

Club Plan Template

Note: This is available for download on www.gaa.ie

Introduction to Club Plan Template

This document is a guide on how to lay out a Club Plan. The template is divided in to the following sections, with an explanation of what should be in each section:

1. Chairman's Address
2. History of the Club
3. Methodology
4. Mission Vision Values
5. Background to Club
6. Activity Area 1: Coaching and Games Development
7. Activity Area 2: Club Structures and Administration
8. Activity Area 3: Finance and Fundraising
9. Activity Area 4: Facilities and Development
10. Activity Area 5: Communication/Pr and Culture
11. Implementation and Review Mechanisms for the Plan
12. Glossary of Terms
13. Acknowledgements

Activity Areas:

The activity areas outline exactly what the Club is going to do over the next five years. There are 5 areas listed and a Club can add others, if required.

Each activity area contains an opening statement, which outlines how the Club would like to be performing in this area in 5 years time. The key projects are then listed and explained. There will usually be 4 or 5 key projects in each activity area. Some are already listed in this template. The Club can add others as required.

A table is then provided, which outlines all of the actions that are needed for the Club to progress in this area. Some actions are already listed. The Club can add others as required. The action is listed along with an outcome sought, a timescale, a milestone and who is responsible for making the action happen. A milestone is a significant event that needs to happen for the action to be complete. For example, if setting up a new website, a milestone might be that quotes from web designers are received by a certain date.

Note: As already stated, this template has a number of key projects/actions listed that are taken directly from the National GAA Strategy and other documents. These are actions that each Club is asked to implement. Some may already be in place in the Club.

Sample Club Plan Template

1: Chairman's address: (half of one page)

This should be a brief statement and will set the scene for the rest of the document. Outline the purpose of the plan, why the Club has undertaken the planning process and thank those involved etc.

2: History of Club: (half to one page)

This section should give a brief history of the Club, outlining key dates of importance etc. Use photographs where possible.

3: Methodology: (half of one page)

This section gives an outline of how the plan was put together and who was involved.

- Name the Steering Committee and how many times they met
- List all other Focus Groups involved and list the people in those groups
- Include any major dates
- Give a brief outline of the Club planning workshop, the workshop topics etc.
- Include a list of those who were consulted (e.g. Local Authorities etc.)

4: Mission, Vision, Values:

Note: This should be included word for word.

The GAA's values are the heart and soul of our Association. In every Club around the world they are what binds us, what makes us unique and what attracts more and more players, members, volunteers and supporters.

Mission

“The GAA is a community based volunteer organisation promoting Gaelic games, culture and lifelong participation.”

The GAA is a volunteer organisation. We develop and promote Gaelic games at the core of Irish identity and culture. We are dedicated to ensuring that our family of games, and the values we live, enrich the lives of our members, families and the communities we serve. We are committed to active lifelong participation for all and to providing the best facilities. We reach out to and include all members of our society. We promote individual development and well-being and strive to enable all our members achieve their full potential in their chosen roles.

Vision

Our vision is that everybody has the opportunity to be welcomed to take part in our games and culture, to participate fully, to grow and develop and to be inspired to keep a lifelong engagement with our Association.

Values

Community Identity

- Community is at the heart of our Association. Everything we do helps to enrich the communities we serve
- We foster a clear sense of identity and place

Amateur Status

- We are a volunteer led organisation
- All our members play and engage in our games as amateurs
- We provide a games programme at all levels to meet the needs of all our players

Inclusiveness

- We welcome everybody to be part of our Association
- We are anti sectarian
- We are anti racist

Respect

- We respect each other on and off the playing fields
- We operate with integrity at all levels
- We listen and respect the views of all

Player Welfare

- We provide the best playing experience for all our players.
- We structure our games to allow players of all abilities reach their potential

Teamwork

- Effective teamwork on and off the field is the cornerstone of our Association
- Ní neart go cur le chéile (There is no strength without working together)

5: Background to Club:

This section outlines the 'where are we now' part of the plan. It gives an overview of where the Club is at in terms of the population in the catchment area, the number of teams, players etc. The 'Activity Area' sections, which come next, will outline the 'what do we want to do' and 'who is going to do it' part of the plan.

