



## UCC SPORT CLUB MEMBERSHIP POLICY AND PROCESS

*August 2023*

### INTRODUCTION

UCC Sport includes over 45 different clubs. There are a variety of ways of joining clubs and we are updating our policies and processes. We are delighted to be working with leading online sports technology company Clubforce <https://clubforce.com/> who have created a new membership system which will be customised and adapted for each club and their specific requirements.

### MEMBERSHIP CATEGORIES

UCC Sports Clubs have 3 general categories of membership:

- **Student membership:** Students who are currently registered in UCC.
- **Associate membership:** (alumni, staff, & students from a third level institution in Cork who play for a UCC club who need to be formally approved to join a UCC Sport club.
- **Non-Playing membership:** e.g., Alumni, volunteers, coaches and other who support and join UCC Sports Clubs.

### MEMBERSHIP POLICIES

In order to participate in any UCC Sport Club activity the individual must be signed up as a member of that club. This is to ensure compliance with UCC Sport policies, insurance processes, GDPR and other policies as determined by UCC Sport, the Clubs Executive and where relevant the National Governing Body of Sport (NGB).

From 1 June 2023 we require every student and potential members to join their club through the online club membership system provided through Clubforce.

Each club will determine its policies regarding the charging of membership and other costs with joining the club.

Each club may further classify members according to their needs and standards or add further categories of membership as they require.

Each club must specify their membership requirements in their club constitution.

## ENTITLEMENT TO CLUB MEMBERSHIP

UCC Sport Clubs main priority is to support and include current registered students of UCC.

All students are eligible to join a Club, however due to capacity constraints – Clubs may have to place a limit on numbers who can join and participate.

Clubs may permit **Associate members** to join and represent the club, on a **limited basis**. It is essential that the DSPA/Clubs Executive are notified of all potential Associate members playing for a Club, and that formal approval is provided by the DSPA/Clubs Executive for these Associate members to join the Club. The DSPA/Clubs Executive must keep the register to include the names of these members. Until all of the above steps have been completed the member is not permitted to participate in any club activity. (See Appendix A)

For students and others aged 17 years of age and under, the club must ensure that there is a signed parental consent form. The Club will also need to demonstrate compliance with appropriate safeguarding and child protection policies. The DSPA will then verify the member. Once verified the club will be able to advise them to complete their membership application on the relevant Clubforce membership management system. Until all of the above steps have been completed the member is not permitted to participate in any club activity.

## INSURANCE OF MEMBERS

The student personal accident insurance is for registered students only but there is an extension for the categories of students below:

- Students who have left the university but are still members of the UCC club
- Students of secondary schools or colleges in Cork who are members of clubs affiliated to UCC and play for UCC as Associate members.
- Any UCC student who graduates and within 12 months of graduating from UCC would continue to play for the current season as an Associate member.

Details on insurance coverage can be found here: [Personal Accident Insurance - Student \(sharepoint.com\)](#). Any person who does not meet the above will not be insured by UCC and will have to provide their own insurance.

## REGISTRATION STEPS

The key steps are:

1. Each Club develops their specific Club membership forms and templates working with the DSPA.
2. Students and other potential members create their Clubforce Account through the Clubforce sign up page. They then apply to join the Club through their Clubforce account.
3. The Club confirms the membership of the applicant through their Clubforce page.
4. Clubs then categorises and registers their members as required for external competitions and leagues.

## **Appendix A**

### **ASSOCIATE MEMBERSHIP OF UCC SPORTS CLUBS**

UCC Sports Clubs are first & foremost open to all registered UCC students.

However, club constitutions at present allow for the following:

- Associate Membership can be open to all staff of UCC at a yearly fee set by the Clubs Executive
- Associate Membership can be open to all alumni of UCC who had previously been a member of that club, at a yearly fee set by the Clubs Executive

**FEE:** Minimum fee of €150\*. Club can increase if they so wish.

*\*Those on a year of grace will also be required to pay the membership fee.*

*Note: 3% charge by Clubforce on membership fee*

**Available to** the following:

- Staff of UCC at a yearly fee set by the Clubs Executive
- Alumni of UCC who had previously been a member of that club, at a yearly fee set by the Clubs Executive
- Students of third level institutions in Cork who play for UCC in weekend competitions at a yearly fee set by the Clubs Executive or the relevant club - i.e., rugby & men's hockey as examples.

Membership is valid for an academic year only and needs to be reapplied for annually.

**Limited number per club will be agreed** – Clubs Executives make recommendation to the Head of Sport & Physical Activity for sign off.

#### **Application Process:**

- Club completes application form online. [CLICK HERE](#)
- Clubs Executive make a decision whether to accept or deny the application.
- Associate membership form is made available on the club's membership page on Clubforce for a short period of time
- Details of membership link are sent to the associate member for completion.

#### **For pre-season training:**

- UCC clubs to submit a list to [sport@ucc.ie](mailto:sport@ucc.ie) of non-UCC personnel training with them so they can be included in the university insurance.
- If the athlete is under 18 years of age the club needs to have a child welfare officer present at all sessions.
- They will NOT be deemed associate members.
- The insurance will only be valid for the period of pre-season training and the period up to uptake of university offers.

The insurance will NOT extend to those who do not meet the criteria outlined above.