ASSESS:

UNDERSTAND YOUR CLUB'S ENERGY USE

The first step for a club looking to make energy savings is to understand current usage. This will allow your club to establish a usage baseline, to identify opportunities for savings and to notice any unexpected or unnecessary energy use throughout the year.

Understanding your bills

A better understanding of your energy bills can help your club manage your energy use more efficiently and can also help you identify opportunities for cost savings. Your electricity bill in particular includes significant information and charges that can affect how and what your clubs pays. Some key things to look out for on your bill are:

TARIFF

- Ensure your club is on the right tariff/price plan. There may be other tariffs or price plans that are more suitable to your club's usage.
- Check when your contract is next up for renewal and find out what other tariffs your supplier and other suppliers offer
- The more information you have on your club's current energy usage the easier it will be to find a tariff that suits your club.

READING TYPE – GAS & ELECTRICITY

Your bill can be:

- Estimated by a supplier ('E').
- Based on an actual reading taken by a technician ('A'), or
- Based on a reading provided by you, the customer ('C').

Check your bill to establish if your readings are E, A or C. If your bills have been estimated for a considerable period, contact your energy provider to register a customer reading or to get a technician reading to ensure your club is being correctly billed.

MAXIMUM IMPORT CAPACITY (MIC) - ELECTRICITY

- The MIC on your electricity bill is the maximum electrical demand you can place on the network system.
- There is a charge associated with the MIC. If the MIC is set too high, your club might be paying more than necessary in each electricity bill.
- However, if your club's electricity usage ever exceeds the MIC, you could face a substantial excess capacity charge.
- If your current MIC doesn't reflect your club's electricity usage, contact your energy provider to have it adjusted.
- Talk to your Sustainable Energy Community (SEC) mentor (26-counties) or to an energy expert for advice and support.

Many energy providers publish handy guides to understanding their bills:

https://www.cru.ie/home/customer-care/energy/about-my-bill/
https://www.electricireland.ie/business/help/billing/understanding-your-electric-ireland-electricity-bill
https://www.sseairtricity.com/ie/business/help-centre/understanding-your-bill/
https://www.energia.ie/business/customer-service/understanding-your-electricity-bill
https://www.bordgaisenergy.ie/business/our-tariffs
https://powerni.co.uk/help/billing/understanding-my-bill-non-direct-debit

Monitoring your Energy Use

Keeping regular track of your energy use and bills will help you understand your club's baseline use and to identify opportunities for savings and/or unusual or unexpected energy use.

TRACK YOUR BILLS

- Keep a folder of all your club's energy bills (in paper or digital format).
- Use the bill tracker templates at the end of this document to record usage and cost from each bill and store these along with your bills in your club's energy folder.

TAKING ELECTRICITY & GAS METER READINGS

- Recording electricity and gas meter readings will help your club identify what your major electricity users are and when the bulk of electricity and gas is used so that your club can prioritise energy-saving actions.
- Use the meter reading templates at the end of this document.
- If your energy bill is estimated, taking your own meter readings will show if your club is being charged correctly or not.
- Regular meter readings – e.g., monthly, at roughly the same time each month – will allow you to establish a baseline of expected usage and will show spikes or unexpected patterns in usage. E.g., from regular meter readings you will be able to calculate your average daily usage, which will allow your club to respond if you notice any unexplained increase in this daily usage.
- If you think there is unnecessary or unexpected usage, consider taking more frequent readings over a shorter period of time – e.g., in the evening and again in the morning if you suspect that there is unnecessary usage (e.g., heating or lighting left on) at night when the club is closed.
- If your club is interested in the energy usage of any particular area, activity or device – e.g., heating or lighting – consider taking a number of readings over a short period of time when that area or equipment is the main energy user in the club.

