Guide to Hosting an Event

[**Introduction 2**](#_heading=h.cu4pcrxhe6x9)

[**Pre-Event Planning 3**](#_heading=h.dklhwdto52f6)

[Step 1: Organising Committee 3](#_heading=h.oeo44kky3ro)

[Step 2: Booking Facilities 3](#_heading=h.wwgvaqnczfq8)

[Step 3: Confirming the Event Details with Student Sport Ireland (SSI), where required 4](#_heading=h.2d0u9rr58ptq)

[Step 4: Special Grants / Fundraising / Sponsorship 4](#_heading=h.qkc9qvb663f)

[Step 5: Budget/Finances 4](#_heading=h.rs3nn6mpqtkm)

[Step 6: Booking Services/Supplies 5](#_heading=h.r14skmts3jjx)

[Step 7: Organising Entertainment/Presentation Dinner/Awards Ceremony 5](#_heading=h.t4g97owdqpmx)

[Step 8: Provision for People with Disabilities 5](#_heading=h.s90eg2r170yc)

[Step 9: Captains Meeting (If required) 6](#_heading=h.p3rtxvk9sa69)

[Step 10: Contacting Participating Teams 6](#_heading=h.wv77g6vtax0e)

[Step 11: Promoting the Event 7](#_heading=h.8i5nfl7ya4jf)

[Step 12: Insurance 7](#_heading=h.gf5bxk6uxgvv)

[Step 13: Equipment Check 7](#_heading=h.t1jthcsxsmuk)

[Step 14: Eligibility and Competency (if Required) 7](#_heading=h.1ubcdqg101ds)

[Step 15: Venue Set- up and Take down 8](#_heading=h.29diue9y7bax)

[Step 16: Communications Plan 8](#_heading=h.padmjvf16z3z)

[Step 17: Event Health & Safety 8](#_heading=h.lf2beqsfu4h)

[Step 18: Filming/Photography 10](#_heading=h.20qtne7lacpt)

[Step 19: Waste Management 10](#_heading=h.5lfv39l8q0b2)

[Step 20: Contingency Plan 10](#_heading=h.b8yli2vqqcac)

[Step 21: Developing your Event Plan 11](#_heading=h.r767g2caogh)

[Step 22: Pre-Event Briefing 11](#_heading=h.4347cu74r5x5)

[**Event 12**](#_heading=h.54jwkrfvv6g3)

[Step 23: Running the Event 12](#_heading=h.9uf0d3psj0k1)

[**Post Event 13**](#_heading=h.bv238b6nmghv)

[Step 24: Results 13](#_heading=h.12afd07952hr)

[**Event Plan Template 14**](#_heading=h.dsk14bm6500i)

[1. Event Summary 15](#_heading=h.pn3lxn59w08x)

[2. Event Key People 15](#_heading=h.6z7r5r9u4l45)

[3. Event Logistics 17](#_heading=h.5uconmdjxztj)

[**4.0 Appendices 25**](#_heading=h.ey3dpbsatl1n)

[**Film Permission Form 27**](#_heading=h.1l6jrdx4d7mg)

## 

## Introduction

Hosting an event can be daunting but breaking it down into manageable steps makes it easier. This guide by the UCD Athletic Union Council offers a step-by-step process for running a successful event for UCD sport clubs. The extent to which you follow these steps will depend on the specific event. Each event requires the club to submit an event plan to the UCD Sport Development Officer. After finalising the plan, it undergoes approval from the UCD SIRC Office and, if applicable, UCD Sport Facilities Management. To assist UCD Sport clubs, an [Event Plan Template](#_heading=h.dsk14bm6500i) is available at the end of this guide. Before starting the plan, make sure to read the guidance notes to understand what each section should contain.

**Key Date: Bookings for UCD Sport facilities must be made by the 31st of October each year.**

## 

## Pre-Event Planning

#### Step 1: Organising Committee

* Establish an organising committee with active student participation early on.
* The committee should include the club Chairperson/President, Secretary, Treasurer, Safety Coordinator, Children's Officer, and additional members.
* Define and record each committee member's role at the first meeting, specifically related to their involvement in the event. Roles may include, but are not limited to:
  + Event Manager: will have overall responsibility for the event and must remain present onsite for the duration of the event. The event manager can only participate/compete in an event when their deputy is in a position to take over their duties.
  + Deputy Event Manager: should also be nominated in case the event manager is absent.
  + Bookings Manager: booking facilities/services/supplies.
  + Communications Manager.
  + Finance: budget, payments, invoicing, cash handling.
  + Safety Officer: insurance confirmation, first aid requirements, a contact point for the safety office, emergency procedures.
  + Children’s Officer: if your event includes participants who are under the age of 18 years, then your club's Children’s Officer must be involved in developing the event plan. They are responsible for developing a Child Safeguarding Risk Assessment specific to the event (see Event Plan Template section 3.17).
* Schedule regular meetings to review event preparations and document action points with agreed deadlines. Each member reports back on their assigned tasks.
* Delegate event-day roles such as registration desk, event manager, safety officer, and venue setup.
* Ensure members competing in the event have their roles covered during competition.
* Develop a timeline with key dates/tasks.
* Maintain regular contact with the UCD Sport Office for advice and guidance.

