### Has your Club appointed a suitable person to the role of Club Coaching Officer?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA

**Why You Must Do This**

Article 7.4 of the Club Constitution details the different positions that make up a Club Executive.

Here, it's outlined that a Club Coaching Officer should be appointed at an AGM (not elected) based on the recommendation of an outgoing Club Executive.

Before any recommendation is made, the Club Coaching Officer role profile should be reviewed to ensure the person being put forward is suitably skilled and experienced to fulfil the role.

**How to show you are doing this:**

 Extract of official minutes from the last AGM noting the appointment of the Club Coaching Officer.  Foireann screenshots showing:

 Club Executive committee showing the person in the position of Club Coaching Officer (including registration status).  Profile of the person named as Club Coaching Officer showing their qualification status to include:

 Attendance at County Workshop

 Club Coaching Officer course completion within last 12 months

**What you should do if you aren't already doing this**

 Identify and approach a suitable person to take on the role of the Club Coaching Officer  Review the role profile with the Club Coaching Officer and agree exact requirements

 Secure places on suitable Coaching Officer training

 Share dates of Coaching Officer training with the Club Coaching Officer  Agree initial objectives with new Coaching Officer

### Does your Club Executive ensure that all Club coaches, working with children, young people and vulnerable adults, have completed a minimum coaching qualification?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

An annual Coaching Qualifications Audit ensures a Club will remain compliant with the rules that govern the Safeguarding of Children/Young People.

As outlined in Rule 1.11 of the Official Guide, and furthermore in the Code of Behaviour referenced within that same rule, anyone working with people under the age of 18 must have:

1. Valid vetting acceptance letter (Garda Vetting in 26 Counties and Access NI in the 6 Counties)
2. A valid Safeguarding 1 certificate
3. A valid Coaching Qualification

By completing an audit, a Club will be able to proactively identify any Coach whose vetting and/or coaching qualifications are not now, or won't be in the near future, in line with these requirements enabling them to take the necessary action such as facilitate or signpost suitable training for identified coaches.

**How to show you are doing this:**

 Completed Coaching Qualifications Audit (PDF form)

 Foireann screenshots for each Coach, named in Audit form, showing the qualification tab of their Foireann profile.

**What you should do if you aren't already doing this**

 Use the Foireann Members Certification Report to audit current coaches qualifications

 Coaching office responsible

 Arrange training with County Head of Games and/or Children's Officer

### Does your Club provide Go Games from Under 7 to Under 12 across all our codes?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Go Games is the national policy of the GAA, LGFA and Camogie Association, and their constituent units at provincial, county, club and educational level, responsible for the organisation and delivery of Go Games. Each unit must be aware of and comply with the provisions of this policy

**How to show you are doing this:**

 Copy of Clubs' Go Games Policy

 Extract of Executive Meeting / AGM minutes, showing adoption of Go Games policy

 Screenshots of all Go Games Team Coaches' Qualification Tab, on their Foireann Profile, showing:  Completed Go Games online Workshop

 Copies of approval emails, for all Go Games activities the Club is involved in

- Extract of minutes of a meeting, of the current Club Executive, noting the adoption of a Club Go Games Policy.

* Emails showing invitations to blitzes/festivals run based on Go Games policy
* Screenshots of Go Games applications

**What you should do if you aren't already doing this**

 Review online information relating to Go Games

 Formally adopt the Go Games policy and guidelines and communicate the same to Coaches and Parents

### Does your Club provide a Nursery Programme for 4 - 7 years olds?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

The Club Nursery is one of the most vibrant areas within our clubs and for most it is a childʼs, and possibly parents, first introduction to Gaelic Games and sports and exercise in a planned and structured environment. It allows children develop at their own pace in a fun, inclusive, and social environment.

Nursery Programmes in clubs are aligned to the F1 stage of the Gaelic Games Player Pathway, providing a series of fun-based exercises to develop movement and motor skills for children aged 4 to 6 years old. These skills form the basis for the later development of the specific skills for Gaelic Games.

**How to show you are doing this:**

 Extract of Executive Meeting / AGM minutes, showing adoption of Go Games policy  Screenshots of Nursery Group on Foireann

 Screenshots of promotional material relating to the Nursery Programme

**What you should do if you aren't already doing this**

 Review F1 Nursery Programme resources on Tobar

 Establish a Nursery Group to oversee the running of the Nursery (include as part of Coaching & Games Sub-Committee)  Implement an appropriate coaching structure for the Nursery

 Recruit suitable people to coach and run the Nursery programme  Support them in training and other requirements

 Organise a Nursery workshop  Organise equipment

 Have a registration day/promotion of programme in local creches, schools, social media campaign

### Does every team in your Club, with female players, have appropriate female representation on their management (i.e. Female Liaison Officer)?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

LGFA Camogie

**Why You Must Do This**

Rule 325 of the LGFA Official Guide and/or Section 5 of the Code of Behaviour (Underage) - which is grounded in Rule 25.3 of the Camogie Constitution Rules - requires any team that involves female players to have appropriate female representation on the management group. Officially defined in LGFA rule as a Female Liaison Officer (FLO), this person acts as a liaison between the players, the management team, and the Club.

**How to show you are doing this:**

 Foireann screenshot, of each team involving females, showing appointed Female Liaison Officer.

 Foireann screenshots for each Female Liaison Officer in the Club, showing qualification tab of their Foireann Profile

**What you should do if you aren't already doing this**

 Review Section 5 of the Code of Behaviour

 Review LGFA and/or Camogie guidance on the Female Officer Role required by teams in your Club

 Identify suitable people that would meet the requirements of the role

 Where required, coordinate or signpost suitable training for Club Female Liaison Officers: LGFA Female Liaison Officer eLearning Module

### Does your Club put an annual Games Development and Coaching Plan in place?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Having an annual Games Development and Coaching Plan will help the games programme within the Club operate and develop more effectively. Benefits will include:

 Identifying key priorities for the growth and improvement of games activities

 A clearer insight into the challenges and opportunities around the Clubs games activities  Clarity on the key initiatives to pursue

 Increased motivation for volunteers  New volunteers coming onboard

 More efficient use of resources including finance and people's time

**How to show you are doing this:**

 Annual Coaching Plan

 Coaching Plan progress reports documenting implementation of the plan.

 Copy of email showing County Games Manager sign off on plan and progress reports

 Any additional documentation the Club considers evidence of an active planning process, i.e. consultation findings etc.

**What you should do if you aren't already doing this**

 Ensure that your Clubʼs Coaching and Games Sub-committee produces an annual Games Development and Coaching Plan.

### Has your Club appointed a Club-School Liaison Person / Club-School Link Coach?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

**How to show you are doing this:**

 Extract of Executive Committee Meeting Minutes, showing appointment of Club-School Liaison Officer / Link Coach.

 Screenshot of Foireann Club Executive committee membership showing the person in the position of Club-School Liaison Officer / Link Coach (including registration status).

**What you should do if you aren't already doing this**

 Define the role of the Club-School Liaison as a Club Executive

 LGFA Clubs should review the Club School Links resources

 After defining the role, appoint someone from the Clubʼs membership that is suitable for and willing to take on the role

### Has your Club completed a written participation audit within the last 12-months?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Keeping track of your participation rates allows you to make more informed decisions about things like team numbers, coach numbers, facility provision, effectiveness of activities, participation trends etc.

