



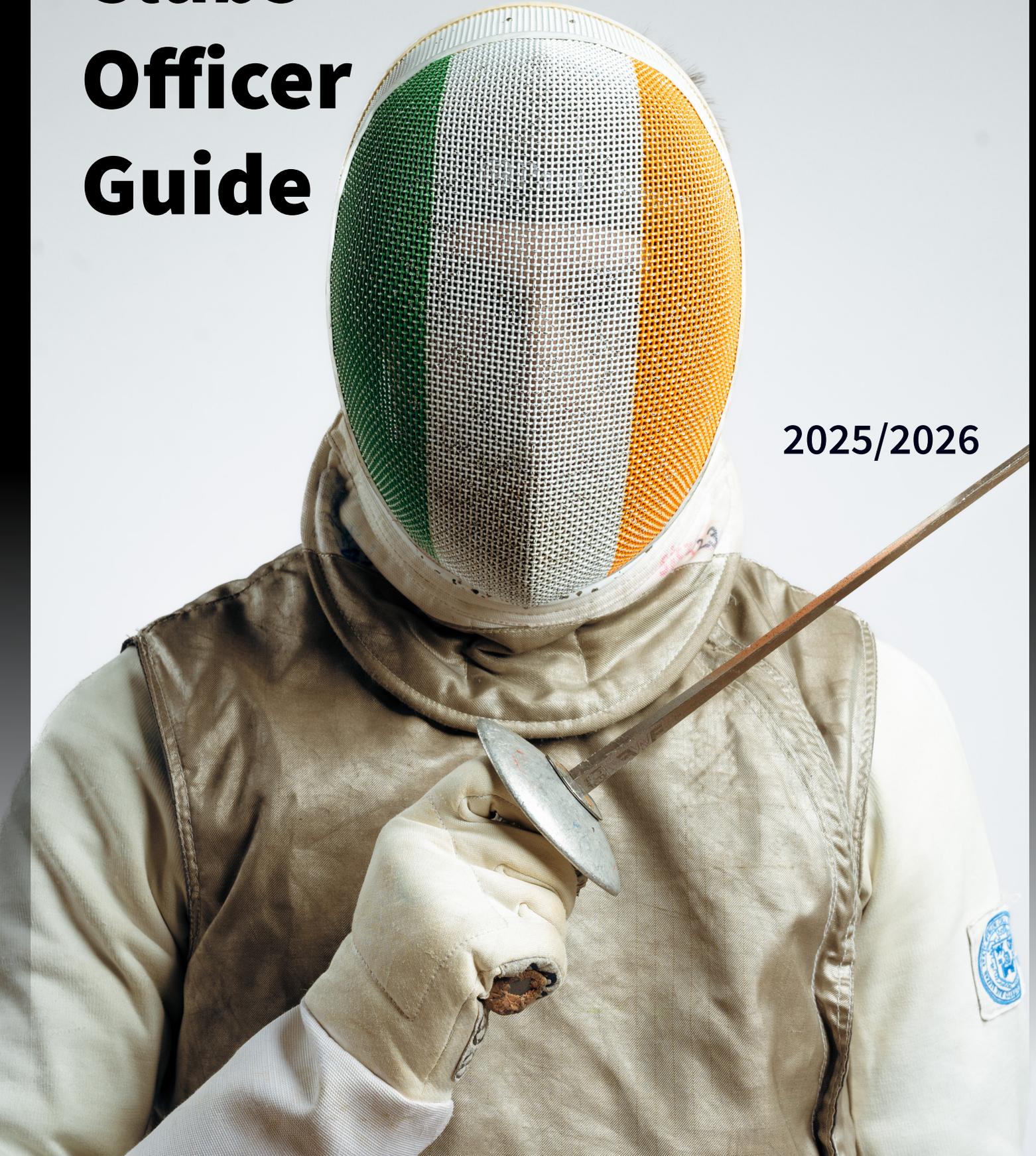
Trinity College Dublin  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin



Trinity Sport  
[www.tcd.ie/sport](http://www.tcd.ie/sport)

# Clubs Officer Guide

2025/2026





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# Welcome to Trinity Sport Union

At Trinity Sport Union, we recognize that our clubs would not thrive without the dedication, energy, and leadership of students like you. Your role is essential, not only in running activities or events, but in shaping the student sport experience at Trinity.

This guide was designed to support you throughout the year, helping you navigate processes, meet requirements, and make the most of the resources available to your club. Whether you are a returning officer or taking on a committee role for the first time, you will find practical tools, reminders, and support to help your club succeed.