It can include:

- Overview of where the Club has come from
- Outline the data gathered in the data gathering sheet e.g. number of teams, registered players, qualified coaches etc.
- An outline of what has changed in the community over the years and the impact on the Club
- Outline of the facilities the Club has in place

6. Activity Area 1: Coaching and Games Development

Note: All the actions and key projects listed here should be included in the Club plan. These are based on national games development policy. The Club can add other actions/key projects as required.

In five years, our Club we will be able to say-

“Our underage section is one of the best. We have achieved excellence in coaching standards and in providing games for our young players in a safe and enjoyable environment. Our Club’s adult teams perform to their full potential because we have the best possible coaching and games development structures in place.”

Key Projects:

Coaching and Games Development Sub-Committee

We will appoint a Coaching and Games Development Sub-Committee to oversee all aspects of games development in the Club. This will include identifying new coaches in the community, encouraging parents to become involved in coaching and ensuring that all our Clubs coaches have GAA Coach Education qualifications. The committee will also ensure that a balanced programme of games is in place and that all players get an opportunity to play and participate. This chairman of this committee will sit on the Club Executive Committee and will provide a report to each meeting.

Club Coaching Officer

We will appoint a Club Coaching Officer, who will be chairman of the Coaching and Games Development Sub-committee. He/She will have responsibility for managing the affairs of the committee and for overseeing all coaching and games development related activities and policies.

Underage Games Programme

We will put in place a programme of games for all players involving Go-Games and Super Touch Blitzes within the Club and with other Clubs. This will ensure that all players get meaningful activity in an environment that promotes skill development.

Coach Education

We will put in place a programme that makes sure that every player is coached by a person qualified to the appropriate level. All Club coaches will receive GAA coach education qualifications. Each coach will have a minimum of a Foundation Award coaching certificate. We will aim to have all coaches at Award 1 level over time. We will also identify new referees, who will receive referee education and assistance from the County Board.

GAA Code of Best Practice and Code of Behaviour

We will put in place the GAA Code of Best Practice and Code of Behaviour. Everyone in the Club will show due respect to each other, to Club officers, to team mentors and to the match officials. We will ensure that all our volunteers working with children are Garda vetted and that our children participate in a safe environment.

Club/School Link

We will develop close links with our local primary and second level schools. We will provide support and advice to the schools in promoting our games.

Action	Outcome Sought	Timescale	Milestones	Responsibility
Club Coaching Officer and Coaching and Games Sub-Committee Appointed by the Club Executive Committee	To oversee all aspects of games development in the Club and to ensure that the best possible coaching structures are in place in our Club			Club Executive Committee
Club-School link in place. Club-School liaison officer appointed	To cement the relationship between the local school (s) and the Club and ensure that the children are receiving GAA coaching.			Coaching and Games Committee
Nursery programme in place for 4 to 7 year olds	To encourage our young players to become involved in Gaelic Games in a fun and safe environment			Coaching and Games Committee
Go-Games model in place for all u-12 players, with each player participating in at least 8 blitzes per year	To ensure that all under 12 players get appropriate games in a fun environment that promotes skill development			Coaching and Games Committee
Fun-Do education resource pack (Go Games) available for all Juvenile coaches	To aid our Club coaches in skill development of our players			Coaching and Games Committee
Super-touch' games programme in place	To put in place a meaningful programme of games for all Youth players (13-18 years).			Coaching and Games Committee
To encourage more parents to become coaches	To increase the number of coaches available to our Clubs			Coaching and Games Committee
All Club coaches receive GAA Coach Education and have access to coaching resources (www.gaa.ie)	To ensure that our coaches are trained to the best possible standards			Coaching and Games Committee
Cúl Camp held and promoted each year supported by our own Club coaches	To give all children in the locality the opportunity to be coached in Gaelic Games			Coaching and Games Committee
GAA Code of Best Practice and Code of Behaviour in place	To promote an environment of respect in the Club and to ensure that all children participate in a safe environment			Children's Officer
All coaches working with underage players attend Child Protection Workshop	To ensure that all children participate in a safe environment			Children's Officer
All coaches working with underage players have received Garda Vetting	To ensure that all children participate in a safe environment			Children's Officer

