

University College Cork



UCC **Taekwon-do** Club

Safety Statement

Completed by: Emily Cremin

Position Within Club: Captain

Date: 17/19/18

INTRODUCTION

SAFETY POLICY STATEMENT

The purpose of this Safety Statement is to outline how UCC Taekwon-do Club will manage the activities of the Club so as to promote the safety, health and welfare of all Club members, as well as any third parties who may be affected by the activities of the club as far as is reasonably practicable. This document has been produced in order to be compliant with the Safety, Health and Welfare at Work Act 2005 as well as other legislation relevant to club activity. This Safety Statement is based on hazard identification and risk assessment, and specifies the controls, resources and names of responsible persons designated to carry out activities on behalf of the Club.

In the signing of this document, the Captain/Chairperson recognises that they have a key role to play in the health and safety of Club members and ultimately are responsible for ensuring that the club operates in a safe manner.

In accordance with this document the Club will ensure:

- That Policies and Procedures are kept updated.
- That first aid and emergency procedures related to all club activities are in place
- That activities are suitably planned, organized and controlled to ensure the safety of the Club members, and anyone affected when carrying out Club activities.
- The Club will consult with competently trained person(s) for high risk activities.

At all times clubs must adhere to any safety guidelines laid down by their national governing body. If such guidelines exist, they must be appended to this document.

The Club asks that all its members cooperate with the implementation of this Safety Statement to ensure that the Safety, Health and Welfare of all is safeguarded.

- The club safety statement must be submitted to the UCC Dept. of Sport & Physical Activities Office (DSPAO) on an annual basis, or where there is change to club activity or equipment used. Failure to do so will result in non-payment of club grant payments and may result in funding and use of club accounts and equipment usage being suspended altogether. See below.

There will be a compulsory Health & Safety Workshop for all Captains at the beginning of the academic year (date to be confirmed).

- Club Health & Safety documentation is now a mandatory feature of UCC club activities, in line with current best practice across 3rd level institutions. Therefore, it is necessary that it be completed, and submitted, within the given time frames.
- Safety Statements (including generic Risk Assessment) – by 30th September*
- Event Management Plan (including Specific Risk Assessment) – 3 weeks* before event)
- Trip Away Plan (domestic) -including Specific Risk Assessment - 3 weeks* before event.
- Trip Away Plan (foreign) -including Specific Risk Assessment - 5 weeks* before event
- Post Event Evaluation Report - 2 weeks after event/trip.

Specific Risk Assessment forms are not required if the event is being organised by your NGB or a hosting institute. A copy of their RA can be attached with your Trip Away form instead.

*Please note that these are the minimum timeframes. This is when the final draft with changes/additions must have been submitted by. Please allow yourself time to make these changes by sending the initial draft earlier.

If required, assistance in the completion of this form can be obtained from the DSPA (sport@ucc.ie).

To be signed and dated by Club Captain/Chairperson

Signed: Emily Cremin

Date: 17/19/18

Minimum Penalties for Late Submission/Non-Compliance-

*Late Submission of completed Safety Statement/Generic RA – Freezing of club bank accounts
Late Submission of EMP or Trip Away Forms & Specific RA – Event Cancelled**

**Club will be responsible for any debts accrued in the event of cancellation*

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SECTION 1 CLUB DETAILS

UCC Taekwon-do Club

1.1 CLUB ACTIVITIES

Please outline the sporting activities undertaken by your club for the coming year.

Main sporting activity: Taekwon-do (Martial Art - patterns, sparring, technique drills (kicking, punching, blocking) self defence exercises stretching & flexibility)

Weekly full day event: N/A

Training sessions: Monday 20:00-21:30, Wednesday 19:30-21:00, Saturday 14:00-16:00

Full weekend events: Intervarsity trip away

Specialised training sessions: Attendance at seminars, monthly squad training sessions, intervarsity training sessions with other colleges, joint training sessions with UCC Karate and Kickboxing

Full day event: Intervarsity Competitions

Competitions: Taekwon-do Intervarsities, Open Martial Arts Intervarsities, Other non varsities tournaments such as ITA Cork Open, Scion Open

1.2 CLUB COMMITTEE ROLES AND RESPONSIBILITIES

Please provide the names, student numbers, e-mail addresses and mobile telephone numbers of all club officers. Note that, in the event of any emergency, UCC may use these details to contact club officers.

Position	Minimum Responsibilities	Name	Student Number	Email Address	Phone Number
Captain/Chairperson	Delegating tasks to committee members, regular attendance at training sessions, welcoming new members to the club, presence at club promotional activities (i.e. Clubs Day), completing entry forms for intervarsity	Emily Cremin	116310653	116310653@umail.ucc.ie	0868466221

	<p>competitions, ensuring all travel and accommodation is arranged, working closely with the treasurer to ensure all club finances are in order, ensuring open communication within the club, keeping members up to date with activities within the club</p>				
<p>Club H&S Coordinator</p>	<p>Ensuring necessary training (first aid etc) is completed and recorded, Ensuring all H&S documentation is</p>	<p>Siobhan Ladden</p>	<p>115310821</p>	<p>115310821@umail.ucc.ie</p>	<p>0838134271</p>

	<p>completed and submitted on time</p> <p>Ensuring First Aid kit is fully stocked and available to club members during all training/competitions</p> <p>Arranging for an Ambulance presence at all tournaments hosted by UCC Taekwon-do Club</p>				
Secretary	<p>Maintaining club email account, correspondance, taking minutes at any formal meetings</p>	Siobhan Ladden	115310821	115310821@umail.ucc.ie	0838134271
Treasurer	<p>Maintaining club finances using the Clubs Portal,</p>	Amy Sexton	117317651	117317651@umail.ucc.ie	0861069180

	<p>completing funding and expenditure requests,</p> <p>collecting cheques on behalf of the club,</p> <p>working closely with the Captain in organising Intervarsities</p>				
PRO	<p>Advertising the club, maintaining the club email and correspondence, attendance at club promotional events, management of the club social media (Facebook, Twitter, Club Website) obtaining permission to</p>	Rhiannon Hurley	117311283	117311283@umail.ucc.ie	0834481073

	take photographs of members, promoting club events, organisation of club social events				
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The Club Committee Officers are responsible for the following matters:

- To complete the Safety Statement, review it on an annual basis, and make the Statement available to Club members, including the inclusion of a link to it on their website

Please confirm the club officer responsible for completing, reviewing and disseminating the contents of this document to all club members.

