



Certificate in Sports Club Administration

Level 6 (Special Purpose Award)

Gain a full understanding of the dynamics, responsibilities and relationships involved in the administration of a sports club.

Running Sports Clubs

In partnership with Limerick Sports Partnership

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Certificate in Sports Club Administration

Programme Level: 6
Special Purpose Award
Duration: 2 hours per week
over 16 weeks
Delivery: Online
Starting 1st February 2022
Finishing 17th May 2022
Course Fees: €100 +
booking fee

This programme is subsidised by Limerick Sports Partnership for Applicants from Limerick Sports Clubs. Applicants from outside Limerick must pay full course fee = €400

Entry Requirements:
Experience as a sports club officer or committee member.

Registration:
<https://limericksports.ie/event/certificate-sports-club-admin/>



TSP through Dormant Account Funds from Sport Ireland funded the development of this award & the course fees for Clubs in Tipperary are subsidised by TSP.

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TUS Midwest - Flexible Learning



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The Course

This course will provide participants with a full understanding of the dynamics, responsibilities and relationships involved in the administration of a sports club. It will instil an appreciation of the skills required to oversee the complexities, be they administrative, financial or managerial, involved in the modern sports club. It will provide the participants with the managerial and leadership skills to become a valuable contributor to the affairs of their club.

The Content

The course will cover the following topics in detail:

- The context of National Sporting Organisations
- Governance and the roles of officers and committees
- Strategic and operational planning in a club context
- Structures and the operation of committees
- Leadership and management in a sports club environment
- Communication and its critical importance in club affairs
- Understanding current legislation such as Child Protection
- Health and Safety in a sports club environment
- Fundraising and financial management in a club context
- Club operations and administration in a part-time format
- Human Resource Management in a voluntary environment
- Marketing the club in a competitive space

Assessment/Examinations

This module will be based on 100% continuous assessment. Assessment over 20 week duration will consist of two realistic Case Studies and a documented assignment which will concentrate on the creation of a three-year strategy for a sports club. The participants will be grouped into teams at the outset and their ability to perform as a team member will also be assessed.