Programme of games in place for Adult teams, including challenge games with other Clubs outside the county	To ensure that along with league and championship games, all players get a meaningful programme of games.			Coaching and Games Committee
Club Defibrillator in place and coaches trained in its use	To ensure that the welfare of our players and supporters is of top priority			Coaching and Games Committee
New referees identified and trained	The Club has sufficient referees at underage and adult level			Coaching and Games Committee

7. Activity Area 2: Club Structures and Administration

Note: All the actions and key projects listed here should be included in the Club plan. The Club can add other actions/key projects as required.

In five years, our Club we will be able to say-

“Our Club excels in its administration. We have the structures in place appropriate to the Clubs needs. Our Club Executive is vibrant and we have increased the number of people volunteering in the Club.”

Key Projects

Club Constitution

We will adopt the GAA constitution. Our Club will be administered in accordance with this constitution.

Club Sub-Committee Structure

We will appoint a number of sub-committees to deal with Finance and Fundraising in the Club, Coaching and Games Development, Communication and(other, if required). We will recruit new volunteers to sit on these committees who have particular a talent for these areas.

Plan Implementation Sub-Committee

We will appoint a sub-committee to monitor the implementation of the Club Plan. This committee will include the Club Chairman, Club Secretary, Club Treasurer, Club PRO and Club Coaching Officer as well as others as required.

Alcohol and Substance Abuse Policy

We will put in place an Alcohol and Substance Abuse policy to make sure that our Club is following best practice regarding the use of alcohol in the Club. All juvenile medal ceremonies will take place in an alcohol free environment and we will comply with the GAA rules banning the drinking of alcohol from cups.

Action	Outcome Sought	Timescale	Milestones	Responsibility
GAA Club Constitution adopted and in place	To make sure that the Club is being run in accordance with GAA rules.			
Plan Implementation Sub-Committee appointed by Club Executive	To monitor the implementation of the Club Plan			
GAA Volunteer Recruitment Toolkit used by Club officers (www.gaa.ie)	That the Club is following best practice in terms of recruiting and retaining volunteers			
GAA on line Club Advice Manual used by Club Officers (www.gaa.ie/clubzone/club-manual/)	To help all Club officers with administration in the Club			
Club Alcohol and Substance Abuse Policy developed	To make sure that the Club is following best practice regarding the use of alcohol in the Club			
All Players and Members registered on GAA online registration system. All teams affiliated to the Player Injury Fund.	To comply with GAA regulations on registration of players and members			
All Club property vesting documents in order and Club Trustees up to date	To safeguard all of the Clubs property			
Children's Officer and Designated Person appointed	To oversee implementation of the GAA Code of Best Practice and to deal with any allegations of abuse in the correct manner.			

8. Activity Area 3: Finance and Fundraising

Note: All the actions and key projects listed here should be included in the Club plan. The Club can add other actions/key projects as required.

In five years, our Club we will be able to say-

“Our Club is successful in fundraising and in financial excellence in order to support the continued development of our Club. We have new and innovative fundraising ideas and have new people helping in the fundraising efforts.”

Key Projects

Finance and Fundraising Sub-Committee

We will appoint a sub committee to take care of finance and fundraising in the Club. The Club Treasurer will act as Chairman of this committee and will present a report to each Club Executive Committee meeting. They will prepare a budget for the Club each year, prepare the accounts for the AGM and will organise fundraising events for the Club.