Name: (Captain) Emily Cremin

- To carry out risk assessments on all Club activities and make same available to Club members

Please confirm the club officer responsible for carrying out risk assessments on club activity and disseminating the contents to all club members.

Name: Emily Cremin

- To communicate all emergency plans and procedures, and policies and procedures that minimise/reduce the risk of injury or illness to all members of the Club

- To ensure First Aid is supplied and kit kept in good order
- To provide appropriate training to Club members before undertaking any club activities. Particular attention must be paid to beginners in high risk activities and adequate supervision must be provided at all times during the activity
- To ensure all persons involved in the instruction or coaching of members are adequately qualified for the task. This includes, but is not limited to, having an appropriate coach/ instructor qualification and/or experience, and having completed a Child Protection Course or the online TUSLA Introduction to Children First certification, , and be Garda Vetted by UCC, where there is contact with Under 18s (non-3rd level) or vulnerable adults (UCC or non-UCC) Where an NGB (national governing body) issues guidelines on trainer/leader, trainee/novice ratios then these must be adhered to. Documentation must be logged with the DSPA.

Please list any guidelines regarding same below:

- To make available sufficient first aid personnel, and first aid equipment, in the Club. The level of training and equipment required in this area will depend on the activities and the risks of the activities involved. First aid equipment is available from Ferry Lodge and First Aid training courses are made available by the Clubs Executive on an annual basis. If the DSPA First Aid training courses aren't done, the Club must arrange and pay for an external course of at least the same level and content. A minimum of one designated trained first aider must be present at each event, more in the case of larger or high-risk events..

- To report all accidents and incidents requiring medical attention to the DSPA as soon as possible. A Student Accident Report Form (see Appendix 6) should be filled out and handed into Ferry Lodge within 7 days of the accident occurring. In the case of a fatality or serious incident, contact can be made with UCC on the **Emergency Line - 021-490 3111**.

Please confirm the name of the officer responsible for reporting all accidents involving club members to the DSPA or, in serious cases, to the UCC Safety

Officer:

Name: *Emily Cremin*

- To follow the guidelines outlined in the UCC Alcohol Policy (<https://www.ucc.ie/en/media/currentstudents/documents/AlcoholPolicy-approved-ac-nov13.pdf>), UCC Clubs Code of Conduct and Disciplinary Procedures (Appendix 6), UCC Social Media Policy (<https://www.ucc.ie/en/media/support/itpolicies/policies/SocialMediaPolicy.pdf>) and the UCC Clubs Executive Policy (Appendix 7).

1.13 RESPONSIBILITIES OF CLUB MEMBERS

- Individual Club members have a responsibility to comply with the Club Safety Statement and the practices and procedures it sets down in relation to its activities. They are responsible for their own welfare, and for the welfare of those around them.
- Club members must also comply with all UCC policies (<https://www.ucc.ie/en/students/policies/>) including the UCC Student Rules, Student Charter, and Duty of Respect and Right to Dignity Policy. Failure to comply with one or more of these policies may result in disciplinary procedures being carried out against the member.

- Club members must also comply with the policies and procedures laid out by the UCC Clubs Executive and the DSPA. These include the Code of Conduct and Disciplinary Procedures (see section 1.11). Failure to comply may result in disciplinary procedures being carried out against the member.
- Any member of a Club who has a relevant pre-existing medical health condition should advise the activity organiser of the condition. This will be treated in a strictly private and confidential manner by the organiser unless, due to an emergency, he/she has to inform other members of the group, or responsible person, of the condition in order to get help or assistance.
- In all circumstances, club members must accept the instructions of the Club Captain/ Chairperson and coaches/instructors during all club activities. Failure of a member to do same, or acting in a manner that could be considered dangerous could result in disciplinary procedures being brought against the member.
- In the event of a dispute in relation to an activity, the Club Captain/Chairperson will make the final decision on the matter. The exception is when carrying out an activity wherein a qualified coach or instructor leading the activity has a greater knowledge pertaining to the safety of the activity.
- No member of a Club should be under the influence of alcohol or drugs while participating in the Club activities.
- No club member should engage in any activities without the required level of training/competency. Club members should refer to Club/DSPA rules & regulations and also those of the national governing body (NGB) for that sport.

SECTION 2 CLUB OPERATIONS

2.1: UCC CLUB TRIPS

A club trip differs from a non-club sanctioned activity as follows:

A club trip is:

- Arranged in advance with the DSPA and Clubs Executive. A UCC Club Trip Plan & Specific-Risk Assessment (Appendix 3) must be filled out and handed into the DSPA at least three weeks prior to the trip (Five weeks prior to any foreign trip). This must include the trip location, duration, and trip type, the names, contact numbers and emergency contact of all participants going on the trip and must be signed by the Trip Coordinator. This plan must then be reviewed by the Clubs Executive/ DSPA H&S Committee before the trip is considered to be an official UCC Club trip. When travelling abroad, travel insurance is the responsibility of the individual.
- Run according to the guidelines as set out by the DSPA/ Clubs Executive and the National Governing Body.
- All members of the trip must receive an Information and Safety Talk from the Trip Leader before the trip commences.

Non-club sanctioned activities:

- Are not formally approved by the club and/or the Clubs Executive. For example, a member of the Athletics Club sending a message to other members stating that he/she is going to run in a road race the following day if anybody is interested in joining them
- Should still always comply with National Governing Body (NGB) guidelines. Guidelines put in place by the NGB are put in place in order to protect the safety of each individual and must be followed at all times.
- Club gear being used on a private trip may only be borrowed with prior agreement of the DSPA. Members are responsible for their own personal insurance and specific car insurance for these trips.

A Post Event (trip) Evaluation Report must be completed and submitted within 2 weeks of all Trips Away and/or high-risk events. See Appendix 5

*PLEASE NOTE: Any club trip, event or other activity which the club does not notify the Department of Sport and Physical Activity of, and which is not approved of by the Clubs Executive, is **NOT** considered a club activity. Such activities are **NOT** insured, and all participants are responsible for ensuring that they behave in a safe manner, in line with behaviour expected while participating in any club activity, and for providing their own insurance.*

2.2: VEHICLE USAGE

Clubs which use or hire vehicles must note the following:

- All vehicles used during club activities must be roadworthy, adequately insured and driven with due care and consideration at all times. Please refer to <http://www.rsa.ie/en/RSA/Your-Vehicle/> for recommendations laid down by the RSA.
- When using a private vehicle during club activities (including the towing of loads) the personal insurance of the driver must ensure that his/her insurance policy provides cover for these activities. UCC insurance does not cover private cars.
- Vehicles must only be driven by appropriately licensed drivers.
- When towing trailers due regard as to the nature, size and weight of the load must be taken.
- If using UCC vehicles, all UCC vehicle safety rules must be adhered to. These will be outlined to approved drivers only.

