



Colleges and Universities Sports Association of Ireland

GUIDELINES FOR HOSTING AN INTER-COLLEGIATE EVENT

Arranging and administering a successful Inter-Collegiate competition necessitates a high level of commitment, knowledge and organisation. To assist host colleges overcome the range of difficulties and challenges involved in this venture, we have outlined a list of guidelines, which should be considered when organising an Inter-Collegiate event.

It is important to remember that CUSAI exists to develop student sport in Ireland, and we are available to offer guidance or assistance, if required, when organising Inter-Collegiate competitions.

1 Organising Committee

An Organising Committee with significant student involvement should be set up at an early stage by the host club. It is suggested that it should comprise of:

- Club Chairperson/President
- Club Secretary
- Club Treasurer

The Organising Committee should meet on a regular basis to review preparations for the event, and should liaise closely with their University / College Sports Officer for advice and guidance and also the local branch of their Governing Body.

2 Role of the Organising Committee

The role of the Organising Committee should include:

Booking the Facilities: The facilities required to run your event may include either or both University / College based and external facilities. All facilities required should be booked and confirmed as soon as you have agreed to host the event.

Confirming event details to CUSAI: As soon as you have agreed to host the event, you should forward this confirmation (and dates and venue if already decided) to the CUSAI office (www.cusai.ie) along with contact details (i.e. names, postal addresses, telephone numbers, email addresses) of the Organising Committee formed.

Costing the event: The Organising Committee should include all likely expenses in your budget preparation. These will include but are not limited to:

- Hire of facilities/equipment (if necessary)
- Umpires/Referees fees & expenses
- Purchase of Trophies
- Competition dinner (if applicable)

Insurance: Check thoroughly with your University / College about issues pertaining to public liability insurance cover for the event. Advise participants to check their own insurance cover, as many college policies do not provide for public liability or personal accident cover.

3 First Aid It is imperative as organisers of a sporting event, that you arrange adequate first aid provision for the duration of the competition. This is vitally important whether the event is taking place indoors or outdoors and should be organised in consultation with your University / College Sports Officer.

4 Financing the Event There are a number of options open to each University to assist in financing the costs of the event. These include:

- Grant from Student/Athletic Union
- Grant from University / College
- Sponsorship
- Entrance fee per team
- Fundraising events

5 Accommodation Each participating team is responsible for booking for and paying for their own accommodation. However, it is important that the Host University / College send a comprehensive list of accommodation available in that area to each of the participating colleges. This list should detail all hotels, guesthouses / B&B's and youth hostels with relevant addresses and telephone numbers. This information should be sent to the participating colleges at least two months prior to the event.

6 Communication The host club should inform the participating colleges of contact details for information about the competition. In addition, all participating teams should be encouraged to provide up-to-date information on their club officers – i.e. names, postal addresses, telephone numbers and e-mail addresses.

The Organising Committee should compile an 'Information Pack' to be sent to all Colleges. This 'Information Pack' could include the timetable of events for the competition and contact details for further information. This pack should be sent to each participating college at least one month prior to the competition.

All club websites, if external to the College domain should adhere to their respective hosts guidelines.

7 Captains' Meeting It is important that the Organising Committee schedule 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 discussions should be held on:

- Competition Rules
- Code of Conduct
- Selection of Representative Team (if applicable)
- Initiation of Irish University Association (if not already in place)

8 Entertainment It is customary that the host College should organise a variety of evening entertainment for the duration of the Competition, for their guest clubs. This could include discos, folk nights, karaoke or a quiz. This can also produce a good source of finance to assist in the organisation of the event.

Any entertainment that is arranged should follow the guidelines set out in the CUSAI Alcohol Policy. (available on www.cusai.ie)

9 Presentation Dinner The Organising Committee should consider very carefully the feasibility of a Presentation Dinner. If the host University / College is to arrange this function, it should be organised in consultation with their Sports Officer and it must be conducted in the cordial and distinguished manner, which it merits.

10 Publicity It is important that each competition should receive adequate publicity. Responsibility for this area should be delegated to a member of the Organising Committee, who should notify the local press about the competition and advise the media of results and details throughout the competition.

11 Irish University Association Inter-Collegiate competitions are a valuable and enjoyable part of student sport. In many cases, it is the pinnacle of a student's sporting career and therefore should be protected and become more organised in the Irish context.

CUSAI would encourage that the Captains' Meeting of each sport agree to initiate an Irish University Association in their sport and a constitution to govern the participation and maintain the values of University sport, to protect the traditions already built and to develop student sport at Irish University level (should these not already be in place). For further details on this development, you should contact the CUSAI Office.

12 Participation All Inter-Collegiate events should be open to all Universities/Colleges. If limited places are available then teams should qualify to compete in the competition. Eligibility to compete in Inter-Collegiate Events is set out in the CUSAI Eligibility Guidelines for Domestic Competition.

13 Results A full set of results should be furnished to CUSAI and all participating teams following the competition.

14 Next year's event The Host University / College and the dates for next year's event should be ascertained at the Captains' Meeting, and this information should be reported to the CUSAI Office to be included in next year's Inter-Collegiate calendar.

Each Host University / College should forward on a copy of their Inter-Collegiate Event of the Year Award nomination to the following years host club.