**How to show you are doing this:**

 Completed Participation Audit showing the following details

 Number of training sessions and games per year per team  Attendances at each training session and game per team

 Registration report showing total number of registered players within in a Club (may include historical numbers also to show trends).  Evidence of numbers of registered players taking part in regular team activities, i.e. training and matches

 Participation report from Foireann

**What you should do if you aren't already doing this**

 Ask coaches to record attendance numbers and training and games to track ongoing participation

 Compile all team attendance tracking and compare against registration numbers to create an overall Club Participation Audit  Consider using attendance tracking features within Foireann to monitor attendance at team events

### Does your Club host an approved Cúl Camp annually?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA LGFA Camogie

**Why You Could Do This**

Cúl Camps are the Associations' official summer coaching camp providing primary school boys and girls – between the ages of 6 and 13 – with an action-packed and fun-filled week of activity during the summer holidays. Revolving around maximising enjoyment and sustaining participant involvement in Gaelic Games, activities are are player-centred with a Games Based approach and a strong emphasis on personal development and well-being.

**How to show you are doing this:**

 Evidence of the Cúl Camp taking place at the Club annually  Registration page / promotion material screenshots

 Cúl Camp Registration Reports

 Email from County Head of Games

**What you should do if you aren't already doing this**

 Visit the Cúl Camps website to learn more about Cúl Camps

 Contact your Countyʼs Games Development Manager to discuss the next steps in hosting a Cúl Camp in your Club.

### Does your Club actively promote coaching and games activity?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA LGFA Camogie

**Why You Could Do This**

After a Club goes to the effort of putting so much in place to promote games, its important that these efforts are promoted. This can help ensure they impact the greatest number of participants while also helping to recognise the volunteers who help make all this happen.

**How to show you are doing this:**

 Screenshots of messages promoting Games activity in the club  Examples of promotional literature

**What you should do if you aren't already doing this**

 Ask your Club's Coaching Officer and Club PRO to collaborate to promote coaching and games activities through the Club's official Facebook and Twitter accounts.

 Work with other organisations in your community to help promote your activity outside your existing audience.  Think about other promotional tools such as leaflet drops or school noticeboards

 Keep in mind the GAA Social Media Guidelines and Policy

### Does your Club host Community of Practice sessions with coaches at least three times per year?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA LGFA Camogie

**Why You Could Do This**

Community of Practice Sessions are a peer facilitated, non-formal coach development opportunity promoting clubs taking ownership of their own coach learning. Revolving around groups of coaches proactively sharing knowledge, experiences, good practice, and resources they are a great way for coaches to learn from each other and improve their coaching skills.

**How to show you are doing this:**

 Copies of promotional material / communications promoting sessions  Session registration lists

 Photos of sessions taking place

**What you should do if you aren't already doing this**

 Review the Community of Practice information on Tobar.

 Encourage your Club's Coaching Officer to organise community of practice sessions with coaches in your Club to share knowledge, information and best practices.

### Does your Club have a policy on its coaching and games philosophy?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

LGFA

**Why You Could Do This**

A coaching and games philosophy ensures that there are clear guidelines for all Mentors regarding which players should get to play on which teams first, which players can play at each grade, etc.

**How to show you are doing this:**

 Copy of Clubs' Coaching and Games Policy

 Extract of Executive Meeting / AGM minutes, showing adoption of Coaching and Games policy

 Evidence of numbers of registered players taking part in regular team activities, i.e. training and matches

**What you should do if you aren't already doing this**

 Ask Club Coaches and Coaching Officer to collaborate to develop a Club coaching philosophy with the following considerations:  Participation levels

 Player loads

 "Playing-up" in age-grades above

### Does your Club provide camps annually, in addition to an annual Cúl Camp?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA

**Why You Should Do This**

Club-run camps provides more opportunities to engage players year-round, support skill development, promotes inclusion and offers both recruitment and retention opportunities.

**How to show you are doing this:**

 Evidence of promotional material relating to additional camps provided by the Club  Participant registration report for any additional Camp provided by the Club

**What you should do if you aren't already doing this**

* Contact your County Head of Games for advice and support in delivering Club-run camps

### Has your Club appointed a suitable person to the role of Nursery Coordinator?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA

**Why You Must Do This**

Nursery Programmes in clubs are aligned to the F1 stage of the Gaelic Games Player Pathway, providing a series of fun-based exercises to develop movement and motor skills for children aged 4 to 6 years old. These skills form the basis for the later development of the specific skills for Gaelic Games.

A nursery coordinator ensures the smooth running of the club nursery programme overseeing things like programme organisation, coach and volunteer management, recruitment and support of parent volunteers and beginner coaches and child welfare and safety.

**How to show you are doing this:**

 Extract of minutes of a meeting, of the current Club Executive, noting the ratification of a Nursey Coordinator  Coaching & Games Sub-Committee Annual Report to the AGM

**What you should do if you aren't already doing this**

 Contact your County Head of Games for advice and support in establishing a Club Nursery programme  Review F1 Nursery Programme resources on Tobar

### Does your Club ensure all Club Coaches are registered annually on Foireann?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA

**Why You Must Do This**

Registering all coaches annually on Foireann is vital for legal compliance, child protection, insurance coverage, and effective club management.

It protects everyone involved, ensures high standards, and reflects the GAAʼs commitment to safe, inclusive, and well-run clubs.

**How to show you are doing this:**

 Foireann Members Certification Report

**What you should do if you aren't already doing this**

 Engage with each Coach and advise them of importance of being registered annually  Stand down any coach that is not registered until such times as they are registered

### Do your Club Coaches engage in informal Coach Education opportunities?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA

**Why You Should Do This**

Offering opportunities to foster continuous learning and practical development, outside of formal Coach Ed, helps involved in coaching teams broaden their capabilities and it also demonstrates the Clubs support for them.

**How to show you are doing this:**

 Screenshot of informal workshop

**What you should do if you aren't already doing this**

 Engage with your Club coaches and gain an understanding of what informal education they would like to avail of  Speak to the County Head of Games about the Clubs informal coach education needs

Does your Club engage with your Local Sports Partnership / Local Council Sports Development Unit to help rollout initiatives?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA LGFA

**Why You Could Do This**

Such engagement can provide resources, expertise, and support that can enhance the club's development and its role in the community.

Engaging with your Local Sports Partnership / Local Council Sports Development Unit can also provide funding, training, partnership opportunities, and increased participation. It broadens your clubʼs impact and helps deliver on the GAAʼs mission of community, inclusion, and lifelong participation in Gaelic games.

**How to show you are doing this:**

 Emails to / from the LSP and/or Council sports Development Unit

 Promotional material relating to activity delivered in partnership with the LSP and/or Council sports Development Unit

**What you should do if you aren't already doing this**

 Reach out to your LSP and/or Council sports Development Unit

 Share your annual Coaching & Games plan, highlighting areas where support would be welcome and/or needed  Involve LSP and/or Council sports Development Unit in the development of your annual Coaching & Games plan

### Did your Club fulfil all its fixtures last season?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA

**Why You Must Do This**

The games programme supports player development, retention and performance. Failure to fulfil fixtures limits the opportunities for player and can impact on club reputation, and the integrity of the GAA competitions. In some instances fines can also be given for failure to complete fixtures

**How to show you are doing this:**

 County fixtures analysts report

**What you should do if you aren't already doing this**

 Meet with County CCC and/or Head of Games to discuss causes of fixtures not being fulfilled  Identify and agree suitable solutions with County CCC and/or Head of Games

### Does your Club have an active Coaching & Games Sub-committee, formally put in place by the Club Executive?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Like any Club Sub-Committee, having a Coaching & Games Sub-committee will help ensure the crucial work around developing and maintaining an effective games programme in your Club is done well; is done in line with an overall plan; doesn't rely on one or two people to do everything.

