

SPORTS CLUBS & SOCIETIES LEADER HANDBOOK



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SETU is committed to creating a welcoming, safe, and inclusive environment for all students. Sports clubs and Societies are a huge part of this — they provide opportunities for everyone, regardless of ability, background, or experience.

As a leader, you play a big part in building that positive experience. Encouraging inclusivity, promoting respect, and ensuring activities are safe and enjoyable are some of the most important aspects of your role. Remember, your club or society is more than just an activity, it's a community.



WELCOME MESSAGE

Congratulations on becoming a leader for your sports club or society at South East Technological University (SETU).

By taking on this role, you've joined a community of students who dedicate their time, energy, experience and creativity to shaping student life on campus.



Sports clubs and societies are one of the most exciting parts of the SETU experience — they bring people together, create opportunities, and allow you to develop new skills while having fun.

This handbook has been designed to guide you through everything you need to know about running your club or society. From managing events, to promoting your activities, to looking after the wellbeing of your members — this is your go-to resource.

Remember, you're not on your own. The Sports Office, Student Services and wider SETU staff are here to support you every step of the way. Whether you need advice, resources, or just someone to bounce ideas off, we're only an email or a quick visit away.

INTRODUCTION

At SETU Carlow/Wexford, Sports Clubs and Societies play a central role in student life. They give students the chance to:

- Get active, creative, or involved in something new.
- Connect with others who share similar interests.
- Compete and represent SETU regionally, nationally, or even internationally.
- Develop leadership, organisational, and teamwork skills that stand out on your CV.
- Contribute to a positive, welcoming, and inclusive campus culture.

Sports clubs & Societies are supported by the SETU Sports Office and Student Services, who work closely with students to provide guidance, training, and resources.





Your Sports Clubs & Societies Support Team

Carlow Campus



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The Sports Office & Key Contacts



The Sports Office is your main point of contact for everything related to clubs and societies. Whether it's funding, events, training, or problem-solving, the team is here to help you succeed.

- 📍 Location: Barrow Centre, SETU Carlow Campus
- ✉ Email: sport.cw@setu.ie or societies.cw@setu.ie
- ☎ Phone: 0599175617

Carlow Campus :

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SECTION 2: RUNNING YOUR CLUB OR SOCIETY



RUNNING YOUR CLUB OR SOCIETY

First Steps – Getting Started

To run a successful club or society, there are a few key steps you'll need to take each year:

01

Step 1: If you are a new club or society you fill out the "Formation of a Sports Club/Society" form that can be found on the SETU Clubs and Societies portal, your request will then be brought to the Activities Committee for approval.

Once approval is granted to a club/society, the set up moves onto step two. If you are already an existing club meaning you were active in the previous academic year, you skip straight to step two each year.

02

Step 2: Fill out and return your Club/Society Constitution and Leader Agreement - this will also be found on your student portal

