

WASTE CHARTER

The waste charter has been designed to use as a commitment and communication tool by clubs. The charter outlines the aims and goals of the clubs and is suitable for display on club noticeboards, in meeting rooms etc.

[BACK TO TOP](#)



QUESTIONNAIRE

A questionnaire designed to allow clubs to gather initial baseline knowledge around how waste is managed in the club has been produced. Printable and online versions of the Questionnaire are available.

[BACK TO TOP](#)

myclub mywaste **QUESTIONNAIRE** www.MyWaste.ie

Survey Date: _____

CLUB DETAILS

Club Name: _____ Contact Name: _____
Email: _____ Survey Team: _____
Club Address: _____
No. of club members: _____ No. of pitches: _____
Does your club have a stand? Yes No No. of buildings: _____ No. of teams: _____
Does your club have a canteen? Yes No Does your club have a changing area? Yes No
Other? _____ Does your club have offices? Yes No

WASTE MANAGEMENT DETAILS

Who is the Waste Management Service Provider? _____
How many wheelie bins are provided? Large 1100ltr Small 240 ltr Other
Prior to participation in this programme, did you quantify or record waste? Yes No
How many bins are located within the club grounds: _____
How many bins are designated for: Recycling Food General How many bins have signage: _____
If recycling bins are provided, are they used correctly? Yes No Unsure
What are the most common waste items: (please tick all relevant options)
Plastic Bottles Disposable Coffee Cups Crisp Bags Fruit Other
If you use bags to line your bins or collect waste, what colour do you use? Black Clear Other NIA

OTHER TYPES OF WASTE

How do you dispose of glass? _____
How do you dispose of light bulbs, batteries, paint, aerosols etc? _____

KEY CHALLENGES

Are there any problem areas within you club grounds?
What are the key waste issues/challenges your club wishes to address?
Are facilities used by any external organisations?

GENERAL WASTE AUDIT

The guidance documents on how to conduct a general or practical waste audit are more in depth than the guidance on how to conduct a desktop audit. Guidance here outlines the steps to follow in order to conduct an audit of your club facilities, including a review of the waste receptacles, analysis of the content, presenting findings and monitoring and evaluation.

[BACK TO TOP](#)

myclub mywaste How to carry out a **WASTE AUDIT**

myclub mywaste How to carry out a **WASTE AUDIT**

What is a waste audit?
A waste audit is a method of conducting an assessment of the waste produced at your club, by assessing the overall quantities of waste generated, identifying the different types of waste (paper, plastic, food etc.) and their quantities. An audit will give your club an opportunity to compare recycling and disposal rates and will highlight opportunities for improvement. Waste audits are a great way of getting a baseline of where your club is and what goals are realistic in terms of waste prevention and recycling.

When to conduct a waste audit
A waste audit should be conducted as you begin your journey towards sustainability and intermittently thereafter. The data collected will highlight the current situation and will provide the club with a benchmark against which progress can be measured.

WASTE AUDITS CAN BE REPEATED PERIODICALLY AS AN EFFECTIVE TOOL TO MONITOR AND EVALUATE YOUR CLUB'S JOURNEY.

1 Calculate
Following the findings on findings projected volume and % for general waste. See records.

2 Audit Preparation

3 Form a Green Team
Identify an audit team from club members and volunteers.

4 Collect waste in clear bags
Set up your waste collection for the audit by using clear bags for all waste streams in the entire facility, including where applicable, grounds, changing rooms, offices, canteen etc.

5 Risk assessment
Carry out a risk assessment of the activity.

6 Label each bag
This will ensure that you can identify the area the waste originated from.

3 Request data
Request annual waste data from your waste collector, including quantities of recyclable, food & general waste.

6 Balance the survey
Survey Balance: When conducting the audit, ensure a balanced approach by sampling a selection of waste. **Auditing 25% of the waste will provide a good indication, approximately 1 in 4 bags.** Choose the number of bags to audit based on your club's size and waste volume, ensuring representation from all areas of the organisation such as offices, pitches, changing rooms, and canteen. This balanced sampling approach will help in obtaining comprehensive insights into waste management practices across different club facilities.

www.MyWaste.ie

WASTE SEGREGATION

Guidance on waste segregation outlines the various waste streams, including, recyclable waste, food waste and general waste, in addition to other specific waste streams and how these waste types should be segregated. Also outlined in this section are all the posters and bin labels suitable for use by clubs and sporting organisations.

