Club Activity Checklist

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| CATEGORY | QUESTION | PRIORITY | STATUS |
| 1. GAMES |
| 1A. Games Development and Coaching |
| Coaching Plan | Does your Club have a written Games Development and Coaching Plan in place? | **2 - Should Do** |  |
| Participation Audit | Has your Club completed a written participation audit within the last 12 months? | **2 - Should Do** |  |
| Coaching Qualifications Audit | Has your Club completed an audit of coaching qualifications in the last 12 months? | **2 - Should Do** |  |
| Coaching Officer Appointment | Does your Club have an appointed Coaching Officer? | **1 - Must Do** |  |
| Coaching Officer Education | Has your Club's appointed Club Coaching Officer completed training in the last 12 months? | **3 - Could Do** |  |
| Club-School Liaison Person | Does your Club have an appointed Club School Liaison Person? | **2 - Should Do** |  |
| Cúl Camp | Does your Club run an annual Cúl Camp? | **2 - Should Do** |  |
| 1B. Games Promotion |
| Community of Practice Sessions | Are Community of practice sessions with coaches facilitated in your Club at least three times per year? | **3 - Could Do** |  |
| Social Media Promotion | Does your Club promote coaching and games activity through its social media accounts every week? | **3 - Could Do** |  |
| Social Engagement Opportunities | Does your Club promote social engagement opportunities to its members every month? | **3 - Could Do** |  |
| 1C. Refereeing |
| Club Referee | Does your Club provide at least one Referee to officiate Club games within your County? | **2 - Should Do** |  |
| Young Whistlers | Does your Club promote encouarge members to get involved in the Young Whistlers campaign? | **2 - Should Do** |  |
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| 2. PEOPLE |
| 2A. Volunteer Recruitment and Retention |
| Role Descriptions | Does your Club provide role descriptions to volunteers explaining roles and responsibilities for key positions? | **3 - Could Do** |  |
| Open Day | Does the Club hold an Open Day once every two years? | **2 - Should Do** |  |
| Officer Induction | Does your Club hold an Officer Induction meeting at the start of each year? | **2 - Should Do** |  |
| Officer Training | Does your Club regularly take part in Officer Training sessions organised by the Association? | **2 - Should Do** |  |
| Learning Resources | Do your Club Officers actively utilise available resources and communicate with County Officers for support as required? | **2 - Should Do** |  |
| Recruitment Policy | Does your Club have a valid Volunteer Recruitment Policy in place? | **3 - Could Do** |  |
| 2B. Player Welfare |
| First Aid Kit | Does your Club have a First Aid Kit(s) that complies with the Health and Safety Authority Standards? | **2 - Should Do** |  |
| First Aid Training | Does the Club have at least one mentor per team trained in First Aid and AED? | **1 - Must Do** |  |
| Defibrillator | Does your Club have a correctly maintained and fully operational Defibrillator (AED) at each training / match venue? | **1 - Must Do** |  |
| Spinal Injuries | Does your Club have a stretcher with appropriate supports to assist with injuries? | **1 - Must Do** |  |
| Anti-Doping | Does your Club promote GAA Anti-Doping Awareness? i.e. Online Module, Educational Posters, Online Resources | **3 - Could Do** |  |
| Concussion | Does your Club promote GAA Concussion Awareness? i.e. Online Module, Educational Posters, Online Resources. | **2 - Should Do** |  |
| Injury Prevention | Does your Club promote GAA Injury Prevention via Resources? | **2 - Should Do** |  |
| Player Injury Scheme | Is your Club aware of the Player Injury Scheme and its rights and responsibilities regarding same? | **1 - Must Do** |  |
| Training & Lifestyle | Does your Club promote the resources the GAA provides for players with regard to burnout, alcohol & sports performance, hydration, nutrition etc.? | **2 - Should Do** |  |
| Cardiac Screening | Does the Club encourage all Playing Members over the age of 14 to undergo Cardiac Screening with their GP? | **2 - Should Do** |  |
| 2C. Code of Best Practice |
| Codes of Behaviour | Has your Club adopted the GAA Code of Behaviour for Youth Sport and the GAA Code of Behaviour? | **1 - Must Do** |  |
| Club Safeguarding Statement | Has your Club Executive adopted the Club Safeguarding Statement? | **1 - Must Do** |  |
| Child Safeguarding Risk Assessment | Has your Club Executive completed the Child Safeguarding Risk Assessment? | **1 - Must Do** |  |