#### Step 2: Booking Facilities

**On-campus UCD Facilities**

* Contact the UCD Sport Facilities Bookings Manager as soon as a club plans to host an Intervarsity Competition to ensure accommodation. Priority is given to such events. UCD Sport clubs hosting of non-Intervarsity events are subject to the availability of the facilities.
* Book UCD Sport facilities before October 31st each year to maximise availability.
* Complete and sign the booking form for UCD Sport Facilities, available upon request from sportfacilities@ucd.ie. The booking form must be signed by the Sports Development Manager and returned to the UCD Sport Facilities Bookings Manager within 48 hours of receipt.
* Confirmation of bookings within UCD Sport Facilities is provided in writing by the UCD Sport Facilities Bookings Manager.
* **Develop an event plan and send it to** [**paula.cashman@ucd.ie**](mailto:paula.cashman@ucd.ie) **at least one month before the booking date.** Upon review, it will be sent to the UCD Sports Development Manager, UCD SIRC Office, and UCD Sport Facilities Bookings Manager. Approval from all parties is required for the event to proceed.
* **For large or complex events** with significant insurance or safety concerns, **submit the event plan to the mentioned parties as early as possible**, even if it's in draft form. Failure to provide a suitable event plan may lead to the event losing insurance coverage and permission to proceed.
* If early access (before 9am) or late finish (after 6pm) is required, please request 30 days in advance.
* Booking for the Clubhouse Bar should go directly through the Clubhouse Bar via [clubhouse@ucd.ie](mailto:clubhouse@ucd.ie).
* Bookings for meeting/reception rooms should go through the Student Centre via [student.centre@ucd.ie](mailto:student.centre@ucd.ie).
* Booking for natural grass areas should go through Suzanne Bailey via [suzanne.bailey@ucd.ie](mailto:suzanne.bailey@ucd.ie).

**Off-campus non-UCD Facilities**

* The booking procedures for all external sports and entertainment (presentation/awards venue) facilities should be followed as per each respective venue.
* The booking should be made as soon as the club knows they are hosting the event. **However, clubs are advised that before signing any contract with an external facility provider they must submit any third-party booking agreements / contract to Suzanne Bailey who will also forward it to the UCD SIRC Office for approval. Always ensure you get written confirmation of the booking and associated cost.**

#### Step 3: Confirming the Event Details with Student Sport Ireland (SSI), where required

As soon as you know you are hosting an intervarsity event the following information must be sent to [noel@studentsport.ie](mailto:noel@ssi.ie) by completing the Student Sport Ireland Registration Form for Intervarsity competitions. This form will be emailed to you by UCD Sport staff and includes the following info:

* Name of the Event
* Dates and times
* Venue
* Names and contact details of the Organising Committee
* Read the [SSI Guidelines for hosting an Inter-collegiate event](http://www.studentsport.ie/wp-content/uploads/2014/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf).

#### Step 4: Special Grants / Fundraising / Sponsorship

To cover event costs without affecting your club's finances, consider seeking additional funds through grants, sponsorships, or fundraising early on.

Follow procedures outlined in the [AUC's Club Operations Manual](https://www.ucd.ie/sport/runningyourclub/cluboperationsmanual/).

#### Step 5: Budget/Finances

Developing a budget ensures prioritising value for money and safety without compromising essentials over luxuries.

Submit a budget plan for AUC approval, covering suggested income and expenditure such as:

|  |  |
| --- | --- |
| **Income** | **Expenditure** |
| Participation Fees per team/Individual | Officials |
| Sponsorship | Refreshments/Meals |
| NGB Funding | First Aid/Medical |
| AUC Funding (Grant) | Posters/Printing |
| Fundraising | Medals/Trophies |
|  | Equipment/Supplies |
|  | External facility hire |

Please note that the AUC will not provide any funding towards awards/varsity dinners or entertainment. The cost of such activities should not be included in any application for funding to the AUC.

#### Step 6: Booking Services/Supplies

Booking all services/supplies required for an event as early as possible will greatly assist preparation for the event. It is good practice that you confirm all these bookings closer to the event. These may include, but not limited to, the following:

* PA/Music system
* Sports Equipment
* First Aid Provision
* Bleacher Seating/Chairs/Tables (request as part of the UCD Sport booking form)
* Scoreboard
* Crew T-Shirts
* Match Programmes
* Trophies/Medals
* Catering (If required)
* Referees/Officials

When renting equipment or using a service provider the UCD SIRC Office will usually require you to submit evidence of the company’s insurance cover.

When your event requires the use of referees/officials, these referees must be qualified unless stated otherwise by your NGB. The event plan must include details of their qualifications (if applicable). It is the club’s responsibility to obtain evidence of their qualification. Your event plan must also include confirmation that the event follows the rules of your NGB.

#### Step 7: Organising Entertainment/Presentation Dinner/Awards Ceremony

* It has become customary that when hosting an intervarsity competition that the host college may organise a variety of evening entertainment for the duration of the competition, for their guest clubs. This could include a games night, karaoke, or a quiz. This can also provide a good source of finance to assist in the organisation of the event.
* Any entertainment that is arranged should follow the guidelines set out by Student Sport Ireland (SSI) and [UCD’s Alcohol Policy](https://www.ucd.ie/news/june05/temp.htm#:~:text=Alcohol%20may%20not%20be%20consumed,purpose%20of%20a%20particular%20event).
* The organising committee should consider very carefully the feasibility of a presentation dinner. If you are going to arrange this function, it should be conducted in a cordial and distinguished manner, which it merits. **Please note that the AUC does not endorse the hosting of such functions.**
* The plan for the medal ceremony must be decided upon (it should include the sequence for prize giving, thanking the venue managers, participants, announcing winners etc.). Ideally this should be done immediately after the last game or competition.

#### Step 8: Provision for People with Disabilities

Consider the following:

* Spectator and participant access and egress: Clearly marked accessible entrances and exits.
* Viewing area: Easily accessible, dedicated spaces with unobstructed views.
* Toilet and changing facilities: Fully accessible and equipped restrooms and changing areas.
* Parking: Allocated and conveniently located accessible parking spots.
* Additional Support: Encourage participants to request any additional support if needed, in advance.