Materials are available in English, Irish and bilingually.

[BACK TO TOP](#)

myclub mywaste Waste **SEGREGATION**

WASTE SEGREGATION REFERS TO THE SEPARATION OF WASTE AT SOURCE WHICH ALLOWS FOR RECYCLING AND COMPOSTING OF SUITABLE WASTE TO TAKE PLACE.

Waste Segregation refers to the separation of waste at source, which allows for recycling and composting of suitable waste to take place. This document gives guidance and tips on how to segregate waste in clubs. All clubs should have, at minimum, a service for the collection of Recyclable Waste and General Waste. In addition, clubs that produce food waste should have an additional Food Waste collection.

The following guidance will help you identify and promote materials suitable for placement in recycling, food, and general waste bins. The posters shown are part of the waste segregation awareness toolkit available from mywaste.ie/clubs.

Recyclable Waste
All dry materials, including plastic bottles, cans, paper and cardboard should all be placed in designated bins for recyclable materials and every effort should be made to ensure that all items are placed in the recycling bin, clean, dry and loose.

Food Waste
Fruit peels, leftovers, uncooked food, coffee grounds or tea should go in a food waste bin, which should be located in the kitchen or function area of your club. Line bins with a compostable liner containing the EN13432 standard. Clubs should make arrangements with waste contractors to ensure regular collection of food waste bins, as required.

General Waste
Other waste including electrical and electronic items, etc should be brought to your local Recycling Centre or Civic Amenity Site. Further information of what to do with your waste is available from www.mywaste.ie

Waste Segregation Awareness Materials
Waste Segregation Awareness Materials: To ensure uniformity across all clubs, it is recommended that waste segregation awareness materials produced by mywaste.ie, Ireland's official guide to waste, be used to ensure that all club members and patrons correctly segregate waste arising on site.

Posters and bin labels are available in English, Irish, and bilingually and come in various shapes and sizes, with options for double strip or full adhesive.

All materials can be downloaded or ordered free of charge from www.mywaste.ie/clubs

Visit mywaste.ie for more information

ELIMINATION OF SINGLE USE PLASTICS

Guidance on the elimination of plastics bottles is contained in this document. The document also outlines how to estimate plastic bottle usage within your club, with an automated usage calculator.

[BACK TO TOP](#)

myclub mywaste Single-Use Plastics **ELIMINATION CHECKLIST**

Single use plastics can be eliminated. The following bottles – when...
Who is involved?
How many members per bottle? (estimate)
Is there a dedicated person?
Have members been briefed?
Have alternatives been identified?
Have you set a date for commencement?
Have you identified other clubs?
Have you a plan of action?
Who is communicating?
Have you a note to members?
Have you considered the situation with...
This exercise will...
Number of club members / play

myclub mywaste Guidance on Eliminating **SINGLE-USE PLASTIC BOTTLES**

Eliminating Single-Use Plastic Bottles
Options to eliminate plastic bottles in your club are two-fold - you can consider a 'Complete Ban' or a 'Phased Introduction', whichever you think fits your club best.

Phased Introduction
Identify a team or teams who will lead the challenge in your club's. Set a 'plastic savings' challenge for the team to monitor progress.

Complete Ban
If you are banning plastic bottles completely you need to ensure that this message is communicated to your entire club, setting dates on when plastic bottles are no longer accepted and outlining alternatives. It is particularly important that club executives, team trainers, coaches and managers etc. all communicate this message to their teams and wider club membership, and indeed lead by example.

Communication
Ensure all relevant club members are aware of the work you are doing. This is an opportunity to communicate the rationale behind the activity in addition to the approach.

Inspire
Keep spreading your message, as education and awareness are the keys to success!