- If hiring minibuses or other vehicles for club outings only those named as drivers (with the appropriate driver's license) are insured to drive the vehicle. Other club members must not drive. Only minibuses fitted with seat belts, and with appropriate insurance and up to date roadworthy tests should be hired. Check insurance and driver status with the hire company beforehand.
- When driving abroad always ensure that you adhere to local traffic laws, that you are adequately insured and that your license covers you to operate a vehicle of that type in that jurisdiction.
- When hiring coaches/mini-buses, these should be hired following UCC Procurement Policy. Please contact the DSPA or the Clubs Executive for details.

If private vehicles will be used for trips please indicate the driver(s). This list may be updated at a future time. Only drivers listed here in advance of the trip(s) will be eligible to claim expenses related to the trip(s).

Driver 1: N/A Full Licence Number: N/A

Checked and Signed off by (Captain) : Emily Cremin

2.3: USE OF EQUIPMENT AND PURCHASE OF SERVICES

Please provide a full inventory of Club equipment below:

<i>Item</i>	<i>Quantity</i>	<i>Cost</i>	<i>Storage Arrangements</i>	<i>Current Value</i>	<i>Cost to Replace</i>
Gloves (S M L)	15	€25 each	Stored in assigned locker in storage room in training hall Mardyke Arena		€25 each
Footpads (S M L)	15	€25 each			€25 each
Air shields	10	€25 each			€25 each
Target Shields	10	€15 each			€15 each
Board Holder Frame	1	€500			€300

Some clubs use equipment, the failure or malfunction of which could lead to serious personal injury e.g. sub aqua, rowing clubs, etc. **Please outline below your equipment maintenance policy / programme and the responsible club officer.** All equipment must be inspected prior to use. If equipment is not fit for purpose, it must be disposed of in an environmentally-conscious way.

If this section is not relevant to your club, please put in N/A.

N/A

Club equipment or equipment belonging to the University must not be loaned to third parties who are not members of the club. A club member must not borrow club equipment for use by third parties even if the club member is present or in the group using the equipment.

- Please outline your club's policy on loaning equipment to club members; please include details of club officer responsible for overseeing policy; records of loaned equipment; criteria for borrowing equipment, etc. Write in N/A if not applicable.

PLEASE NOTE: Anyone wishing to borrow gear from the club must get permission from the DSPA/Clubs Exec.

N/A

Some equipment may be heavy/awkward to lift and carry, and thus a Manual Handling Course may be necessary for members involved. If you feel this is the case for your club, please contact the DSPA or the Clubs Executive to arrange training.

Where a club uses the facilities of a service provider (e.g. windsurfing school, dive centre, outdoor pursuits centre) or equipment belonging to a service provider, an officer of the Club must ensure that the service provider has public liability insurance.

A copy of the certificate of insurance should be obtained by an officer of the club prior to the use of the venue or equipment. Ensure that the insurance policy wording does not exclude any of the activities that your club will be participating in. If the service provider cannot provide a certificate, then the club should use an alternative service provider. If any assistance is required, then contact the Department of Sport and Physical Activity (sport@ucc.ie).

Club Officer responsible for equipment: Siobhan Ladden

2.4 INSURANCE

All UCC students are insured against personal injury while participating in Club activities on and off campus. In order to claim insurance, a Student Accident Insurance Form (Appendix 6) must be filled out and handed into Ferry Lodge within seven days of the accident occurring. However, although each UCC student is covered by insurance, each Club member has a duty of care to ensure that others are not adversely affected by their acts or omissions.

In order to qualify for insurance when taking part in a Club trip, a UCC Club Trip Plan (Appendix 3) must be filled out and handed in to the DSPA at least three weeks prior to the trip taking place (this must be completed at least five weeks prior to any foreign travel). For more details on planning club trips, see Section 1.41. When travelling abroad, additional personal/travel insurance may be required.

All students must carry a European Health Insurance Card when travelling to Europe for trips/events.

Any club trip, event or other activity which the club does not notify the Department of Sport and Physical Activity of, and which is not approved of by the Clubs Executive, is **NOT** considered a club activity. Such activities are **NOT** insured and all participants are responsible for ensuring that they behave in a safe manner, in line with behaviour expected while participating in any club activity, and for providing their own insurance, and not bring the good name of UCC into disrepute.

Please refer to Section 1.42 Vehicle Usage for information regarding insurance for use of personal cars on Club trips.

2.5 FIRST AID

The level of training and equipment required in this area will depend on the activities and the risks of the activities involved. First Aid training courses are made available by the Clubs Executive on an annual basis.

There must be at least one trained first aider (more for high risk activities), with an up-to-date certificate, present at all club activities. First Aiders are not authorised to dispense any form of medication to Club members. Supplies of such items must not be kept in first aid boxes.

Persons who require medication are responsible for their own prescribed medication and frequency of use.

A first aid kit must be kept stocked and present at all club activities. The recommended contents of a travel first aid kit are given below; however certain activities may require specialised contents. If a Club has specific first aid kit requirements, please insert them below. First aid equipment is available from Ferry Lodge; please take a reasonable amount when stocking up on supplies.

Materials	First Aid Travel Kit Contents
Adhesive Plasters	20
Sterile Eye Pads (No. 16) (bandage attached)	2
Individually Wrapped Triangular Bandages	2
Safety Pins	6
Individually Wrapped Sterile Un-medicated Wound Dressings Medium (No. 8) (10x8cms)	1

Individually Wrapped Sterile Un-medicated Wound Dressings Large (No. 9) (13 x 9cms)	1
Individually Wrapped Sterile Un-medicated Wound Dressings Extra Large (no. 3) 28 x 17.5cms)	1
Individually Wrapped Disinfectant Wipes	10
Paramedic Shears	1
Examination Gloves Pairs	3
Sterile Water or sterile normal saline (0.9%) for eye irrigation	2x20mls
Pocket Face Mask	1
Water Based Burns Dressing Large	1
Crepe Bandage (7cm)	1
First Aid Form to check supplies	1
<i>**Specific club requirements** (e.g. Fire blankets/Fire extinguishers for Rovers camping trips)</i>	

***** The designated first aiders are responsible for the maintenance of First Aid Kits.**

All incidents – accidents or near misses, no matter how minor, must be reported to the DSPA/Clubs Executive. Refer to Appendix 4 & 5

*Please name the trained **First Aid** personnel within the club here (a copy of certificates must be handed into Ferry Lodge. Or emailed to*

sport@ucc.ie

Name: JB McCarthy

Name: Cormac McCarthy

Name: Michael Twomey

Name: Omed Poshdary

2.6 BULLYING & HARASSMENT

The UCC Clubs Executive and the Department of Sport and Physical Activity acknowledge the rights of all students, coaches and affiliated members to participate in activities in a secure and friendly environment. Bullying or harassment of any kind is unacceptable in UCC Clubs. It is the responsibility of the members of all Clubs as well as the Clubs Executive and Department of Sport and Physical Activity to implement UCC policies including [Duty of Respect and Right to Dignity](#), [UCC Student Rules](#), [Student Charter](#) and [UCC Child Protection Policy](#). All UCC Club members must also implement all guidelines outlines in the UCC Clubs Code of Conduct and Disciplinary Procedures (Appendix 6).

For information regarding complaints and appeals procedures, please see the UCC Clubs Code of Conduct and Disciplinary Procedures (Appendix 6).

If there is a Club Welfare Officer, please state below: (If not applicable – write N/A)

N/A

2.7 COACHING

Please list all Club coaches/ instructors below:

Name	Coaching Qualification/ Experience	Student Number (if applicable)	Contact Details
Master JB McCarthy VII	7th Dan Black Belt IMAC Level 1	N/A	jbmccarthy@gmail.com
Cormac McCarthy III	3rd Dan Black Belt IMAC Intro	N/A	cormac1973@gmail.com

All coaches used by UCC must also complete a Child Protection Course or the online TUSLA Introduction to Children First certification if coming in contact with vulnerable* adults or Under 18s (non-3rd level students) and said certs must be submitted to sport@ucc.ie.

*Please note: , a **vulnerable person** is defined as “a person, other than a child, who—

- (a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- (b) has an intellectual disability,
- (c) is suffering from a physical impairment, whether as a result of injury, illness or age, or

(d) has a physical disability,

which is of such a nature or degree—

1. as to restrict the capacity of the person to guard himself or herself against harm by another person, or
2. that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.”

If you believe you may be in contact with above, ensure you do the 2 courses mentioned to cover yourself, your Club and UCC.

Please read www.ucc.ie/studentvetting or contact sport@ucc.ie if you have any queries regarding this.

All UCC Club coaches should be competently qualified to coach the level at which he/she is coaching. Check with your sport's NGB for details.

2.8 SECURITY ISSUES

In the event of coming into contact with a suspicious package inform the person in charge who will in turn inform Security on **021 4903111**.

Do not touch or attempt to move any suspicious package or bag.

In the event of intruders/suspicious activities by persons on Campus do not confront the individual, contact Security immediately - **021 4903111** if able to do so. Under no circumstances are you to apprehend the intruder. Move to a safe area and observe if possible.

Cash Handling – Careless handling of cash and insufficient attention to security increases the likelihood of robberies and personal attacks.

The following should be considered when dealing with cash.

- Avoid cash handling if possible – use electronic payments where feasible
- Retain only sufficient cash as is necessary.
- Surplus cash must be stored safely.
- Do not handle/carry cash alone as you are in more risk of attack. Ensure there is always somebody with you if possible.

2.9 FIRE SAFETY

The University has a fire management program in place which caters for the maintenance and inspection of fire alarms, fire extinguishers, emergency lighting, fire doors, fire exits, fire hydrants, assembly points. All Club members must comply with the University fire and evacuation procedures and must leave the premises by the nearest fire escape immediately in the event of a fire alarm being activated.

When organising an activity, the following must be considered:

- Activity leaders/co-ordinators must familiarise themselves with the means of escape from the building and assembly points in the event of an emergency
- Ensure all persons participating in activities are made aware of assembly points in line with the 1981 and 2003 Fire Services Act.
- Ensure that all fire exits are kept clear at all times,
- Do not block the fire exit routes with chairs/tables or other materials,
- Don't over crowd a room – determine the maximum allowable before the event starts,
- Do not bring in flammable liquids or materials into the building,
- Adhere to No Smoking Regulations,
- Report any defects in the room, damage to buildings or security issues to the DSPA.
- Publicity material, e.g. posters, must not be placed on walls in corridors or passageways. Such notices must be placed on the official noticeboards provided in University buildings.
- Prior permission must be sought from the DSPA if planning to bring in/hire any electrical equipment e.g. catering equipment.

2.10 ACTION IN THE EVENT OF FIRE

Any person discovering a fire should:

1. Raise the Alarm by activating the break glass unit at the nearest fire point, which are found in the corridors and on the exit routes.
2. Inform the Fire Brigade: The Fire Brigade must be notified of any fire - Emergency No. 999 or 112 (mobile). Give your address and clear directions. Switchboard or University Security Staff must also be alerted - Emergency Number: 021 490 3111
3. Deal with the Fire if safe to do so. Attack the fire using the nearest suitable extinguisher or fire hose reel where appropriate. **DO NOT TAKE PERSONAL RISKS OR PUT LIVES IN DANGER**
4. **OTHERWISE EVACUATE FROM THE PREMISES ON HEARING THE FIRE ALARM.** The evacuation of the building must commence immediately. Ensure that all equipment is left in a safe condition within the time available, prior to evacuating. Leave the building by the nearest safe exit, closing all doors behind you. Do not stop to collect personal belongings or for any other reason.
5. Assemble at the prescribed assembly point(s)
 - DO NOT TAKE RISKS.
 - DO NOT RETURN TO THE BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO.
 - DO NOT USE LIFT(S)
 - REMAIN AT ASSEMBLY POINT UNTIL ALL PERSONS ARE PRESENT AND ACCOUNTED FOR

- Appendices

- **Appendix 1: Generic Club Risk Assessment Template and Guidelines** (To be completed by ALL clubs and submitted prior to September 30th)

(Available on the Clubs Website)

The Taekwon-do Committee is delegated the task of managing risk on behalf of the Club, their members, the DSPA and the University.

The objective is to identify hazards and to prioritise remedial action, which is based on the prevention or minimisation of risk of injury or ill health to exposed persons. It is a major part of proactive safety management to prevent accidents or injury from occurring.

The assessment should -

- Identify the obvious significant hazards
- Be appropriate, adequate and be recorded
- Take account of the number of persons affected or exposed
- Evaluate and rank the risks in order of priority
- Determine that the precautions in place are adequate or to be implemented are reasonably practicable
- Ensure the remaining risk is low, so far, as is reasonably practicable
- Include procedures to review the assessment if there is reason to suspect it is no longer valid or significant changes have taken place

HAZARD, RISK AND RISK ASSESSMENT TERMINOLOGY

Definitions used in hazard identification & risk assessment include:

- RISK ASSESSMENT**: This is a process of evaluating and *ranking* the risks to health & safety arising from hazards at the club/event. It involves estimating the *magnitude* (likelihood of occurrence coupled with the consequence i.e. severity of harm, injury or damage), e.g. risk of serious injury due to falling out of a boat or risk of severing a finger due to it becoming trapped in a machine. Risks are ranked in the order of **LOW**, **MEDIUM** or **HIGH**. One then must assess whether the risk is *acceptable* or whether more precautions need to be taken to prevent harm.

- HAZARD**: A hazard is anything that could cause harm to persons, or damage to property or the environment.
- HAZARDOUS EVENT**: A Hazardous Event takes place when someone, or something, interacts with the hazard, and harm results.
- LIKELIHOOD**: Likelihood is the measure of the *chance* that the hazardous event will occur.

- CONSEQUENCE**: The Consequence is the *outcome* of the hazardous event.

- RISK**: Risk is the combination of the likelihood of a hazardous event occurring and the consequence of the event.
- RESIDUAL RISK**: Residual Risk is the amount of risk left over after risks have been reduced by additional risk controls.

RISK = Likelihood x Consequence (Use Risk Matrix below)

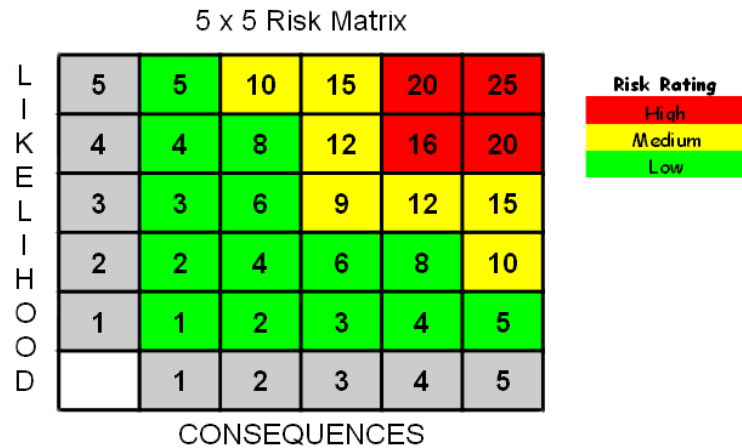
Discussions with the DSPA H&S Committee both before and after the event will help to minimise risks for both that event, and future similar events.

Ignoring, or not mentioning, a potential hazard is not the way to go. It is important to acknowledge all of them, and then put the necessary measures in place to reduce the risk

UCC Clubs Generic Risk Assessment form

Name of Club		Location of Event			Additional Controls			New risk rating (Residual)			Action/monitored by whom?			
Event	Date	Venue	Time	L	C	R	L	C	R	Who	When			
Task being assessed														
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Existing Risk Rating	L	C	R	Additional controls	New risk rating (Residual)	L	C	R	Action/monitored by whom?	Action/monitored by when?

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Review date						Signature						



The best policy is always to prevent an incident occurring in the first place rather than trying to deal with the consequences afterwards.

Appendix 1: Club Risk Assessment Template and Guidelines

Hazard / Activity with Potential To Cause Harm to members/ third parties	Who might be harmed?	How might they be harmed?	Hazard / Risk Control Measures	Risk (High, Medium, Low)	Monitored By
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Sparring (kicking, punching, striking)	The club member and/or their training partner/instructor	Injury from force (bruising/bleeding), fracture/break of bone, tear of ligament/tendon in limbs and/or digits, damage to teeth, pulled muscle, cardiovascular/respiratory problems, concussion	Safety Equipment (Gloves, foot pads, shin guards, groin guards, helmets, gum shields) piercings removed, glasses removed if possible. Trained referees and umpires, medics at competitions, proper training and coaching, clean, clear floor space, no equipment lying about	Low	Qualified Instructors in class and at competitions
Injury arising from training drills, cardiovascular workout, stretching	The club member and/or their training partner/instructor	Injury from force (bruising/bleeding), fracture/break of bone, tear of ligament/tendon in limbs and/or digits, damage to teeth, pulled muscle, cardiovascular problems	Qualified coaches, correct stretching and warm ups during class, suitable clothing (i.e. full dobok or loose comfortable clothing for beginners)	Low	Qualified Instructors in class and at competitions
Board Breaking	The club member and/or their training partner/instructor	Injury from force (bruising/bleeding),	Qualified coaches, correct instruction and techniques appropriate to level and flexibility.	Medium	Qualified

		fracture/break of bone, tear of ligament/tendon in limbs and/or digits, damage to teeth, pulled muscle, cardiovascular problems			Instructors in class and at competitions
Self Defence	The club member and/or their training partner/instructor	injury from force (bruising/bleeding), fracture/break of bone, tear of ligament/tendon in limbs and/or digits, damage to teeth, pulled muscle, cardiovascular problems	Qualified instructors, techniques appropriate to level	Low	Qualified Instructors in class and at competitions
Hazard / Activity with Potential To Cause Harm to equipment			Hazard / Risk Control Measures		

Kicking and punching air shields	The club member and/or their training partner/instructor	Injury from force (bruising/bleeding), fracture/break of bone, tear of ligament/tendon in limbs and/or digits, damage to teeth, pulled muscle, cardiovascular problems	Ensure equipment is in good condition, replace if necessary	Low	Qualified Instructors in class and at competitions
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Appendix 2: Event Plan Template

The first page of the plan must include the title of the event and the dates and times of the event; this is followed by the following headings:

You must submit a Specific Risk Assessment for that Event, taking into account venue; crowd management; traffic management; first aid, etc.