#### Step 9: Captains Meeting (If required)

Where required as part of the event, the organising committee should schedule and prepare for a Captains’ Meeting on the first day of the competition. This meeting should be attended by the organising committee, the University/College Sports Officer and two club members from each of the Universities/Colleges. At this meeting discussion should include:

* Competition rules
* Code of conduct
* Selection of representative team (if applicable)
* Initiation of Irish University Association (If not already taken place)
* Safety Information
* Next year’s event dates (forwarded to SSI)

#### Step 10: Contacting Participating Teams

* The organising committee is responsible for ensuring that all participating teams are aware of the contact details for information about the competition.
* The organising committee is responsible for gathering the most up to date contact details of the club officers from the participating teams.
* At least two months in advance of the event the organising committee should send a comprehensive list of all hotels/guesthouses/B & B/Youth hostels contact details.
* The organising committee is responsible for finding out if any of the teams include U18’s who will be participating in the event.
* Most events will use an entry form for participants to gather the required information for the event. You must ensure that the information you collect and hold follows GDPR.
* Higher risk sports must use the following waiver as part of their entry form:

By signing this document, I the undersigned, hereby agree to abide by the rules of the xxxxxxxx (hereinafter known as the event) which have been made available to me. I also agree to take part in the event entirely at my own risk. I confirm that no liability is attached to UCD or any of the venues for any injury that may be sustained by me because of my participation in the event. I have no physical or medical condition which would inhibit me from participation in the activity(s) for which I am registered. I agree that I am competent to participate in the events I am registered for. I also agree that I recognise and understand that xxxxxxx are inherently dangerous and carry a risk of personal injury or death. I understand that I should only enter events and take part in activities for which I am suitably trained.

* At least one month in advance of the event the organising committee must provide an information pack for the participating teams. This pack must include the following:
  + Event Location
  + Timetable of the day’s events (Fixtures, Details of Presentation/Awards night, captains meeting)
  + Contact details for further information
  + Transport and parking information (A commuting guide to UCD can be found on the [UCD Estates website](https://www.ucd.ie/estates/ourservices/commuting/))
  + Provision for any participant/spectator with a disability
  + Alcohol Policy
  + Security of personal items
  + Eligibility and Student ID requirement
  + Insurance

#### Step 11: Promoting the Event

There is a variety of ways in which you can promote your event, these include:

* Contacting the local press (the event details, results and photos):
  + The College Tribune ([editor@collegetribune.ie](mailto:editor@collegetribune.ie) or tel. 01 7168501)
  + University Observer ([sport@universityobserver.ie](mailto:sport@universityobserver.ie) or tel. 01 7163835)
* Social media (Pre and post event article).
* Website (Pre and post event article).
* Posters (contact UCD Sport Facilities to display posters around UCD Sport Facilities).
* Send poster and photo to sport@ucd.ie.

#### Step 12: Insurance

* Check thoroughly with the Sports Development Manager and the UCD SIRC Office about issues pertaining to public liability insurance cover for the event.
* Advise participants to check their own public liability and personal accident insurance cover.
* If you are using an external venue, you will usually be asked to provide a copy of the AUC’s Public Liability Insurance for the external venue (contact the Sports Development Manager for details).
* If you are borrowing or renting equipment, please contact the UCD SIRC Office to determine what, if any, requirements they may have.
* Clubs are strongly advised to consider the use of participant waivers for sports with safety considerations (See step 10). Advice can be sought from the UCD SIRC Office.

#### Step 13: Equipment Check

* Ensure you have sufficient and safe equipment (balls, whistle, flags etc.) to run the event. Document all equipment safety checks that are completed.
* Ensure that the use of equipment is as per the National Governing Body guidelines for your sport and as per your club safety statement.
* If the club is borrowing or hiring equipment for the event the club must consult with the UCD Sports Development Manager in the first instance.

#### Step 14: Eligibility and Competency (if required)

* It is essential that a participant's eligibility is checked before the start of the tournament. The eligibility of UCD students can be verified in the Sports Office. Organisers should decide if they require entry forms to be “stamped” by the respective Universities and if participants must bring student ID cards.
* Clarify in advance what eligibility rules are in effect e.g. Student Sport Ireland or those of the respective Governing Body.
* Decide whether the events require an accreditation system (VIP’s, guest passes etc.).
* Certain sports are categorised into different levels (beginner, advanced etc) or have different competency criteria (e.g. swim test) to participate. Include your sports criteria within your event plan and outline who is responsible for checking this.

#### Step 15: Venue Set-up and Take Down

* When booking the facilities ensure you factor in time for venue set-up and take down.
* Members of the organising committee must be involved with the venue set-up and take down.
* A plan/map/checklist must be developed to guide and act as a checklist to ensure the venue is ready before the event starts on the day. Consider, seating, specialist flooring, signage, tables, sports equipment, storage, PA systems, music system, registration etc.
* Ensure all set-up details are included in your event plan.
* Ensure the venue is left in the exact state that it was handed over to committee.
* For events hosted in UCD you should inform the UCD Sport Facilities manager on duty that you have arrived to set up, contact him/her should you have any issues setting up the venue and let them know when you have finished setting up.
* Before the event starts you must perform a walk of the site to check for any hazards, access/egress points are clear, signage is in place etc.
* Throughout the event the equipment should be checked regularly by the equipment officer to ensure it remains fit for purpose.
* Design and print signage/schedules/programmes etc.

#### Step 16: Communications Plan

Consider the following:

* Whether music is required and how this will be played, ensure a safe set-up.
* How PA announcements will be made (if required).
* What signage will be used, what size will it be, how will it be secured, what material will it be and where will it be located?
* Will loud hailers be used?
* The impact any noise will have on other activities taking place within the venue.
* How will the results be communicated (on the day, post event, social media updates)?
* How will committee members communicate to each other on the day and during the planning phase.
* How an emergency will be communicated.
* How an event cancellation will be communicated.