Practical advice on reducing plastic bottles
As your club is making changes to improve overall environmental performance, it's important to note that different actions and activities will work better in varying settings. Outlined in this guidance document are various tips, some of which will be more relevant than others depending on situations and circumstances.

TIP! Encourage the use of reusable water bottles (always ensuring EU standard is adhered to).

TIP! If you are not going for a complete ban on single use plastic bottles initially, you should also promote recycling, which is an important environmental activity.

By placing information posters and signage at waste stations throughout your facility, you will assist in improving waste segregation. It is also important to provide adequate receptacles for recycling to ensure all plastics and other recyclable materials are captured. Downloadable assets are available from mywaste.ie/clubs.

TIP! Communicate 'good practice' messages within the club and work towards this being the norm.

Make a start with our Single-Use Plastics Elimination Checklist on the next page...

TIPS!

- Identify a Green Team member** who will coordinate and liaise with members and teams, particularly in identifying and addressing any issues that arise.
- Create awareness** of the prevention activity by communicating to club members and community, through the use of signage for your facilities and through social media.
- Outline that your club is working hard.** To reduce the quantity of plastics used by club members, whilst also ensuring in the meantime, that all recyclables are captured in the recycling stream. This will not only highlight what you are doing but may encourage further participation and ideas from others.
- Set your plastic campaign launch date.** And ensure everyone you are targeting knows about it.
- Positive commentary and acceptance will encourage and inspire other club members to participate. It's important to encourage this and show how everyone can participate and be involved. Having 'Utilising social media content and posters that showcase the number of plastic bottles saved, updated regularly, will further encourage participation.
- Some Other Ideas to Consider**
 - Think sponsorship!** Source sponsorship for team reusable bottles - local business often support local clubs.
 - Think commitment!** Ensure that your club policy and charter includes your commitment to eliminating single use.
 - Think Reduce!** Other common plastic items include straws and sachets - which could also be eliminated.

ELIMINATION OF SINGLE USE COFFEE CUPS

Guidance on the elimination of disposable coffee cups is contained in this document. It also has a checklist to help you address the elimination of single use cups.

[BACK TO TOP](#)

mywaste myclub Single-Use Cups **ELIMINATION CHECKLIST**

mywaste myclub Guidance on Eliminating **SINGLE-USE CUPS**

Single-use cups eliminated by so checklist will be a phased basis o

Eliminating Single Use Cups
Globally, an estimated 500 billion single-use cups are disposed of in landfills or incinerators annually. That's one million cups per minute, every hour, every day, throughout the year. Due to the plastic-paper combination in their design, these cups are nearly impossible to recycle. In Ireland alone, we discard over 22,000 of these non-recyclable cups per hour. When aiming to reduce or eliminate single-use cups in your club, you can consider a 'phased introduction' or a 'complete ban', whichever you think fits your club best.

Phased Introduction
A phased introduction will allow for the elimination of single-use cups over a specific time frame, during which you can outline how the introduction of crockery and the acceptance of reusable cups will be implemented, and the date from which disposable cups will be eliminated.

Complete Ban
If you are banning single-use cups completely, you need to ensure that this message is communicated to your entire club, outlining the date from which single-use cups are no longer accepted and also outlining what alternative options are available.

Commitment and Communication
Whether you are opting for a 'phased introduction' or a 'complete ban', it is important that volunteers or on-site café managers are on board and committed to making the change. Communicating the changes to all club members is important. When communicating this message, you should also outline the rationale behind eliminating single-use cups, in addition to how you intend to approach the change. Keep spreading your message as education and awareness is the key to success.

Keep things in check!
As your club is making changes to improve overall environmental performance, it's important to note that different actions and activities will work better in varying settings. The next page contains a checklist which will help you identify some of the areas you need to consider as you undertake this challenge.

Who is leading t
Are you consider complete ban?
How many meml cup (estimate %
Is there a dedica progress?
Who is communi
Have members, I trainers, coache
Have you set dat
Have alternative
Are you consider cups?
If you are consid ensure that they standard and tha within your facili composting by y
Have you identif others?
Have you consid situation with wi

Further i

Using a reusable cup will **prevent waste** and have a **positive impact on our environment.**

Some waste service providers may provide a specific collection service for segregated compostable beverage cups. Check with your provider. This option is preferred to the use of disposable cups, however the use of a reusable cup is the best option and should always be promoted.