Having a Sub-committee will connect the different parts of the Club's Coaching & Games activity such as:  Annual planning for Coaching & Games in the Club

 Day-to-day activities  Club-school links

 Club Nursery Programme

 Coach education and certification  Coordination of camps

**How to show you are doing this:**

 Extract of minutes of a meeting, of the current Club Executive, noting the ratification of a Coaching & Games Sub-Committee.

 Sample of regular reports to the Club Executive from the Coaching & Games Sub-Committee (written reports and/or meeting minutes recording a verbal report)

 Coaching & Games Sub-Committee Annual Report to the AGM

**What you should do if you aren't already doing this**

 Review the sample Terms of Reference for a Club Coaching & Games Sub-Committee

 Define and agree the Terms of Reference for what the Club needs from their Coaching & Games Sub-Committee  Identify and approach suitable people to sit on the Sub-Committee based on what they Club needs

 Ratify the Sub-Committee at a Club Executive meeting and/or Club AGM

 Establish good reporting and support mechanisms between the Sub-Committee and the Club Executive

Does your Club have at least one Award 1 Coach involved with each team?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

An Award 1 Coach involved with each team would ensure a high standard of coaching, player development which aligns with the Associations commitment to quality coaching and provides long-term benefits for both players and the club.

**How to show you are doing this:**

 Foireann screenshots showing who has been appointed as Coach for every team in the Club.

 Extract of official minutes from the Executive Committee meeting noting the appointment of named Award 1 Coaches to a stated role.

 Foireann screenshots of each coaches Foireann Profile Certifications tab showing current qualifications

**What you should do if you aren't already doing this**

 Identify which Coaches in your Club are interested in and suitable for completing an Award 1 Coaching course.  Speak to the County Head of Games about the Clubs requirements for Award 1 Coaching courses.

### Does your Club have at least one Award 2 Coach actively involved in coaching the Club?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA LGFA Camogie

**Why You Could Do This**

An Award 2 coach, through the course theory and practical, will have gained further knowledge of the organisation of games activities, activities to develop skill and activities to develop the various physical fitness skills in a club.

**How to show you are doing this:**

 Foireann screenshot of any Club team that has an active Award 2 Coach involved in coaching.

 Extract of official minutes from the Executive Committee meeting noting the appointment of named Award 2 Coaches to a stated role.

 Foireann screenshots of each coaches Foireann Profile Certifications tab showing current qualifications

**What you should do if you aren't already doing this**

 Identify which Coaches in your Club are interested in and suitable for completing an Award 2 Coaching course.  Speak to the County Head of Games about the Clubs requirements for Award 2 Coaching courses.

### Does your Club provide teams at all age grades from U12 to U18 across all applicable codes?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA

**Why You Should Do This**

Where possible - providing teams at all age grades from U12 to U18 demonstrates a commitment to inclusion, development, and retention of players in the club.

**How to show you are doing this:**

 Screenshots of all Teams set up the Club on Foireann  Completed participation audit

**What you should do if you aren't already doing this**

 Review participation numbers in line with Club participation audit

### Does your Club have a referee that is certified and regularly officiates at games?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Referee’s perform a crucial function in facilitating a suitable programme of games at all levels ensuring all our games are played in a safe, controlled and enjoyable manner. Having a large pool of qualified and experienced referee’s at all levels can only be made possible by Clubs contributing to the recruitment and retention of active referee’s.

**How to show you are doing this:**

* Foireann screenshot showing anyone listed as Match Official
* Screenshot of email from County Referee Coordinator confirming number of active referees
* Fixture system report showing referees from your Club officiating at games

**What you should do if you aren't already doing this**

### Ensure that your Club actively encourages members to get involved in refereeing and/or officiating at Club level.

### Strive to ensure that your Club provides at least one referee to assist with refereeing fixtures within the County.

Does your Club promote younger members to get involved as Go Games referees?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Go Games offers a great opportunity to get younger Members - including non-players - involved in our games in a different way. It can help promote more respect for referees providing younger people with a different perspective on officiating a game and can even help develop their own game.

**How to show you are doing this:**

 List of Go Games referees active within the Club

 Copies of certificates of completion for the Go Games Referee Online Course

**What you should do if you aren't already doing this**

 Task your Clubʼs Coaching and Games Sub-committee with recruiting younger members to get involved in refereeing.  Review online information relating to Go Games

 Signpost the Go Games Referee Online Course

### Does your Club provides its full support to its referees?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

As with any volunteer, it's vital Referee's from your Club are support and suitably equipped to perform their role. While Referee's often have to perform their role on their own, the Club should still provide support away from official duties providing benefits to current Referee's while also demonstrating to potential Referee's that they will be adequately cater for by the Club.

**How to show you are doing this:**

 Copies of communications sent to Club Referee's at the start of the year outlining supports  Copies of communications sent to Club Referee's throughout the year arranging check-ins

 Extract of Executive Committee meeting minutes noting the delegation of responsibility as a Club Referee Liaison Person  Extract of AGM reports acknowledging all Club Referee's for the previous year

**What you should do if you aren't already doing this**

 Ask the Executive Committee to consider how best to support referees in the Club.  Promote the Give Respect, Get Respect message to Club members regularly

 Deal with allegations or instances of abuse towards Club and/or visiting referees promptly and appropriately  Consider assigning someone from the Club Executive responsibility for liaising with your Club Referees.

 Have Referee support as a standing item on Executive Committee agendas

 Consider other supports such as Club gear, physio, training and gym access.

### Does your Club Executive have a designated support person for visiting referee's?

**Pillar:**

##### Games

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

LGFA

**Why You Should Do This**

The LGFA's Referee Support Coordinator in each County works with a person from each Club to ensure that Club referees have full support from their Clubs.

**How to show you are doing this:**

 Extract of Executive Committee meeting minutes noting the delegation of responsibility as a Club Referee Liaison Person  Photo's of RESPECT signage at supporter areas

 Copies of any referee reports (or similar) where the Club's treatment of visiting referee's is acknowledged.

**What you should do if you aren't already doing this**

* Review the Referee Support Coordinator Role Description
* Review the Referee Pathway
* Contact your County Referee Development Officer to see what you can do to support referees in your Club.

### Does the Club follow a formally adopted Volunteer Policy?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

A volunteer policy will help a Club recruit and retain volunteers by setting out its commitment to volunteering and volunteers. It demonstrates - and ensures - your Clubs' approach to volunteering is consistent and aligned with the approach of the wider Association. It also ensures that everyone involved in your Club understands how volunteers should be treated, understand their roles, provides everyone with clarity on what to expect, outlines how grievances might be handled and signposts development and support opportunities.