Leading a club can be challenging, but you are not alone. Trinity Sport Union is here to help you every step of the way.

We are excited for what you and your club will achieve this year.

## **Trinity Sport Union Team**





# Club Committee Responsibilities

All club committee members are responsible for ensuring that their club operates in line with the values and expectations of Trinity Sport Union and Trinity College Dublin. Each member has a vital role in maintaining a safe, inclusive, and well-organised club environment. The key responsibilities of club committees include:

## **Governance & Compliance**

Ensure the club follows TSU policies, college regulations, and relevant national governing body rules. Maintain accurate records and meet all reporting deadlines.

## **Communication**

Act as the main point of contact between club members and TSU. Share important updates with members and attend required meetings and training sessions.

## **Financial Management**

Manage the club's budget responsibly. Keep clear records of all income and expenses, and submit funding requests and financial reports on time.

## **Membership & Engagement**

Promote the club actively. Ensure new members feel welcome, and encourage participation from all skill levels and backgrounds.

## **Safety & Welfare**

Prioritise health and safety. Ensure all training sessions, events, and trips follow safety protocols, and that qualified first aiders are available when necessary.

## **Development & Planning**

Set clear goals for the club's growth and improvement. Plan events, training, and development opportunities for both members and committee succession.

# Key Contacts



**Niamh Digby Bratton**  
Club Operations &  
Development Manager  
digbybrn@tcd.ie



**Alesandra Casarin**  
Clubs Executive Officer  
alfernan@tcd.ie



**Jane Prendergast**  
Chairperson  
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**Donnchda Carrol**  
Alumni and Sport  
Outreach  
dcarrol4@tcd.ie

**Trinity Sport Union** – 01 8962268 – trinitysportunion@tcd.ie

**Duty Managers** – 087 116 1368

## Important – Contact Protocol

Please do not contact any Trinity College department directly. All questions, requests, or issues must be directed to the Trinity Sport Union (TSU). If necessary, TSU will liaise with the appropriate department on your behalf. This ensures clear communication, avoids delays, and helps us support your club more effectively.





# Absence Letter Form

This form must be completed by the club in order to request an official absence letter for student members participating in recognised fixtures, events, or competitions.

This letter serves as formal confirmation of participation and may be used to justify absences from academic responsibilities. However, please note that the acceptance of such justification is entirely at the discretion of the relevant lecturer or academic departments.

## Important Information:

It is the club's responsibility to ensure the form is submitted at least

- 10 working days prior to the event.

This timeframe allows for review, approval, and timely issuance of the letter so that students may notify their academic staff in advance.

- Requests are reviewed weekly on Thursdays, and letters are issued on Fridays.

Letters will not be processed on a rolling basis or with expedited turnaround. Late submissions may not be accommodated.

- All participants must be clearly listed on the form at the time of submission.

We strongly recommend that students proactively inform their lecturers or departments of the expected absence as early as possible.



[Link Absence letter request form 2025/2026](#)

# Club Associate Member Form

This form must be completed by clubs seeking to register Club Associate Members—individuals who are not currently enrolled at Trinity College Dublin but wish to join a Trinity sports club for the 2025/2026 academic year.

All applications must be submitted by a Club committee member and will be reviewed by Trinity Sport Union. Approval is subject to club capacity and a clear justification of need for each associate.

## Important Information:

- Each associate must pay a €160 administrative fee, via a dedicated Clubforce link that will be shared once the request is approved.
- Associates will only gain access to the Sports Centre after full approval and confirmation of payment.
- The process may take up to 10 working days from submission to access activation. During this period, associate members will not be permitted to use Trinity Sports facilities.
- Clubs are fully responsible for ensuring that all Club Associate Members adhere to TSU policies and conduct expectations.
- It is also the club's responsibility to confirm that all details accurate and complete.
- Incomplete applications will delay the approval process.



[Link Club Associate Member request form 2025/2026](#)



# Coach and Volunteer Nomination form

This form must be completed to officially register all coaches (internal or external) and volunteers working with Trinity Sport Union clubs. It is the club's responsibility to ensure that every coach and volunteer is registered through this form.

- Please ensure that all coaches hold a valid coaching certificate.
- Each volunteer entry must clearly state their role and reason for involvement.
- Failure to provide the required information or incomplete submissions will delay the process, which typically takes up to 14 working days between approval and card activation.
- Access to the Sports Centre and participation in training sessions is not permitted without a valid registration and approved access card.
- Please ensure that all registrations are submitted well in advance of the start of the season to avoid disruptions.