#### Step 17: Event Health & Safety

**First Aid Provision**

The organising committee is responsible for ensuring there is adequate first aid provision for the duration of the event. It should be organised in consultation with the Sports Development Manager. A specific location should be designated as a first aid station and this location must be known by all. If a club member is providing the first aid cover, they must be qualified, and they are not permitted to participate in the event itself unless appropriate cover is put in place. **If your club is required to have first aid covered by medical professionals, then you must follow the AUC’s Medical Policy** which can be found within the [AUC’s Club Operations Manual](https://www.ucd.ie/sport/runningyourclub/cluboperationsmanual/).

**Incident/accident Reporting**

Follow the procedures outlined in the AUC’s Club Operations Manual forincident and accident reporting procedures for both at the time of the incident/accident and after the incident/accident.

**Emergency Procedures**

Your event plan must includeemergency reporting procedure,dealing with an emergency,evacuation procedure, medical emergencies, fire extinguisher locations, safety and security announcements. Most of the information on emergency procedures for UCD Sport Facilities can be obtained from UCD Sport Facilities management team. In the event of an evacuation, you will follow the instructions of the UCD Sport Facilities manager on duty.

If an ambulance is needed one nominated person from the club only is required to call the UCD Sport Facilities reception on the Emergency Number tel. 017163821. If the incident is within the UCD Sport Facilities building one member of the club is sent to seek first aid assistance at the UCD Sport Facilities reception desk. In both instances, ask to speak to the manager on duty and state the nature of the injury and the location of the casualty. The UCD Sport Facilities reception will then contact the UCD First Response Room at 7167999 advising them of the incident and requesting that an ambulance be called, then met and brought to the incident by UCD Estate Services. If you are unable to contact the UCD Sport Facilities reception please contact the UCD Campus Sport and Leisure Duty Manager on 0877437211 or contact the UCD First Response room at 017167999 and then advise the UCD Sport Facilities reception.

If your club is using non-UCD Sports facilities for hosting an event, the club is responsible for finding out the emergency procedures pertaining to the venue they are using. These procedures must be included in the event plan.

**Water-based Sports**

Must have first aid and emergency procedures for activity on and off the water.

**Risk Assessment**

Carry out a risk assessment for your event. There are five basic steps to a risk assessment.

1. Identify the hazards/emergency,
2. Identify what control measures are in place,
3. Identify if the hazard/Emergency is likely to cause harm,
4. Identify if additional risk reduction measures are practical/necessary,
5. Record the findings in writing and include them in the event management plan.

Guidelines on completing risk assessment can be found in the Risk Management section of the AUC Club Operations Manual.

**Child Safeguarding Procedures**

Outline what safeguarding procedures are in place with regards to U18’s participating in the event. For example, has your children’s officer (who is vetted and completed Safeguarding training) been involved in developing the event plan and will they be available at the event? Include a Child Safeguarding Risk Assessment (specific to the event) and ensure all UCD participants who are U18 years of age have signed written parental consent to participate. For non UCD participants who are under 18 years of age you can request a parental consent form, specific for the event, from [paula.cashman@ucd.ie](mailto:paula.cashman@ucd.ie).

**Traffic Management Plan**

Discuss how and when participants/spectators will arrive (If required), details of stewards at car parks or around the venue, any road/path closures, conflicts with other events, traffic volumes, traffic flow, main access points, communication plan. Where deemed necessary you may be required to provide stewarding for the event.

**Traffic Restrictions**

Within the UCD Campus traffic barriers are in place to prevent through traffic. The barriers are in operation from 7am-10.30am and from 4-7.30pm Mon-Fri. Parking restrictions are also in place on campus. All related information can be found on the [UCD Estates website](https://www.ucd.ie/estates/ourservices/commuting/).

**Capacity**

It is important to accurately determine the number of spectators and participants that you can safely allow into your event. You may need to contact the venue manager in this regard.

**Security**

Schedule numerous announcements throughout the event with regards to securing personal belongings. If the event requires cash handling, ensure all transactions are accounted for, receipted, and ensure that the cash is stored safely. For events taking place in UCD Sport Facilities a safe drop can be arranged by contacting [paula.cashman@ucd.ie](mailto:paula.cashman@ucd.ie). In some instances, the event may require security personnel to be present, the club will be responsible for meeting the cost of this.

**Alcohol**

Ensure the event abides by the UCD policy on the Consumption of Alcohol on Campus (see the [UCD AUC Club Operations Manual](https://www.ucd.ie/sport/runningyourclub/cluboperationsmanual/)*).* As per this policy, alcohol can only be consumed in designated areas i.e. the Clubhouse Bar.

**Campus Impact**

If the event is large and is being held on campus it may have implications for other campus users, e.g. large numbers on site, extra traffic and coaches on site, etc. If you think your event falls into this category, contact the UCD Sports Development Manager at least 6 months in advance of the event.

#### Step 18: Filming/Photography

* Details of any filming or photography within UCD during the event must be outlined in the event plan by completing the [Film Permission Form](#_heading=h.1l6jrdx4d7mg).
* For events held in UCD you may be asked to complete a permission to film form and to produce evidence of Public Liability Insurance which indemnifies UCD and Employers Liability Insurance of any external parties who will be filming/taking photos.
* Written permission must be sought from those being filmed/photographed. Written parental consent must be secured for those being filmed/photographed and are under the age of 18 years.
* If you wish to film your event using a drone, there are significant regulatory and university requirements around the same – contact UCD SIRC Office for details.

#### Step 19: Waste Management

* If bins are overflowing you should contact the UCD Sport Facilities manager on duty where the event is being hosted in UCD Sport Facilities or alternatively the venue manager.
* Schedule in PA announcement to remind participants/spectators to use the bins provided.
* When the event is being hosted in UCD Sport Facilities and extra bins are required please note this on the UCD Sports Facilities booking form.

