



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

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Certificate in Sports Club Administration

Programme Level: 6

Special Purpose Award

Duration: 2 hours per week over 20 weeks

Delivery: Online

Starting 14th October 2020

Finishing 18th March 2021

Course Fees: €100 + booking fee

This programme is subsidised by Tipperary Sports Partnership for applicants from Tipperary clubs, for those applicants outside of Tipperary the fee is €400.

Entry Requirements:

Experience as a sports club officer or committee member.

Apply online at: <https://certificate-in-sports-administration.eventbrite.ie>



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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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.