**How to show you are doing this:**

 Copy of Clubs' Volunteer Policy

 Extract of Executive Meeting / AGM minutes, showing adoption of Volunteer policy  Extract of Executive Meeting minutes, showing adoption of Volunteer policy

**What you should do if you aren't already doing this**

 Review the sample Valuing Volunteers Policy

 Review the LGFA Volunteer Recruitment and Retention Toolbox

 Review and discuss the sample policy and adapt it to suit your own Clubs' needs  Formally adopt the Clubs' new Volunteer Policy

 Share the policy with all current volunteers once adopted and any new volunteer when they get involved  Promote the policy on the Club website, social media and around the Club premises and grounds

### Does the Club hold an Open Day once every two years?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Clubs should strongly consider holding an Open Day every two years as a way of recognising and recruiting their volunteers.

**How to show you are doing this:**

 Screenshots of social media posts showing their previous open day within the last two years  Advertisements from the event

 Communications to members after the event

**What you should do if you aren't already doing this**

 Review the Lá na gClubanna Booklet to get tips for communicating an open day, budgeting and fundraising, volunteer recruitment activities and promotional materials.

### Have your principal Club Officers attended at least one training module each in the last 12 months?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Officer Training takes place at various stages throughout the year. Club Officers and volunteers should try and attend where possible to better equip themselves with the skills and knowledge to fulfil their role more effectively.

**How to show you are doing this:**

 Screenshots of Officers Tobar accounts verifying the training events they have attended.

 Screenshots of core Club Officers Tobar profiles, verifying that they've attended a training event within the last 12 months.

**What you should do if you aren't already doing this**

 Regularly check the Officer Training Programme calendar and encourage all Club Officers to sign-up for the training delivered by the Gaelic Games Associations each spring, autumn and winter.

 Review content available via the Officer Training Programme

### Does your Club hold an Officer Induction meeting at the start of each year that covers roles, Club structures and procedures?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

A good induction will help to ensure Club Officers - especially new ones - can start off on the right footing.

Through an induction meeting a lot of small but important details can be handled for everyone at the one time. For example:  Meeting peers and colleagues

 Providing updates on progress

 Making sure handover and onboarding actions are in hand  Outlining meeting schedules and procedures

**How to show you are doing this:**

 Screenshot of email inviting Officers to induction meeting

**What you should do if you aren't already doing this**

Organise a meeting between the Club Executive and any new Officers at the start of each year to discuss role handover and how the Committee operates.



### Has your Club Executive discussed succession planning for key volunteer roles in the past year?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Succession planning is a process of identifying and developing new volunteers who can replace current volunteers when they leave their roles.

Through proactive succession planning, the Club can ensure roles aren't left unfilled and effective handovers and onboarding are completed ensuring continuity within the role and activities it is responsible for.

**How to show you are doing this:**

 Copy of Clubs annual Succession Plan

**What you should do if you aren't already doing this**

 Review the Camogie Association Succession Planning Guidelines

 It is recommended that each Club Executive complete the following steps annually:  Consider what changes are envisaged in the next 12 months

 Identify the knowledge, skills and experience desired for each role  Seek potential volunteers for key roles

 Develop and prepare potential successors, e.g., through training, mentoring, special assignments, etc.  Review the plan for succession planning every so often

### Does your Club provide role descriptions to Club Officers, Coaches and Volunteers outlining roles and responsibilities?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA LGFA Camogie

**Why You Could Do This**

For someone to effectively fulfil the role of any Club Officer position they must know what that role entails including what skills might be required, what actions it involves and what demands it might place on their time.

**How to show you are doing this:**

 Screenshot of email sharing the relevant role profile with each officer

**What you should do if you aren't already doing this**

 Review the sample role descriptions for each Association:

 Share all relevant role profiles with the respective role holder in our Club

 Provide those role holders with an opportunity to feedback and tailor the role description, based on needs of the Club and agreed by the Executive

### Has your Club undertaken a volunteer needs assessment / skills gap analysis in the last 12 months?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

LGFA

**Why You Could Do This**

A volunteer needs assessments / skills gap analysis supports effective succession planning in a Club.

This process helps a Club understand what it needs to deliver current and planned activities and identify the resource already available. From there a Officer succession and volunteer recruitment can be planned much more effectively.

**How to show you are doing this:**

 Copy of completed Volunteer Needs Assessment

**What you should do if you aren't already doing this**

 Undertake a volunteer needs assessment to identify gaps in your volunteer requirements for the next 12 months.

### Has your Club made all registered playing members aware of the terms and conditions of the relevant Injury Fund / Personal Accident Cover?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

GAA and LGFA operate Injury Benefit Funds that can assist Clubs and/or Players with costs incurred as a result of an injury sustained when participating in games and/or training.

Camogie units must purchase personal accident insurance cover.

**How to show you are doing this:**

 Screenshots of messages advising parents/players of registration requirements relating to injury / personal accident cover

**What you should do if you aren't already doing this**

 Review information for the relevant Association available online:

 Club circulates the relevant Injury Fund \ Personal Accident cover information to all registered playing members.

 Consider including Injury Fund / Personal Accident Cover as a an additional information question, required to complete registration, in any Membership Option that caters for Players with.

### Does your Club promote compliance with mandatory safety standards for players?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Each Association's Playing Rules for their respective codes state that it is mandatory for each individual player to wear a helmet that meets the standard set out in IS:355 for all Hurling / Camogie matches and practice sessions, or a mouth guard in all Football matches and practices sessions.

**How to show you are doing this:**

 Screenshots of messages advising parents/players of equipment safety requirements

 Photos of posters and/or signage displayed in suitable locations promoting equipment safety requirements

**What you should do if you aren't already doing this**

* Review Mouthguard and Helmet information available online:
* Request coaches include reminder message in all team communications
* Erect posters and/or signs in suitable locations
* Advise players of and/or facilitate appropriate suppliers promoting equipment safety requirements

### Does the Club encourage all Playing Members over the age of 14 to undergo Cardiac Screening with their GP?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA

**Why You Should Do This**

The GAA advises that the most effective way to identify risk for players over the age of 14 is to undergo cardiac screening on one occasion. It is also advised that this process be repeated before the age of 25.

**How to show you are doing this:**

 Screenshots of messages advising parents/players of cardiac screening advice

 Photos of posters and/or signage displayed in suitable locations promoting cardiac screening advice

**What you should do if you aren't already doing this**

 Review information on Tobar

 Share cardiac screening advice annually with players, or their parents / guardians in the Club between 14 and 25.

### Does your Club have a correctly maintained and fully operational Defibrillator (AED) at each training / match venue?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

There is significant evidence to suggest that early defibrillation can have a major impact on survival rates from sudden cardiac arrest (SCA). The Gaelic Games Associations recognises the role we can play in improving access to AED's in the event of SCA. In doing so we want all Clubs to be aware of how they can be equipped and able to respond to such situations.

**How to show you are doing this:**

 Photo of any AED(s) owned and maintained by the Club  Photo's of signage directing people to AED location(s)

 Email from AED supplier outlining provision of device(s) and/or maintenance supplies

 Screenshot of messages advising Members - and the wider community - of the AED's location

**What you should do if you aren't already doing this**

* Review the Defibrillator Awareness and Information page on Tobar
* Discuss within the Club suitable location(s) for installing an AED
* Identify suitable AED suppliers
* Identify suitable individuals to become AED-trained and facilitate AED training for them
* Inform Members - and the wider community - of the AED's location and who is trained in its use Establish a rota for AED maintenance

### Does your Club have a First Aid Kit(s) that complies with the Health and Safety Authority Standards?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Having a First Aid Kit available ensures adequate treatment of injuries sustained during Gaelic games activity when administered by a person qualified in first aid, as per criteria set down by the HSA

**How to show you are doing this:**

 Photo of any First Aid Kit(s) owned and maintained by the Club

 Email from First Aid Kit supplier outlining provision of kit(s) and/or maintenance supplies  Screenshot of messages advising Coaches of the First Aid kits location and usage

**What you should do if you aren't already doing this**

 Ensure that your Club has a fully stocked first aid kit, meeting HAS Criteria, available at all training sessions and matches.

### Does your Club have a stretcher with appropriate supports to assist with injuries?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Under best practice, the Club should strive to ensure the availability of at least one suitable stretcher to assist with injuries. The exact requirements will be addressed as part of any first aid course organised by the Club with an external certified provider.

**How to show you are doing this:**

 Photo of any suitable stretchers owned and maintained by the Club

 Email from stretcher supplier outlining provision of equipment and/or maintenance supplies

**What you should do if you aren't already doing this**

 Explore options to provide a suitable stretcher, ensuring only persons with appropriate up to date medical qualifications who are trained in its use are

### Does your Club promote injury prevention resources to coaches and players?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Promoting injury prevention shows the Clubʼs commitment to player welfare, reduces long-term injury risks, and keeps more players available throughout the season.

It also supports better team performance, lowers medical and insurance costs, and reflects a modern, professional coaching approach.

**How to show you are doing this:**

 Screenshot of messages advising Coaches of the injury prevention resources  Photos of injury prevention messages displayed around the Club

**What you should do if you aren't already doing this**

 Review injury prevention resources available online

 Share these resources with Club coaches and players

### Does your Club promote awareness of concussion?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

The GAA, LGFA and Camogie Association take the issue of concussion extremely seriously, and this is reflected in the cross-Association approach to educational resources and initiatives available to our players, parents, match officials, coaches, and administrators.

**How to show you are doing this:**

 Screenshots of messages advising parents/players of available information and management guidelines relating to concussion  Consider printing and distributing the Concussion Management Guidelines to Parents and/or Players.

**What you should do if you aren't already doing this**

 Review and share with all Coaches and Players information for the relevant Association available online:

 Promote and reinforce the key message of **Recognise and Remove** throughout the Club

### Does your Club strive to ensure, where possible, that there is a person qualified in first aid present at all coaching sessions and games?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

In the interest of player health and safety, it is the position of the Association that Clubs should endeavour to have a suitably qualified first aid person at all training sessions and games.

**How to show you are doing this:**

 Foireann screenshot of each team showing appointed First Aid person

 Evidence of First Aid accreditation (by an external certified provider) for each person appointed as a team First Aid person

**What you should do if you aren't already doing this**

 Provide first aid training for Members and Coaches annually.

 Contact GAA Player Welfare Manager [eoghan.tuohey@gaa.ie](mailto:eoghan.tuohey@gaa.ie) for further information.

### Does your Club promote general training and lifestyle resources for players regarding burnout, alcohol & sports performance, hydration, nutrition, etc.?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Promoting training and lifestyle resources supports player welfare, coaching standards and overall club development. Doing so shows the club is proactive in safeguarding players, upskilling coaches and meeting or pushing standards.

**How to show you are doing this:**

 Screenshots of messages advising parents/players of available information relating to training and lifestyle

**What you should do if you aren't already doing this**

 Review and share with all Coaches and Players information for the relevant Association available online

### Does your Club promote awareness of the anti-doping rules relevant to them?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Promoting the Associations anti-doping rules protect playersʼ health, ensure fair play, and meet its responsibilities under GAA and Sport Ireland regulations. It shows the club is committed to safeguarding its Members and the integrity of our games and helps prevent rule breaches that could lead to sanctions for players and the Club.

**How to show you are doing this:**

 Screenshots of messages advising parents/players of Associations Anti-doping rules

**What you should do if you aren't already doing this**

 Review the Rules of the Association regarding doping - the Irish Anti-Doping Rules as adopted by Sport Ireland.

 Review and share with all Coaches and Players information for the relevant Association available online:

 Communicate and reinforce the message to all players and coaches that the Association forbids "doping" - the use of prohibited substances or methods.

### Has your Club Executive completed the Child Safeguarding Risk Assessment?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Current legislation requires us to maintain good practice and behaviour to ensure, in so far as is practicably possible, the safety of children from the risk of harm while playing our games and participating in our activities. As such, all units are required by Rule to carry out a Risk Assessment procedure every two years and prior to publishing the Child Safeguarding Statement.

**How to show you are doing this:**

 Copy of the Risk Assessment Summary from Foireann

 Screenshot of the Risk Assessment status from Foireann

**What you should do if you aren't already doing this**

* Review the information available online
* Ensure that the Club completes a Risk Assessment at least every two years and displays a Child Safeguarding Statement.

### Has your Club Executive ensured that the Childrenʼs Officer attended the Gaelic Games Childrenʼs Officer Training?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

A club should ensure its Childrenʼs Officer attends Gaelic Games Childrenʼs Officer Training to equip them with the knowledge and skills to safeguard young members effectively. This training helps the club comply with its safeguarding requirements, create a safe and welcoming environment for children, and protect the club from potential child welfare issues or breaches of policy.

**How to show you are doing this:**

 Certificate of course completion, dated within the last 12 months  Screenshot of Club Executive Committee on Foireann

 Screenshot of the Children's' Officer qualifications tab of their Foireann profile

**What you should do if you aren't already doing this**

 Review the Safeguarding Training information available online

 Contact the County Children's Officer to identify dates of Safeguarding 2 Club Childrenʼs Officer workshop  Ensure that the Children's Officer attends the Gaelic Games Children's Officer training as provided.

### Has your Club Executive adopted a Club Child Safeguarding Statement following the completion of the Child safeguarding Risk Assessment?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

A club must adopt a Child Safeguarding Statement after completing the risk assessment to meet legal obligations under child protection laws and Association safeguarding policies. This shows the club is committed to creating a safe environment for young people, identifying and minimising risks, and protecting both children and the club from potential harm or liability.

**How to show you are doing this:**

 Signed Child Safeguarding Statement, dated within the last 12 months  Screenshot of Foireann Safeguarding Statement

**What you should do if you aren't already doing this**

* Review the information available online
* Ensure that the Club adopts a Safeguarding Statement at least every two years after completing its Child Safeguarding Risk Assessment

### Does your Club ensure that, every 3 years, all coaches and volunteers working with children and young people in the Club have been appropriately vetted through Access NI/Garda Vetting?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

A club should ensure all coaches and volunteers working with children are vetted every 3 years through Access NI/Garda Vetting to comply with legal requirements and Association safeguarding policies. This protects children by ensuring only suitable adults are in positions of trust and helps safeguard the club from serious child protection breaches, reputational damage, or legal consequences.

