sports Facilities Booking Form</p> <p>Knocknarea Arena Institute of Technology, Sligo Tel: 071 – 9155211 Fax: 071 – 9144005</p>	 Knocknarea Arena Ballinode Catering & Services
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Section 1: Please tick facility required						
Sports Hall	Half		Full		MPS	
Playing Pitches				Gym		
Athletics Track				Hume Hall		
Car Parking Facilities				Café Area		
Date (s) Required				Start & Finishing Times		
Type of Event e.g. sport, entertainment, conference etc (Please give as much detail as possible):						
Section 2: Sports Events						
2.1	Sport controlled by which Governing Body					
2.2	Official Referee/Coach being used for event				Yes	No
2.3	Qualifications of Referee/Coach					
	Are Qualifications adequate for all scheduled disciplines?				Yes	No
2.4	Are Changing Facilities Required				Yes	No
2.5	If Yes, Number of male participants and age range					
2.6	If Yes, Number of female participants and age range					
2.7	Do you require separate changing facilities for officials / referee				Yes	No
2.8	Will catering be provided?				Yes	No
	If Yes, who will provide catering and what facilities do they require					
2.9	Will the media be present				Yes	No
	If Yes, what facilities do they require					
Section 3: Other Events						
3.1	Is seating required				Yes	No
3.2	If Yes, how many seats					
3.4	Is a stage/Platform required				Yes	No

Section 4: Event Health and Safety	
<p>In accordance with Health and Safety Legislation you must provide written documentation on how you will manage all aspects of health and safety for your event. You must complete the "Event Health & Safety Form" attached and submit it with this booking form. Failure to do so will result in the booking being cancelled. <i><u>NB. The above documents must be with the Facilities Manager no later than four weeks prior to the event or the booking will become null and void.</u></i></p>	
Section 5: Insurance Cover (Third Party Events)	
<p>Please provide a copy of your insurance policy (noting public liability cover) and letter from your insurance company confirming the extension of the policy to cover the event and indemnifying both the Institute of Technology, Sligo and Ballinode Catering and Services Ltd to a value of €6.5 million <i><u>NB. The above documents must be with the Facilities Manager no later than four weeks prior to the event or the booking will become null and void.</u></i></p>	
Section 5: Booking Fee	
<p>A non-refundable booking security deposit of 25% of the total cost of hire <u>may</u> be required to be paid to confirm booking. Full fee payable no later than two weeks prior to the event date, unless otherwise agreed in writing by the Facilities Manager. If usage exceeds hours indicated above additional fees will apply. (see attached list of fees) Fee payable by cheque or bank draft made payable to <u>Ballinode Catering & Services Ltd.</u></p>	
Section 6: Event Organizer Details and Confirmation of acceptance of terms and conditions	
Name of Company/Club/Organization	
Event Organizer	
Telephone No	
Mobile No	
Email	
Address for Invoicing	
I have read the terms and conditions attached to this form and confirm that I accept them	
Signature of Event Organizer	
Date	

NB: COMPLETION OF THIS FORM DOES NOT CONFIRM ACCEPTANCE OF A BOOKING. BOOKINGS WILL BE CONFIRMED (OR OTHERWISE) IN WRITING.

Office use only

Receipt of completed Facilities Booking Form		
Receipt of completed "Event Health and Safety Form"		
"Event Health and Safety Form" reviewed and approved by IT Sligo H&S Officer		
Receipt of Insurance cover where applicable		
Booking is	Accepted	Rejected
Signature of Facilities Manager		Date

Appendix D2: Event Health and Safety Form (Sample) (Internal)

Please visit <https://www.itsligo.ie/health-and-safety/organisation-of-events-on-campus/> for more information and to download to most up to date version of this form

IT Sligo Facilities Booking Form (Internal Enquires)	 An Institiúid Teicneolaíochta, Sligeach
Version No: Rev 0	September 2018

This form must be completed by any Employee or Student wishing to book facilities on campus for non-academic or non-timetabled events on campus (this includes but is not limited to the following, Student Projects, Induction/Open Days, Careers Fair, Clubs and Society events, Student Union events, Promotional events/displays, Flag days etc). The Event organiser must book the space with the relevant person (see below) and ensure it is signed by the relevant person in Section 4.