Make a start with our Single-Use Cups Elimination Checklist on the next page...

www.MyWaste.ie

POSTERS

A series of posters have been produced that can be used by clubs and sporting organisations, focusing on Greening Clubs, Single Use and Waste Segregation. Posters are available in English and Irish. All posters are available in English and Irish.

[BACK TO TOP](#)



SOCIAL MEDIA CONTENT

A series of social media assets have been produced that can be used by sporting clubs and organisations to promote the various MyWaste Sport Toolkit activities. Content focuses on Greening Clubs, Single Use and Waste Segregation. A number of assets are editable, and all assets are available in English and Irish.



[BACK TO TOP](#)

WASTE ACTION PLAN TEMPLATE

A Waste Action Plan Template is a one page document outlining various waste management actions which can be undertaken within your club. The document is editable to allow you to add additional actions if required.

[BACK TO TOP](#)

myclub mywaste Waste Management **ACTION PLAN**

A Waste Management Action Plan should be completed following the review of the Waste Audit. The Action Plan should set out a list of actions or tasks that the Club have committed to undertake in a specific timespan. Actions can also be included based on a no-cost, low-cost or high-cost basis.

Outlined in the sample Action Plan are typical actions associated with good waste management practices that are relevant to Sporting Club activity.

Action	Action Detail	Person Responsible	Time frame	Cost
Agree Waste Charter				
Establish Green Team				
Complete Waste Audit - Desktop				
Establish Partnerships				
Conduct Facility Waste Audit				
Complete Waste Audit - Desktop or Establish Partnerships				
Conduct Facility Waste Audit				
Undertake Waste Mapping Exercise				
Establish Waste Segregation & Recycling Procedure				
Bin Labeling				
Waste Prevention - Eliminate Single Use Items				
Communication & Awareness Campaign				
Litter Awareness Campaign				
Action Plan Monitoring				
Investigate Reuse Initiatives				
Investigate Repair Initiatives				
Investigate Green Procurement				
Green Cleaning				
Club Case Study / Challenges & Successes				
Wider Community Participation				

www.MyWaste.ie

GEAR SWAP

The Gear Swap Guide is a one-page document that outlines various exchange actions that can be done within your club.

BACK TO TOP

myclub mywaste Running a Gear Swap **IN YOUR CLUB**

A gear and boot swap can be a great way to reduce waste in your club. Gear swaps work well for players of all ages but are particularly useful for younger teams, where players often grow out of gear and boots that are still in very good condition. Here are some tips for running a gear swap in your club.

Preparing for a Gear Swap

- 1 Gear Collection**
Arrange a drop off event for gear collection. Advertise drop off point, time and specific items accepted. Promote through memberships and through teams – enlist helpers!
- 2 Quality Control**
Only accept gear and boots that are clean and in good condition.
- 3 Sorting**
Sort through all gear beforehand – having gear sorted and arranged can make it easier for club members to find gear that suits them.
- 4 Promotion**
Use club social media channels, team groups, and club newsletters to advertise the day, time and location when materials are available for pick-up.
- 5 Event Location**
Ensure your gear swap location is large enough for your gear to be clearly displayed and gives club members the space to browse easily and comfortably.
- 6 Leftover Gear**
Decide ahead of time what you will do with any gear that is left over. Contact your local charity shops to confirm whether they will accept any gear that you are left with after the gear swap.

Running the Gear Swap

- 7 Entrance Fee Option**
Many clubs choose to run a free gear swap, where there is no charge for any of the gear. In such cases, some clubs charge a small entrance fee – as a club or charity fundraiser.
- 8 Is it for Swap or Selling?**
If your club decides to run a gear sale and to charge for each item, rather than a gear swap where the items are free, ensure this is made clear in advance to those donating gear and consider giving tokens for discounts to those who donate.
- 9 Clear Communication**
Whatever model you choose for your club, ensure this is communicated clearly beforehand and on the day.

www.MyWaste.ie