Action	Outcome Sought	Timescale	Milestones	Responsibility
Finance and Fundraising Committee appointed by the Club Executive	To organize and oversee the preparation of accounts and fundraising in the Club			
Club Budget prepared at the beginning of each year	To help the Club prepare for the year ahead and to help plan for fundraising events			
Club accounts audited each year	To ensure best practice is followed			

9. Activity Area 4: Facilities and Development

In five years, we will be able to say:

“Our players and members now enjoy the very best possible facilities in the area, both on and off the pitch.”

Key Projects

Club Safety Statement

We will develop a Club safety statement that will help identify all potential safety hazards, thus ensuring that our grounds follow best practice in providing a safe environment for players and supporters.

Action	Outcome Sought	Timescale	Milestones	Responsibility
Club Safety Statement developed	Providing a safe environment for players and supporters			Club Executive Committee

10. Activity Area 5: Communication/PR and Culture

Note: All the actions and key projects listed here should be included in the Club plan. The Club can add other actions/key projects as required.

In five years, our Club will be able to say:

“Our Club is the best possible sporting, cultural and social organisation in our Community. All our members and supporters are connected through traditional and new media. Our members in the community are aware of everything that is happening in the Club.”

Key Projects

Scór

We will enter the local Scór competitions and aim to promote Irish music, song and dancing. This will help encourage people who have no connection with the GAA to become involved in the Club.

Irish Language Promotion

The Club will make every effort to promote the use of the Irish language in its day to day activities. This will include the use of the ‘Gaeilge ag an Cruinni’ section in the ‘Culture and Heritage’ section of the online GAA Club Manual.

Newsletter

We will email members a quarterly newsletter, which will inform them of all of the Clubs activities.

Action	Outcome Sought	Timescale	Milestones	Responsibility
Launch new Club website	To have an up to date website that is informative and well presented			
Club Facebook page developed	To help improve communication with our members, particularly with those who are abroad			
Weekly Club notes in the local newspaper	To inform the local community about all of the Clubs activities			
Publish Club Yearbook	To record all Club activities for the year in one publication in order to raise the image of the Club in the locality			
Collect email address and phone number for each Club member	To allow us to communicate directly with all Club members			
Issue quarterly Club news letter	To better inform all our member on the Clubs activities			
Club to enter Scór competition and promote use of Irish language	To promote Irish music and dance, to attract new people to the Club and to increase the use of our native language			

11. Implementation and Review Mechanisms for the Plan

This Plan is a living document. It will be reviewed, assessed and adapted to ensure it facilitates the Club in reaching its potential over the next five years.

The Club Executive Committee will put in place a Plan Implementation Sub-Committee. This sub-committee will meet on a quarterly basis and assess the progress of the plan against its stated objectives and will report directly to the Club Executive Committee. This team will decide on the most appropriate method to carry out a comprehensive annual review of the Plan. This will involve the assessment of the current initiatives, their appropriateness for the needs of the Club and the identification of additional initiatives to assist in the completion of achieving the goals and objectives. If required, the Plan will be modified and adapted as required. The Committee will also be responsible for communicating the modified Plan to all Club members.

12. Glossary of Terms

The Club can add other terms here as required.

Alcohol and Substance Abuse Programme (ASAP):

GAA programme that focuses on minimising the harm being caused by alcohol and drugs in society.

Award 1:

Coach education programme that qualifies the participant to be a lead coach for either child, youth or adult players.

Club School Link:

Club support for local primary schools to ensure promotion of the Club and the games

Cúl Camps:

An organised camp for children aged between seven and 13. They are run by qualified coaches and usually held during the summer.

Go Games:

Small sided skill development games for under 12's that focus solely on skill development and participation

Have-a-go day:

A series of football and hurling recreational blitzes held for individuals or groups who have had little or no involvement in the GAA previously. These are held at Club locations for newcomer or non-traditional communities.

Introductory Award:

Basic coach education for beginner coaches for child, youth and adult players.

Scór:

Initiatives and activities in which GAA members engage to promote Irish music, dancing and culture.

Supertouch:

Small sided games for 13 to 18 year olds

13. Acknowledgements

List all of those involved in helping the Club put the plan together. Mention all of those in the various focus groups and all of those who were consulted, sponsors etc.