

## Membership and Affiliation

### 3.1 Membership of the AUC

In order for a club to be eligible for the benefits and grants from the AUC they must first apply for affiliation to the AUC. In the case of existing clubs, the club must fully complete the grant application process each year in order to maintain affiliation to the AUC.

In the case of new clubs the following are the steps required in order to apply for affiliation:

- a. Apply for affiliation by means of a letter to the Honorary Secretary. This letter should provide information on the sport you are proposing to establish as a club, the activities you intend to run in the club, competitions you will enter etc.
- b. Submit the clubs proposed Constitution outlining aims and objectives (samples of which are available from the Sports Office, see Appendix 9 for Club Constitution Template).
- c. Elect a committee including Captain, Secretary and Senior Treasurer.
- d. Submit evidence of interest of the activity, including membership list with at least 10 students listed and details of their student numbers.

This information should be forwarded to the AUC Executive Secretary who will forward it to the AUC Executive Committee for consideration at its next meeting.

Applications for affiliation by new clubs will be considered by the AUC Executive Committee on the following basis:

- **Uniqueness:** the activity must not be offered by an existing club in UCD.
- **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 AUC must be able to put in place relevant insurance as required by the University for the activity concerned. Where the AUC is unable to get said insurance or the cost of insuring the activity increases the AUC'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.

Pending approval, the club will then usually be placed on a one/two year probationary period and will usually receive some limited funding for their activities.

Where a club has not been active in twelve months or more, or fails to complete the affiliation process in an academic year, it will be declared non-operational or dormant. To re-establish a dormant club you must follow the same steps for setting up a new club.

**Please be advised that due to financial pressures on existing clubs and the current requirement to hire facilities off campus, the AUC has in place a moratorium on the affiliation of new clubs. This moratorium can only be revoked in exceptional circumstances, subject to the approval of the AUC's Executive committee.**

Where an existing club seeks to change or add to its activities and/or name, this is subject to the approval of the AUC Executive Committee. The club will need to formally apply to the AUC in writing detailing the following:

- What exactly the activity is and how it differs

from activity already provided by the club and other UCD clubs.

- Rationale for the introduction of this activity / change in activity.
- When adding an activity, how does this new activity align with the current activities of the club?
- When adding an activity, what impact would the new activity have on core activity.
- What are the implications of this proposed activity in terms of competition and training costs, equipment, facilities, coaching, insurance, affiliation etc.
- Confirm with UCD Sports Facilities (where applicable) that they have space available for storing of the equipment and can allocate facility times to the clubs training /competition for this activity.
- Where an additional activity, how this activity would be governed and the impact on current club operations.

The application would go to the AUC Executive Committee for consideration. The AUC will consider the application of the addition of a new activity in a club on a similar basis to that of a new club i.e. uniqueness, recognition by Sport Ireland, sustainability, insurability and that it will enhance the reputation of the University.

Where in the opinion of the AUC a club is seeking to fundamentally alter its core activities, such an application will be treated as a new club application and will be subject to the AUC moratorium.

### 3.2 Inactive and/or Dormant Clubs

Should a club not operate for a period of 12 months or more or fails to complete the affiliation to the AUC in an academic year, it will be declared non-operational or dormant and the dormant status will be recorded by the AUC Executive. Should individuals seek to re-establish a dormant club they must follow the same steps for setting up a new club as outlined in section 3.1.

All assets of a non-operational club will revert to the AUC. Such assets include but are not limited to sports equipment, club gear, cash held and contents of any bank account (s) held in the club name. Once a club is non-operational the AUC will contact the clubs bank to close the club account (s) and arrange for any funds to be transferred to the UCD Clubs Grant account. Where possible former committee members will be contacted and asked to provide access to club storage so that the assets held in the club's name can be accessed and returned to the AUC. Where it is not possible to contact former committee members or when they are contacted they do not have the ability to access the club assets, the AUC Executive Secretary may arrange for club storage

facilities to be opened so that a full assessment can be made of club assets and such assets handed over to the AUC. The AUC reserves the right to sell such assets, the profits of which will be returned to the UCD Clubs Grant account. The AUC also reserves the right to re-allocate any assets of the non-operational club to another club.

### 3.3 Membership or office in a UCD Club

Membership or office in a University club is open to:

- a. Students who are currently registered and in attendance at courses for degrees or diplomas.
- a. Recent graduates of the University as approved by the Athletic Union Council.
- a. Staff members of the University.

Each club must specify their membership requirements in their club constitution. Clubs must also establish a cost for membership and this should be adequate to offset some of the costs involved in the running of the club.\*

*\* It should be noted that playing membership is restricted to recent graduates (graduates of less than 3 years) of the University as approved by the AUC. However, graduates are encouraged to become involved in a coaching and/ or administrative capacity with clubs. Membership by graduates other than recent graduates is therefore permissible by the AUC for long standing graduates where they are involved in the administration and/or coaching of the respective club.*

The AUC recommends an annual minimum membership fee of €15. However, it is at the discretion of each individual club to determine their membership fee. For the purposes of grant allocations for the 2024/25 academic year, the AUC will only consider those members who have paid a minimum fee of €15 as a member of the respective club. However, given the cost of running clubs, committees are advised to charge a membership fee in excess of €15.

### 3.4 Membership of a club by students U18 years of age

For students aged 17 years of age and under, a signed parental consent form must be submitted to the club by the student (Template available at UCD Sport website). To register this student as a member of your club follow the procedure outlined in **Section 20.5**.

**Until all of the steps in Section 20.5 have been completed the member is not permitted to participate in any club activity.**

### 3.5 Membership Cancellation

UCD sport clubs must check the membership eligibility status of a student prior to the student taking up membership of that club. However, if the club discovers that a student was not eligible to hold membership the club must email the student and inform them of this and that a refund will be processed.

The membership fee paid by a member to a UCD sports club is only refundable within 14 days of purchase provided that the holder has not taken part in any club activity. Such a refund is to be made by the respective club directly to the individual following a request in writing by the member to the respective club secretary (via an email to the clubname@ucd.ie) requesting the membership cancellation. After the 14 day cooling off period no refund is payable irrespective of the individuals activity level in that club.

Once a refund is made by the club, the individual is to be removed from the clubs membership list and is not entitled to take part in any activity of their former club. Please note that when a student withdraws from the University they are no longer entitled to hold membership of a sports club and their membership is automatically cancelled without refund.

*Please see Appendix 14 for the AUC's Club Code of Conduct and Section 16 for the AUC's Disciplinary procedures.*