[Link Coach and Volunteer nomination form 2025/2026](#)

**Note:** All coaches and volunteers are expected to adhere to Trinity's Code of Conduct, Health & Safety policies, and undergo safeguarding compliance checks when applicable.

If you have any questions about the registration process, please contact the TSU team for support.



# Competition Update Form

This form is used to collect key highlights, results, and relevant updates from any matches, competitions, or events your club has recently participated in or hosted. The purpose of this form is to help Trinity Sport Union (TSU) promote club activities, showcase student achievements, and keep an accurate record of club engagement throughout the year.

## When to Use This Form:

- After any league match, friendly, or tournament
- Following an internal or hosted event
- To report major milestones (e.g. qualifications, podium finishes, MVPs)
- To submit notable media content (photos, videos, social media links)

If you have any questions or would like support in filling out this form, don't hesitate to reach out to the TSU team.



[Link Competition update form 2025/2026](#)

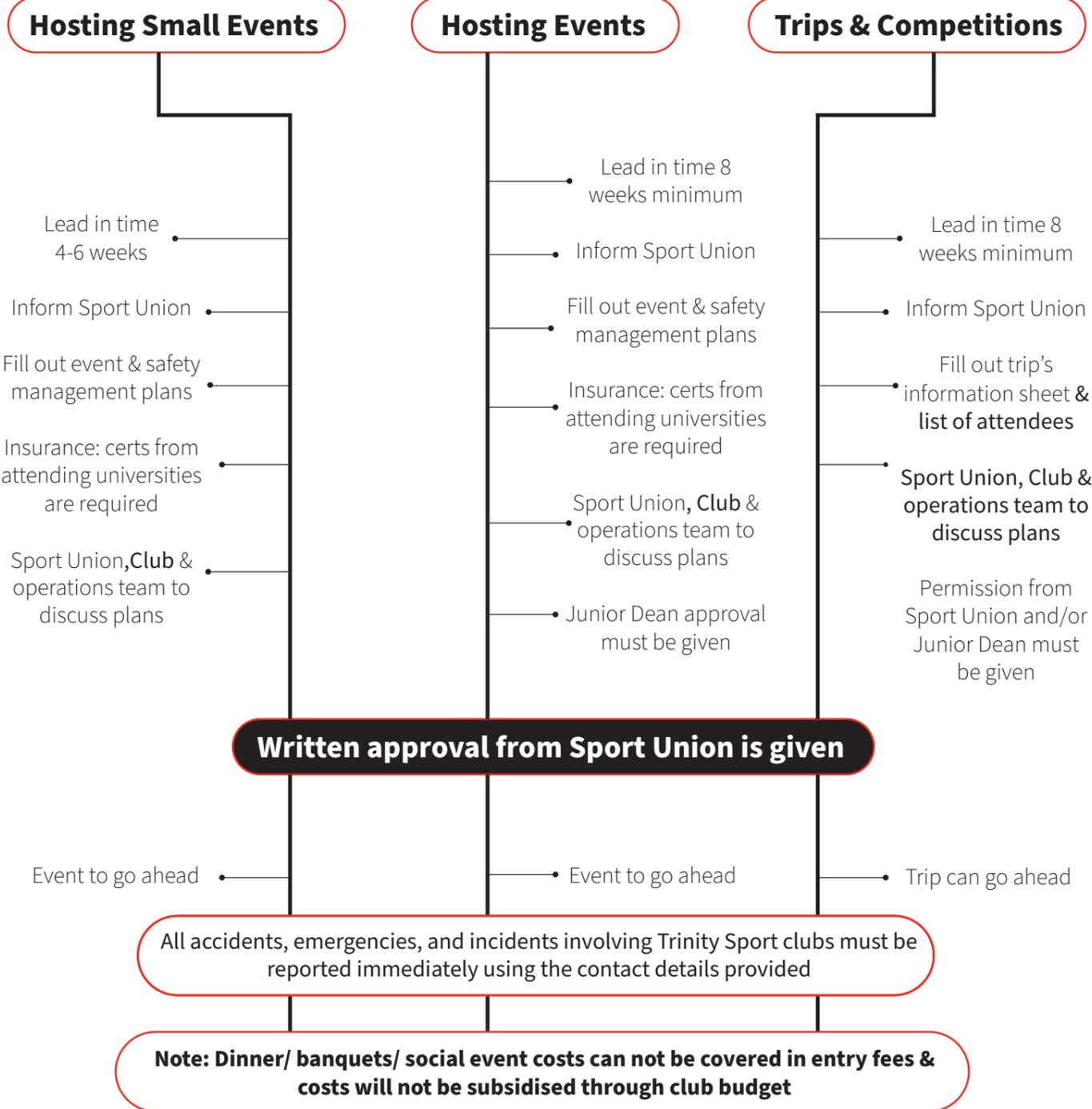


# Club Events & Competitions

anything beyond a regular league match/competition with special circumstances. e.g. Colours