**How to show you are doing this:**

 Copy of Foireann Member Certification Report

**What you should do if you aren't already doing this**

* Review Gaelic Games Vetting information online
* Liaise with the Club Children's Officer to ensure anyone within the Club is vetted
* Support anyone that needs vetting through the process (as required) managed via Foireann
* Stand down any person from their role if they do not complete vetting as required

### Has your Club adopted the Gaelic Games Code of Behaviour (Underage)?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

A club should adopt the Gaelic Games Child Safeguarding Policy to set clear standards for how young players, coaches, parents, and supporters are expected to act. This helps create a safe, positive, and respectful environment for children, ensures compliance with Association safeguarding policies, and helps to protect the club from disciplinary issues or breaches of child welfare standards.

**How to show you are doing this:**

 Copy of Child Safeguarding Policy signed and dated

 Extract of Executive Meeting / AGM minutes, showing adoption of Child Safeguarding Policy  Screenshots of messages advising of adoption of Child Safeguarding Policy

**What you should do if you aren't already doing this**

 Review the information available online

 Review the Associations Child Safeguarding Policy and adopt it at an Executive Committee Meeting and/or Club AGM

 Communicate the policy and its contents with all players, coaches, parents and other Club members.

### Has your Club Executive appointed a Club Children's Officer and notified the name and contact details of the Club Children's Officer to the County Children's Officer?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Article 7.4 of the Club Constitution details the different positions that make up a Club Executive.

Here, it's outlined that a Club Children's Officer should be appointed at an AGM (not elected) based on the recommendation of an outgoing Club Executive.

Before any recommendation is made, the Club Children's Officer role profile should be reviewed to ensure the person being put forward is suitably skilled and experienced to fulfil the role.

**How to show you are doing this:**

 Extract of official minutes from the last AGM noting the appointment of the Club Coaching Officer.  Foireann screenshots showing:

 Club Executive committee showing the person in the position of Club Children's Officer (including registration status).  Profile of the person named as Club Children's Officer showing their qualification status to include:

**What you should do if you aren't already doing this**

 Identify and approach a suitable person to take on the role of the Club Coaching Officer

 Review the Role Profile with the Club Children's Officer and agree exact requirements of their role

 Secure places on suitable Children's Officer training

Share dates of Children's Officer training with the Club Children's Officer



### Has your Club Executive ensured that all Club coaches and volunteers working with children and young people have attended the Safeguarding 1 workshop?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

A club should ensure all coaches and volunteers working with children attend the Safeguarding 1 workshop to comply with legal and Association safeguarding requirements. This training equips them to recognise and respond to child protection concerns, helps create a safe environment for young members, and protects both the children and the club from potential risks or breaches of safeguarding policies.

**How to show you are doing this:**

 Copy of Foireann Member Certification Report

**What you should do if you aren't already doing this**

* Review Safeguarding Training information online
* Liaise with the Club Children's Officer to ensure anyone within the Club is suitably trained
* Stand down any person from their role if they do not complete safeguarding training as required

### Has your Club Executive appointed a Designated Liaison Person to deal specifically with allegations of abuse, if the Chairperson is not fulfilling those duties?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

A club should appoint a Designated Liaison Person (DLP) to handle allegations of abuse, if the Chairperson is not fulfilling those duties, to meet legal and Association safeguarding requirements. The DLP ensures there is a clear, trained, point of contact for reporting and managing child protection concerns, helping to protect young members and the club while ensuring proper procedures are followed.

**How to show you are doing this:**

 Screenshot of Club Executive Committee on Foireann

 Screenshot of the Designated Liaison Person's qualifications tab of their Foireann profile

**What you should do if you aren't already doing this**

 Identify and approach a suitable person to take on the role of the Designated Liaison Person.

 It can't be the Club Children's Officer but it can be another Committee Member  Review the role profile with the DLP and agree exact requirements of their role

 Secure places on suitable Coaching Officer training

 Share dates of DLP training

 Review with the DLP ((https://[www.gaa.ie/api/pdfs/image/upload/pxllk0dwwirbxvqvh3yt.pdf))](http://www.gaa.ie/api/pdfs/image/upload/pxllk0dwwirbxvqvh3yt.pdf)))[[Guidance for Dealing with &

### Has your Club submitted, by 31 March annually, the names of the underage management team along with their Garda/Access NI Vetting, Safeguarding Courses and Coaching Courses information?

**Pillar:**

##### People

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA Camogie

**Why You Must Do This**

A club should submit the names of its underage management team with their Garda/Access NI vetting, safeguarding, and coaching qualifications by 31 March each year to comply with Association rules and safeguarding standards. This ensures all those working with children are properly vetted and trained, protects young membersʼ welfare, and demonstrates the clubʼs commitment to providing a safe and well-governed environment.

**How to show you are doing this:**

 Copy of Foireann Member Certification Report

**What you should do if you aren't already doing this**

Review Gaelic Games Vetting information online



Liaise with the Club Children's Officer to ensure anyone within the Club is vetted



 Support anyone that needs vetting through the process (as required) managed via Foireann  Stand down any person from their role if they do not complete vetting as require

### Has your Club run an audit on the accessibility of your grounds to help identify barriers and opportunities for persons with mobility issues?

**Pillar:**

#### Community

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA

**Why You Should Do This**

Your Club should be accessible to all members of the community. An audit can help identify barriers such as a lack of designated parking spaces for persons with disabilities, the need for wheelchair ramps to access stands, or potentially the upgrading of a walking track surface to better suit the needs of older people. An audit will also be useful if sourcing funding to help rectify any deficits identified.

**How to show you are doing this:**

 Copy of most recent accessibility audit

**What you should do if you aren't already doing this**

* Review Community and Health information online
* Conduct an accessibility audit using the template available online

### Have Officers from your Club attended a diversity and inclusion workshop in the last two years?

**Pillar:**

#### Community

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Diversity and inclusion training can help create a welcoming and respectful environment for all members of the community in your Club. It ensures the Club understands its responsibilities, promotes equality, and aligns with Association values and policies on inclusion.

**How to show you are doing this:**

 Screenshots of Club Officer Foireann profiles - Qualifications tab - showing diversity and inclusion training

**What you should do if you aren't already doing this**

 Review Diversity and Inclusion information available for each Association online

 Encourage Officers from your Club to attend the diversity and inclusion training provided by the Gaelic Games Associations annually.

### Does your Club promote the Games for ALL programmes provided by the Gaelic Games Associations?

**Pillar:**

#### Community

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA Camogie

**Why You Could Do This**

This ensures everyone in the community, including people with additional needs, has the chance to take part in Gaelic games. Supporting these initiatives shows the club is inclusive, reflects the GAAʼs core values of community and participation, and helps grow membership by reaching groups who may otherwise be excluded. It also enhances the clubʼs reputation as a welcoming and progressive organisation.

**How to show you are doing this:**

 Evidenced by recording of activities on Foireann  Photos of Games for All taking place

**What you should do if you aren't already doing this**

 Review the Games for All information online

 Investigate the demand in your club and community, and once confirmed bring a proposal to club executive for discussion/approval.  Recruit volunteers to support delivery, ideally targeting new entry volunteers - participants family, younger members of club.

 Contact County Head of Games to arrange training/support.