03

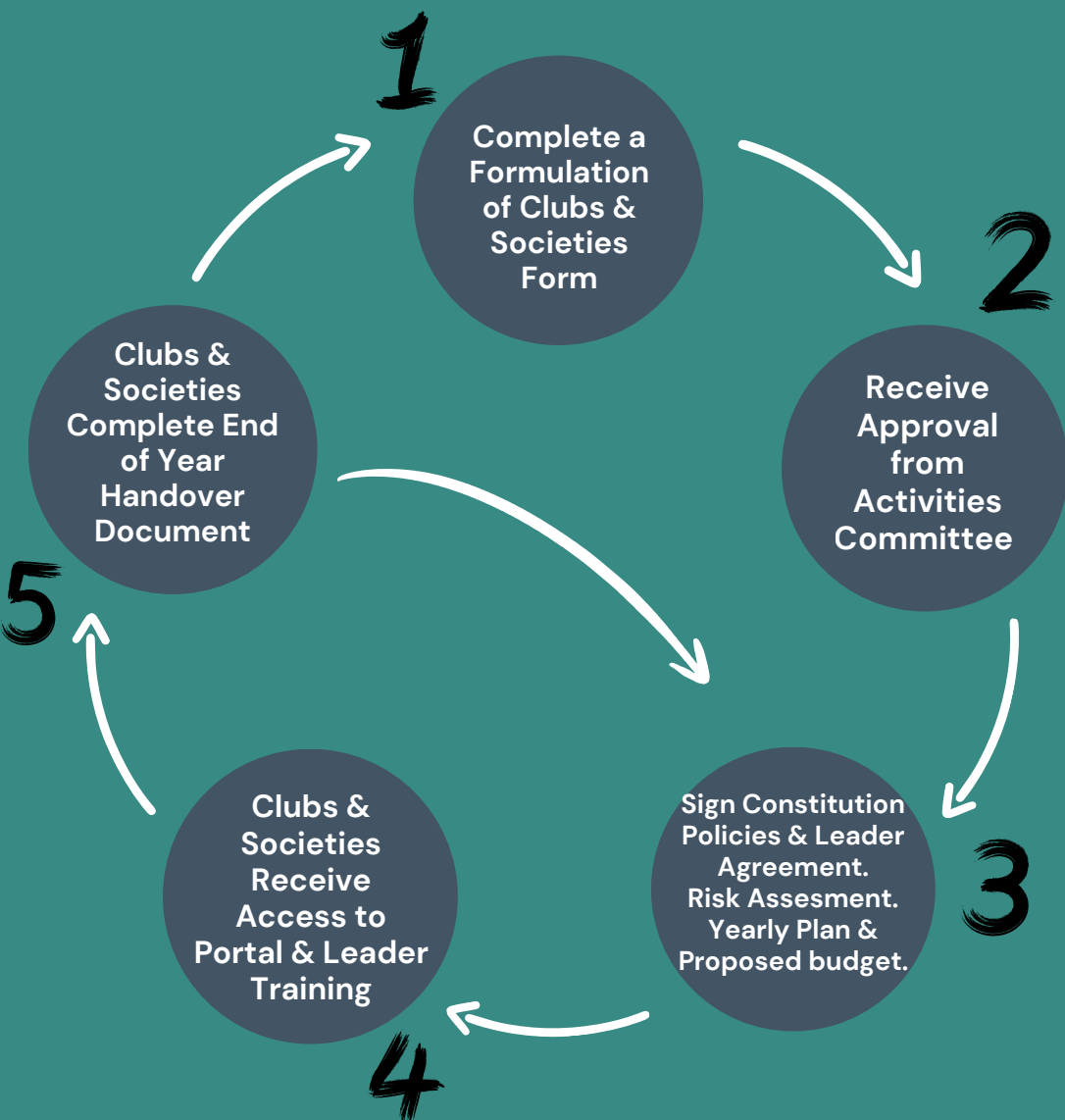
Step 3: Once they are returned you will receive this Sports Club/Society Leader Booklet and gain access as admin for your club on the Sports clubs and Societies portal

04

Step 4: At the end of each year a handover document will be given to each club leader to assist in the continuity of sports clubs/societies each year.

If your sports club or society or any of its members are nominated for any awards, they will only be eligible to collect their award if the sports club or societies handover document has been submitted

SPORTS CLUBS & SOCIETIES SET UP



RUNNING YOUR CLUB OR SOCIETY



Once students are registered member's from sports clubs and Societies sign up day you can communicate with them through the portal at any time. It's important to keep your portal page and social media as active as possible.

Being organised is very important be sure to plan your training sessions, meetings, or events. Organise fundraising for events for the year ahead to generate income for your club or society. Each club or Society must have an up-to-date General Risk Assessment.

Remember: The Sports Office or Student Services are here to guide you through each of these steps.

RUNNING YOUR CLUB OR SOCIETY

Sports Club/Society Structure & Roles

Every sports club or society must have a committee to manage its activities.

At a minimum, you'll need:

- 01 Chairperson** – Point of contact for club or society, leads the sports club/society, chairs meetings, oversees planning.
- 02 Secretary** – Supports the chairperson, handles administration, minutes of meetings, correspondence, keeps record of sport club equipment
- 03 Treasurer** – responsible for managing finances, from fundraising to budgeting for events for the year
- 04 Public Relations Officer (PRO)** – Promotes events, manages sports club/society social media, liaises with sports office or student services.
- 05 Health & Safety Officer** – Ensures events/training are safe and completes risk assessments to hand in to sports office.

A good committee shares the workload fairly so no one feels overwhelmed.

RUNNING YOUR CLUB OR SOCIETY

Recruitment & Membership Registration

Sports clubs and societies are only as strong as their members.