1.0 Event Summary

[Include a brief summary of what your event is about (Intersity/Club Fundraiser/Charity Event); who is running the event, purpose of the event, level of competition/fundraiser, details of participating teams, expected number of spectators/participants, audience profile, dates/times, venue etc.]

2.0 Event Organisers

2.1 & Event Manager/Coordinator & Event Organising Committee

[Under this section you must list the names & contacts of the event organising-committee, their roles and their contact details]

Event Manager/Coordinator –

Event Safety Coordinator –

(add additional contacts below)

2.3 Event Liaisons

[You should outline key event liaisons here, for example the names and numbers of your suppliers (caterings, PA systems), of the venue bookings manager, of the participating teams etc.]

3.0 Event Logistics

3.1 Event Set-Up Arrangements

*[Include a **detailed** running order (include start and finish times) of what set-up involves and where it will take place. Outline who is responsible for set up and include a hall/pitch layout map.. Include court/pitches, changing rooms, meeting rooms, PA services etc.]. See sample itinerary below.*

3.2 Event

[Include details under some or all the following sub-headings]

3.2.1 *Details of Facilities & Services Booked*

3.2.2 Running Order of events

[Itinerary of the day may be along the following lines:

- *Venue Set Up*
- *Walking the site*
- *Team Arrivals*
- *Event Registration*
- *Captains Meeting*
- *Spectators Arrival*
- *Safety Announcement before the event begins (incl. emergency exits and assembly points)*
- *First Fixtures announced*
- *Fixtures take place*
- *Ongoing:*
 - o *Fixtures take place*
 - o *Security/Safety announcements*
 - o *Fixture & results announced*
 - o *Results board/forms updated and finals decided upon and announced*
 - o *Breaks announced*
 - o *Photography/filming*
- *Track event schedule*
- *Awards Ceremony*
- *Spectators leave*
- *Teams leave*
- *Venue Take down*
- *You may have to set up for the entertainment/presentation dinner venue*
- *Proceed to entertainment/presentation dinner]*

3.2.3 Registration Information

[Include location of registration, who is responsible, registration fees, cash handling procedures at registration etc.]

3.2.4 Fixtures schedule

[Include the fixtures schedule for the entire event]

3.2.5 Details of any Catering Provision

[Include details of any catering provision for the event itself for example; location of the catering, if a voucher system is in place, details of the caterer etc.]. Write N/A if not applicable.

3.2.6 Transport

[Outline what modes of transport will be in use during the event, how many; parking arrangements etc.]

3.2.7 First Responder details (eg. First Aiders/Paramedics/Doctors)

Give details of First Aiders on duty during event.

Also include details of paramedics/Doctors on duty if applicable

Eligibility:

[It is essential that participant's eligibility is checked before the start of any tournament or competition. Clarify in advance what eligibility rules are in effect e.g. Student Sports Ireland or those of the respective Governing Body.]

3.2.8 Communication Plan (see step 16)

[Include details of any music played at the event, PA announcements, loud hailers, how committee will communicate with each other on the day of the event etc.] Write N/A if not applicable.

3.2.9 Photography and Filming

[Include details of who will take photographs/videos on the day, where they will be located, what the purpose of the photography is etc.]. Please note parental/guardian consent is required for photographing Under 18s Non-3rd level students or vulnerable adults.

3.2.10 Sponsorship/Advertising

[Include details of any sponsorship/advertising for the event e.g. agreements made, any signage (size, material, location) that will be in place for the event] Write N/A if not applicable.

3.2.11 Waste Management

[outline any extra bins required for the event as per booking form, details of scheduled PA announcements, waste disposal as per event take down]

3.2.12 Details of Awards/Presentation/Entertainment Information

[include details such as time and location of the Awards/Presentation/Entertainment, a running order of the night, set up and take down details, etc.]

3.2.13 Contingency Plan

[Include all details of the contingency plan, consider all possibilities, bad weather, teams/officials not showing up, member of committee not showing up etc.]

3.2.14 VIPs

*[Include details of any VIPs attending the event, i.e. name, title, security arrangements (If any), estimated time of arrival, location of where they will spectate or any role they will play in the event, how they will arrive and what entrance to UCC Sport they will use, who will meet them when they arrival etc.]
Write N/A if not applicable.*

Appendix A: Traffic Management Plan

[Access/egress routes for players/spectators, first aid point, court/pitch layout etc. Include a map.]

Appendix B: Insurance Information (If required)

[e.g. insurance certificate from external venue providers]

Appendix C: Risk Assessments

[Attach an Event-Specific Risk Assessment (see below). This can include details from your generic RA, but must include details specific to this event (Eg. Canoeing – Class of river; rapids, etc)]

Appendix D: Event Budget

[include a predicted income and expenditure budget for the event]

Appendix E: Charity Letter *(Write N/A if no charity is involved)*

[Write your charity letter here]

APPENDIX 2A - SPECIFIC Club Risk Assessment Template for EVENTS

UCC Clubs SPECIFIC Risk Assessment form for EVENTS

Name of Club							D					
E			Location of Event									
Task being												
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Review date						Signature						

5 x 5 Risk Matrix

L I K E L I H O O D	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	CONSEQUENCES					

Risk Rating

High

Medium

Low

<p>Event reviewed by: _____</p> <p>UCC Sport: _____</p>

Appendix 3 – CLUB TRIP AWAY FORM

Club Name:	
Date Travelling:	
Date Returning:	
Reason for Trip (<i>competition / training/social</i>):	
Location(s) where activity is taking place:	
Name of accommodation venue being used:	
In case of emergency, please name and give the location of the nearest hospital:	
Name and contact number of Trip Coordinator and/or Person in charge of the group while away:	
Names and Contact Numbers of First Aiders on duty:	
Number of people travelling: <i>** Please provide a list including the name, student number, contact number and emergency contact number of each person travelling.</i>	

<p><i>Participants are recommended to notify the trip leader of any pre-existing medical conditions, who may not divulge these details without the express permission of the individual, except in circumstances where the health of the individual is at risk.</i></p>	
<p>Method of travel to the venue (<i>i.e. private cars, hired bus, train etc.</i>): Give details of hire companies etc.</p> <p>Names of qualified drivers, if private cars being used</p>	
<p>All necessary additional documentation has been acquired and will be submitted with this document (Y/N)</p> <p>For example:</p> <ul style="list-style-type: none"> - Driver Licences - Sober Rota - European Health Card - Personal Travel Insurance 	

- Certification from 3 rd parties – eg. Surf resorts/transport companies.	
Name and contact details of person completing this form:	