Section 1		Event Details			
1.1	What type of facility do you wish to book?				
	Lecture Hall <input type="checkbox"/>	Computer Lab <input type="checkbox"/>	Flat Classroom <input type="checkbox"/>	Main Concourse <input type="checkbox"/>	
	Car park Area <input type="checkbox"/>	Aurvio <input type="checkbox"/>	Hume Hall <input type="checkbox"/>	Other <input type="checkbox"/>	
1.2	Give an overview of the event details				
1.3	Expected numbers to attend				
1.4	Date (s) of the event				
1.5	Does your event require a special permit or license? (Tick Yes or No). If "Yes" please attach copies of same.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
1.6	Will minors under 18 be attending the event? (Tick Yes or No) (If "Yes" supervision will be required, age 5 years to under 12, Ratio of 1/10, age range over 12 to 18 years, Ratio of 1/15)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
1.7	Will you be employing third party contractors and suppliers for your event (Tick Yes or No)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
1.8	If "Yes" please attach Proof of Insurance for the Third Party Company				
Section 3		Event Health and Safety			
In accordance with Health and Safety Legislation you the organizer of an event are legally obliged to undertake a Written Risk Assessment of your event. You must identify any hazards, which could cause harm to your staff (or volunteers) working for the event, staff or students on campus and/or any members of the public attending or participating in the event. Please complete the "Event Health and Safety Risk Assessment" on page 2 or submit your own Risk Assessment as an attachment to this form.					
Section 4		Approval and Signoff			
		Signature		Date	
Event <u>Organiser</u>					
Lecturer in Charge (For students)					
Head of Department (For Employees)					
IT Sligo SU President (For SU events)					
IMPORTANT					
To Book a Place on the Concourse Please Return Completed Form to Reception. For all other Bookings please forward a completed copy to feighney.mary@itsligo.ie					

NB: COMPLETION OF THIS FORM DOES NOT CONFIRM ACCEPTANCE OF A BOOKING. BOOKINGS WILL BE CONFIRMED (OR OTHERWISE) IN WRITING OR BY EMAIL

**IT Sligo Facilities Booking Form
(Internal Enquiries)**

Version No: Rev 0



September 2018

Event Health and Safety Risk Assessment

1. Risk Assessment is the identification of foreseeable hazards, evaluating the risks associated with them and considering what needs to be done to reduce the risk to an acceptable level. You should write down all the activities and attractions, which make up the event and identify ways in which people could be harmed. This needs to include activities in the set up and clean up after the event.
2. For all hazards identified please state what control measures you will put in place to reduce the risk and the name of the person responsible for ensuring this happens.

Hazard	People at Risk from the Hazard	Is the Hazard Present for your event? Yes or No	The Risk Level is Low, Medium or High	Control Measures	Who will ensure that Control Measures are in place?
Slips, trips and falls <i>Uneven surfaces, temporary ramps, wet floors/surfaces, trailing cables</i>	Exhibitors/Performers, Visitors, IT Staff & Students			<ul style="list-style-type: none"> All cables etc to be taped down to avoid creating trip hazards Layout of stands should be reviewed so as not to block exits or block areas of high footfall Exhibitors to take due care when setting up stands, displays etc. 	
Ingress and Egress <i>Large crowds, occupancy capacity, unauthorised entry, blocked exits routes, access for emergency service</i>	Exhibitors/Performers, Visitors, IT Staff & Students			<ul style="list-style-type: none"> Organizers to have sufficient staff on duty to manage the ingress/egress of those attending Exhibitors to be made aware of evacuation routes and their assembly point in the event of an evacuation by their IT Sligo contact All minor injuries should be referred to local First Aiders. Call 333 or 071 9155333 to get a First Aider In the event of a major incident then the emergency services should be called and the exact location in the college should be given to them so a speedy service can be provided. 	
Fire <i>Outbreak of fire, sounding of alarm, evacuation,</i>	Exhibitors/Performers, Visitors, IT Staff & Students				
Medical Emergency <i>Minor injuries, major injuries, crushing incidents, involvement of the emergency services</i>	Exhibitors/Performers, Visitors, IT Staff & Students				
Manual Handling <i>Lifting/moving equipment or heavy loads</i>	Exhibitors/Performers, Visitors, IT Staff & Students			<ul style="list-style-type: none"> Estates to set up tables on main concourse Exhibitors need to take due care with manual handling tasks 	
Other Hazards					

Appendix D3: Event Health and Safety Form (External) (Sample)

Please visit <https://www.itsligo.ie/health-and-safety/organisation-of-events-on-campus/> for more information and to download to most up to date version of this form.