- Promote your sports club or Society throughout the year via your social media, and have an active portal homepage. Be sure to link in with the sports office social media to reach a further audience.
- Keep sign-ups inclusive and welcoming — encourage students of all abilities and backgrounds.
- Membership should be registered officially through the Sports clubs and Societies portal – remember if you are not registered – you are not insured. Always ensure members are signed up before training, events, or trips.
- Only those who are registered can access supports from the sports & societies team.
- To keep your club active and supported, each club needs at least 6 registered members (with 5 regularly taking part).
- For clubs where external coaching is provided, the requirement is a minimum of 10 registered members (with 6 regularly taking part). If numbers fall below these minimums the resource or coaching will be reviewed.



RUNNING YOUR CLUB OR SOCIETY

Event & Training Planning

Each Sports Club/Society should put together a simple plan for the year that includes:

01

Regular training sessions or meetings (time, place, frequency).

02

Social events and fundraisers.

03

Competitions, trips, or intervarsity's (for sports clubs).

04

Collaborations with other societies or student groups.



KEY EVENTS



Here are the key events and deadlines to keep in mind when planning events across the academic year at SETU Carlow/Wexford:

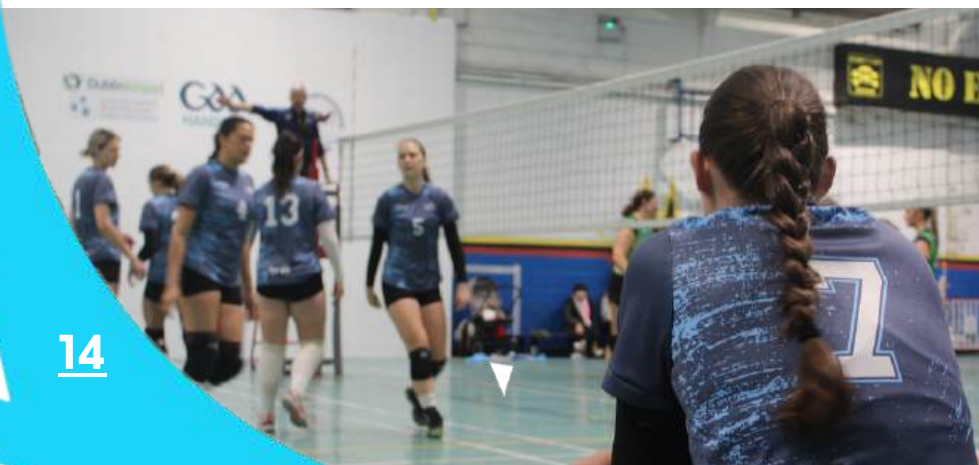
- Start of Semester 1: **September 10th**
- Clubs and Soc's sign up day Carlow: **September 15th**
- Clubs and Soc's sign up day Wexford: **September 22nd**
- Freshers' Week & Clubs Day: **September 20th – September 26th**
- Clubs & Socs Leader Meeting: **October 6th**
- Student Reading Week : **October 26th – October 30th**
- End of Semester 1: **December 4th**
- Start of Semester 2: **January 4th**
- RAG Week : **February 7th – February 13th**
- Student Reading Week : **February 15th – February 19th**
- Clubs & Socs Ball / Awards Night: **April 20th**
- End of Semester 2: **April 23rd**

RUNNING YOUR CLUB OR SOCIETY

Coaches & Instructors (Sports Clubs)

If your sports club requires coaches or instructors:

- 01** They should be approved by the Sports Office.
- 02** Coaches must meet the minimum qualifications of their National Governing Body (where relevant).
- 03** All coaches must be registered and Garda Vetted (where required).
- 04** Coaches are there to support members' development, but ultimate responsibility for safe sports club operation lies with the sports club leader





QUICK CHECKLIST FOR LEADERS

Before your sports club or society kicks off each semester, make sure you've:



Submitted your signed formation of a new club or society constitution & leader agreement.



Ensure all members are registered through the Sports Clubs and Societies portal – starting on sign up day.



Refresh portal homepage pictures and description.



Complete your risk assessments and hand them via your portal.

Plan your training, meetings, and events.



Book facilities/equipment (if needed).



Create a plan collaborate with your sports office to for promoting your sports club/society



SECTION 3: ADMINISTRATION & FINANCE



ADMINISTRATION & FINANCE

Why Administration Matters:

Good administration keeps your sports club or society organised, safe, and sustainable. From fundraising to risk assessments and attendance records, these tasks might seem small but they're the foundation of a strong sports club/society.

Sports Club/Society leaders are responsible for ensuring all admin is up to date.

Fundraising - Sports Clubs/Societies are encouraged to raise funds themselves through safe and approved activities.

01

Sponsorship deals must be approved by the Sports Office before being agreed.

