

Capitation Handbook

Issued by the Capitation Committee for the Guidance of Clubs and Societies.
Updated **October 2002 for academic year 2002 - 2003.**

CAPITATION HANDBOOK (Issued by the Capitation Committee for the Guidance of Clubs and Societies. Updated November '02 for academic year '02 - 03)

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INTRODUCTION

This handbook represents the guidelines used by the Capitation Committee for effective administration of all NUIM Clubs and Societies. The information is not for executives only; it should be common knowledge for any student of this university who is involved at any level in a club or society.

Concerns such as fairness and, with limited staff numbers, the efficiency of the system have been considered and solutions incorporated. Enforcement of the rules is an issue of concern with the Capitation Committee, and the procedure is outlined herewith.

Your Capitation allocation is intended to assist the various student organisations to administer their activities. Members are expected to supplement this assistance with fund-raising, sponsorship, and contributions from members towards expenses incurred through their activities.

Rules for administration and expense eligibility are set down - and enforced - in the spirit of benefiting all club and society members, and indeed, all of the students who have paid into the Capitation fund and who are entitled to benefit from it.

It makes sense, therefore, that those who wittingly or unwittingly break these rules are violating the property and rights of their fellow students. On the other hand, the Capitation Committee wishes to acknowledge, with thanks, the hard work and commitment that our club and society officers put in to providing such excellent services to their fellow students. Without these officers there would be no clubs or societies, and a valuable part of college life would be missing.

The University and students together honour the incredible work done during the year by executives and participants at the annual Clubs and Societies Awards. This event has grown in participation and stature over the last few years, and is a true celebration of extra-curricular achievement and excellence.

We hope that this document will assist you in the running of your student organisation.

Structure of the Capitation Committee and the Student Affairs Committee:

Student Affairs Committee

Terms of Reference

- 1) To ensure satisfactory student support services within the University
- 2) To approve generally the constitution and rules of all Clubs and Societies operating in the University
- 3) To designate the Clubs and Societies eligible to apply for capital funds
- 4) To allocate Capitation funds for the benefit of designated Clubs and Societies.
- 5) To promote a good communication policy within the university for the student population
- 6) To promote physical education, sports and recreational facilities for the student body
- 7) To advise on and assist the needs of groups of students such as mature students and students with disabilities
- 8) To approve plans for the maximum utilisation of sports and recreational facilities
- 9) To assist cases of student financial need in the university, subject to available funds
- 10) To investigate cases of alleged student misconduct and to designate appropriate sanctions.

Composition:

President

Vice-President

Registrar or nominee

Bursar or nominee

Student Counsellor

2 Academics

1 External Member

4 Student Representatives (including one post-graduate student)

Student Services Officer

Sports Officer

Careers Officer

Residence Officer

Chaplain

(Total 17)

To assist it in its work the Committee considers that the Student Affairs Committee should have two sub-committees; a Capitation Committee and a Recognition and Ratification Committee. The composition of these sub-committees should include strong student representation.

Capitation Committee

The Capitation Committee is responsible for recommending the allocation of funds to each club and society. It is a sub-committee of the University Governing Body's "Student Affairs Committee", comprising a number of staff and student representatives:

Students Union (SU):

- President (or vice-president)
- Treasurer
- Clubs Officer
- Societies Officer

College:

- Bursar or representative
- Students Services Officer
- Sports Officer
- Two academic staff (appointed by the SU by Oct. 15th of academic year, or appointed by President if not done by the SU)

Recognition and Ratification Committee

This Committee considers active Clubs and Societies in the University for recognition and ratification by the Student Affairs Committee. It also makes recommendations to the Student Affairs Committee for the de-ratification and de-recognition of inactive clubs and societies.

The recognition by the University of your club or society has far-reaching implications affecting funding, insurance, and constitutional integrity. For example, should a member of a recognised University Club or Society have an accident resulting in serious injury or death, it may ultimately be the responsibility of the University. If your students organisation is not formally recognised by the University, the ultimate responsibility may end up with an individual student or member.