IT Sligo Facilities Booking Form (External Enquires)	
Version No: Rev 2	September 2018

Section 1:		Event Details		
1.1	What type of facility do you wish to book?			
	Lecture Hall <input type="checkbox"/>	Computer Lab <input type="checkbox"/>	Flat Classroom <input type="checkbox"/>	Main Concourse <input type="checkbox"/>
	Hume Hall <input type="checkbox"/>	Aurvio <input type="checkbox"/>	Other <input type="checkbox"/>	
1.2	Please give an overview of event details			
1.3	Expected numbers to attend			
1.4	Date (s) of the event			
1.5	Does your event require a special permit or license? (Tick Yes or No). If "Yes" please attach copies of same.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.6	Will minors under 18 be attending the event? (Tick Yes or No) (If "Yes" supervision will be required, age 5 years to under 12, Ratio of 1/10, age range over 12 to 18 years, Ratio of 1/15)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section 2		Event Health and Safety		
In accordance with Health and Safety Legislation, you the <u>organiser</u> of an event are legally obliged to undertake a Written Risk Assessment of your event. You must identify any hazards, which could cause harm to your staff (or volunteers) working for the event, staff or students on campus and/or any members of the public attending or participating in the event. Please complete the "Event Health and Safety Risk Assessment" on page 3 or submit your own Risk Assessment as an attachment to this booking				
Section 4:		Event <u>Organiser</u> Details and Confirmation of acceptance of terms and conditions		
Name of Company/Club/Organisation				
Telephone No				
Mobile No				
Email				
Address for Invoicing				
I have read the terms and conditions attached to this form and confirm that I accept them				
Signature of Event Organizer				Date

NB: COMPLETION OF THIS FORM DOES NOT CONFIRM ACCEPTANCE OF A BOOKING. BOOKINGS WILL BE CONFIRMED (OR OTHERWISE) IN WRITING OR BY EMAIL

**IT Sligo Facilities Booking Form
(External Enquires)**



Version No: Rev 2

September 2018

Terms and Conditions

Third Party Event Organizers shall ensure;

1. They have procedures in place to ensure their employees who will be working with under 18s on campus, are Garda Vetted
 2. They have public liability insurance and provide a letter from their insurance company confirming the extension of the policy to cover the event and indemnifying the Institute of Technology Sligo to a value of €6.5 million
 3. When applicable a letter of Approval or Authenticity from a Charitable Organisation
 4. They have completed an Event Health and Safety Risk Assessment
 5. They will provide the appropriate level of supervision for an events where under 18s will be on campus
- Booking enquires should be made as far in advance as possible to ensure availability
 - Facility rental will be agreed prior to booking; agreement should be confirmed by the event organizer by return of this form signed at section 4 above
 - A non-refundable deposit of 20% of the room booking charge is required to secure the booking
 - Occasionally due to unforeseeable circumstances, rooms may be subject to change after booking is confirmed and deposit paid. Should this occur alternative accommodation will be offered, when available
 - Special events can be catered for by contacting the Planning and Operations, Excellence Manager
 - Please supply PPSN/Tax Reference number

Rates	Per Hour	½ Day	Full Day
Aurvia	€70	€200	€280
Lecture Theatre	€50	€125	€200
Hume Hall	€50	€125	€200
Class Room	€20	€50	€80
Computer Lab	€50	€125	€200
Reduced Rate Tariff 20% of above rate		Long Term Discount 10% of Total Charge	

Charge Categories

Commercial/Profit making organisations	Full Rate
College related/Student Groups	No Charge
Voluntary/Not for Profit Organisations	Reduced Rate
Conferences/Exhibitions/Special Events	Please contact the Planning and Operations, Excellence Manager

Office use only

Documents	Tick
Receipt of completed Facilities booking Inquiry Form	
Event Health and Safety Risk Assessment completed	
Receipt of Insurance cover where applicable	
Date booking has been confirmed with event organiser	
Payment Received	
Invoice Issued	
Comments:	

IT Sligo Facilities Booking Form
(External Enquires)

Version No: Rev 2

September 2018



Event Health and Safety Risk Assessment

1. Risk Assessment is the identification of foreseeable hazards, evaluating the risks associated with them and considering what needs to be done to reduce the risk to an acceptable level. You should write down all the activities and attractions, which make up the event and identify ways in which people could be harmed. This needs to include activities in the set up and clean up after the event.
2. For all Hazards identified please state what control measures you will put in place to reduce the risk and the name of the person responsible for ensuring this happens