02

Sports Clubs/Societies may not enter sponsorship agreements with companies that conflict with SETU policies (e.g. alcohol or gambling companies).

03

Fundraising events must be safe, inclusive, and appropriate for a university setting.

04

You must make the sports office of student services aware of any fundraising plans you have.

05

We urge all Clubs & Societies to utilise your Clubs & Societies online portal for financial transactions.

ADMINISTRATION & FINANCE

Financial Procedures

- ▶ All income (membership fees, fundraising, sponsorship) must be recorded.
- ▶ All spending must be approved by the committee/ sports & societies admin team before it happens.
- ▶ Keep receipts for all purchases and submit them to the Treasurer & sports & societies office.



Event Budgeting & Approval

Before running any large event, trip, or competition, you must:

- Create an event plan (date, location, schedule, expected numbers, facilities or extras needed).
- Submit a risk assessment.
- Get approval from the Sports Office before confirming bookings.
- For medium to longer events, please ensure that you give an appropriate amount of time and notice.



SECTION 4: HEALTH, SAFETY & WELLBEING



HEALTH, SAFETY & WELLBEING



Why Health & Safety Matters

Health and safety is everyone's responsibility. As a sports club or society leader, you are responsible for making sure your members can enjoy activities in a safe and supportive environment. This doesn't mean avoiding fun — it means planning properly so events and training can run smoothly without unnecessary risks.

A well-run sports club or society is one where members feel safe, welcome, and supported.





Risk Assessments & Event Safety

All club members are responsible for making themselves aware of hazards and are responsible for their own safety. Each member is also responsible for informing the sports club or society leader of any safety concerns or medical conditions that may affect their ability to participate. In the interest of health and safety each sports club or society must complete and update:

01

Generic Risk Assessment (GRA) – covers your regular activities (e.g., weekly training, rehearsals, or meetings). You can find this on your sports clubs and societies portal.

02

Risk assessments must be submitted Via your portal before events take place.

03

All members must be made aware of safety procedures relevant to your activity.



Insurance & Cover

Only registered Sports Clubs & Societies members are covered under SETU's insurance policy. Make sure every participant is officially signed up before they take part in any activity.

Trips, competitions, and external events must be approved in advance for insurance cover to apply.

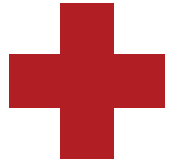
If you're unsure whether an activity is covered — always check with the Sports Office or Student Services first.



FIRST AID & TRAINING

- On-campus first aid support is available through the university.
- For off-campus activities where there is a low risk of minor injury, the sports club or society leader must ensure a suitable first aid kit is available.
- For higher-risk activities (e.g., competitive sport, physical training), a designated first-aider or qualified trainer should be present with each group.
- A first aid kit must always be brought on trips away from campus

Our AT Intern can be contacted through the sports office for further information or help.



HEALTH & SAFETY GUIDELINES FOR TRIPS IN IRELAND (ONE DAY OR OVERNIGHT)

- Before setting out, the sports or society officer will leave contact details, the trip destination, and the estimated return time with the club leader or another responsible person.
- On return, the officer should contact the sports club/society leader to confirm that all members have arrived back safely.
- If a problem arises, the sports club/society leader should immediately contact the appropriate authorities.
- Students under 18 require written parental/guardian permission to take part in overnight trips, and child protection guidelines must be followed at all times.

ACCIDENT & INCIDENT REPORTING



An incident is defined as a near miss where no injury occurs. An Accident is any instance where a person is injured to such an extent that they require first aid or medical treatment (doctor, nurse, hospital visit).

Any accidents or incidents that occur as a result of sports club or society activities must be:

01

Reported to the Sports Office or Student Services or relevant staff member as soon as possible (within 48h)

02

Record using the Official Accident/Incident Report Form using the following the below QR code.

03

Reviewed by the committee to identify whether further safety measures are needed

04

Only registered members are covered under SETU's insurance policy. Make sure every participant is officially signed up before they take part in any activity.



Accident & Incident Classification*

Sports Injury (team/not course related) x

You can also add more Accident & Incident Classifications to the system from [here](#)

Select 'sports injury - team/not course
Fill in as much information as you can
Attach photo if appropriate

**Reporting isn't about "getting in trouble"
— it's about keeping accurate records
and preventing future issues.**



STUDENT WELLBEING & SUPPORTS

SETU Carlow/Wexford provides a wide range of supports to help students look after their mental and physical health. As a leader, you should be familiar with these so you can point members in the right direction if needed.