| Club Children's Officer Details | Has your Club Executive notified the name and contact details of the Club Children's Officer to the County Children's Officer? | **1 - Must Do** |  |
| Designated Liaison Person Appointment | Has your Club Executive appointed a Designated Liaison Person and displayed their name in the Clubhouse? | **1 - Must Do** |  |
| Underage Management Team | Has your Club submitted, by 31 March, the names of the underage management team along with their Garda Vetting, Safeguarding Courses and Coaching Courses information? | **1 - Must Do** |  |
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| 3. COMMUNITY |
| 3A. Diversity and Inclusion |
| Inclusion Policy | Has your Club adopted the GAA Inclusion Policy? | **1 - Must Do** |  |
| Games for ALL | Does your Club promote the GAA Games for ALL programmes? | **3 - Could Do** |  |
| Racism and Discrimination | Has your Club attend a responding to racism and discrimination workshop every two years? | **2 - Should Do** |  |
| Age Friendly & Accessibility | Has your Club run an audit on accessibility in your Club and grounds? | **2 - Should Do** |  |
| National Inclusion Fitness Week | Does your Club participate in the GAA National Inclusion Fitness Week each year? | **3 - Could Do** |  |
| 3B. Health and Wellbeing |
| Healthy Club Officer | Does your Club have a Healthy Club Officer? | **2 - Should Do** |  |
| Healthy Club Project | Does your Club participate in the GAA Healthy Club Project? | **3 - Could Do** |  |
| Critical Incidents | Has your Club adopted the GAA Critical Incident Response Plan? | **2 - Should Do** |  |
| Substance Use | Has your Club a substance use policy in place? | **2 - Should Do** |  |
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| 4. COMMUNICATION |
| 4A. Communication and Public Relations |
| Club Notes | Do your Club's notes appear in the local newspaper(s) each week? | **2 - Should Do** |  |
| Bulk Text Messaging | Does your Club use bulk text messaging to communicate with players and members? | **2 - Should Do** |  |
| Club Newsletter | Is a Club Newsletter sent to members on a regular basis? i.e. 4 times a year | **2 - Should Do** |  |
| Yearbook | Does your Club publish a yearbook? | **2 - Should Do** |  |
| Social Media | Has your Club adopted the GAA's Social Media Guidelines? | **2 - Should Do** |  |
| Website | Does your Club have a website that is updated regularly? | **2 - Should Do** |  |
| Club Gear | Does your Club ensure that all players playing in Club games wear standard Club colour socks and shorts? | **2 - Should Do** |  |
| Club Grounds | Does your Club ensure that the Club grounds and Clubhouse are well presented? i.e. pitch lined, flags in position, nets hanging etc. | **2 - Should Do** |  |
| History | Has a history of the Club been published? | **2 - Should Do** |  |
| Correspondence | Does your Club ensure that all official Club correspondence to its County Committee comes through the Club Secretary, or if absent, the Assistant Secretary? | **1 - Must Do** |  |
| Team Sheets | Does your Club ensure that in Under 16 and younger grades, official lists of players are signed by the Secretary or, if absent, the Assistant Secretary, or the Official-in-Charge of the team, whose name must be officially notified in advance to the Committee-in-Charge of the competition? | **1 - Must Do** |  |
| GAA E-mail Address | Does your Club ensure that official e-mail correspondence is sent from the @gaa.ie e-mail address available to the Club Secretary? | **1 - Must Do** |  |
| 4B. Gaeilge and Scór |
| Irish Language and Culture Officer | Does your Club have an Irish Language and Culture Officer in place? | **1 - Must Do** |  |
|  | Does your Club register with Fonsúireacht Sheosaimh Mhic Dhonncha? | **2 - Should Do** |  |
|  | Does your Club circulate information on Irish language GAA initiatives and resources among members? | **2 - Should Do** |  |
|  | Does your Club take part in Lá Mór and Gaeilge every year? | **2 - Should Do** |  |
|  | Does your Club take part in Seachtain na Gaeilge every year? | **2 - Should Do** |  |
| Scór | Does your Club take part in the County Scór na nÓg agus Scór Sinsir competitions every year? | **1 - Must Do** |  |
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| 5. GOVERNANCE |
| 5A. Club and Team Affiliations |
| Club Executive Names | Does your Club submit before 1st April annually to Central Council a list in the Irish Language of the names of the Club’s Executive Committee? | **1 - Must Do** |  |
| Club Affiliation | Does your Club affiliate before 1 April annually with the County Committee on the standard affiliation form? | **1 - Must Do** |  |
| Team Affiliation | Does your Club pay affiliation fees to the County Committees for each Team before they take part in competitions? | **1 - Must Do** |  |
| Injury Fund Affiliation | Does the Club ensure that all teams that require cover under the GAA Injury Benefit Fund have been registered on Foireann before training or games commence? | **1 - Must Do** |  |
| 5B. Club Constitution and Club Executive |
| Adoption of the Constitution | Has your Club adopted the Official GAA Club Constitution in accordance with Rule 3.5 of the Official Guide? | **1 - Must Do** |  |
| Constitution Amendments | Does your Club ensure that amendments to the Constitution are made in line with Rule 14.1 of the Official Club Constitution and Rules, and are submitted in writing to, and be approved by, the County Management Committee? | **1 - Must Do** |  |
| Executive Election | Is your Club Executive elected in accordance with Rule 7.4 of the GAA Club Constitution? | **1 - Must Do** |  |
| Executive Nominations | Does your Club ensure that nominations to serve on the Executive Committee are made by any two registered Full Members? | **1 - Must Do** |  |
| Executive Meetings | Does your Club Executive meet at least 10 times a year? | **2 - Should Do** |  |
| Executive Minutes | Are the recorded minutes of each Club Executive meeting signed by the Chairperson and Secretary once they have been adopted? | **1 - Must Do** |  |
| Records of Minutes | Does your Club keep a minute book containing signed minutes of Club Executive Committee Meetings? | **1 - Must Do** |  |
| Sub-Committees | Does your Club Executive define the duties of all Sub-committees? | **1 - Must Do** |  |
| 5D. Membership and Registration |
| Membership Fees | Does your Club ensure that only Full Members who have paid their annual Club subscription before 31 March (or earlier date set by the Executive) can vote at, nominate for, or seek election to the Executive Committee at AGM? | **1 - Must Do** |  |
| Online Registration | Does your Club complete its player and member registration for Full, and Youth Members on the online GAA registration system before 1 April in accordance with Rules 2.2 and 2.3 of the Official Guide? | **1 - Must Do** |  |
| Player Registration - Training & Games | Does the Club ensure that only registered players participate in training sessions and/or games? | **1 - Must Do** |  |
| Injury Fund Awareness | Has your Club circulated the Injury Benefit Fund Policy to all playing members to make them aware of the terms and conditions? | **1 - Must Do** |  |
| Player Registration - Games | Does your Club ensure that players are registered at least three days before a game? | **1 - Must Do** |  |
| €2 Fees | Does your Club submit through the County Secretary, an annual fee of €2 for every Full Member who have paid their Club Membership for the year? | **1 - Must Do** |  |
| 5E. Club AGM |
| AGM Timing | Does your Club Executive Committee hold the AGM, insofar as is practical, before the end of November each year? | **2 - Should Do** |  |
| AGM, Nominations and Motions Notice | Does your Club give at least 28 days notice in writing to the members of the date of the AGM and seek nominations and motions at the same time? | **1 - Must Do** |  |
| Nominations and Motions Returns | Does your Club specify that nominations and motions must be returned no less than 14 days before the AGM? | **1 - Must Do** |  |
| AGM Documentation | Does the Club send members the meeting documentation at least 7 days' notice before the AGM? | **1 - Must Do** |  |
| Annual Accounts | Does your Club return a copy of its Annual Accounts to the County Committee within 4 weeks of the AGM? | **1 - Must Do** |  |
| AGM Voting | Does your Club ensure that only Full Members vote at the AGM in accordance with Rule 9.1 of the Club Constitution? | **1 - Must Do** |  |
| Officer Nominations | When applicable, does your Club complete and return nominations for the Officers of the County Committee at least 4 weeks before the Convention? | **1 - Must Do** |  |
| Convention Motions | When applicable, does your Club submit motions for consideration by the County Committee to the County Secretary at least 4 weeks before the Convention? | **1 - Must Do** |  |
| 5F. Club Planning |
| Strategic Plan | Does your Club have an active strategic plan covering a 3 to 5 year period? | **2 - Should Do** |  |
| Strategy Implementation | If applicable, does your Club Executive review the implementation of the strategic plan at least every 6 months? | **2 - Should Do** |  |
| Operational Plan | Does your Club have an active operational plan covering a 3 to 12 month period? | **2 - Should Do** |  |
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| 6. RESOURCES |
| 6A. Financial Management |
| Cash Management | Are all cash receipts counted, signed off and lodged by two officers on the executive committee? | **1 - Must Do** |  |
| Club Payments | Are all Club payments made by cheque / electronic payment? | **1 - Must Do** |  |
| Expenditure Approval | Is all expenditure approved at Club Executive meetings? | **1 - Must Do** |  |
| Cheques | Are all cheques signed by the Treasurer and co-signed by the Secretary or Chairperson? | **1 - Must Do** |  |
| Receipts | Are all bank statement sent to another committee member, other than the signatories on the Club cheque book account? | **1 - Must Do** |  |
| Bank Statements | Are receipts issued for all cash received where possible? | **1 - Must Do** |  |
| AGM Financial Report | Is the following included in the AGM Financial Report? Income, Expenditure, Bank balances with statements reconciled, balance sheet | **1 - Must Do** |  |
| Accounts – AGM | Does your Club's Treasurer present an up to date and accurate account of finances to each Club Executive meeting? | **1 - Must Do** |  |
| Finance Budget | Does your Club prepare a financial budget each year setting out the financial goals for the year and the steps required to reach those goals? | **2 - Should Do** |  |
| National Club Draw | Does your Club use the National Club Draw to fundraise for the Club? | **2 - Should Do** |  |
| Club Sponsors | Is there a signed contract in place with all Club Officers to include terms of partnership? | **2 - Should Do** |  |
| Tendering | Does your Club have a formal process for tendering to ensure value for money? | **2 - Should Do** |  |
| Sports Exemption | Has your Club registered for Sports Exemption? (26 Counties) | **2 - Should Do** |  |
| Community Amateur Sports Club Scheme | Has your Club registered for the Community Amateur Sports Club Scheme? (6 Counties) | **2 - Should Do** |  |
| Central Register for Beneficial Ownership of Trusts | Has your Club registered on the Central Register for Beneficial Ownership of Trusts? (26 Counties) | **2 - Should Do** |  |
| Auditing | Are your Club's accounts audited in accordance with Rule 11.5 of the Club Constitution | **2 - Should Do** |  |
| 6B. Club Property |
| GAA Trust Company | Has your Club vested it's property in the GAA Trust Company? | **2 - Should Do** |  |
| Code of Conduct | Has your Club adopted the GAA Code of Conduct? | **2 - Should Do** |  |
| Vesting | Is the Real Property owned by your Club vested in the GAA with the trustees having signed the GAA Declaration of Trust? | **1 - Must Do** |  |
| Record Keeping | Has your Club a record of the Trustees of the Clubs' property and a copy of all vesting documents? | **1 - Must Do** |  |
| Reinstatement Value | Has your Club reviewed the Buildings and Property reinstatement value and notified the relevant County Board? | **1 - Must Do** |  |
| Third-Party Use | Does your Club ensure that all Third-Party users of Club property have provided copies of their valid insurance, in accordance with the insurance conditions, noting a specific indemnity to the Club? | **1 - Must Do** |  |
| Declaration of Interest | Does your Club have a "declaration of interest on agenda" included as a standing order? | **2 - Should Do** |  |
| Club Property Policy Document | Has your Club Executive reviewed the Club Property Policy Document to ensure it is familiar with the terms and conditions of cover? | **1 - Must Do** |  |
| 6C. Health and Safety |
| Risk Assessment | Has a risk assessment been conducted on all activities undertaken at the Club and controls adopted by the Club Executive? | **1 - Must Do** |  |
| Safety Statement | Does your Club have a valid Safety Statement in place? | **1 - Must Do** |  |
| Safety Statement Review | Is the Club Safety Statement subject to annual review? | **1 - Must Do** |  |
| Combined Liability Policy | Has your Club Executive read the Combined Liability Policy document to familiarise itself with the terms and conditions? | **1 - Must Do** |  |
| Safe Club | Has your Club completed the GAA's Safe Club checklist? | **2 - Should Do** |  |
| 6D. Sustainability |
| Green Clubs Programme | Has your Club identified an Officer and/or established a team of people to address sustainability and engage with the GAA Green Club Programme resources? | **3 - Could Do** |  |
| Club and Environmental Sustainability | Has your Club undertaken any Environmental or Sustainability measures by auditing current consumption and impact or implementing specific actions E.G. Energy efficiency, water conservation, biodiversity projects, active travel, waste management? | **3 - Could Do** |  |