

CLUB BUDGET FORM 2022/23

THE MTU _____ CLUB

SECTION 1

***Chairperson**

Name: _____ Course & Yr: _____ Student No: R00 _____

Home Address: _____

Term Address: _____

E-mail: _____ Mobile Tel: _____

***Secretary**

Name: _____ Course & Yr: _____ Student No: R00 _____

Home Address: _____

Term Address: _____

E-mail: _____ Mobile Tel: _____

***Treasurer**

Name: _____ Course & Yr: _____ Student No: R00 _____

Home Address: _____

Term Address: _____

E-mail: _____ Mobile Tel: _____

***PRO**

Name: _____ Course & Yr: _____ Student No: R00 _____

Home Address: _____

Term Address: _____

E-mail: _____ Mobile Tel: _____

***Equipment Officer**

Name: _____ Course & Yr: _____ Student No: R00 _____

Home Address: _____

Term Address: _____

E-mail: _____ Mobile Tel: _____

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Section 2

A Travel

(i) Bus	List Events and Cost of Buses to Events	Total Cost
		=€
		=€
		=€
		=€
		=€
Please cross reference with bus list in Sport Office		€

(ii) Train/Taxi	List Events and Cost of Train/Taxi to Event	Total Cost
		=€
		=€
		€

(iii) Car	List events, number of cars travelling and Total cost An allowance of 25 cent per kilometer is given				Total Cost
Event:	Travelling To:	No of Cars	Rate		
			X .25c		=€
			X .25c		=€
			X .25c		=€
					€

B(i) Coaching	Number of weeks, Cost per session/hour, Games Home/Away	Total Cost
		=€
		=€
		=€
		=€
		€

(ii) Referees	Cost of hire per game & No of games required	Total Cost
		=€
		=€
		=€
		=€
		€

C (i) Equipment	List sports equipment that club may need along with cost Please find quotes from 3 different suppliers Equipment bought out of the club budget remains the property of MTU	Total Cost
		=€
		=€
		=€
		=€
		€

Please check with the Sports Office to ensure that your Club equipment is covered by MTU Insurance.

Notes
(if required)

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D Meals/Food

(i) **Home Events** Cost of feeding visiting teams to MTU (cost of canteen meal is €7)

Event/Match	No of students	Total Cost
	X €7	=€
	X €7	=€
	X €7	=€
	X €7	=€
		€

(ii) **Away Events** MTU Clubs travelling away who do not get fed by the opposing college get €10 allowance per student

	Total Cost
X €10	=€
X €10	=€
X €10	=€
X €10	=€
	€

E **Accommodation** An allowance of up to €35 per night per student is allowed

Event	No of Students	No of Nights	Per person per night	Total Cost
			€	=€
			€	=€
			€	=€
			€	=€
			€	=€
			€	=€
			€	=€
				€

Semester 1: Overnights not encouraged. Applications may be made on a case by case basis

F Affiliation Fees and Entry

Clubs may be required to affiliate to associations i.e. IARU for rowing
Include all subsequent entry fees to competitions the club will take part in

Total Cost
=€
=€
=€
=€
=€
€

G Seminars/ Speakers

This is more relevant to the martial arts clubs
Please be as accurate as possible

Total Cost
=€
=€
€
€

H Other

Please fill in here events that may happen during the year or extra supports which may be required

Total Cost
=€
=€
=€
€

Total Requested by Club

€

Notes

(if required)

The Constitution of MTU Sports Clubs

Article 1: The name of the Club will be the MTU _____ Club.

Article 2: Membership of the Club – will be open to all full time students of the University. Only full-time students will be covered by insurance.

Article 3: Organisation and Officers – The business of the Club will be conducted by a Club Committee. The Committee will consist of the following:

Chairperson – who will preside over meetings of the Club and oversee the general running of the Club.

Secretary – who will be responsible for the correspondence and records of the Club.

Treasurer – together with the rest of the committee will be responsible for the financial affairs of the Club.

PRO – responsible for the advertising of the Clubs activities, through internal/external means of communication.

Equipments Officer – responsible for the equipment and gear of the Club and ensuring that this is safely returned to the equipment room in the Sportshall

Article 4: Elections & Voting

- The Committee will be elected at the Annual General Meeting
- Each member will have only one vote.

Article 5: Management of Finances – the finances of the Club will be managed by the Sports Office.

A Copy of the accounts should be kept by the Treasurer of each Club.

Article 6: Committee Meetings – will be held at the discretion of the Committee.

_____ days notice of extra ordinary meetings will be given.

It is important for each Club to hold an Annual General Meeting.

Amendments to the Constitution

Amendments to the Constitution shall be effected only at the Annual General Meeting and shall be subject to the approval of the Sports Office.

Article 7: On the Dissolution of the Club its assets will be handed over to the Sports Office.

Article 8: Club members advised to read the MTU Sports Committee Guide.

A completed Club risk assessment must be completed.

Article 9: Each Club member shall receive and read a copy of the MTU Player Rules and Regulations, a copy of which is to be signed by the Chairman, Secretary, Treasurer and Captain and returned to the Sports Office with the Constitution