- **Student Counselling Service** – confidential support for mental health and wellbeing.
- **Health Centre** (Carlow Campus) – on-campus medical support.
- **Student Services** – guidance on transport, accommodation, financial supports, and general wellbeing. Disability support and Access Office
- **Students' Union Welfare Officer** – available for advice and support.
- **Chaplaincy** – a listening ear and community support.

If you notice a member struggling, encourage them to seek help. You are not expected to fix problems yourself, but you can make a huge difference by pointing people towards support that are available for them



INCLUSIVITY & RESPECT

Sports Clubs and Societies should be welcoming to all students, regardless of ability, background, gender identity, or experience.

Leaders should:

- Encourage respectful behaviour at all times.
- In the event of reports or complaints of bullying, harassment, or discrimination, report them to your sports office or student services immediately.
- Promote an inclusive environment where every member feels valued.

SETU policies on equality, diversity, and inclusion apply to all sports clubs and societies.

If you ever need advice, contact the Sports Office or Student Services.

sport.cw@setu.ie
studentservices.wx@setu.ie
societies.cw@setu.ie



SECTION 5: COMMUNICATIONS & PROMOTION



WHY GOOD COMMUNICATION MATTERS

Communication is the heartbeat of your Sports club or Society. Clear, consistent communication helps you:

- 01 Attract new members.
- 02 Keep current members engaged.
- 03 Share your successes with the wider SETU community and Student Body.
- 04 Build a positive reputation on and off campus.

As a student leader, you are not just running activities, you're also telling the story of your sports club or society.

Remember to add new members to all distribution groups !



COMMUNICATIONS & PROMOTION

Social-Media & Digital Platforms

It is vital all sports clubs and societies have an active and vibrant member portal, this will be your first impression to all potential new members and allows students to keep up to date with all of you activity.

Most sports clubs and societies will also use social media to promote events and connect with members. To do this effectively and safely:

- Always use official sports Carlow or Wexford SETU club/society accounts, not personal ones and always tag your sports office.
- Keep your content positive, inclusive, and professional.
- Use the correct SETU branding and colours which can be found following this link – www.setu.ie/brandguidelines
- Respond to queries and messages promptly.



Make sure the sports office or student services is aware of who the social media admin for your club is for collaboration and accountability

Communication with Members

Every sports club and society has the ability to communicate with all its members through their online portal.

For bigger events or press coverage contact the sports office or student services and together we can collaborate with SETU Communications Office. They can help promote events through official university channels, websites, and media contacts.

Recognition & Awards

SETU Carlow/Wexford Campus love to celebrate the success of its student leaders. Each year, awards recognise outstanding contributions, including:

- **Sports Clubs & Societies Awards Night** – celebrating achievements across all groups.
- **Carmel Lynch Award:** for outstanding contribution to sports clubs and societies
- **Sports Office/Student Services** – recognising excellence in leadership, inclusivity, and performance and contribution.
- **Student Sport Ireland (SSI) Awards** – recognising sports clubs and individuals nationally.



SECTION 6: EVENTS, COMPETITIONS & COLLABORATION



EVENTS

Organising Events at SETU Carlow

Events are at the heart of student life, and sports clubs and societies play a key role in making them happen. Whether it's a weekly training session, a social night, or a national competition, the same principles apply:

Steps for organising an event:

- **Plan early** - book facilities, confirm coaches/speakers or anything else you need through your sports office/student services.
- **Budget** – fundraising may be vital, plan accordingly and ask your sports office or student services for help.
- **Promotion** – use the clubs & societies portal, social media, and word of mouth to spread the word.
- **Approval** – submit event details to the Sports Office/Student Services.
- **On the day** – assign roles (set-up, welcoming, first aid, clean-up).



COMPETITIONS

Competitions & Intervarsity's (Sports Clubs)

Sports clubs often take part in competitions at local, regional, and national level.

- 01 All fixtures, competitions, and tournaments must be organised through the Sports Office.
- 02 Sports Clubs should not commit to hosting an intervarsity or major competition without office approval.
- 03 Funding may be available for travel, accommodation, and entry fees — apply in advance to avoid any delays
- 04 Teams representing SETU should wear approved sports gear and uphold the values of the university.



**Always plan travel and accomodation early.
Late bookings = higher costs and less chance
of funding**

COLLABORATION

Collaborating with Other Groups

Sports Clubs and Societies thrive when they collaborate:

On campus – Partner with another sports club/society for a joint event.