e.g. Intervarsity's

e.g. training camp, international travel



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**If traveling to an event/competition the office requires an emergency contact for the club!**

# Event Management Plan

This form must be submitted for any event organised by a Trinity Sport club that goes beyond regular weekly training (e.g. competitions, open sessions, guest coaching, internal tournaments, etc.).

It is the club's responsibility to submit a complete Event Management Plan (EMP), filling in all the red-highlighted fields. Incomplete information or missing documentation will delay approval. After submission, a provisional booking will be made. The event will only be confirmed once all required documents, including Risk Assessment and Insurance Certificates, are submitted.

Please consult the Club Events & Competitions Timeline to ensure your event is submitted within the proper lead time:

- 4-6 weeks in advance for small events
- Minimum 8 weeks for hosted events or intervarsities
- Minimum 8 weeks for trips or external competitions

If possible, include backup dates in case your preferred date is unavailable. Events may also require a meeting with our operations team to go over logistics—if needed, we will reach out to schedule it. Clubs must not contact other Trinity departments directly. TSU will liaise with Estates, Security, or Grounds on your behalf if necessary. If your event requires car park access, a parking form must be submitted to TSU at least 3 working days in advance.



[Link Risk Assessment Form](#)



[Link Parking Request Form](#)



[Link Event Management Plan Form](#)

# Fixture & Match Request Form

If your club is planning to host a match — whether it's part of a league or a friendly — it is mandatory to submit the official Match Request Form.

## When to Use This Form

- Anytime your club is hosting an external team, even if the match is scheduled during your regular training slot.
- If the match takes place in an outdoor facility such as College Park or Santry.
- A separate form must be submitted for each fixture.

## Deadlines

- For matches on outdoor facilities, the request must be submitted at least 10 days in advance.
- Late submissions will not be accepted due to coordination requirements with external departments (e.g. Grounds, Estates, Security).

## Important Notes

- Submitting the form does not guarantee the booking. You will receive a confirmation once the request has been reviewed and approved.
- Reception and staff must be informed of visiting teams — this is why registration is required even during your normal training hours.
- If your match involves spectators, include an estimated number of attendees.
- The club representative listed must be available for follow-up if needed.



[Link Fixture & Match Request Form](#)



[Link Parking Request Form](#)



# Grant Claim Submission Form

This form must be completed by clubs requesting reimbursement for approved expenses covered by Trinity Sport Union (TSU) grants. Clubs are responsible for ensuring that all claims align with their approved budget categories and comply with TSU's financial guidelines.



[Link Grant Claim Submission Form 2025/2026](#)



[Link Student Sport Club Grant Claim Form](#)

## Important Guidelines:

- Only expenses that were pre-approved by TSU and fall within your club's allocated funding can be claimed.
- TSU approval may take up to 7 working days from the date of submission.
- Original receipts or invoices must be uploaded with each submission. Only PDF format is accepted.
- Reimbursement can be made to the club's bank account, the supplier's account, or an individual's account (if applicable). Bank details must be clearly stated in the form.
- Incomplete forms or missing documentation will delay processing.
- Once the payment is approved, the club will receive a confirmation email.
- If you have any doubts about the eligibility of your claim or need assistance filling out the form, please contact the TSU team.





# Trip Request Form

This form must be completed for any club-organised trip, whether within Ireland or abroad. It is the club's responsibility to notify Trinity Sport Union (TSU) of all travel plans.

Trip details should be submitted as early as possible, including itinerary, number of participants, transport arrangements, and a basic safety plan.

The final list of attendees must be sent via email to TSU no later than 4 days before the trip.



[Link Trip request form  
2025/2026](#)

**Please note:** Failure to notify TSU in advance may result in penalties and lack of insurance coverage for participants.

All trips are subject to approval and must comply with TSU's policies on safety and responsible conduct.

If you have any questions or require assistance with the process, feel free to contact the TSU team.



[Link List of attendees](#)



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## Stay in touch



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