



Inter-Collegiate Event of the Year Award 2011

Rules.

1. Each club that hosted an Inter-Collegiate event in 2011 may submit a nomination.
2. Only one nomination form will be accepted from each club and the form must be completed by a Student Committee member of that club.
3. Inter-Collegiate events must be organised on an All-Ireland basis.
4. Nominations must be approved by the University / College Sports Officer or Student Sport Representative.
5. The 7-page nomination form must be TYPED. In addition to submitting a hardcopy of the nomination form to the CUSAI Office, a softcopy must also be emailed to info@cusai.ie before the closing date.
6. Completed nominations must be submitted to the CUSAI Office by 5pm on Wednesday, 21st March 2012.
7. Clubs are encouraged to include any additional material, for example; photographs, information packs, publicity articles, feedback from participating colleges etc., which may enhance their nomination.
8. Clubs may be requested to support their nomination in the form of a presentation to the judging panel. Clubs will be informed of the date, time and venue of this presentation.
9. The winners of the award will be announced in May 2012 with the successful club honoured at the CUSAI Networking Event on the 24th May.
10. The judging panel's / committee's decision is final.
11. Entry fee: Entries from clubs in CUSAI member institutions is FREE. Entries from clubs from non-CUSAI member institutions is EUR €45.00 and payable with each nomination submitted (cheques made payable to "CUSAI").
12. No late entries will be accepted.





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Grading Scheme

Organisational area	Key points / tasks	Points (max)	Total points available
Organising Committee	<ul style="list-style-type: none"> Student chairperson Sports Office representative Multiple person committee Specific roles 	1 1 1 2	5
Participation	<ul style="list-style-type: none"> Number of college / university clubs that were invited Number of college / university clubs that attended and competed Number of individuals student competitors 	3 2 5	10
Communication	<ul style="list-style-type: none"> Initial notification / entries / information sent to all clubs Initial notification / entries / information sent to CUSAI office and the sport's NGB Continued communication with clubs Continued communication with CUSAI office 	5 5 5 5	20
Health & Safety	<ul style="list-style-type: none"> Evidence of insurance cover in place Risk Assessment carried out and implemented First Aid at event 	7 7 6	20
Publicity	<ul style="list-style-type: none"> Event website Newspaper coverage Press releases Other media coverage (e.g. local / national radio, TV, etc.) 	5 5 5 5	20
Financial planning	<ul style="list-style-type: none"> Detailed budget Post-event financial report Profit / loss / break even 	8 8 4	20
Sponsorship & Fundraising	<ul style="list-style-type: none"> Different types of sponsorship received (e.g. financial gift, prizes, advertisements purchased, product, free air time advertising, etc.) Number of sponsors / total amount fundraised 	2 3	5
Programme	<ul style="list-style-type: none"> Event programme / booklet produced? Sufficient numbers produced? Detail / quality of publication 	1 1 3	5
Results	<ul style="list-style-type: none"> Results service at event? Sent to press (e.g. newspapers, etc.) immediately after event? Sent to CUSAI office immediately after event? 	1 2 2	5
Captains' Meeting	<ul style="list-style-type: none"> Held before event commenced? Held after the event? 	3 2	5
Problems Encountered, Feedback and Report	<ul style="list-style-type: none"> Problems encountered / overcome? Feedback sought? Post-event report produced Report supplied to CUSAI and next year's hosts? 	6 2 5 4	17
Next Year's Event	<ul style="list-style-type: none"> Details of next year's hosts 	4	4
Support Statements	<ul style="list-style-type: none"> Statement from OC Statement from Sports Office 	5 5	10
Signatures	<ul style="list-style-type: none"> Signed by OC Signed by Sports Officer 	1 1	2
Total points available	Total points available		148

Please direct all queries to the CUSAI office at:
e: info@cusai.ie | t: +353 1 6251173 | f: +353 1 6251174