Composition:

SU President or nominee
SU Clubs Officer
SU Societies Officer
Sports Officer
Students Services Officer

CAPITATION RULES

Capitation Applications:

1. These must be made using the standard form which can be downloaded from the NUI Maynooth website. Only standard format, word-processed forms will be accepted.
2. The Application must show each Income and Expense item analysed against each proposed event in the manner set out on the form. The dates and the venues of the proposed events must also be shown.
3. A statement must be made on the Application indicating the expenditure for which moneys carried forward are intended.
4. Late Capitation Applications will not be accepted. **This year's deadline is Friday, 25th October, 2002.**
5. No appeals will be allowed after the allocations have been published.

Accounts

1. Must be kept in the **official accounts books**, and must be written up as directed during the Clubs and Societies Training Weekend.
2. **All payments, however small, must be made by cheque.** The cheques must bear two signatures. Any withdrawal of cash must be authorised by the Student Services Officer before it is withdrawn.
3. It is absolutely vital that full details on each cheque written are to be entered on the **cheque stub** at time of issue. Receipts for every transaction must be acquired and kept for the presentation of accounts.
4. **All moneys received** are to be lodged promptly, and in full, to the bank current accounts. Where Clubs or Societies, in addition, operate a deposit account all moneys must initially be lodged to the current account, and subsequently may be transferred by cheque to the deposit account. All withdrawals from deposit accounts must be lodged directly - in full - to the current account.
5. **Each Club and Society must order from their bank a statement** as at the close of business on the last day of each calendar month whether any transactions have taken place or not. This statement is to be posted by the banks to the Student Services Officer to avoid delay in auditing. The monthly bank statement can be picked up from the Clubs and Societies Office on the second Tuesday of each month.

Presentation of Accounts:

1. **You will be notified** of the time, date and venue of your presentation by a list on your own club/society notice board.
2. The Chairperson and the Treasurer is required to make **two presentations** which will take place during the academic year, one **just before the Christmas** holidays, and one **just after the spring mid-term break**.
3. The following are the **requirements** for the bi-annual Presentation of Accounts:
 - 1) List of Property owned
 - 2) Account Books - complete and written up to date
 - 3) Bank Statements - both current and deposit
 - 4) Cheque Stubs
 - 5) Receipts
 - 6) List of outstanding Debtors and Creditors
 - 7) Complete updated list of officers contact Names, Addresses, and Telephone Number (to be retained by Student Services Officer)
 - 8) Sponsorship (either cash or benefit in kind) should be recognised and accounted for in some form in your accounts.
4. The Account books **can be checked at any time** and must be presented at the request of a Capitation Committee member.

At the end of the Year:

On or before the 30th April:

1. The account books, complete with all the requirements for the "Presentation of Accounts" must be returned to the Student Services Officer.
2. A list of the officers elected at A.G.M. for the next academic year showing names, addresses and telephone numbers - both local and home in both cases, must be delivered to the Student Services Officer. The Officer Lists must be updated on Monday or Tuesday of the second week of October. Any changes of personnel or addresses or phone numbers during the academic year must be promptly reported to the Student Services Officer.
3. An updated list of the property in the club must be presented, together with an indication of where this property is being stored.

If all of the conditions are fulfilled, 25% of the previous year's allocation will be lodged to the Club or Society bank accounts as soon as the Capitation Applications are received, as part-payment of the first instalment.

The Chairperson and Treasurer may be held jointly responsible for any Capitation Rule which may be broken.

Expense Eligibility; Clubs and Societies:

This list should not be considered exhaustive. Unlisted items, which may be presented from time to time, will be assessed on their own merits.

The following are indications of the maximum expense allowable using your Capitation allocation. They are listed in order of priority spending for your club or society. **Clubs and societies will not be able to afford to give their members the maximum allowable subsidy.** In some cases, the subsidising of certain expenses will be restricted by these rules.

Clubs **income over and above the Capitation Grant** (for example, sponsorship, contributions from players, fundraising raffles and discos) can meet club expenses in any way that the executive committee feel is appropriate. All of this income, and how it is spent, must be expressed in your accounts.

