

PROCEDURES FOR THE ESTABLISHMENT AND RECOGNITION OF NEW SPORTS CLUB

1) Definition of a Sports Club

The primary aim of the Sports Clubs of the University is to promote the social and community life of the campus through sport. A Sports Club will always accommodate some kind of athletic endeavour and/or competition or seek to support, appreciate and promote athletic endeavour.

2) Criteria for Recognition

The primary condition for recognition of a Club is a commitment to activity that contributes to the community life of the students of the University. It is expected also that the proposed activity will enhance the reputation of the University and that the role of the proposed Club is not already carried out by an existing Club.

New applications will be reviewed on the basis of the following:

- **Uniqueness:** the activity must not be offered by an existing club in NUI Galway.
- **Recognition of the activity by Sport Ireland:** the activity must be recognised as a sport by Sport Ireland, the statutory body for sport in Ireland.
- **Sustainable:** the group must be able to demonstrate that their activity, if approved, can be delivered in a sustainable way.
- **Insurable:** the Sport and Physical Activity Unit must be able to put in place relevant insurance as required by the University for the Activity concerned. Where the Sport Unit is unable to get said insurance or the cost of insuring the activity increases the Sport Unit's premium costs by more than 10 percent, affiliation will not be granted.
- **Reputation:** the group must commit to the principle that their activity will be carried out in a manner that will enhance the reputation of the University.

3) Application Process, Form and Constitution Template.

Students who wish to form a Sports Club must complete the steps outlined as follows:

- **Step One:** Submit an Application consisting of an application form (appendix A) with a letter of motivation to the Clubs Participation and Development Officer. The Clubs Participation and Development Officer will submit your application to the Sport & Physical Activity Unit and Student Sports Clubs Advisory Group (SSCAG) for review.
- **Step Two:** Once you have received initial approval from the Sport Unit with SSCAG supporting your application, submit a Club Constitution (see appendix B).
- **Step Three:** Elect a committee including Club Captain, Secretary, Treasurer, Public Relations Officer and Safety Officer.
- **Step Four:** Submit evidence of activity. This includes a membership list of at least 10 to 15 full club members, planned training sessions etc.

The Letter of Motivation that accompanies your application form must clearly outline the following:

- Benefits of the proposed new club in relation to student participation, and health and wellbeing.
- A programme of projected activities (i.e. training and any competition type activities or similar).
- A proposed Budget (to include possible start-up costs, proposed memberships fees and estimated income/expenditure for the upcoming college year).
- A list of at least 10 to 15 fifteen students with student ID numbers who support and approve of the establishment of the Club and with the view of becoming a full member of the club, if recognized. This should also include the names and student ID numbers those who will be willing to volunteer and function as a member of the club committee.

4) Consideration of the Application for Recognition

The application for recognition is considered by the NUI Galway Sport and Physical Activity Unit in consultation with SSCAG. A representative of the proposed Club, where necessary, may be invited to make a presentation on the application to the group. The group then make a formal recommendation to the Director of Sport and Physical Activity to “Recognise” or “Not Recognise” the proposed Club. The decision of the Director of Sport and Physical Activity is conveyed to the applicant by the Clubs Development and Participation Officer. The decision of the Director of Sport and Physical Activity is final.

Where recognition is granted, the club will be subject to a one to two-year probationary period during which time the club will receive some funding to support club activities. Once the probationary period has been concluded and the new club proves to be sustainable, only then will the club be eligible to access club grants and funding as with established NUI Galway Sports Clubs.

An application for Recognition usually takes approximately two months to process.

The proposed applicants should consult with Tanja Schafer, Clubs Participation & Development Officer, NUI, Galway, in relation to facilities, equipment and any other matters relating to the operation of the Club in NUI, Galway. Tanja may be contacted at the Sports Unit Office, NUI Galway Sports Centre.

All applications are to be submitted to:

Email to: Tanja.Schafer@nuigalway.ie (cc Ellen.Kelly@nuigalway.ie)

Subject Line: Application for Recognition of a New Sports Club

Applications must contain an Application Form and Letter of Motivation. Incomplete applications will result in a delay and will not be considered unless all required documentation has been attached. .

APPENDIX A:

APPLICATION FORM FOR RECOGNITION AS A SPORTS CLUB

Proposed Name of Club:

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List name/s of the National Governing Body of your Sport:

Type of Sports Activity:

Non-Contact		Semi-Contact		Full-Contact	
Individual		Team			

Is there any specialized Equipment or Facilities Required for your sport?

Yes No

If yes, please elaborate:

Is your Sport recognized by the Irish Federation of Sport?

Yes No

Is your Sport recognized by Sport Ireland?

