**EMPLOYEE SOCIAL CLUBS ONLY**

**Do not complete this form if your club is aimed at students, instead contact UCD Societies.**

To be recognised as a Club, those managing the Club[[1]](#footnote-1) must complete and submit this checklist to Culture & Engagement (engage@ucd.ie). Recognition confers many benefits on your Club and you can read more [here](http://www.ucd.ie/engage).

|  |  |
| --- | --- |
| Contact information: |  |
| Club / Society / Group name: |  |
| Organising Committee / group members: | Name: | Email: |
| Name: | Email: |
| Name: | Email: |
| Name: | Email: |
| Club website (if applicable): |  |
| Club purpose and objectives: |  |

|  |  |  |
| --- | --- | --- |
| **Club Structures and administration** | Yes | N/A |
| We have an organising committee or other formal group which manages the club’s activities | 🞎 | 🞎 |
| We have a constitution or similar document outlining the clubs purpose, structures, roles and rules | 🞎 | 🞎 |
| We have effective methods of communication with our members | 🞎 | 🞎 |
| We manage member data in a way that is consistent with UCD policy and data protection legislation | 🞎 | 🞎 |
| We have appropriate and effective financial controls[[2]](#footnote-2) | 🞎 | 🞎 |
| We implement appropriate and effective planning processes to achieve our goals | 🞎 | 🞎 |
| We operate in a manner that is consistent with UCD’s policies on dignity and respect. Our club actively supports and promotes an equal, diverse and inclusive atmosphere | 🞎 | 🞎 |
| **Non-members, children and safety**  |
| We have coaches/instructors/trainers/guest speakers with appropriate training, accreditation and insurance | 🞎 | 🞎 |
| We monitor and evaluate the performance of our coaches/instructors/trainers/guest speakers | 🞎 | 🞎 |
| We follow established safety inspection and maintenance procedures for our facilities and equipment (Where appropriate) | 🞎 | 🞎 |
| We do not have members under the age of 18 and /or regular contact with students or others under the age of 18 | 🞎 | 🞎 |
| Signed: |  |
|  | On behalf of the committee / managing group |

1. For the purpose of this document the term ‘Club’ covers staff societies, clubs, groups or associations. [↑](#footnote-ref-1)
2. The club may be required to submit records of financial transactions to the university for the purpose of auditing. See “constitution” for more details on managing finances. [↑](#footnote-ref-2)