Section 10

Hosting an Event

Hosting an event can seem like a daunting prospect. However, once broken down into a series of steps, the organisation of the event becomes much more manageable. This document, provided by the UCD Athletic Union Council, is a step by step guide to help UCD sport clubs in running a successful event. Whether you need to follow all or some of the steps will be dependent on the event itself. Each event you host will require the club to submit an event plan to the UCD Sport Development Manager and to the UCD Sport Facilities Bookings Manager (for events in UCD Sports Facilities). To assist UCD Sport clubs a template event plan can be found in Appendix 8. When beginning the plan, these guidance notes should be read to ensure an understanding of what each section should contain.

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

10.1 Pre-Event Planning

Step 1: Organising Committee

- An organising committee with significant student involvement should be set up at an early stage.
- It should comprise of the club Chairperson/President, club Secretary, club Treasurer, a club Safety Officer/officer, Covid-19 Safety Officer, club Children's officer and a number of other members.
- At the first committee meeting each committee member's role relating to their role with the event, must be clearly defined and recorded. Roles should include (but is not limited to):
    - » The 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.
    - » A 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.
    - » Covid-19 Safety Officer and/or Covid-19 Compliance Officer.
    - » Children's Officer: if your event includes participants who are under the age of 18 years. then your clubs Children's officer must be involved in developing the event plan. In particular, they are responsible for developing a Child Safeguarding Risk Assessment specific to the event (see Event Plan Template section 3.17).

The committee is ultimately responsible for developing the event plan (as per the areas outlined in this document and managing the actual event).

- Meetings should be scheduled on a regular basis to review the preparations for the event. Decide upon and document the action points

with agreed deadlines. Each committee member must report back on the action points they are responsible for at each meeting.

- Delegate roles for the day of the event (registration desk, event manager, safety officer, venue set up etc.).
- A timeline should be developed identifying key dates/deadlines and tasks.
- Regular contact should be made with the UCD Sport Office for advice and guidance.

Step 2: Booking Facilities

UCD Facilities

- To book UCD Sport Facilities (indoor and outdoor) a booking form (request a form from sportfacilities@ucd.ie) must be completed in full; the booking form must be signed by the Sports Development Manager and returned to the UCD Sport Facilities Bookings Manager no less than 48 hours upon receipt of the form.
- UCD Sport Facilities endeavours to accommodate Intervarsity Competitions due to be hosted by UCD Sport clubs. However, to avoid booking availability issues please contact the UCD Sport Facilities Bookings manager as soon as a club becomes aware that they are hosting the event. Priority is given to clubs hosting intervarsity events. UCD Sport clubs hosting of non-Intervarsity events are subject to the availability of the facilities.
- To accommodate as many UCD Sport club bookings as possible, the booking must be made before the 31st of October each year.
- For clubs requiring non-UCD Sport facilities for their event, it is also best to book these well in advance of October 31st. Before a club signs any booking agreement with a third party, the club must send the agreement to Suzanne Bailey (Suzanne.bailey@ucd.ie) who will also send it to the UCD SIRC Office for approval.
- For bookings within UCD Sport Facilities the booking is only confirmed upon receipt of written confirmation from the UCD Sport Facilities bookings manager.
- An event plan must be developed and in the first instance sent to paula.cashman@ucd.ie, after review it is then sent to UCD Sports Development Manager, UCD SIRC Office and the UCD Sport Facilities Bookings Manager no later than one month in advance of the booking. All three parties must approve the event plan for the event to go ahead.
- For large or complex events with significant insurance or safety implications, the event plan should be submitted to the aforementioned

parties as early as possible, even if it is only available in draft format. The lack of a suitable event plan will result in insurance for the event not being made available and the permission to hold the event being withdrawn.

- Booking for the Clubhouse Bar should go directly through the Clubhouse Bar (clubhouse@ucd.ie).
- Bookings for meeting/reception rooms should go through the Student Centre (student.centre@ucd.ie).
- Booking for natural grass areas should go through Suzanne Bailey (suzanne.bailey@ucd.ie).

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 the 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 Student Sport Ireland (noel@studentsport.ie):
  - » Name of the Event
  - » Dates and times
  - » Venue
  - » Names and contact details of the Organising Committee.