#### Step 20: Contingency Plan

Contingency planning is a vital aspect of event planning.To react quickly and effectively to problems, if they arise, the organising committee should dedicate some time to anticipate what problems or emergencies may arrive and develop a plan to best deal with the situation. For example, adverse weather conditions or a team/referee arriving late.

After the first step of identifying possible problems and how you will deal with these you must then decide on the criteria for cancelling an event. An event may be cancelled for a variety of reasons by the club itself, by the venue manager or by others associated with the event such as UCD Sport, UCD SIRC Office etc.

Your event plan must include the procedures for cancelling the event, these include, but not limited to:

* Decide who is responsible (most qualified) to make this call?
* Document the cancellation criteria e.g. specific weather conditions, or if a service provider fails to show etc. What procedures have you in place to ensure the decision to cancel an event is made in a timely manner e.g. scheduled weather checks.
* Document the communication process that must occur if the event needs to be cancelled prior to or during the event – consider the means of communication to be used and consider everyone who needs to know (participants, spectators, venue manager, service providers or suppliers etc.).
* Ensure the organising committee is aware of these procedures.
* Consider whether the event can be rescheduled.

#### Step 21: Developing your Event Plan

The event plan will develop out of the discussions and decisions made at the series of Organising Committee meetings that will have taken place. The event plan must be developed and sent in the first instance to [paula.cashman@ucd.ie](mailto:paula.cashman@ucd.ie) for review, after reviewing it is then sent to the Sports Development Manager, the UCD Sport Facilities Booking Manager and the UCD SIRC Office no later than **one month** in advance of the booking ([see step 2](#_heading=h.wwgvaqnczfq8)).

To assist the host club, the UCD AUC have developed an event plan template which can be found at the end of this guide.

#### Step 22: Pre-Event Briefing

* Decide on the content to be discussed at the pre-event briefing, this may include but is not limited to; overview of the event schedule, health and safety information, confirmation of roles for the event, basic dos and don’ts, venue set up.
* The pre-event briefing should take place close to the event itself, allowing time for some last-minute adjustments.
* Include details of what is discussed at this briefing within the event plan.

## 

## Event

#### Step 23: Running the Event

Now it’s time to put your event plan into action, things may not always go exactly to plan but all the work you have done to this point will limit the effect any last-minute issues may have. As a precaution you should incorporate some time at various points to allow for potential over runs. Track the event schedule to ensure you are keeping to it, if an event is running over time, you should inform the UCD Sport Facilities manager on duty or venue manager (when using non-UCD Sport Facilities) as soon as you become aware. A typical itinerary of the day may be along the following lines:

* Inform the venue manager that you have arrived and are about to set-up.
* Schedule weather checks
* Venue Set Up
* Walking the site
* Team Arrivals
* Event Registration
* Captains Meeting
* Spectators Arrival
* Safety Announcement and or briefing before the first fixture.
* First Fixtures announced
* Fixtures take place
* Ongoing:
  + Fixtures take place
  + Security/Safety announcements
  + Fixture & results announced
  + Equipment checks
  + Results board/forms updated and finals decided upon and announced
  + Breaks announced
  + Photography/filming
* Track event schedule
* Awards Ceremony
* Spectators leave
* Teams leave
* Venue take down
* Report back to UCD Sport manager on duty/or venue manager (Non-UCD Sport Facilities)
* You may have to set up for the entertainment/presentation dinner venue
* Proceed to entertainment/presentation dinner

**Please note that your event should be run in line with the rules of your National Governing Body.**

## Post Event

#### Step 24: Results

* Where applicable a full set of results should be sent to SSI and all participating teams.
* A full set of results and some photographs (for use by UCD Sport) should be sent to UCD Sport (sport@ucd.ie).

**Step 25: Payments**

* Ensure all expenses incurred because of the event (suppliers, facilities etc.) are paid promptly and in accordance with normal AUC procedures.

**Step 26: Post Event Evaluation**

* Seek feedback from the organising committee, the UCD Sport Facilities manager on duty and the participating teams.
* Consider:
  + What went well and what did not go so well
  + What and how could it have been improved
  + Consider the planning phase and the event itself
  + Did the event stay within budget
* The information gained from the evaluation should be documented and communicated as part of a handover to the committee members to avoid making the same mistakes again.

## 

## Event Plan Template

Edit the template on the following pages as necessary. Text boxes will automatically increase in size the more text is entered so please include all relevant additional information.

Your text should NOT be in Bold and must be in size 11 Calibri font.

The first page of the plan must include the title of the event and the dates and times of the event; this is followed by numerous sections.

**Please complete every section and add n/a if not applicable.**

|  |  |
| --- | --- |
| 1. Event Summary | |
| Event Title: |  |
| Date & Time of event: |  |
| Name of Club: |  |
| Type of event: |  |
| Description of event: |  |
| Event venue: |  |
| Outline a brief profile of event participants and/or tick any applicable boxes:  If there are U18s, you are required to get written parental consent for these participants ([See Guide: Step 17](#_heading=h.lf2beqsfu4h)) and complete section 3.15. | * ☐3rd Level Students (Sport Club Members)   + ☐Under 18 students * ☐Members of the Public   + ☐Under 18s * ☐Members of the Public (Affiliated with NGB)   + ☐Under 18s * ☐Other, please advise: |
| Expected number of event participants and spectators: | Participants:  Spectators: |
| If this is an intervarsity event, have you informed Student Sport Ireland that you are hosting the event? | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Event Key People | | | |
| **2.1 Event Organising Committee**  List the contact details of the event organising committee members and their roles relating to event organisation/planning. Please note your club’s Children’s Officer must be involved if they are under 18s participating in your event. Add rows if necessary. | | | |
| **Name** | **Role** | **Email** | **Mobile** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.2 Event Day Key Contacts**  List the name and contact details of the key event day volunteers/organisers, outline what their roles will be on the day/s of the event. Add rows if necessary.  Ensure that if any of those listed are competing/participating in the event that cover is put in place. | | | |
| **Name** | **Role** | **Email** | **Club Member (Y/N)** |
|  | Event Manager |  | Member of the Club |
|  | Deputy Event Manager |  | Member of the Club |
|  | First Aid |  | Member of the Club |
|  | Children's Officer (if applicable) |  | Member of the Club |
|  | Safety Officer |  | Member of the Club |
|  | Please add……… |  |  |
|  | Please add……… |  |  |
|  | Please add……… |  |  |