Here are the eligible expenses governing Capitation Funds only:

Communication:	Stationary and Telephone: 100% of essential, realistic costs. (Clubs and Socs office in the Students Social Centre is recommended; each club may have a telephone account, and the office has computer and printing facilities for written correspondence). Mobile telephone costs are allowed up to a maximum subsidy of £40 per year.
Affiliation Fees:	100% allowable. We have a Public Liability and Personal Accident Insurance policy - avoid paying your sports association insurance on top of this.
Competition Entry Fees:	100% eligible
Travel:	100% of realistic cost. Try to get the most economical transport without compromising convenience and comfort; you need to be in good condition for the event after your travelling!
Accommodation:	A supplement of up to €18.00 per night per person is allowed. Should you wish to get more luxurious accommodation, funds other than Capitation must be used. The source of these other funds must be indicated.
Meals:	Up to €5.00 per head maximum. Your club can save a lot of money by making members responsible for feeding themselves while representing the college away
Visiting Clubs:	As hosts up to €5.00 per head is eligible to provide a meal for visiting teams. This does not apply when hosting inter-varsity championships, in which case participants meet all of their own costs.
Presentation meals/functions:	Up to 50% of the cost, or subsidise up to a maximum of €11.00 each, depending on funds available. If these Capitation funds are not available in your society/club, members may have to bear the costs of the tickets by themselves.

- Equipment and Maintenance: Replacement, upgrading and maintaining Equipment and Premises: 100% of costs.
- Trophies and Prizes: 100% of essential, realistic costs. Sponsorship should be sought.
- Inter-varsity Hosting: Must be indicated in separate Application for Capitation Funds. Extent of supplement will depend on the funds available for distribution.
- Annual Clubs & Societies Awards:
Up to five tickets per Club or Society may be paid for out of you capitation allocation.

Clubs:

- Coaches: Expenses and fees: 100% eligible
- Medical Kits: €30 for a basic kit; up maximum to €150 for year
- Associated Medical Exps: For example, a taxi to or from the hospital or doctor, doctor's initial fee, etc. 100% eligible.
- Team Strips: New strip subject to €26 deposit from each team member. Strip may be kept at the end of the year, or if returned to club, the €26 deposit will be repaid.
- Laundry: Realistic costs

Societies:

- Speakers' Fees: External: limit of €90 depending on prominence
Internal: Not to exceed €30
Extra funds available for speakers with international reputation.
- Speakers' Travel Costs: Foreign: Cost of Apex flight
Irish: Train Fare
- Speakers' Entertainment: No drinks permitted, limit of €20 per head for four people including guest speaker
- Speakers' Accommodation: Where necessary, one bed and breakfast at Glenroyal Hotel rate.
- Publications: 20% supplement only
- Cheese and Wine: Receptions/Promotions: Allowed to spend up to 50% of allocation if it is a realistic cost. The numbers in attendance should justify the expenditure.

Pastoral and Charitable Groups:

Capitation funds may not be used as aid, charity or entertainment for non-members of the society. This must all come from fund-raising.

Equipment Management:

A lot of money is spent each year on equipment. This equipment is the property of your club/society and the student body. It will last longer if these guidelines are followed:

- Keep an updated list of each item that your club or society owns.
- Have a secure storage space for your property - the Sports Officer will organise this for you if you don't already have an arrangement made.
- Operate a functional, uncomplicated check-out system if necessary
- In the case of kits and team strips, assign an Equipment Officer to collect and launder it after each game, whether it is at home or away. Do not sign it out to individual members, as it is very hard to track down when changes are made on a team and at the end of the season. In some sports, a €25 deposit per jersey helps to subsidise replacement costs.
- At the end of the year bring all sports gear to the sports office for storage during the summer months, or indicate where (i.e., name and permanent address) your club/society property is stored.

Any gear that the Sports Officer takes into care during the year or during the summer months will be the responsibility of the Sports Officer. In other words, any loss or damage will be compensated.

Violation of the Capitation Rules:

Failure to meet the above conditions is viewed very seriously by the Capitation Committee. The Committee will deal with any suspected misappropriation of funds. It will operate as follows:

A Committee will notify (via the Student Union Office/Club or Society Notice Boards) the Secretary of the respective club or society with the time, date and agenda of meeting.

If it is found that funds have been misused, or that the Rules of Capitation have been broken, the people responsible for bringing their club or society into disrepute will be made pay back the funds with compensation by a certain date, or, depending on the case, be brought before the College Disciplinary Board.

If the Chairperson and Treasurer fail to co-operate with the Capitation sub-committee, it will become a matter for the Disciplinary Committee of the University.

Executive Officers, Clubs and Societies:

- Fill in attached form "List of Officers - Academic Year '02 – '03" and give to Mary MacCourt, SU Secretary as soon as completed.
- Before going to the Computer Centre, make sure that you have a **rough draft** of your budget submission, **a floppy disk** that you can save information on, and **paper**.
- Deadline for submission of Capitation Application Forms to Mr. Brian Gormley, Students Services Officer, is **Friday, 25th October, 2002**.

Instructions on how to use the On-line Capitation Application Forms:

Users must abide by all the Computer Centre Rules, and be Registered Users (details from the Computer Centre Staff)

1. Forms can be downloaded from the university internet site. **Go to student life then to sports office, scroll down to end of page and link to clubs scroll down and click on red capitation application forms.**
2. Fill in the necessary details; using tabs to locate your cursor on the form. Please show each cost item under major items or events, e.g., **Communication: Stationary, Telephone, Postage, Posters, etc.** or: **Weekend tournament in UCG, 26th - 28th January; Entry Fees, Travel, Accommodation, etc.** Give proposed dates and venues for events. Use a separate box for each item. Note that the boxes will expand downwards to accommodate your text.
3. Make sure your totals are correct.
4. When the form is completed, you can save it and print it. For these functions, you need a floppy disk and paper both available from the Students Union shop.
5. To save your work, insert your floppy disk. You will not be able to save on the hard disk, as there is a lock on the program. Go to File and click on Save; follow prompts.
7. Printing is easy! Go to File and Print and then just follow the prompts.
8. Make sure you submit an Income, Expenditure, Balance Forward from last year, and Case Submission form with your application. Please be especially brief on the latter, and make your points clearly.

Conditions for Recognition of New Clubs and Societies:

The application must have a high standard of presentation, as it will be considered directly by the Student Affairs Committee. Please ensure that it is typed and free of spelling errors.

The deadline for applications is **Friday, 25th October, 2002**.

The application must include:

- A typed **Letter of Application** addressed to the Student Affairs Committee. In your letter, please note that:
 - (i) If the Club/Society being set up is similar to an existing club/society, a distinction must be made
 - (ii) Any events, including fund-raising events held by the unratified club in the past should be mentioned.
- A list of Executive Officers
- A completed Constitution (see sample)
- Completed Capitation application forms A (Income), B (Expenditure) and D (Case Submission).

The newly ratified clubs and societies must work in conjunction with the club/society officer for it's trial year.

All applications will be subject to ruling by the Students Affairs Committee.

Official Constitution for all Clubs and Societies issued by the Student Affairs Committee, effective as and from 12th March, 1987:

Article 1: Title:

Article 2: Aims:

Article 3: Membership:

- 1) Membership shall be open to all students and staff of the college, at a fee specified by the Club or Society for the academic year.
- 2) This fee will guarantee reduced admission to some club/society functions.
- 3) All elections shall be held by secret ballot.
- 4) Only fully registered student members shall be eligible for election to the committee.
- 5) Membership cards should be provided for members.

Article 4: The Executive:

- 1) The Club/Society shall have an executive consisting of the President, Vice President, Secretary, Treasurer, PRO, and a maximum of six committee members, some/all of whom may have specific designated duties each of whom shall be elected at the A.G.M. in accordance with Official Student Affairs Committee standing orders for the holding of elections by Clubs and Societies.
- 2) President:
 - a. The function of the President is to co-ordinate the working of the Executive and look after the running of the Club/Society, assisted by the Executive.
 - b. The President shall draw up an annual report and present it to the members at the A.G.M.
- 3) Vice President:
 - a. The function of the Vice President is to assist the President and to deputise for him/her absence.
- 4) Secretary:
 - a. The Secretary shall deal with all correspondence pertaining to the Club/Society. The Secretary will also notify members of meetings and events.
- 5) Treasurer:
 - a. The Treasurer shall safeguard the financial position of the club/society, and keep the books in accordance with the Capitation Committee regulations.

b. The Treasurer shall present a financial statement to the Committee at regular intervals and at the A.G.M.

- 6) PRO
The PRO shall be elected at the AGM and is responsible for promoting and advertising all events associated with the club/society.
- 7) At the AGM the club/society members should elect a committee representing a wide variety of interests who will help in the smooth operation of the club/society.

Article 5: The Executive may appoint individuals to assist with specific tasks in the organisation of club/society activities, should the need arise.

Article 6: Any committee member who is absent from more than two consecutive committee meetings shall be automatically deemed to have resigned.

Article 7: The club/society shall have the right to co-opt members of the club/society to fill any vacancy arising out of the resignation of any of its officers or committee members. The number, of co-options is limited to two per academic year.

Article 8: Executive meetings shall be held regularly (at least two per term) and shall require a quorum of two thirds plus one of its designated full strength membership. Decisions may be taken by a simple majority vote. In the event of a tied vote the Chairperson shall have a casting vote.

Article 9: A general meeting may be called at the written request of:
a) 10% of official Club/Society membership, or
b) any one member of the Executive.

Notice of a general meeting together with its full agenda must be posted on each of the nine designated notice boards five college days in advance of the meeting. General meetings shall require a quorum of 30% plus one of official current membership.

Voting shall be by secret ballot and shall be in accordance with the official Student Affairs Committee Standing Orders on voting procedures. In the event of a tied vote the chairperson shall have a casting vote. Motions of no confidence in the executive or any member(s) thereof may be passed at a general meeting. In the event of a vote of no confidence being passed against more than two committee members and there having been no prior co-options in that academic year, election(s) for the vacant post(s) shall be held within three weeks of that date and in accordance with official Student Affairs Committee Standing Orders for the holding of Elections by Clubs and Societies.

END

The Roles of the Clubs Executives:

The function of the **President** is to co-ordinate the working of the executive and to look after the running of the Club, assisted by the Executive.

In other words, the basic management functions of PLANNING, LEADERSHIP, ORGANISATION AND CONTROL come into play.

Another function of the President is to draw up an annual report and present it to the members at the Annual General Meeting.

The function of the **Vice President** is to assist the President, and deputise for him/her in his/her absence.

The **Secretary** shall deal with all correspondence pertaining to the club. He/She will also notify members of meetings and events.

The function of the **Public Relations Officer** is to promote and advertise all events associated with the Club.

The **Treasurer** shall safeguard the financial position of the Club, and keep the books in accordance with the Capitation Committee regulations enclosed in this Handbook. He/She shall present a financial statement to the Committee at regular intervals and at the Annual General Meeting.

Both the President and Treasurer shall represent their respective Club/Society when presenting the account books to the Capitation Committee members.

Guidelines for the Host Clubs in Inter-varsity Competitions:

The following has been agreed by CUSAI (Council of University Sports Administrators in Ireland).

1. An organising committee should be set up at an early stage by the host club. It is suggested it should comprise:-

- Captain
- Secretary
- Treasurer
- Two interested people as advisers, e.g. coach, member of staff or governing body representative.

2. The role of the organising committee will include:

i Booking the facilities required - both University based and outside facilities. These should be booked as soon as you know you have been asked to host the competition, i.e., after the previous tournament.

ii Costing the Event - All likely expenses should be included in your budget preparation. These will cover:

- Hire of Facilities/Equipment (if necessary)
- Umpires/Referees, Fees/Expenses, etc.
- Purchase of Trophies, etc.
- Tournament Dinner if required
- Accommodation

iii Arrange insurance if necessary

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

- University
- Sponsorship, e.g. local business, major companies associated with sport e.g. cycling and Nissan.
- Delegates - Entrance fee per team
- Individuals pay for dinner
- Discos

You are advised to control the use of Free Beer and to look for other forms of financial support.

4. Accommodation - Each participating team is responsible for booking and paying their own accommodation. It is important that the organising committee provide a list of available hotels, guest houses, etc., with contact telephone numbers, the secretaries of each participating University/College. This should be done at least two months before the tournament is due to take place.

5. Entertainment - It is usual that the host club organise a variety of evening entertainment for their guest clubs; discos, dinner, folk night, etc. This can produce a useful source of finance to assist in the running of the tournament.

6. Communication - This can prove to be the biggest problem for a host team, e.g., who to contact, receiving replies, etc. All participating teams should be encouraged to provide up to date information, a secretary's name, address and contact number.

It may assist the organising committee if you make initial contact with each university through the Sports Centre office. Names of permanent staff members can be provided.

The organising committee should notify each team regarding dates, venues, starting times, etc..

7. Captains' Meeting - During the tournament it is important that the organising committee chair a meeting of Captains'/Manager of each participating team. At this meeting discussions should be held on:

- Competition Rules
- Entry Requirement of Tournament
- Selection of Irish Representative Team (if required)
- Code of Conduct - Disciplinary Action

and the draw for next year's event should be made. Minutes of this meeting should be kept and made available to next year's organising committee.

8. Publicity - It is important that each tournament should receive 'good' publicity. The local and national press should be informed of the tournament and notified of results and details of matches as soon as possible during the event.

9. Reports - The organising committee should report on the tournament of the benefit of all sponsors including the Students' Union and University bodies. It should also send a report to the Secretary of C.U.S.A.I. with all details and arrangements for the following year's event.

10. Trophies - Each organising committee should know the annual trophies which are presented at each inter-varsity event and should ensure that the holders of each trophy return them before the tournament in a clean state and having been updated if necessary.

11. Inter-varsity Constitution - Inter-varsity competition is a valuable and enjoyable part of all student sport. In many cases it is the pinnacle of a student's sporting career and should therefore be protected and become more organised in the Irish context.

The C.U.S.A.I. would encourage the Captains' meeting of each sport to agree 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 Inter varsity level.

In drawing up a constitution the following points should be considered

- a) eligible Universities and Colleges to be affiliated
- b) objectives of the Association
- c) appointment of officers to the Association
- d) control of finance
- e) rules for inter varsity competition
- f) rules for discipline at inter-varsity events
- g) procedure for selection of an Irish student representative team

Sports which may expect to represent Ireland at F.I.S.U. events must produce a constitution to the Council of University Sports Administrators in Ireland before they will be considered.

THE STRUCTURE OF COLLEGE SPORTS



FISU: "Federation Internationale Du Sport Universitaire" (www.fisu.net):

This organisation has representatives from 116 countries, including Ireland, which is represented by an organisation called C.U.S.A.I.. FISU attributes the bi-annual Universiade and World University Championships.

CUSAI: "Council for University Sports Administrators in Ireland" (www.cusai.ie):

CUSAI is affiliated to FISU. Membership is open to all universities and colleges with a record of participation in Inter-Varsity Competition.

ISSA: "Irish Student Sports Association" (www.studentsport.ie):

The ISSA runs a number of leagues and championships for third level colleges and institutions. Universities are invited to send representative teams to these.

National University Sports Federations:

These can be a valuable resource. Contacts for these can be found on www.cusai.ie.

Bus Services:

EXPRESS OPERATORS

Carlow	Pierce Kavanagh	8730671
Cavan	Joe Wharton	049-37114
Clare	John Lovett	061-368233
"	Christy Toohey	067-31460/31290
Clonmel	Princess Coaches	052-21389
Donegal	McGinleys	4513804/07435201
"	McGeehan	075-46101
Dublin	Emerald Coaches	01-2837584/088-538200
Galway	Nestors	8726777/09197144
"	Burkes	6266888/093-55416
Kildare	Eugene Foster	045-25432
Kilkenny/Thurles	Pierce Kavanagh	8730671
Leitrim/Mayo	Pat Barton	6286338
Longford	Sean Donnelly	043-86540
Monaghan	John Carragher	042-40025
" "	Patrick Collins	042-61631
Mountmellick	Des O'Connell	0502-24416

Offaly	John Kearns	0509-20776
Portarlington	Eugene Foster	05-25432
Roscrea	Christy Toohey	067-31460
Sligo	Johnston Carew	071-68138
Waterford/Tramore	Rapid Express	056-31106/01-6791549
" "	"	Mobile 088-572359
Wexford	Ardcavan Coaches	053-22561

Other Bus Companies:

Mr. John Healy	Rochford Bridge	044 - 22187
Marathon Coach Travel	Dublin	01 - 475 5010
Slevins Coaches	Mullingar	044 - 72157
Bartons	Maynooth	
Enfield Travel	Enfield	
Rover Coaches	Mullingar	044 - 40825 / 23133

First Aid Kit Requirements:

- 4 Triangular Bandages
- 3 Crepe Bandages
- 2 Soft Crepe Bandages
- 3 Ice Packs
- 1 Packet Plasters
- 1 Savlon
- 4 Dressings Sterile
- 1 Tape

Approximate cost **€30**

Insurance:

All students, past students, and staff members of this college are covered under a two special policies taken out by the Capitation Committee.

The first of these policies is the Church and General Personal Accident Policy (No. DN/RPA/0601893). It covers your members whilst engaged in any recognised Club, Organisation or Association activity of National University of Ireland, Maynooth, including travel off the Campus to and from such activities. The benefits are as follows:

Death by accident	€2000
Accidental Loss of Limbs or Eyes	€9500
Permanent Total Disablement	€9500
Medical and Dental Expenses	€9500

The second of these is the Church and General Public Liability Policy (No. DN/RPA/0602198) which will cover all members of clubs and societies on a member-to-member basis, up to €6,500,000.

If your club/society members need to make a claim for any reasons, fill out the appropriate form in the Sports Office. Any questions that those covered may have can be addressed here.

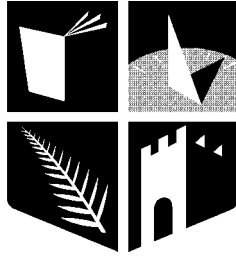
Important Dates to Remember:

Club and Society Executives Weekend Conference.....	11 – 12 Oct '02
Deadline for Applications for Ratification of New Clubs and Societies.....	25 Oct '02
Deadline for Capitation Application forms.....	25 Oct '02
Presentation of Accounts.....	Beginning, 2nd term
.....	End of March
"At the End of the Year" requirements.....	Conclusion of 2 nd Semester Lectures

And finally: Clubs and Societies Awards Night 2003.....8 April '03
Be there! This is arguably the best night of the year. Nominate your best people.
 (One vote per club/society per category)

Categories for Clubs and Societies Awards, 2003:

Club Executive of the Year	Best Society Event
Best First Year Athlete	Best Society First Year
Most Improved Club	Most Improved Society
Athlete of the Year	Society Person of the Year
Club of the Year	Society of the Year



NUI MAYNOOTH

Ollscoil na hÉireann Má Nuad

NUI Maynooth Campus Alcohol Policy

The University, recognising the place of moderate alcohol consumption in many areas of society, considers it important to create an environment within the University which promotes a sensible attitude to drinking, while accepting the potential of alcohol abuse to adversely affect the well-being of individuals.

The University will:

- Support programmes of education to inform students of the adverse effects of alcohol, safe drinking habits, alternatives to alcohol and skills to enable individuals to cope with social pressures to drink.
- Develop programmes of staff awareness and training to increase the ability of staff to recognise signs of alcohol abuse and to guide students to an appropriate level of care.
- Maintain access for students to such levels of medical and counselling skills as may be necessary to ensure appropriate care for the individual.
- Endeavour to respond considerately to individuals who accept that they are having problems related to the misuse of alcohol, providing that the individual concerned co-operates with such treatment and care plans as may be developed for them.

Students and student organisations also have responsibilities to ensure that the health of students, their ability to work, and the environment and the community life of the campus are not impaired by the abuse of alcohol.

1. Students drinking alcohol on campus are expected to use alcohol in a responsible manner. Their use of alcohol must not impinge on other people's ability to enjoy the use of the facilities. Excessive drinking may not be used as an excuse for behaviour which contravenes the University's Disciplinary Code.
2. Clubs, Societies or other student groups who wish to organise receptions or functions involving alcohol must adhere to the following guidelines:
 - If free alcoholic drinks are available at any function, free soft drinks must also be provided.
 - No more than two free drinks must be made available to any member.

- Advertising for events must not over-emphasise the availability of alcohol.
3. Availability of alcohol in on-campus licensed premises:
- If free alcoholic drinks are available at any function, free soft drinks must also be provided.
 - No more than two free drinks must be made available to any member.
 - Advertising of events must not over-emphasise the availability of alcohol.

Staff working in the campus bar must undergo training in the promotion of responsible drinking.