You can find Student Sport Irelands' guidelines for hosting an Inter-Collegiate event at **www.studentsport.ie/intervarsity-competitions-20152016**

Step 4: Special Grants/Fundraising/Sponsorship

It may be necessary to raise additional funds to host the event to prevent any adverse impact on your club's finances. Applying for and seeking a special grant/sponsorship and fundraising early in the process is key to staying within your budget. The procedures that should be followed with regards to raising additional funds are outlined in the AUC's Club Operations Manual, which can be found at **www.ucd.ie/sport/clubs/getinvolved/runningyourclub**

You can download an application form for Special Grants at **www.ucd.ie/sport/clubs/clubforms**

Step 5: Budget/Finances

- The process of developing a budget focuses the attention on value for money and deciding on luxuries versus necessities, whilst never compromising safety.
- A budget plan must be drawn up and submitted for AUC Approval. Suggested budget income and expenditure includes:

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 of 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, the event plan must include details of their qualifications. 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 is 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 (Further information can be found at http://www.ucd.ie/students/documents/Consumption_of_alcohol_on_campus.pdf .
- 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 the 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
  - » Spectator and participant access and egress
  - » Viewing area
  - » Toilet and changing facilities
  - » Parking
  - » Additional Supports

Step 9: Captains Meeting (If required)

Where required as part of the event, the organising committee 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 be held on:

- Competition rules
- Covid-19 procedures
- 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 as a result 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 xxxxxxxxxxxxxx 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 days events (Fixtures, Details of Presentation/Awards night, captains meeting)
  » Contact details for further information
  » Transport and parking information (A communicating guide to UCD can be found at https://ucdestates.ie/commuting/)
  » Provision for any participant/spectator with a disability
  » Alcohol Policy

  » Covid-19 procedures
  » 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 or tel. 01 716 8501)
  » University Observer (sport@universityobserver.ie or tel. 01 716 3835)

- Social Media (Pre and post event article).
- Website (Pre and post event article).
- Posters (contact UCD Sport management 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 (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 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:
  - » Whether music is required and how this will be played ensuring 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?
  - » Whether additional Covid-19 Signage is required.
  - » Will loud hailers be used?
  - » The impact any noise will have on other activities taking place within the venue.
  - » How the results will 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 at **www.ucd.ie/sport/clubs/getinvolved/runningyourclub.**
- **Incident/accident Reporting:** Follow the procedures outlined in the AUC's Club Operations Manual for incident and accident reporting procedures for both at the time of the incident/accident and after the incident/accident. The procedure for responding to a suspected case of Covid-19 must be outlined in the Covid-19 Risk Assessment (Section 3.16) of the Event Plan Template.
- **Emergency Procedures:** Your event plan must include emergency 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. 7162121. 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. In the event that you are unable to contact the UCD Sport Facilities reception please contact the UCD First Response room at 7167999 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 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.

- **Covid-19 Risk Assessment:** in section 3.16 of the Event Plan Template you are required to complete a covid-19 risk assessment for risks associated with your event. Some of the Covid-19 procedures outlined in the online **UCD AUC Club Officer Training** will be apply, in particular for events taking place within UCD Sports Facilities. However event specific risks associated with Covid-19 must be included. Before completing the risk assessment ensure you are familiar with your NGB's, the government and facility guidelines in place at the time of the event.

- **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/paths 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 at https://ucdestates.ie/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. 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). 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 number 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 permission to film form.
- 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 are 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 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).

To assist the host club, the UCD AUC have developed an event plan template (See appendix 8).

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 do's 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.

10.2 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, must include Covid-19 procedures
- First Fixtures announced
- Fixtures take place
- Ongoing:
  » Fixtures take place
  » Security/Safety announcements
  » Fixture & results announced
  » 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.

10.3 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 as a result 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 Checklist

To use this template you should add any specific tasks to the three planning phases, pre-event, the event and post event. Some examples have been provided, however each event you plan will vary in the tasks required and the scheduling of same.

Task	Completed by	Lead Time	Completed Y/N
Pre-Event			
Establish an organising committee (OC)		Once you become aware that you are hosting the event	
Decide on OC roles			
Book facilities (save confirmation of booking)		Before Oct 31st for UCD Sport Facilities	
Send any contracts for renting external facilities to the UCD SIRC Office		On receipt of contract	
Confirm Event details with SSI			
Develop and decide on event budget			
Consider & identify funding sources			
Book event services/supplies			
OC meetings		Regularly	
Decide on and book entertainment/presentation/awards ceremony venue/catering etc.			
Consider and include provision for people with disabilities			
Gather the correct contact details of all participating teams/athletes		Before you send them their information packs	
Collate information for and contact participating teams			
Contact any VIP's you wish to invite		when details are finalised	
Promoting the event		Ongoing up until event finishes	
Check insurance requirements and send insurance information to UCD SIRC Office		Submit with event plan	
Obtain insurance information for any borrowed equipment and send to UCD SIRC Office		Submit with event plan	
Complete an equipment inventory			
Clarify what eligibility rules are in effect for the event e.g. SSI and NGB			
Check participant eligibility			
Prepare content for captains meeting			
Plan the venue set up and take down			
Decide on the communications plan			
Schedule and plan for the pre event briefing			
Decide on all Health and Safety aspects of the event			
Decide on any filming and photography			
Decide on a waste management plan			
Decide on a contingency plan			
Design and order printed materials (programmes, signage, schedules)			

Develop your event plan		ongoing	
Submit event plan		1 month before event	
Confirm final numbers (players, spectators, presentation/entertainment/catering) with respective contacts			
Confirm all bookings			
Confirm if any VIP's are attending			
Pre-event briefing takes place		5-6 days before the event	
Documented equipment Safety Check		One month, 1 week and day before event	
Event			
Venue set-up		Night before/morning of	
Walking the site		Once set-up is complete	
Safety Checks		Whilst walking the site	
Teams Arrive and directed			
Event registration			
Captains meeting takes place		Before any fixtures take place	
Spectators arrive		throughout	
Safety announcements		ongoing	
Fixtures announced		ongoing	
Fixtures take place		ongoing	
Results announced		ongoing	
Breaks announced			
Take photos/filming		ongoing	
Social Media Updates		ongoing	
Result boards updated		ongoing	
Finals take place			
Prize giving/Awards take place			
Spectators leave			
Teams leave			
Venue take down			
Report to UCD Sport Facilities manager on duty or venue manager where using non-UCD Sport facilities		Once venue take down is complete	
Set up of venue entertainment/awards presentation			
Proceed to entertainment/awards presentation			
Entertainment/Presentation venue take down (where required)		Night of event	
Post Event			
Results distributed		As soon as possible	
Payments made		Promptly	
Post event evaluation completed		One week after event	
Thank host venue/volunteers etc.			

Useful Contacts

Area	Contact Name	Contact Details
UCD		
UCD Sport Development Manager	Suzanne Bailey	01 716 2208 Suzanne.bailey@ucd.ie
UCD Sport Facilities Booking Officer		01 716 3839 sportfacilities@ucd.ie
UCD Sport Facilities Reception		01 7163839/3821
UCD Student Centre	Robert Mullee	Robert.Mullee@ucd.ie
UCD Sport Facilities Safety Information	Barry Mahoney	01 7163832 Barry.mahoney@ucd.ie
UCD Clubhouse Bar	Steve Donnelly	clubhouse@ucd.ie 01 7163146
Café Brava (UCD)	Des Moran	Des.moran@ucd.ie
UCD First Response Room	Duty Manager	01 716 7999
UCD Sport Facilities Emergency Line	Duty Manager/Reception Staff	01 7162121
UCD SIRC Office (formerly Safety Office)(Safety, Insurance, Operational Risk & Compliance)		01 7168768 01 7168771 sirc@ucd.ie
First Aid Provision		
First Aid Provision St Johns Ambulance		01 6688077 eventcover@stjohn.ie
PA System Rental		
Soundworks		01 2821744/087 4115968 info@soundworks.ie
Terry Finnegan		0872571929
Bus Hire		
Kavanagh Coaches		056 8831189
Marathon Coaches		01 4755010 info@marathontravel.ie
Dualway Coaches		01 580054 info@dualway.com
Student Sport Ireland		
Student Sport Ireland	Student Sport Development Officer	ciaran@studentsport.ie
Accommodation		
Double Tree Hotel, Burlington Rd		01 6185600
Talbot Hotel Stillorgan		01 2001800 reservations@talbotstillorgan.ie
Radisson Blu St. Helens Hotel		01 2186000 Reservations.sthelens.dublin@radissonblu.com

Note the names and contact details of third party providers are listed for information purposes only. Neither the University or the AUC endorses these third parties. Clubs are free to source services and facilities from any party.

Evacuation Plan of UCD Sport Indoor Facilities

UCD SPORTS FACILITIES

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 UCD Sport Facilities building is:

   Side of Building: Bus Stop Between UCD Sport Facilities and Car park

   Rear of Building: Sport & Fitness members car park

9. Report any knowledge you may have of missing or injured persons to a *Fire Marshal* / Services Personnel.

10. Return to the building only after the *Chief Fire Marshal* / Services Personnel has given the all clear signal.

IF YOU OBSERVE A FIRE

11. Activate the fire alarm by breaking one of the red wall mounted break glass units located throughout the building.

12. 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.

13. If you decide to fight a fire ensure that you have a safe and clear means of escape from the fire at all times.

14. In the event that you cannot fight the fire or the fire begins to get out of control evacuate the area immediately.