| **2.3 Event Liaisons**  List the details of the key event liaisons e.g. suppliers, venue bookings manager, officials, NGB etc. | | |
| --- | --- | --- |
| **Liaison name** | **Liaison role** | **Email** |
|  | Booked Facilities/Services with |  |
| Paula Cashman | Developing Event plan | paula.cashman@ucd.ie |
|  |  |  |
|  |  |  |

| 3. Event Logistics |
| --- |
| **3.1 Details of Facilities & Services Booked** |
| Outline what facilities you have booked, including dates and times. (Please include a copy of any written agreement for venue hire and a copy of the venue's insurance). |
| Facilities Booked:  Dates:  Times:  \*Please note venue hire agreements should not be signed until they have been approved by Suzanne Bailey and UCD SIRC |
| Include a screenshot of the email confirming the details of the booking with UCD Sport Facilities |
| If you require UCD sport facilities, have you received permission from UCD Sport Facility Management to use the facilities outside of their normal operating hours? If early access (before 9am) or late finish (after 6pm) is required please request 30 days in advance. |
|  |
| Outline what services you have booked, include details of services booked, supplier, dates and times: |
| Chairs/Tables Booked with UCD Sport Facilities:  PA System:  Please add……………  (Delete if not applicable) |
| Please provide details if you require set-up the night before the event begins: |
|  |
| Outline details of any equipment you are borrowing, including dates and times. (Please include a copy of insurance for any borrowed equipment). |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.2 Event Running Order**  Provide a running order of what the Set-Up, the Event, and Takedown involves and where it will take place. Outline who is responsible for each aspect of the running order and include a hall/pitch layout map (see appendix A). [See Guide: Step 23](#_heading=h.9uf0d3psj0k1). | | | |
| **Event Set-Up** Please outline if you require set-up the night before the event begins. | | | |
| **Start - Finish Time** | **Location** | **Details** | **Person Responsible** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Event** | | | |
| **Start - Finish Time** | **Location** | **Details** | **Person Responsible** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Event Takedown** | | | |
| **Start - Finish Time** | **Location** | **Details** | **Person Responsible** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **3.3 Registration Information** | |
| When and where will registration take place? |  |
| Will registration include any cash handling?  If yes, how much do you expect to take in? Where will it be stored / when will it be lodged to the bank? |  |
| Do participants complete an entry form? |  |
| If anyone under the age of 18 years is participating, will you have gained written parental consent for each of them prior to participation? |  |
| If your sport is a higher risk sport have you included a waiver ([See Guide: Step 10](#_heading=h.wv77g6vtax0e)) as part of your entry form? |  |

|  |  |
| --- | --- |
| **3.4 Officiating** | |
| Are you using officials for your event e.g. referees? |  |
| Are these officials appropriately qualified? If not, on what basis are they acting as an official? |  |
| Does your event follow the rules of your NGB? |  |

|  |  |  |
| --- | --- | --- |
| **3.5 Fixtures Schedule**  If applicable, include the fixtures schedule for matches/games. Add rows if necessary. | | |
| Date | Time / Duration | Location |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **3.6 Details of any Catering Provision**  Insurance and HSE certificates are required if using external catering companies. | |
| Is catering being provided for the event? |  |
| If yes; Provide details of who and what catering is being provided? |  |
| Submit a copy of their insurance? |  |
| Where will this catering be served/consumed? |  |

|  |  |
| --- | --- |
| **3.7 Transport** | |
| What modes of transport do you expect participants/spectators to use? |  |
| How many of each mode do you expect at the event? |  |
| Have you sent a [commuting guide](https://www.ucd.ie/estates/ourservices/commuting/) to UCD to participants? |  |

|  |  |
| --- | --- |
| **3.8 Eligibility and Accreditation System (If required)** | |
| Do the event participants have to prove competency to participate in the event or to compete at a specific level within the event? |  |
| If yes, how is this checked and who is responsible for checking this and what qualifies this person to check this? | |
|  | |
| If not, how is their level of competition/participation categorised? | |
|  | |
| Is there an accreditation system in place for the event? |  |

|  |  |
| --- | --- |
| **3.9 Communications Plan**  Any health and safety information pertaining to the above must be included in section 3.16 | |
| How will you communicate between committee members during the event? |  |
| How will you communicate to event participants during the event? |  |
| Will music be played on a PA system during the event? |  |
| If yes, confirm that it will be played at an appropriate level? |  |
| Will you be using a microphone during the event? |  |

|  |  |
| --- | --- |
| **3.10 Photography & Filming**  Ensure a [Film Permission Form](#_heading=h.1l6jrdx4d7mg) is completed. | |
| Will the club be taking photographs or filming during the event? |  |
| If yes, outline the purpose of this? |  |
| How have you informed participants that photographs and filming will take place? |  |
| If yes, confirm that it will be played at an appropriate level? |  |
| Will you be using a microphone during the event? |  |

|  |
| --- |
| **3.11 Sponsorship/Advertising** |
| Include details of any sponsorship/advertising for the event. |
|  |
| Are any “goodie bags” or “freebies” given out during the event?  If yes, please confirm what these include and whether the supplier is planning on distributing these or the club. |
|  |
| If you are erecting any signage relating to sponsorship/advertising please outline the size, material used, how it will be secured and the location of this signage. |
|  |

|  |  |
| --- | --- |
| **3.12 Waste Management** | |
| If required, have you requested additional bins? |  |
| Will you be making announcements regularly to ensure participants/spectators are using the bins provided? |  |

|  |
| --- |
| **3.13 Contingency Plan** |
| Outline all contingency plans below ([See Guide: Step 20](#_heading=h.b8yli2vqqcac)). |
|  |
| Outline your cancellation criteria. |
|  |
| Outline your cancellation procedure. |
|  |

|  |
| --- |
| **3.14 Health and Safety Information** |
| What provision has been made for first aid? |
| **Name and contact number for Clubs Qualified First Aider/s who will be responsible for first aid at the event:**  **Confirm the club has adequate first aid supplies (yes/no)**  **Location of First Aid station:** |
| What is the procedure for reporting an accident/incident that occurs during and post the event? |
| **\*If you are using UCD Sport Facilities the following procedures apply.**  **Reporting: For Events at UCD Pitches/Courts/Grounds/Track**  If an ambulance is needed or we need to report an incident, one designated club member will call the UCD Sport Facilities reception at tel. 01 716 3821, stating the nature of the incident/injury and location of the casualty.  **Reporting: For Events at UCD Sport Halls/Courts/studios**  A club member will immediately seek assistance at the front reception desk, providing details of the incident/accident and/or injury’s location and nature. If necessary, we will specify if an ambulance is required.  If we are unable to contact the UCD Sport Facilities reception we will contact the UCD Campus Sport and Leisure Duty Manager on 087 7437211 or contact the UCD First Response room at 01 7167999.  **Post Accident Reporting**  Should an accident/incident resulting in hospitalisation of a member occur, the above named person will contact campus services (On 01 7163821) as soon as possible and request that Suzanne Bailey and the SIRC office are informed immediately. They must also complete an incident report form and send it to Suzanne Bailey.  We will ensure that all incidents and accidents are reported. UCD Sport Facilities reception is responsible for completing an Accident Report Form.  Incidents/Accidents occurring outside campus sports facilities require the club to obtain an incident/accident report form from the UCD Sports Office as soon as possible.  ***If your event is not being held in UCD Sport Facilities please delete the content above and outline the procedures for the venue you are using.*** |
| **Please tick the box to confirm that the club will ensure that the relevant people are aware of and understand the above health and safety procedures:**   * ☐We confirm |
| Outline what the emergency procedures are for the event (Medical, fire, extreme environmental conditions, evacuations etc).  Please note water based sports must have procedures for both on and off the water. |
| **\*If you are using UCD Sport Facilities the following procedures apply.**  **Evacuation For UCD Sport and Fitness Facilities**  In the event of an evacuation, we will follow the instructions of the UCD Sport Facilities manager on duty  **Medical Emergency For UCD Sport and Fitness Facilities**  Our qualified club first aider will attend to the injured person, they will remain with the casualty and if an ambulance is needed one nominated person from the club will call the UCD Sport Facilities reception on the Emergency Number tel. 017163821. If the incident is within the UCD Sport Facilities building one member of our club will be sent to seek first aid assistance at the UCD Sport Facilities reception desk. In both instances, we will ask to speak to the manager on duty and state the nature of the injury and the location of the casualty. The UCD Sport Facilities reception will then contact the UCD First Response Room at 7167999 advising them of the incident and requesting that an ambulance be called, then met and brought to the incident by UCD Estate Services. If we are unable to contact the UCD Sport Facilities reception we will contact the UCD Campus Sport and Leisure Duty Manager on 087 7437211 or contact the UCD First Response room at 01 7167999 and we then advise the UCD Sport Facilities reception.  **Fire**  Attendees will be advised that if they discover a fire they are to report this immediately to the manager on duty at UCD Sport and Fitness reception.  Please add…………………….  ***If your event is not being held in UCD Sport Facilities please use the headings above, delete the content and outline the procedures for the venue you are using.*** |
| **Please tick the box to confirm that the club will ensure that the relevant people are aware of and understand the above health and safety procedures:**   * ☐We confirm |
| What safety procedures, checks and rules will be in place? |
| Prior to the event starting, a safety briefing will be delivered by x outlining ………………………….  Prior to the event starting, a safety check is completed by X and includes checks on ……………………..  The following safety equipment is compulsory to wear/use………………………………… and is checked by x.  Please add……… |
| **Please tick the box to confirm that the club will ensure that the relevant people are aware of and understand the above health and safety procedures:**   * ☐We confirm |
| What security measures are in place for the event? |
| Prior to the event starting, all attendees are asked to not bring valuables to the event and to not leave valuables unattended.  Please add…………. |
| What is your capacity in relation to participants and spectators? |
|  |
| If applicable, what plans are in place for traffic management? |
|  |
| Can you confirm that alcohol will not be consumed at the event, how will this be policed? |
|  |

|  |
| --- |
| **Social Activity**  Where a UCD club is hosting a sporting event, they are not permitted to organise official social activities during or post the event. For example, a ball/banquet at the end of a varsities, a pub crawl during a Colours. No insurance is in place for such activity.  Awards/trophy presentations should happen pitch/court side at the end of the sporting competition.  However, where a club is only organising a social activity unrelated to a sporting event, then a full event plan is required for that activity e.g. end of year Ball, charity fundraise. Any event/activity not included in your clubs Safety Manual requires a stand alone event management plan.  \*Please note venue hire agreements should not be signed until they have been approved by Suzanne Bailey and UCD SIRC |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Assessment**  Complete the risk assessment specific to your event (add additional risks if necessary). | | | |
| **Risk 1** | | | |
| Identify the Risk |  | | |
| Control measures in place |  | | |
| Risk Level | * ☐Low | * ☐Medium | * ☐High |
| **Risk 2** | | | |
| Identify the Risk |  | | |
| Control measures in place |  | | |
| Risk Level | * ☐Low | * ☐Medium | * ☐High |
| **Risk 3** | | | |
| Identify the Risk |  | | |
| Control measures in place |  | | |
| Risk Level | * ☐Low | * ☐Medium | * ☐High |
| **Risk 4** | | | |
| Identify the Risk |  | | |
| Control measures in place |  | | |
| Risk Level | * ☐Low | * ☐Medium | * ☐High |