Statement: *I wish to confirm that this trip will be run in accordance with the club's safety statement*

Signed: _____ Date: _____

APPENDIX 3A - SPECIFIC Club Risk Assessment Template for Trips Away

UCC Clubs SPECIFIC Risk Assessment for TRIPS

UCC Clubs SPECIFIC Risk Assessment for TRIPS												
Name of Club												
			Location of Event									
Task being assessed												
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Review date						Signature						

5 x 5 Risk Matrix

L I K E L I H O O D	5	5	10	15	20	25	
	4	4	8	12	16	20	
	3	3	6	9	12	15	
	2	2	4	6	8	10	
	1	1	2	3	4	5	
	1	2	3	4	5		
		CONSEQUENCES					

Risk Rating

High

Medium

Low

<p>Event reviewed by: _____</p> <p>UCC Sport: _____</p>

Appendix 4: Post Event Evaluation Report

Post-Event Evaluation Report

All Trips Away, and all high-risk events, must include a post-event evaluation report, to be received within 2 weeks of the event. If a reportable incident happened during the event, this report must be done immediately.

The purpose of this report is to look at what went right, what went wrong, and what could be done better next time. It is similar to the Risk Assessment in that respect. Its purpose is to safeguard all participants and to make the events a more enjoyable and safe experience for everybody.

By highlighting unsafe or irresponsible practices, you are *not* ensuring the event does not happen again. You are instead working with the DSPA to ensure these practices are discussed openly and rationally, and safeguards put in place for the future to protect all involved. If a follow-up meeting is warranted, or requested from either side, this can be easily arranged.

Being safe does not mean not having fun.

Post Event Evaluation Form							
Club:							
Event:							
Location:							
Date:							
How was the location? Do you feel it helped the event accomplish its goals? Why or why not?	What worked well during the event?	What didn't work well during the event?	Did we face any conflict with the event?	What should be done differently next time?	Are you satisfied with the event's overall performance?	How did the event allow us to grow as a club? Was it a good program?	Other remarks

Signed:							

Appendix 5: Student Accident Report Form

To be completed within 7 days of any accident occurring, and forwarded to the Department of Sport and Physical Activity

1. Personal Details

Name of Injured Person		Date of Birth	
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Student Number		Phone Number	
Address			
Email Address			
Club/ Society			

2. Details of Accident

Date		Time	
Place		Cause	
Description of Accident – please state if a third party was involved			

3. Nature of Injuries

Description of Injuries			
Was injury treated?	Yes	No	If so, by whom?
Was injured person removed to Hospital?	Yes	No	If so, by whom?
Name of Hospital			
Did the injured person cease classes?	Yes	No	If so, when?
Is he/she still absent?	Yes	No	If not, when did they return?

4. Witnesses (if any):

Name(s)	Address
---------	---------

Signed	Status	Date

5. I hereby declare that the foregoing particulars are true in every respect.

Signature of Claimant		Date	
-----------------------	--	------	--

6. On behalf of UCC

Signed		Date	
--------	--	------	--

Medical Certificate

The attending Doctor must complete this form at the Claimant's expense

When did you first attend the Claimant for the injuries suffered?	
Date of Accident	
Cause of Accident as far is known to you?	

Are you the Claimant's usual medial attendant?			Yes No			
How long have you know the Claimant?				Are you still in attendance?	Yes No	
What injuries were sustained? (please state right or left side if relevant)						
Is there anything in the medical history which might have contributed to the occurrence of the Accident, or which may in any way impact the recovery?						
On your instruction has the Claimant been confined to:						
a) Bed	Yes	No	If yes, state: From		To: (inclusive)	
b) House	Yes	No	If yes, state: From		To: (inclusive)	
During what period has the Claimant been TOTALLY disabled from attending to any portion of their NORMAL activities?						
From:				To: (inclusive)		
If Claimant is still TOTALLY disabled, please state probable date of PARTIAL resumption of NORMAL activities:						
From:				To: (inclusive)		
If Claimant is PARTIALLY disabled, please state from when to probable date of COMPLETE recovery:						
From:				To: (inclusive)		
If Claimant has recovered, please state date of recovery:						

General Remarks

I certify that the foregoing particulars are correct.

Signature		Qualification	
Address			
Date			

Appendix 6: UCC Clubs Code of Conduct and Disciplinary Procedures

This policy provides guidelines to recognising unacceptable behaviour, to creating an inclusive and friendly environment, and to the complaints and disciplinary procedure relating to bullying and harassment.

Statement of Intent

The UCC Clubs Executive acknowledges the rights of all students, coaches and affiliated members to participate in activities in a secure and friendly environment. Bullying or harassment of any kind is unacceptable in UCC Clubs. The guidelines below apply to all Clubs and to the UCC Clubs Executive. It is the responsibility of the members of all Clubs as well as the Clubs Executive and Department of Sport and Physical Activity to implement the policy, as well as the policies outlined by the University including the Student Charter, Duty of Respect and Right to Dignity Policy and the Student Rules. Each club should have an anti-bullying policy outlined in its written constitution.

Definitions

Harassment is defined as “unwanted conduct” which is related to gender; civil status; family status, for example, as a parent of a child; sexual orientation; age; disability; race; religious belief; and/or membership of the traveller community. The “unwanted conduct” includes spoken words, gestures or the production and display of written words, pictures and other material. It has the effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

Bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. Placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people is also regarded as bullying behaviour. Bullying can occur at any age, in any environment, and can be long or short-term.

Recognising Bullying

1. Harassment can include unwelcome physical contact, inappropriate looks, comments or suggestions, interfering with or damage to property, threats or extortion, comments, gestures, jokes or displaying or circulating offensive material, hostile attitudes, practices or structures which discriminate against an individual or group of persons.
2. Sexual harassment can include sexual comments and/or suggestions including comments about sexual orientation, unwanted physical contact, verbal or physical advances, requesting sexual favours, asking about someone's sexual preferences, fantasies or activities, asking someone about their sexual orientation in an aggressive manner, asking someone their gender identity in an aggressive manner, repeatedly asking for a date after someone has expressed lack of interest, unwelcome patting, hugging or touching someone's body, hair or clothing, making comments, jokes, sexual innuendo, or displaying or circulating offensive and/or pornographic material, or making disparaging remarks to someone about their gender or body.
3. Physical bullying can include pushing; kicking; hitting; pinching; physical abuse or threats of abuse to an individual or an individual's property; unreasonably blocking someone's progress or advancement; graffiti; and mess fights used to disguise inflicting pain.
4. Emotional bullying can include name calling; verbal abuse; sarcasm; spreading rumours; public reprimands, rages or insults; unwarranted or constant criticism; persistent emotional torment through ridicule, humiliation or constant ignoring of certain individuals; manipulation of someone's reputation; undermining an individual's work or self-esteem; aggressive or intimidating behaviour towards an individual; social exclusion or isolation; and preventing someone from speaking.
5. Cyber bullying is a strain of bullying which utilises web pages, emails and text messages to abuse, intimidate and attack others directly or indirectly i.e. rumour mongering.

6. Some symptoms or signs of bullying can include unexplained physical injury, headaches, stomach aches, stress, sleeping or eating disorders, reduced ability to concentrate, lowered academic achievement, lack of motivation or energy, poor or deteriorating performance, anxiety, isolation, loss of confidence and self-esteem, change in behaviour (may become fearful, aggressive, or withdrawn), depression, panic attacks, nervous breakdown, and attempted suicide.

Training, Competition, Events, and Trips

All students, coaches and affiliated members should be able to attend trainings, competitions, social and fundraising events and club trips without the fear of harassment or bullying. As sport can naturally create a competitive environment, it is particularly important that competitive behaviour does not become behaviour which may be considered harassment or bullying in nature. The creation of a safe, secure and friendly environment should be of utmost importance to club committees.

Trips away for competition or intensive training provide opportunity for members to have fun and engage in new experiences. However, this does not mean that the rules laid out in this policy are not to be followed or don't apply. This policy is applicable to all trainings, competitions, events and trips hosted or attended by the club. At competition and events and on trips away it is important to remember that you are representing both UCC and your club.

Complaints Procedures

1. It is the responsibility of all students, coaches and affiliated members to report any bullying observed to either the club welfare officer, a member of the club committee, a member of the Clubs Executive Committee or Department of Sport and Physical Activity. Complaints must be made in good faith.

2. For minor infractions, the situation will be dealt with by the relevant club and the Clubs Executive Committee. In the first instance, the complainant and the respondent will be met by a member of the Clubs Executive Committee or Department of Sport and Physical Activity and a representative of the club, following which a reconciliation meeting between the two parties may be considered. The aim of this process is to reach an informal resolution. It is not the primary aim to ascertain whether a breach to the Harassment and Bullying Policy has occurred but rather, in a non-confrontational way, to attempt to restore a relationship between the parties such that the matter of concern can be resolved to the satisfaction of both parties and without attributing blame or fault. An informal resolution could comprise, for example, of an apology from the person against whom the complaint was made, agreement by the person complained of that the conduct will not be repeated, or an explanation to the complainant about what occurred from the point of view of the person complained about which dispels the complaint.
3. For major infractions or where the situation has not been resolved, the offence may be reported to UCC Campus Watch. The Campus Watch Committee (CWC) will evaluate the complaint and may address it, or where it is being assessed as being of a potentially serious nature and outside the role of the CWC, it may be reported to the Discipline Committee. The Discipline Committee may, after considering the situation, attempt to resolve the matter or report it to the Gardaí and, where appropriate, the Registrar and Senior Vice President Academic. The details of the procedures undertaken by the CWC and the Discipline Committee can be found in the Student Rules.
4. In the case of a complaint being made against a member of a Club Committee or a member of the Clubs Executive Committee, the complaint can be made to either the welfare officer or another member of the relevant club committee, a member of the Clubs Executive

Committee or Department of Sport and Physical Activity. The matter will be dealt with as above, first being heard by the Club and Executive Committees and Department of Sport and Physical Activity and then being referred to the CWC if necessary. The Clubs Executive Committee has the power to suspend any member of the Clubs Executive for such a time as it thinks proper, on grounds which it thinks sufficient, following a majority vote of the Clubs Executive Committee. The member faced with such suspensions has the right to plead his case.

5. The Clubs Executive Committee has the power to suspend or expel an offending party from a club committee on grounds which it considers sufficient, following a majority vote of the Clubs Executive. The individual in question has the right to plead its case.
6. In the case of the CWC or Discipline Committee carrying out an investigation on a club committee or executive committee member, the offending individual shall be temporarily suspended from their committee and barred from attending club events.
7. Both the Respondent and the Complainant shall have the right to appeal any decision made by the Clubs Executive Committee, Department of Sport and Physical Activity, CWC or Discipline Committee.

Appeals

In the case of a decision being made by the CWC or Discipline Committee, the appeal should follow the procedure outlined in the Student Rules.

In the case of a decision being made by a Club Committee, this can be appealed to the Clubs Executive Committee or Department of Sport and Physical Activity.

In the case of a decision being made by the Clubs Executive Committee or Department of Sport and Physical Activity, the appeal will be heard by the Court of Appeal. The Court will be composed of all the Captains and members of the Clubs Executive. In order for a meeting of the Court to be convened, the party needs to have 20% of Captains sign a form stating that they agree that the case should be heard. The Court will be chaired by a Students Union Sabbatical Officer who was not involved in the original decision. Quorum will be 50% of eligible members. In the case of the Court of Appeal meeting, a Clubs Executive representative explains to the Captains why the decision was made (up to 5 minutes), the aggrieved party involved explains why they disagree with this decision (up to 5 minutes), and both parties are questioned. A vote follows, where a simple majority will be required for a decision to be overturned.

Confidentiality

Statements, letters and other communications shall be confidential to those involved in procedures arising from this policy to the greatest extent possible, compliant with the entitlement of the complainant and respondent to full disclosure to them of all relevant documents. Both parties involved will be informed of the necessity of confidentiality, as will any other individuals involved in the situation, including other club members. In the case of a complaint proceeding to UCC Campus Watch or beyond, a commitment to confidentiality remains, as outlined in the Student Rules and the Duty of Respect and Right to Dignity Policy.

It is recognised that making a complaint may be difficult. However, in order to ensure fairness to the respondent and preserve due process, the Clubs Executive Committee and Department of Sport and Physical Activity will be reluctant to accept anonymous complaints. It is up to the discretion of the Clubs Executive Committee and Department of Sport and Physical Activity whether an anonymous complaint should be investigated or not.

I have read the Safety Statement and understand the contents. I accept and will comply with the requirements therein.

Signed: Emily Cremin

Position: Captain

Date: 17/09/18