

SPORTS VOLUNTEER DEVELOPMENT PROGRAMME 2012

Background

The Sports Volunteer Development Programme is an initiative of the UCD Athletic Union Council, the Dun Laoghaire Rathdown Sports Partnership and the UCD Centre for Sports Studies. Based on the experiences of the partner organisations in working with sports clubs within UCD and the local community, the aim of this programme is to equip volunteers with the necessary skills to effectively contribute to the management and development of their sports club. By providing quality training to participants it is hoped that the programme will create a culture of active leadership and will enable the participants to become positive role models within UCD and community sports clubs.

Eligibility

Programme participants must be over 18 years of age and currently be or aspire to become, actively involved in an organisational or administrative capacity in a UCD club or a sports club within Dun Laoghaire-Rathdown County.

Twenty places will be made available this year. Ten of these places will be reserved for sports clubs based in the County and 10 for UCD sports clubs. In both cases, priority for places on the programme will be given to women and volunteers involved in minority sports.

Application Procedure

Applicants from members of local sports clubs will be required to complete and return an application form by the 7th September 2012. Forms can be downloaded from www.dlrsportspartnership.ie or contact Shane McArdle, Co-ordinator Dun Laoghaire Rathdown Sports Partnership at smcardle@dlrcoco.ie or tel. (01) 2719507.

UCD applicants will be required to complete and return an application form which can be downloaded from www.ucd.ie/sport and return it to Suzanne Bailey (suzanne.bailey@ucd.ie) by the 7th September 2012.

Assessment

Participants will be required to attend all workshops and seminars. In the case of the Sports First Aid course a practical examination will be held at the end of the day which participants are required to pass. Participants will also be required to submit a reflective learning journal at the end of the programme.

Cost

The programme fee for participants is €75. In the case of participants from UCD clubs, the fee will be paid by the AUC. However, should participants from these UCD clubs not attend in full at all workshops and seminars they will be liable to the AUC for the full amount of the programme fee.



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Programme Content

1. Sports First Aid

If you are involved in a sports club from team level to management, the importance of basic first aid provision cannot be over emphasized. Any sport has the potential for a number of potentially serious injuries from minor cuts and abrasions to broken bones and concussion. This course will bring you through the basics of emergency care and enable you to keep any casualty safe until the ambulance arrives.

2. Code Of Ethics – Basic Awareness Workshop

The Code of Ethics and Good Practice for Children's Sport, is a practical set of guidelines for those involved in sport for young people which provides information on codes of conduct, bullying, recruitment, etc. as well as child protection guidelines. This 3-hour workshop is designed to provide guidance to those working with young people in sport. This workshop is certified by the Irish Sports Council.

3. Sports Inclusion

The aim of this workshop is to promote greater sport and physical activity participation for people with a disability, and to encourage inclusion in mainstream sports clubs. The workshop will involve a mix of theory and practical ideas/games and will be taken by the Sports Inclusion Disability Officer (SIDO).

4. Volunteer Recruitment & Management

Volunteers are the cornerstone of sports clubs in Ireland and this workshop will look at the area of the recruitment and retention of these individuals. Facilitated by the DLR Volunteer Centre content will include the training, management and policy aspects to consider to ensure that volunteers are both happy in their roles and importantly remain with the club.

5. Structures of Sport in Ireland

The aim of this seminar is to identify the pathways of development within Irish Sport. It will look at the partnerships employed at local, national and international levels and help participants to understand the infrastructure that supports voluntary sport in Ireland.

6. Club Finances

Responsible management of a club's financial resources is key to the success and long-term future of any sports club. This seminar will identify the role of the treasurer with a club, the skills, attributes, equipment and routine procedures required of a club financial officer to fulfil their role successfully.

7. Sports Governance

The aim of this seminar is to identify the principles of good governance for sports clubs. This includes consideration of board composition, process, accountability, reporting, ethical and responsible decision making.



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8. Sports Sponsorship

This seminar will introduce sports sponsorship techniques and strategies that would be applicable to sports clubs and the process of developing a sports sponsorship proposal.

9. Communication & Media

This seminar will examine the practical relationship between sporting organisations and the media. It will cover the current and developing communication modes for both internal and external communications.

10. Event Management

This seminar will introduce the basic principles of managing a sports event, identifying key areas of consideration, what policy and procedures documentation is required and how to effectively plan an event.

