

CLUB BUDGET FORM 2021/22

THE MTU _____ CLUB

SECTION 1

***Chairperson**

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

Home Address: _____

Term Address: _____

E-mail: _____ Mobile Tel:

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***COVID Officer**

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

Home Address: _____

Term Address: _____

E-mail: _____ Mobile Tel:

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***Secretary**

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

Home Address: _____

Term Address: _____

E-mail: _____ Mobile Tel:

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***Treasurer**

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

Home Address: _____

Term Address: _____

E-mail: _____ Mobile Tel:

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***PRO**

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

Home Address: _____

Term Address: _____

E-mail: _____ Mobile Tel:

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***Equipment Officer**

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

Home Address: _____

Term Address: _____

E-mail: _____ Mobile Tel:

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Budget 2021 - 2022

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 22 cent per kilometer is given				Total Cost
Event:	Travelling To:	No of Cars	Rate		
			X .22c		=€
			X .22c		=€
			X .22c		=€
					€

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)

Budget 2021 - 2022

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 Institute. 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.

Covid Officer – Responsible for all COVID duties including tracing, cleaning etc.

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

Due to the current Pandemic situation, 21/22 Sports Club committees can if necessary be formed based off membership of 2020/21. But where possible an AGM is encouraged.

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 & remote meetings advised where possible. Where it is necessary for club members to meet, please ensure COVID compliance.

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 and MTU Clubs Covid regulations.

A completed Club risk assessment must be completed.

Article 9: Before each club activity/training, each individual must be signed in by the Club Covid Officer or appointed member. This sign in sheet is crucial for contact tracing & has to be returned to the relevant development officer.

Each individual has a responsibility for their own sanitization and hygiene. If an individual is feeling unwell, they are NOT to attend club activities.

Each club is to comply with their governing body, Sport Ireland and MTU covid guidelines and recommendations.

Each Club Covid Officer must have undertaken the Sport Ireland COVID training before a club can commence- Link: <https://www.sportireland.ie/covid19/course> .

All committee members and indeed as many Club members as possible are encouraged to do this Sport Ireland training. The certificate of completion needs to be sent to your relevant Sports Officer. Email: miriam.deasy@mtu.ie or norma.buckley@mtu.ie