### Has your Club adopted the Gaelic Games Inclusion Policy?

**Pillar:**

#### Community

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA Camogie

**Why You Could Do This**

This shows the Clubs commitment to equality, respect, and providing a welcoming environment for everyone in the community. It ensures the club aligns with Association values, meets legal and ethical responsibilities, and helps attract and retain members from all backgrounds and abilities.

**How to show you are doing this:**

 Copy of the Clubs Inclusion Policy

 Copy of Club Executive Meeting Minutes highlighting policy being adopted  Copy of Club AGM Minutes highlighting policy being adopted

**What you should do if you aren't already doing this**

* Review the Inclusion Policy Template
* Formally adopt this policy at a Club Executive meeting and communicate the same to all Members

### Does your Club have a Healthy Club Officer?

**Pillar:**

#### Community

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA

**Why You Should Do This**

A Healthy Club Officer can lead and coordinate initiatives that promote physical, mental, and social wellbeing among members and the wider community. This role helps the club deliver Community & Health programmes, strengthen its community impact, and show a commitment to player welfare and inclusion. It also supports the club in achieving *Healthy Club* recognition and accessing related resources or funding.

**How to show you are doing this:**

 Screenshot of Club Executive Group on Foireann

 Screenshot of Healthy Club's Officer Qualifications tab from their Foireann Profile

**What you should do if you aren't already doing this**

 Review the Healthy Club Officer Role Profile

 Identify someone suitable for the role from your Club or community  Signpost and secure places on suitable Healthy Club Officer training  Agree initial objectives with new Healthy Club Officer

### Does your Club promote the 'One Good Coach' eLearning module to all coaches in your Club?

**Pillar:**

#### Community

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

This module is for adults who coach or train young people in Gaelic games. It takes approximately 40 minutes to complete.

The module gives participants a greater understanding of mental health and greater awareness of how to promote and support young peopleʼs mental health in their role as coaches.

**How to show you are doing this:**

 Screenshot of each Club team on Foireann, showing appointed Coaches.  Screenshots of each Coaches

**What you should do if you aren't already doing this**

 Promote the One Good Coach eLearning module to all coaches in your Club.

### Has your Club a substance use policy in place?

**Pillar:**

#### Community

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA Camogie

**Why You Should Do This**

A club should have a substance use policy to promote the health and wellbeing of its members, especially young people, and to set clear standards around alcohol, tobacco, and drug use. It helps create a safe, supportive environment, protects the clubʼs reputation in the community, and aligns with GAA guidelines and its role as a positive influence on members.

**How to show you are doing this:**

 Copy of Club Substance Use Policy

**What you should do if you aren't already doing this**

 Review online information relating to Go Games

 Engage the Club Executive and Club's Healthy Club Officer to oversee the development, implementation and evaluation of a Substance Use Policy.

 Formally adopt the relevant Association policy:

 Consider launching your Club's Substance Use policy in collaboration with representatives from your regional DATFs & DACTs, An Gardaí Síochána or the PSNI.

### Has your Club adopted the Associations' Critical Incident Response Plan?

**Pillar:**

#### Community

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA Camogie LGFA

**Why You Should Do This**

Sometimes a critical incident – one that overwhelms oneʼs natural capacity to respond – will arise leaving Club, individuals or communities struggling to cope. A Critical Incident Response Plan helps a Club respond quickly and effectively to such incidents.

**How to show you are doing this:**

 Copy of the agreed Critical Incident Response Plan

**What you should do if you aren't already doing this**

 Review the Critical Incident Response Plan information that is available online

 Request the Club Health & Wellbeing Committee put together a Critical Incident Response Plan suitable for your Club  Communicate the plan and it's content to all relevant people in the community, especially anyone with a role within it

### Does your Club participate in the Healthy Club Project?

**Pillar:**

#### Community

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA Camogie

**Why You Should Do This**

The Irish Life GAA Healthy Club project aims to help GAA become hubs for health in the communities they serve. It also aims to broaden the relevancy of the Club by engaging as many members of the community as possible in activities that interest them, while also encouraging them to become active members/volunteers of the Club.

**How to show you are doing this:**

 Screenshot of acceptance email into programme

 Screenshot of club's homepage on Healthy Clubs portal

**What you should do if you aren't already doing this**

 Review the Healthy Club information available online

 Contact your County Health & Wellbeing Committee to access the training and support available to help them apply for the Healthy Club project.

### Does your Club ensure that official e-mail correspondence is sent from the official GAA/LGFA/Camogie e-mail address available to the Club Secretary?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

A club should ensure all official e-mail correspondence is sent from the official Association e-mail address to comply with rule as well as maintaining confidentiality, protect sensitive information, and ensure compliance with data protection policies. It also gives communications a professional and credible appearance and keeps a secure, centralised record of club correspondence.

**How to show you are doing this:**

 Email from County IT Officer (or other) verifying use of Official email addresses

**What you should do if you aren't already doing this**

 Review Microsoft 365 Supports

 Ensure all Officers, with access to Official email addresses, use that email for any correspondence relating to their role and the Club

### Does your Club ensure that all official Club correspondence comes through the Club Secretary, or if absent, the Assistant Secretary?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

A club should ensure all official correspondence comes through the Club Secretary (or Assistant Secretary if absent) to maintain clear, consistent, and accountable communication. This helps avoid confusion or duplication, ensures records are properly kept, and aligns with Association rules and governance procedures.

**How to show you are doing this:**

 Email from County Secretary (or other) verifying use of Official email addresses

**What you should do if you aren't already doing this**

 Ensure that all official Club correspondence to County Committees or Divisional Committees comes through the Club Secretary, or if absent, the Assistant Secretary, provided that the absence has been officially notified in advance, in writing, to the County Secretary or Divisional Secretary, as appropriate.

 Ensure that this is included in the role profile for the Club Secretary and communicated to all members of the Club's Executive Committee and Sub-committees.

### Is a Club Newsletter - either Club's own or the Official Newsletter - sent to members on a regular basis?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

A regular newsletter keeps members informed about club news, events, and activities. This strengthens communication, builds a sense of community, encourages member engagement, and helps promote fundraising and volunteering opportunities.

**How to show you are doing this:**

 Samples of Club's own newsletter

 Screenshots of Official Club Newsletter being forwarded to Clubs

**What you should do if you aren't already doing this**

 Compile a list of Member email addresses who would like to receive the Official and/or a Club Newsletter  Share the Official Club Newsletter with any Member who has opted in to receive it

 Consider publishing a Club newsletter every 3 to 6 months to provide existing and potential members with information about Club events, activities and news.

 Audit Club Members to identify anyone with appropriate skills that can be used to help develop a Club Newsletter

### Does your Club have a website that is updated regularly?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

A club should have a regularly updated website to provide members and the community with easy access to news, fixtures, results, and key information. It helps promote the club, attract new members and sponsors, and serves as a central, reliable source of communication and engagement.

**How to show you are doing this:**

 Screenshot of Clubs website  Website URL

**What you should do if you aren't already doing this**

 Audit Club Members to identify anyone with appropriate skills that can be used to help develop a Club Website  Explore options for creating a Club website

 Contact [communications@gaa.ie](mailto:communications@gaa.ie) for further information

### Does your Club use bulk messaging to communicate with players and members?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

A club should use bulk messaging to communicate with players and members as it provides a quick, efficient, and consistent way to share important updates, fixtures, and events. It helps keep everyone informed, improves engagement, and ensures messages reach all members at the same time, reducing the risk of miscommunication.