Programme Design

The programme will be delivered September to December 2012. *Participants will be required to attend all ten workshops and seminars totalling 20 hours.*

The timetable is as follows:

<u>Saturday Sept. 29th:</u>	9.45a.m.	Introduction
	10a.m.	Sports Inclusion Disability
	11.30a.m.	Break
	11.45a.m.	Volunteer Recruitment & Management
	1.15p.m.	Lunch
	2.15p.m.	Code of Ethics
	5.15p.m.	Finish
Venue:	Blue Room, UCD Student Centre	
<u>Tuesday Oct. 9th:</u>	6.15p.m.	Club Finances
	7.45p.m.	Break
	8.00p.m.	Event Management
	9.45p.m.	Finish
Venue:	Health Sciences (TBC)	
<u>Tuesday Oct. 30th:</u>	6.30p.m.	Structures of Sport
	8.00p.m.	Break
	8.15p.m.	Sports Governance
	9.45p.m.	Finish
Venue:	Health Sciences (TBC)	
<u>Tuesday Nov. 13th:</u>	6.30p.m.	Communications & Media
	8.00p.m.	Break
	8.15p.m.	Sports Sponsorship
	9.45p.m.	Finish
Venue:	Health Sciences (TBC)	



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Saturday Nov.17th:

10.am. Sports First Aid
1p.m. Lunch
2p.m. Sports First Aid
5p.m. Finish

Venue:

Red Room, UCD Student Centre

Monday January 7th

Submission of learning journal.

January 29th/30th

Presentation of Certificates.



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Partner Organisations

Dún Laoghaire-Rathdown Sports Partnership

The Irish Sports Council established the Local Sports Partnership (LSP) initiative as a forum for sport at a local level, charged with improving opportunities to participate in sport for every member of the community. The key aims of the LSPs are to increase participation in sport and to ensure that local resources are used to best effect.

Dún Laoghaire-Rathdown Sports Partnership was set up in April 2008 and works closely with the Local Authority and other key partners to promote participation, inclusion and coordination in sport in the County. Partners include; the third level sector, VECs, HSE, FÁS, commercial interests, sports clubs, schools and voluntary/community organisations. Over the past 3 years a key focus of the work of Dún Laoghaire-Rathdown Sports Partnership has been in the area of sports coach/volunteer training and education.

Some of the work the Sports Partnership is engaged in:

- Delivers national programmes including Buntús, Code of Ethics, Women in Sport, Go for Life, Active Leadership Award.
- Provides information to the general public and sports clubs. This includes information on sport in the county and databases of clubs/facilities available.
- Supports greater participation for groups that are often less likely to participate in sport. This may include those with a disability, women, girls, older people, members of the traveling community and ethnic minorities.
- Delivers sports development workshops including Club Development Information Seminars, Disability Awareness Workshops and various coach development programmes.
- Facilitates future developments for sport in the county through bringing the various bodies with an interest in sport together to co-operate, share good practice and importantly maximise resources.
- Coordinates a number of annual events including DLR Community 5K, National Bike Week events, etc.

Centre for Sports Studies (CSS), University College Dublin

The Centre for Sports Studies offers academic and Continuing Professional Development (CPD) programmes at Undergraduate and Postgraduate levels in the field of sport and exercise science and management in order to facilitate the attainment of lifespan health, fitness and sport performance within Ireland.

The goals of the Centre for Sports Studies include:

1. To prepare students to manage sport, exercise and coaching delivery systems by providing relevant and effective Undergraduate and Postgraduate programmes.
2. To carry out innovative and demand-driven sport and exercise management research.



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3. To provide market-driven services to the Irish sport, exercise and coaching industry in accordance with the Centre's commitment to CPD.

Amongst the programmes on offer through the CSS are

- MSc in Sport and Exercise Management (Sport Management, Golf Management, Rugby Management or Exercise Management specialisation).
- Research MSc and PhD in Sport and Exercise Management.
- BSc in Sport and Exercise Management.
- BSc in Health & Performance Science.
- Diploma in Sports Management.

UCD Athletic Union Council

UCD sports clubs are at the nucleus of student sport at the University. The Athletic Union Council (AUC) is the governing body for UCD sports clubs and all UCD sports clubs are affiliated with the AUC. Clubs provide a huge range of opportunities to train, play, and compete in sport, no matter what the students' interest, ability or level. Although competition is a feature of many of the sports at UCD, clubs also cater for those who may not wish to compete but want to train in a particular sport for the health and fitness benefits. Whether a student wants to try out a new sport or continue training in a sport that they are already familiar with, UCD sports clubs can accommodate their need. With the exception of the major field team sports, UCD sports clubs are student-run and student-led.

As the governing body for sports clubs the AUC functions as a funding, regulatory, arbitration and Colours awarding body.

The primary functions of the AUC are:

- The allocation of capitation funds received annually from the University to UCD clubs.
- Act as a regulator ensuring that all clubs operate in accordance with the guidelines of the AUC, the University, National Governing Bodies and the Statutory Agencies.
- Provide a support function to clubs committees, in terms of management training, advice on organizational matters, event management, sponsorship, finance, safety etc.
- Manage and organise promotional / recruitment activities and events for UCD clubs e.g. publications, website, recruitment fairs etc.
- Provide a point of contact for all interested parties.

There are currently fifty-seven clubs, with over 8,500 members, registered with the AUC. These range from "serious" competitive clubs at national level to recreationally based clubs, which although not competing nationally, provide an important service for students. Activities range from team sports, adventure sports, water sports to martial arts. UCD sports clubs are the primary means by which the vast majority of UCD students are engaged in sport at the University.



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