|  |  |
| --- | --- |
| **3.15 Child Safeguarding Risk Assessment**  This section must be completed if U18s are participating. | |
| Will any of the event participants be under 18 years of age?  If not, you can skip this section. If yes, please complete the following questions. |  |
| Enter the name of your club Children's Officer? |  |
| Will the Children’s Officer act in their role and be present during the event? |  |
| Will the club be getting signed parental consent for those event participants who are under 18 years of age? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Child Safety Risk Assessment**  Please complete the following child safeguarding risk assessment for your event (add additional risks where necessary). | | | |
| **Risk 1** | | | |
| Identify the Risk |  | | |
| Control measures in place |  | | |
| Risk Level | * ☐Low | * ☐Medium | * ☐High |
| **Risk 2** | | | |
| Identify the Risk |  | | |
| Control measures in place |  | | |
| Risk Level | * ☐Low | * ☐Medium | * ☐High |
| **Risk 3** | | | |
| Identify the Risk |  | | |
| Control measures in place |  | | |
| Risk Level | * ☐Low | * ☐Medium | * ☐High |
| **Risk 4** | | | |
| Identify the Risk |  | | |
| Control measures in place |  | | |
| Risk Level | * ☐Low | * ☐Medium | * ☐High |

|  |  |
| --- | --- |
| **3.16 VIP’s** | |
| Will any VIP’s be attending the event? |  |
| If yes, please provide details of this person. For example name, title, security arrangements (if any), estimated time of arrival, location of where they will spectate or any role they will play in the event, how they will arrive and what entrance to UCD Sport centre they will use, who will meet them when they arrive etc. | |
|  | |

## 

## 4.0 Appendices

The following appendices should be included in your event plan.

**Appendix A: Comprehensive Map of Event Area**

See Guide: [Step 15](#_heading=h.29diue9y7bax) & [Step 17](#_heading=h.lf2beqsfu4h)

Identify some or all the following on the map:

* Traffic flow,
* Access/egress routes for players/spectators,
* First aid point,
* Court/pitch layout,
* Exits,
* Marshalls,
* Registration area,
* Catering etc.

**Appendix B: Insurance Information (If required)**

* E.g. A copy of the insurance certificate.

**Appendix C: Event Budget**

* Include a predicted income and expenditure budget for the event. [See Guide: Step 5](#_heading=h.rs3nn6mpqtkm).

**Appendix D: Charity Letter**

* When the event is being run as a charity event you are required to provide a letter from the charity acknowledging that you are running the event in aid of this charity.

**Appendix E: Evacuation Plan**

* If you are running your event in UCD Sport Facilities include the evacuation procedure below.

**Evacuation Plan of UCD Sport Indoor Facilities - UCD Sport Centre**

**FIRE SAFETY NOTICE - IF YOU HEAR THE FIRE ALARM**

1. Do not panic but prepare to leave the building.
2. The alarm will sound continuously; leave the building immediately in an orderly fashion using the nearest exit.
3. Classes in session must be dismissed and students directed to leave.
4. Do not use the lifts.
5. Do not go back to your working area for any reason.
6. If for any reason you are unable to leave the building, make your way to a protected stairwell or a room with an external window and shut the door. If possible, inform the emergency line (ext. 7999) or a colleague of your location and the reason you cannot safely exit the building.
7. If safe to do so nominated fire marshals should inspect their designated areas.
8. Proceed to the nearest emergency assembly area to your point of departure from the building. The assembly areas for the Sports Centre Building is: **UCD Sport and Fitness Members Car Park.** Report any knowledge you may have of missing or injured persons to a *Fire Marshal* / Services Personnel.
9. Return to the building only after the *Chief Fire Marshal* / Services Personnel has given the all clear signal.

**IF YOU OBSERVE A FIRE**

1. Activate the fire alarm by breaking one of the red wall mounted break glass units located throughout the building.
2. If it is safe to do so and you have been trained to do so the fire may be tackled using a suitable fire extinguisher, but only if this does not place any person at risk of injury.
3. If you decide to fight a fire ensure that you have a safe and clear means of escape from the fire at all times.
4. In the event that you cannot fight the fire or the fire begins to get out of control, evacuate the area immediately.

**If your event is taking place in UCD Sport Facilities then you must complete the** [**Film Permission Form**](#_heading=h.1l6jrdx4d7mg) **for any photography and filming that you are requesting to do within UCD Sports Facilities. Include this within your event plan along with a copy of the student ID card.**



## Film Permission Form

**Attach a copy of insurance details and return the completed form to** [**sport@ucd.ie**](mailto:sport@ucd.ie) **&** [**sportfacilities@ucd.ie**](mailto:sportfacilities@ucd.ie)

|  |  |
| --- | --- |
| **Name:** |  |
| **Company:** |  |
| **Content Tel. No.:** |  |
| **Address:** |  |
| **Proposed area (s) of filming/ photography:** |  |
| **Number of people involved:** |  |
| **Insurance Company name:** |  |
| **Insurance Policy number:** |  |
| **Date & Time requested to film:** |  |
| **Purpose for which filming will be used:** |  |

I, INSERT NAME, hereby apply for permission to film / photograph on the INSERT DATE for the purpose outlined above. I understand that should permission be granted I may only film / photograph in the area (s) agreed and on the approved time and date. I will ensure that permission is granted from any person (s) featured in said film / photo and that UCD is not identifiable in said film / photography. Furthermore, I will pay in full any charges which may be applied by UCD Sport.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |