



# 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.

**All Sports Clubs**

[lit.ie/flexible-learning](https://lit.ie/flexible-learning)



# Certificate in Sports Club Administration

**Programme Level: 6**

**Special Purpose Award**

**Duration: Part-time.**

**16 weeks online and 2 campus visits to LIT Thurles.**

Starting 11th October 2021.

**Location: LIT Campus, Thurles**

**Course Fees: Full fee is €400.**

Applicants from Tipperary sports clubs will be subsidised by Tipperary Sports Partnership. **Subsidised fee is €106.19** (incl. booking fee) for all Tipperary clubs.

## Entry Requirements:

Proven experience as a sports club officer or committee member.

## How to Apply:

Apply online at [lit.ie/flexible-learning](http://lit.ie/flexible-learning)



TSP through the Dormant Accounts Fund from Sport Ireland funded the development of this award along with subsidising the course fees for sports clubs in Tipperary.

**Tel: 076 106 6226 (TSP)**

**0504 28112 (LIT)**

**Email: [flexible@lit.ie](mailto:flexible@lit.ie)**

**Web: [lit.ie/flexible-learning](http://lit.ie/flexible-learning)**

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LITFLlimerick

## 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 16 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.