Hazard	People at Risk from the Hazard	Is the Hazard Present for your event? Yes or No	The Risk Level is Low, Medium or High	Control Measures	Who will ensure that Control Measures are in Place?
Slips, trips and falls <i>Uneven surfaces, temporary ramps, wet floors/surfaces, trailing cables</i>	Exhibitors, Performers, Visitors, IT Staff & Students			<ul style="list-style-type: none"> All cables etc to taped down to avoid creating trip hazards Layout of stands should be reviewed so as not to block exits or block areas of high foot fall Exhibitors to take due care when setting up stands, displays etc 	
Ingress and Egress <i>Large crowds, occupancy capacity, unauthorised entry, blocked exits routes, access for emergency services</i>	Exhibitors, Performers, Visitors, IT Staff & Students			<ul style="list-style-type: none"> Organizers to have sufficient staff on duty to manage the ingress/egress of those attending Exhibitors to be made aware of evacuation routes and their assembly point in the event of an evacuation by their IT Sligo contact All minor injuries should be referred to local First Aiders. Call 333 or 071 91 55333 to get a First Aider In the event of a major incident then the emergency services should be called and the exact location in the college should be given to them so a speedy service can be provided. 	
Fire <i>Outbreak of fire, sounding of alarm, evacuation,</i>	Exhibitors, Performers, Visitors, IT Staff & Students			<ul style="list-style-type: none"> Estates to set up tables on main concourse Exhibitors need to take due care with manual handling tasks 	
Medical Emergency <i>Minor injuries, major injuries, crushing incidents, involvement of the emergency services</i>	Exhibitors, Performers, Visitors, IT Staff & Students				
Manual Handling <i>Lifting/moving equipment or heavy loads</i>	Exhibitors, Performers, Visitors, IT Staff & Students				
Other Hazards Specific to your Event (Attach additional info if necessary)					

Appendix E:

Student Clubs and Societies Finance Committee

Part-time Coaches (Terms of Reference)

- Coaches must be nominated by a club.
- Coaches must provide current Garda Vetting Form.
- Coaches are required from October to December and January to March, (excluding holidays). Coaching will be for a maximum of twenty weeks (20).
- Fee payable will not exceed €25 per hour (payable at the end of each term).
- The maximum number of hours that can be claimed per week is three (3) per club.
- All claims for Coaching Fees must be submitted to the Student Clubs and Societies Finance committee for approval.
- The Students' Union will be responsible for discharging approved payments.
- Payment will be made at the end of each term.
- **Coaches are NOT employees of IT Sligo.**
- Coaching Fees may be liable for tax. An account of all payments made must be submitted to the Secretary/Financial Controller by the Student Clubs and Societies Finance Committee.

Duties

- Provide competitive coaching to College teams.
- Promote full attendance at training sessions.
- **Maintain an attendance record and monitor attendance. Submit this record to the Student Clubs and Societies Finance Committee each month.**
- Promote safe practice during training sessions.
- Report to the Facilities Manager any accidents, injuries or other incidents and record same in accordance with procedures as soon as possible.
- Complete Training Attendance Record.

Qualifications

Applicants must hold an appropriate valid coaching qualification awarded by the relevant sporting body.

Applications to be submitted to The Manager, Knocknarea Arena.

Appendix F:

Student Clubs and Societies Finance Committee

Part-time Coach Nomination Form

1. Official Name of Club

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2. Coach

Name of official coach:	
Telephone (Mobile):	Telephone (Home):
Address:	
Email:	
Qualifications:	
Date Awarded:	
Experience:	
Are you involved in coaching any other registered IT Sligo Club? Please give name(s)	

3. Referees

Referee 1:	
Telephone (Mobile):	Telephone (Home):
Home Address:	
Referee 2:	
Telephone (Mobile):	Telephone (Home):
Home Address:	

4. Approved by Club Officers (*important nomination not accepted without signatures*)

Signed	Date
Chairperson:	
Secretary:	
Treasurer:	

5. Student Clubs and Societies Finance Committee

Approved/Not Approved	Date of Meeting
Signed	

Closing Date for receipt of applications is **28th October 2021**
Applications to be submitted to The Manager, Knocknarea Arena.

Appendix H:

IT Sligo Alcohol Policy

As you know there has been a lot of concern expressed about alcohol and young people in contemporary Ireland. At the same time alcohol has become very much a part of the student social life. Misuse of alcohol has the potential to affect your success in study and in life more generally. In response to such concerns IT Sligo has, through a consultative and collaborative process, developed an Alcohol Policy. The full text of the Policy is available on the Student Hub at <http://itsligo.ie/student-hub/>.