Yes No

Details of Main Applicant/s:

Name:

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Contact Number:

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Email:

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Position Held in proposed new club:

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Name:

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Contact Number:

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Email:

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Position Held in proposed new club:

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Signature 1	Date	Signature 2	Date

APPENDIX B:

GUIDANCE TEMPLATE FOR A CONSTITUTION OF THE CLUB

Article 1. Name

The name of the Club will be

Article 2. Aim

The aim of the Club will be

Article 3 Membership

Membership of the Club will be open to the students, staff and graduates of the University.

Article 4 Organisation and Officers

The business of the Club will be conducted by a Committee.

Article 5. Committee Composition

The Club Committee membership will normally consist of the following offices:

Name: Student/Staff/Alumni ID No:

1. Captain
2. Co-Captain
3. Secretary
4. Treasurer
5. PRO/Event Management
6. Attendances
7. First Year Rep
8. Safety Officer
9. Three other members may be chosen for the committee. Alumni where possible.

Title: Name: ID:

Article 6. Functions of Officers

- **Club Captain:**

The Captain shall act as Chairperson and shall have overall responsibility for the Club's activity and direction. S/He is the chief spokesperson and representative of the Club and shall be the Convenor of the Executive Committee and any Club meetings. S/he is obliged to attend training offered by the Sports Unit at the beginning of Semester 1.

- **Club Co-Captain:**

The Co-Captain shall work with and deputise where necessary to the Captain.

- **Secretary:**

The Secretary shall ensure the taking of and circulation of minutes, papers, agendas for meetings of the Executive Committee and the AGM. S/he shall be responsible for the receipt, dissemination and circulation of incoming and outgoing correspondence or other material, as directed by the Executive Committee. The Secretary shall be an ex-officio member of any club sub-committee. S/he may attend training offered by the Sports Unit at the beginning of Semester 1.

- **Treasurer:**

The Treasurer shall be responsible for the receipt and issuing of all monies and keeping all accounts of the Club. S/he shall be responsible for ensuring that annual accounts are presented to each AGM. The Treasurer is obliged to attend the training offered by the Sports Unit at the beginning of Semester 1.

- **PRO/Events Officer:**

The PRO/Events Officer shall be responsible managing and advertising club events and maintaining and updating the Clubs profile on the Clubs website. S/he shall be responsible for liaising with the Sports Unit with regular updates/press releases on club events such as fundraising & competitive events. S/he is obliged to attend training offered by the Sports Unit at the beginning of Semester 1.

- **Attendances/Registrar:**

The Registrar shall be responsible for updating the club calendar via the finance site. S/he shall be responsible for recording the membership of the club by ensuring that all attendances at club

events have been uploaded to the calendar. S/he is obliged to attend training offered by the Sports Unit at the beginning of Semester 1.

- **First Year Rep:**

The First Year Rep shall work with the committee and help with the recruitment of new members especially focusing on fellow First Years. S/he shall encourage participation in and development of Club activity.

- **Safety Officer:**

The Safety Officer shall be responsible for the implementation of the Club's Safety Statement and other University regulations. S/he shall also be responsible for training Club members in Safety regulations. Specific Clubs may have safety criteria set down by NGB's. This should be seen as mandatory.

Article 7. Elections; Voting; Resignations

- The Committee will be elected at the Annual General Meeting.
- Voting will be by secret ballot. Each member will only have one vote.
- The resignations of any Officer of the Club will be instituted by a letter of resignation to the Secretary (or the Chairman in the case of the resignation of the Secretary).

Article 8. Management of Finances

The finances of the Club will be managed by the Treasurers via the finance site. Training on the finance site is compulsory and is provided by the Sports Unit.

A "Financial/Action Plan" of the clubs years activities is required to be submitted at the beginning of Semester 1 each year. A meeting with the Development Officer for Clubs & Participation is compulsory.

Article 9. Selection of Panel and Teams

There will be a Selection Committee of which the Captains will be ex-officio members.

Article 10. Meetings

- Committee meetings will be held
- The Quorum will be
- days' notice of extra-ordinary meetings will be given by

- The Annual General Meeting shall be held in Trinity Term.
- Changes in committee must be relayed to the Sports Office.

Article 11. Amendments to the Constitution

Amendments to the Constitution shall be affected only at the Annual General Meeting and shall be subject to the approval of Academic Council.

Changes in the Constitution shall be discussed with the Development Officer for Clubs & Participation.

Article 12. Winding up the Club

On the dissolution of the Club, its assets will be handed over to the University.

Article 13. Club Affiliation

If a Club is affiliated to any NGB's or outside agency, this should be declared.

All NUI Galway Clubs are subject to the terms & conditions of the University Code of Conduct.

Any other information: