

TEMPLATE PROJECT PLAN FOR HOSTING AN INTERVARSITY



| Area | Action | Responsibility |
|-----------------------------------|---|----------------|
| Intersarsity Name | Name of the Intersarsity Competition. | |
| Date & Time | Date of the Intersarsity. | |
| DCU Facilities | DCU Sports Facilities Required for the event. Please contact Yvonne Hennessy, DCU Sport, e: yvonne.hennessy@dcu.ie to book and complete a Sports Facilities - Activity / Event Booking Form and receive a copy of the Sports Facilities - Bookings & Events Code of Conduct. | |
| External Facilities | Name, address and phone number of External DCU Sports Facilities Required for the event. | |
| Public Liability Insurance | If you are using an external venue you must provide a copy of DCU's Public Liability Insurance for the external venue. See the Senior Sports Development Officer for details. | |
| Equipment | Match balls, Flags, Mats etc | |
| Organising Committee | To comprise Chair, Secretary and Treasurer, Sports Development Officer plus a number of other club members. Tasks to be allocated to members of OC e.g. entertainment, presentation dinner, communication etc. Reference www.cusai.ie for entire organisational issues and useful information. | |
| Number of Teams | Estimate of the number of sports team/individuals that will be competing. Use previous year's numbers as an estimate. | |
| Budget | Budget plan to be drawn up and submitted to CLC for approval. Suggested Budget income and expenditure: <u>Expenditure:</u> Officials Refreshments/Meals First aid/Medical Posters & Printing Medals & Trophy's Equipment – balls, flagpoles etc | |

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| | <p>Crew T-shirts</p> <p>Income : Participation Fees per team/individual Sponsorship NGB Funding CLC Funding Sports Development Service funding</p> | |
| Potential Sponsors | <p>€: Confirmed: Sponsorship In Kind: Confirmed: Energy bars Water or soft drinks - Red Bull, Coca Cola Sports Equipment</p> | |
| Insurance | <p>See the Senior Sports Development Officer for details of Public Liability Insurance, Personal accident Insurance & NGB Insurance.</p> | |
| First Aid & ATT | <p>First aid cover required on site for the duration of the event. Get a quote from Medicore, Contact details: www.medicore.ie, Tel: (0)1 6854466</p> <p>Also contact DCU Athletic Therapy & Training students. See Noel McCaffrey, Head of Course, E; noel.mccaffrey@dcu.ie, T; 01-700-7387.</p> | |
| Accommodation | <p>Source 'packages' from local hotels based on approximate number of participants – Skylon, Regency, Crowne Plaza. Holiday Inn</p> <p>Communicate accommodation options to colleges</p> | |
| Communication | <p>Communication with participating colleges is of utmost importance.</p> <p>Establish email database for all participating clubs/universities</p> <p>Information updates to be sent to clubs and Club website/facebook to be used as key point of information</p> <p>Set up a player welcome area/registration at the Sports Grounds and all clubs to be given a player welcome pack</p> <p>Fixtures to be displayed on blackboard in the Sports Grounds</p> | |
| Eligibility | <p>It is essential that participants' eligibility is checked before the start of the tournament.</p> | |

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| | Entry forms to be 'stamped' by university and participants must bring their student cards. | |
| Estates Office | Contact Michael Woods to inform him that the event is happening and the presence of any promotional activities. | |
| Community Guard | If applicable contact Martin Lynch, Community Guard to inform him that the event is happening | |
| Food & Refreshments | Details of food and refreshments to be provided for all participants. Include details of venue, costs and meal tickets or vouchers | |
| Crew T-Shirts | Quantity of Crew T-shirts required for event crew. Where to purchase t-shirts, printing costs etc | |
| Publicity | <ul style="list-style-type: none"> • Launch to be organised approximately 10 days before the event to include a photo on campus • Arrange for a member of MPS to film footage of the event, • Arrange College View sports Journalists and Photographer, e-mail sports@collegeview.com • Article in Campus Magazine, e-mail campus@dcusu.ie • Photosoc to take photos • Create a pre & post event article for media and websites • Use Facebook - your club page , DCU Student Sport • Inform Public Affairs at monthly meeting • Mail all DCU Students • Send pdf of poster to Yvonne McGowan, Senior Sports Development Officer | |
| Results | To be communicated to Yvonne McGowan, Senior Sports Development Officer, the CLC and CUSAI. | |
| Next Years Event | To be agreed before the end of the tournament in DCU and communicated to CUSAI and the governing bodies. | |

For further assistance or queries regarding hosting an Intervarsity event contact:

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Dublin City University, Dublin 9
Tel: (01) 700 5811 Email: yvonne.mcgowan@dcu.ie Web: www.dcu.ie/sportsdevelopment