The overall aim of the policy is to express a proactive approach to health and welfare that supports staff and students in meeting educational goals whilst recognising the social and recreational life of the Institute. The Policy encourages healthy and informed attitudes and behaviour in relation to the consumption of alcohol amongst both staff and students.

The specific aims of the policy are to:

1. promote the health and wellbeing of students and staff, both socially and academically
2. promote a safe environment in the Institute for students and staff in accordance with health and safety regulations
3. establish acceptable levels of advertising, sponsorship and promotion in respect of alcohol-related student and staff activities
4. provide supportive services for those who may require assistance during their time at the Institute
5. promote and support healthy lifestyle choices and alternatives to alcohol
6. raise awareness of alcohol-related issues and encourage the participation of all stakeholders in implementing this Institute policy

Appendix I:

Personal Accident Insurance

Every full-time registered student is covered by personal accident insurance for the academic year. This is a 24/7 cover regardless of where the accident occurs for full time students. The cover is for medical and physiotherapy expenses, in excess of €500, incurred as a result of accidental injury. Students must complete the Accident Report Forms within 24 hours of the accident's occurrence. Medical expenses shall be limited to such those incurred within 12 months of the date of injury. There are certain exclusions to the policy (the policy may be inspected at the Student Support Services Office). There is limited cover for Erasmus and Apprentice Students while they are engaged in College activities or representing the College.

If you think you have a claim under the Personal Accident Insurance please contact the Student Support Services Manager who will give you the appropriate form. Remember that **it is essential that the accident has been formally reported to the Institute of Technology, Sligo** first.

1. Report the accident **as soon as possible** to your lecturer or coach who will fill in a Student Accident Report Form
2. Contact Student Support Services Officer, regarding any claim against Personal Accident Insurance Policy. **Telephone:** 071 9155426. **Email:** studentsupportservices@itsligo.ie
3. Complete Insurance Claim Form
4. **If you have VHI or other medical insurance cover, please supply insurance policy number and name of principal person insured**
5. Keep all invoices and receipts for medical expenses (including physiotherapy) incurred as a result of the accident. Invoices must be on headed notepaper or stamped with the healthcare provider's name, address and telephone number. These must be submitted with the Insurance Claim Form
6. Travel and subsistence expenses are NOT covered
7. **Claims must be made within one year of the accident.**

What Happens next?

1. The claim is forwarded to the Institute's Insurance Broker for processing
2. The claim is examined. Further information may be requested
3. If the insurer agrees to make a payment against the claim, it is issued to the Institute
4. The Institute issues the payment to the claimant by post to the address supplied by the claimant. Processing of the payment may take four to six weeks.

Who is responsible for payment of Medical Expenses?

Payment of all expenses incurred is the responsibility of the claimant

Note: The Institute does not accept any liability in relation to an accident involving a student.

This sheet is for information purposes only and is not intended to be definitive

Appendix J:

Registration of a Club or Society



Closing Date

Tuesday 2nd November 2021

Completed forms to be returned to
Students' Union Office, Student Centre.

IMPORTANT:

Please read instructions before completing the forms

In the interest of the Environment please print pages 29 - 34

FILLING OUT THE FORMS

The Student Clubs and Societies Finance Committee are asking you to register your club or society by 3pm on Tuesday 2nd November 2021.

If the present Officers recruit members of their club or society to take over from them, either because they are leaving the Institute or they do not have the time to commit during the academic year, they should ensure that the club or society will remain active and may even increase membership for the future.

REGISTRATION FORM CLUBS AND SOCIETIES

1. Official Name of Club/Society
Give the Official Name by which the club/society is known
2. General Aims of Club/Society
Give a summary of the aims of the club/society. This is important when advertising clubs and societies.
3. Officers
Give names, addresses, **Student Number and contact telephone numbers** of the officers. This will ensure speedy contact where necessary.
4. Registered Club Membership
Please retain this form until after Clubs and Societies Registration Day which will take place on 21st October 2021
5. Coaches
Give names, addresses and contact telephone numbers of coaches. Please note that all coaches must be qualified and meet the standards required by the specific sport's governing body. Coaches must be **approved** by the Clubs and Societies Finance Committee.
6. Funds
All funds held by the club/society should be declared.
7. The registration form should be signed and dated by the officers of the club/society.
8. Checklist
The checklist should be signed and dated by the Treasurer and Secretary of the club/society.

PROPOSED BUDGETS SUMMARY

The Clubs and Societies Finance Committee Budget is funded by registration fees and is included in the Student Services Budget. The Student Services Budget is dependent on student numbers. **The Clubs and Societies Finance Committee Budget will not be increased from last year's level.**

Budget submissions should be presented under the headings shown on the form. Details should be given on a separate sheet.

Competition Fund Budget: Please give an estimate of costs should the club/society be involved in the final stages of competition. Note this should not be regarded as a fall-back for overspending.

The form should be signed by the club/society officers.

PLEASE NOTE THAT IN ORDER TO BE ALLOCATED A BUDGET, CLUBS AND SOCIETIES MUST COMPLY WITH THE REQUIREMENTS SET OUT IN THE CODE OF PRACTICE FOR CLUBS AND SOCIETIES (including Health and Safety)

The following must also be complied with:

1. Recent Coaching Certificates must be produced **along with a current Garda Vetting Form if available.**
2. Chairpersons, Treasurers and Secretaries are required to undertake Health and Safety training.
3. Accounts (where relevant) for the previous year must be submitted to the Student Support Services Manager.
4. Budget requirements for the upcoming year.
5. Outline of proposed events/activities for the year.
6. Equipment Inventory.

Important Note

Clubs and Societies are required to keep within their allocated budget. Clubs and Societies that overspend their allocation will not be reimbursed.

Clubs and Societies are required to stay within the limits allowed for overnight stays. Any excess must be paid by the Club or Society.

If you require any further information, please contact Padraic Ryan, Students' Union Manager.

REGISTRATION FORM FOR CLUBS AND SOCIETIES

CLOSING DATE FOR REGISTRATION is Tuesday 2nd November 2021 at 3pm.

IMPORTANT: Please read instructions before completing this form

1. OFFICIAL NAME OF CLUB/SOCIETY

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2. GENERAL AIMS OF CLUB/SOCIETY

3. OFFICERS

Chairperson	
Name	
Contact Number	
Student No.	
Address	
Course	
Secretary	
Name	
Contact Number	
Student No.	
Address	
Course	
Treasurer	
Name	
Contact Number	
Student No.	
Address	
Course	

4. REGISTERED CLUB MEMBERSHIP

Number of Registered Club Members	
--	--

5. COACH

Name of official coach	
Telephone (Mobile):	
Address	
Email	

6. FUNDS

Registration Fees Received:	
Cash at Bank	
IBAN	
Bank Account Signatories (there should be at least two mandatory signatories to Club/Society Bank Accounts)	1.
	2.

7. SIGNATURES

Signed		Date	Do you consent to your contact information being shared with third parties interested in your club or society, including publishing on IT Sligo Students' Union's websites. Please tick your preference
Chairperson			Yes, I agree <input type="checkbox"/> No, I do not agree <input type="checkbox"/>
Secretary			Yes, I agree <input type="checkbox"/> No, I do not agree <input type="checkbox"/>
Treasurer			Yes, I agree <input type="checkbox"/> No, I do not agree <input type="checkbox"/>

PROPOSED BUDGETS SUMMARY

IMPORTANT: Please read instructions before completing this form

OFFICIAL NAME OF CLUB/SOCIETY		
	Budget Heading	Amount €
1	Equipment	
2	Kit	
3	Travel and Subsistence	
4	Registration/Affiliation Fees	
5	Coaching	
6	Miscellaneous	
	Grand Total	

Please give more detailed information on a separate sheet.

Signed	Date
Chairperson	
Secretary	
Treasurer	

Important Notes:

BUDGETS

Clubs and Societies are required to keep within their allocated budget and amounts agreed for overnight accommodation. Clubs and Societies that overspend their allocation will not be reimbursed

SPONSORSHIP:

All clubs and societies that have an official sponsor or associations with external bodies must be ratified at the Clubs and Societies meeting.

Table 1: IT Sligo Guidelines for Clubs and Societies Sign Off

Name	Signature	Date

CHECKLIST

- 1. REGISTRATION FORM
- 2. PROPOSED BUDGETS SUMMARY
- 3. EVENT HEALTH AND SAFETY FORM
- 4. COACHING CERTIFICATE
- 5. Garda Vetting if available
- 6. AFFILIATION DETAILS TO NATIONAL GOVERING BODY (If applicable)
- 7. EQUIPMENT INVENTORY
- 8. IT SLIGO CODE OF PRACTICE SIGN OFF SHEET

Name	Signature	Date
TREASURER		
SECRETARY		