Fun & Inclusive Campus Events

Not every event has to be competitive! Fun, inclusive events help welcome students who might not usually get involved.

These types of events make campus life more vibrant and ensure every student feels there's something for them.



SECTION 7: DEVELOPEMENT & PERFORMANCE





DEVELOPEMENT & PERFORMANCE

Developing as a Student Leader

Being part of a sports club or society is more than just keeping things running — it's a real opportunity to develop skills that will benefit you long after you leave SETU.

As a leader, you'll gain experience in:

- Organisation & time management – balancing events, and people.
- Communication –making sure every member is in the loop with the event so students know how to get involved
- Teamwork & collaboration – working with your sports office, student services and other SETU departments.
- Problem solving & decision making – handling challenges and finding solutions.
- Leadership & responsibility – guiding a group and setting the tone for inclusivity and respect.

These skills are highly valued by employers and will make your CV stand out.



Sports Performance & Scholarships (Sports Clubs Only)

For students competing at the highest levels, SETU offers supports to help balance sport and study. These may include:

01

Sports Scholarships – providing financial support, access to facilities, and mentoring.

02

Performance Pathways – linking student athletes with coaches, strength & conditioning, performance testing and sports rehabilitation.

03

Academic Flexibility – support for balancing training, travel, and exams (case-by-case basis).

If you are a competitive athlete, speak to the Sports Office about opportunities available through SETU's scholarship programmes and refer to Student Athlete Support Policy.



SECTION 8: FACILITIES & EQUIPMENT



FACILITIES

Using Campus Facilities

SETU Carlow/Wexford has a range of facilities available for sports clubs and societies, including:

01

Indoor sports halls – small, medium, and large spaces for training, competitions, and events.

02

Outdoor pitches/tracks – for GAA, rugby, soccer, athletics cricket and more.

03

Meeting rooms & social spaces – for meetings, workshops, or table top games.

04

Specialist spaces – fitness suite, studios, and high performance gym (High performance gym requires sign off by your coach and the sports office. Forms are available in sports office).

Facilities are a shared resource — it's important to respect booking systems, share fairly, and leave spaces in the same condition you found them.



BOOKING PROCEDURES

All facilities must be booked in advance.

To do this:

01

Submit your request with full details (activity, numbers, dates/times).

02

Wait for confirmation before advertising your event or training.

03

Report any clashes or cancellations early so the space can be reallocated.

04

Check SportsKey for availability and contact the sports office for student discounts.



EQUIPMENT & GEAR

Equipment Storage & Management

Many sports clubs and societies will use and store equipment on campus. To keep everything safe and organised:

- Store equipment only in designated sports club storage areas.
- Label your equipment clearly with your sports club/society name.
- Keep an up-to-date inventory of equipment (what you own, where it's stored)
- Report any damaged or missing equipment to the Sports Office immediately.

Sports Gear & Branding Guidelines

When ordering sports gear or merchandise for your sports club or society:

- Use approved suppliers where possible - check with the Sports Office for partnerships or previous companies
- Sports club/Society logos can be used but must not conflict with SETU's identity.
- Sponsorship logos may only be added with Sports Office/Student Services approval.
- All sports gear must follow SETU branding guidelines – correct logos, colours, and design standards. – all can be found by following this link - www.setu.ie/brandguidelines

This ensures your club looks professional and represents SETU consistently at competitions, events, and in the wider community.

RESPECTING SPACES

Remember: Facilities and Equipment belong to everyone.

Always:

- Leave spaces clean and tidy.
- Follow staff instructions and campus rules.
- Treat facilities with care to avoid unnecessary costs to your club or society



SECTION 9: FINAL NOTES

Thank You !

Thank you for stepping into the role of leader. You are at the heart of what makes Sports Clubs & Societies such a special part of student life at SETU Carlow/Wexford.

Your energy, ideas, and commitment will shape experiences and memories for your fellow students — and for that, we're grateful.

Remember — You're Not Alone

The Sports Office, Student Services, and wider SETU staff are here to support you. Whether you're planning an event, dealing with a challenge, or looking for new ideas, please reach out. Collaboration is the key to keeping our clubs and societies thriving.

Key Contacts (always here for you)

✉ Carlow: sport.cw@setu.ie | societies.cw@setu.ie

☎ 059 917 5617 📍 Barrow Centre, SETU Carlow

✉ Wexford: deirdre.frankis@setu.ie | janet.lambert@setu.ie

☎ Phone: +353539185802