TOP TIPS

Check if your meter has a meter multiplier. This can sometimes be the case for clubs with high usage or a higher Maximum Import Capacity (MIC). If you have a meter multiplier in your club, it means that the units of usage on your meter should be multiplied by your multiplier factor to get your electricity usage in kilowatt hours (kWh). Contact your electricity provider if you aren't sure if your meter has a multiplier or if you have any queries on your meter multiplier.

MONITORING OIL USAGE

- Use the bill tracker templates at the end of this document to record your oil deliveries. This can help you monitor your usage and spend as well as gain an insight into how much oil you are using in the period between deliveries.
- Consider monitoring your own usage by dipping your tanks regularly, e.g. with a stick or piece of timber, including before and after oil deliveries, to record changes in fuel levels. (Wait an hour before dipping after delivery). You will need to know your tank dimensions to calculate your usage from your dipping levels. Inexpensive fuel tank gauges are also widely available to buy.
- If your oil is used for machinery (e.g., tractors) as well as for generators, consider timing your monitoring to estimate the percentage of fuel used for generators. Recording your lighting and generator hours and comparing these to oil use records will also give the club a clearer picture of oil use
- A sudden increase in your oil consumption might indicate a leak, that equipment or heating has been left running, that your boiler requires servicing or that there has been a theft of oil.
- See the 'Prevent & Protect' infosheet at https://learning.gaa.ie/greenclub/water for guidance on the safe and responsible storage of oil.

EMISSIONS CALCULATOR

- If your club Green Team is interested in estimating your greenhouse gas emissions from energy use, consider using the table below.
- Multiply the amount of energy (kWh) or fuel (litre or kg) your club uses in a year by the appropriate conversion factor to estimate your club's greenhouse gas emissions in kilogrammes (kgCO2e).
- Ensure that your units of measurement are the same as those in the table below.
- For example, using 1000 litres of diesel, which has a conversion factor of 2.55784, will result in greenhouse gas emissions of 1000 x 2.55784 = 2557.84 kgCO_2e (or 2.557 tonnes CO_2e).
- Emissions conversion factors are updated each year – check https://www.seai.ie/data-and-insights/seai-statistics/conversion-factors/ or speak to an energy expert for updates.

Fuel Type	Unit	Conversion Factor
Grid Electricity	Kwh	0.345
Natural Gas	Kwh	0.2047
Diesel	Litres	2.55784
Petrol	Litres	2.16185
Lpg	Litres	1.55709
Gas Oil	Litres	2.75857

Bill Tracker - Electricity

Fill in the table from your energy bills

MRPN: _____ **Year:** _____

BILLING PERIOD START	BILLING PERIOD END	kWh	READING TYPE (e.g. estimated, customer)	BILL COST	NOTES
		a			
TOTAL			**TOTAL COST:**		

Bill Tracker - Natural Gas

Fill in the table from your energy bills

GRPN: _____ **Year:** _____

BILLING PERIOD START	BILLING PERIOD END	kWh	READING TYPE (e.g. estimated, customer)	BILL COST	NOTES
	TOTAL (kWh):		**TOTAL COST:**		

Bill Tracker - Diesel

Fill in the table from your energy bills

Year: _____

TOP TIPS

Consider monitoring your own usage by dipping your tanks regularly, e.g. with a stick or piece of timber, including before and after oil deliveries, to record changes in fuel levels.

DELIVERY DATE	LITRES	BILL COST	NOTES
TOTAL:	litres	€/£	

Bill Tracker - Oil

Fill in the table from your energy bills

Year: _____

TOP TIPS

Consider monitoring your own usage by dipping your tanks regularly, e.g. with a stick or piece of timber, including before and after oil deliveries, to record changes in fuel levels.

DELIVERY DATE	LITRES	BILL COST	NOTES
TOTAL	litres	€/£	

Meter Reading - Electricity

MPRN: _____

DATE	TIME	METER READING	USAGE SINCE LAST READING

Meter Reading - Gas

GPRN: _____

DATE	TIME	METER READING	USAGE SINCE LAST READING