**How to show you are doing this:**

 Screenshots of bulk messages sent to M

**What you should do if you aren't already doing this**

 Explore free options to send bulk messages via Foireann.

### Has your Club adopted the Gaelic Games Social Media Policy and Guidelines?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

A club should adopt the Gaelic Games Social Media Policy and Guidelines to ensure all online communication is safe, respectful, and aligned with the Associationʼs values. This helps protect players, members, and the clubʼs reputation, prevents misuse of social media, and provides clear guidance for managing issues if they arise.

**How to show you are doing this:**

 Copy of the Clubs Social Media policy

 Copy of Club Executive Meeting Minutes highlighting policy being adopted  Copy of Club AGM Minutes highlighting policy being adopted

**What you should do if you aren't already doing this**

 Formally adopt the Gaelic Games Social Media Policy and Guidelines and communicate the same to all Members

### Do your Club's notes appear online and/or in the local media each week?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

A club should ensure its notes appear online and/or in the local media each week to keep the community informed, raise the clubʼs profile, and build support. Regular coverage helps attract new members, sponsors, and volunteers, while fostering pride and connection among existing members.

**How to show you are doing this:**

 Copy of emails sending notes to local media outlet  Screenshot of notes appearing online

**What you should do if you aren't already doing this**

 Ensure that your Club publishes Club notes on multiple traditional and digital platforms, e.g., local newspapers, website, social media, etc. and are circulated where appropriate directly to Club members.

### Does your Club ensure that the Club grounds and Clubhouse are well presented?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

A club should ensure its grounds and clubhouse are well presented to create a welcoming, safe, and professional environment for players, members, and visitors. A tidy, well-maintained facility boosts community pride, attracts new members and sponsors, and reflects the clubʼs commitment to quality and respect.

**How to show you are doing this:**

 Recent photos of the Club grounds and Clubhouse

**What you should do if you aren't already doing this**

 Appoint a volunteer Sub-Committee to maintain the presentation of the Club and its facilities

 Consider things like signage (bi-lingual), messaging deemed important by the Club, pitch lining etc.

### Has a history of the Club been published?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA LGFA Camogie

**Why You Could Do This**

Publishing a written record of your Club's history can be useful, not only to your Club but also to the local community as these histories are often interconnected.

A Club's history covers all the important events and achievements that have occurred over the lifetime of the Club. It summarises where the Club has come from and the key people involved in creating it.

**How to show you are doing this:**

 Copy of Club History publication

 Screenshot of Club History section / page on Club Website  Link of Club History section / page on Club Website

**What you should do if you aren't already doing this**

 Review the GAA History Matters document

### Does your Club publish a yearbook to promote its activities?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA LGFA Camogie

**Why You Could Do This**

A club should publish a yearbook to celebrate and promote its activities, achievements, and people over the year. It strengthens club identity, recognises volunteers and players, engages members, and provides a lasting record that can support fundraising and community pride.

**How to show you are doing this:**

 Copy of most recent Club Yearbook

 Screenshot of Club "Yearbook" on Club Website

**What you should do if you aren't already doing this**

 Consider publishing a yearbook at the end of each year or a calendar for use for the coming year.

### Does your Club have an Irish Language and Culture Officer in place?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA

**Why You Must Do This**

Article 7.4 of the Club Constitution details the different positions that make up a Club Executive.

Here, it's outlined that an Officer for Irish Language & Culture should be appointed at an AGM (not elected) based on the recommendation of an outgoing Club Executive.

Before any recommendation is made, the Officer for Irish Language & Culture role profile should be reviewed to ensure the person being put forward is suitably skilled and experienced to fulfil the role.

**How to show you are doing this:**

 Extract of official minutes from the last AGM noting the appointment of the Officer for Irish Language & Culture.  Foireann screenshots showing:

 Club Executive committee showing the person in the position of Irish Language & Culture Officer (including registration status).

**What you should do if you aren't already doing this**

 Identify and approach a suitable person to take on the Officer for Irish Language & Culture role

 Review the role profile for the Officer for Irish Language & Culture and agree exact requirements of their role

 Secure places on suitable Officer training

 Share dates of Officer training with the Officer for Irish Language & Culture  Agree initial objectives with new Officer for Irish Language & Culture

### Does your Club register with Fondúireacht Sheosaimh Mhic Dhonncha?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA LGFA Camogie

**Why You Could Do This**

Fondúireacht Sheosaimh Mhic Dhonncha offers an tOifigeach Gaeilge agus Cultúir in clubs a structured way of fulfilling their role as well as offering resources and grant aid to promote the Irish language in the club.

**How to show you are doing this:**

 Email from Glór na Gael confirming the Clubs participation in Fondúireacht Sheosaimh Mhic Dhonncha

**What you should do if you aren't already doing this**

 Review information available at Fonsúireacht Sheosaimh Mhic Dhonncha <http://www.glornangael.ie)>  Register via the online form on Glór na nGael <http://www.glornangael.ie)>

### Does your Club take part in the County Scór na nÓg agus Scór Sinsir competitions every year?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Scór seeks to advance the aspiration of the GAA to actively promote and support traditional Irish dancing, music, song and other aspects of Irish culture (as per 1.4(a) of An Treoir Oifigiúil), through a range of competitions at youth and adult levels; designed to encourage participation, enjoyment, inclusion and excellence. The Irish language shall be used to complement and enhance these activities.

**How to show you are doing this:**

 Email from County Irish Language & Culture Officer confirming the Clubs recent involvement in Scór

**What you should do if you aren't already doing this**

* Review the Culture and Gaeilge pages on GAA.ie
* Identify a suitable person within the Club to coordinate the Clubs' participation in Scór
* Contact your County's Irish Language and Culture Officer to determine when the various competitions within the County take place.

### Does your Club regularly circulate information on Irish language initiatives and resources for Gaelic games to your members?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

It is important that the GAA Irish language resources are promoted within the Club and that Members are made aware of such.

With Irish speakers in all Clubs, Gaelscoileanna in all counties and nine counties with Gaeltacht or Irish speaking clubs, promoting these resources not only caters t those who already use Irish, but it also helps to increase that number.

**How to show you are doing this:**

 Screenshot of emails in Irish and/or promoting availability of Irish language information within the Club.  Screenshots of social media posts in Irish

 Photos of Irish language signage and posters around the Club

**What you should do if you aren't already doing this**

 Review the Culture and Gaeilge pages on GAA.ie

 Use Irish language where possible in meetings, in through online messaging and communications, and with signs around the Club.  Contact the County Irish Language & Culture Officer for advice.

 Contact the GAA's Oifigeach Forbartha Gaeilge for advice: [jamie.otuama@gaa.ie](mailto:jamie.otuama@gaa.ie)

### Does your Club have an Irish Language and Culture Officer in place?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

LGFA Camogie

**Why You Should Do This**

As per LGFA Official Guide, club should elect an Irish Language and Cultural officer

**How to show you are doing this:**

 Screenshot of Club Executive Group on Foireann

**What you should do if you aren't already doing this**

* Review the LGFA Club Officer Guide
* Review the LGFA Administrator Pathway
* Ensure that a Language and Culture Officer is elected at your AGM.

### Does your Club take part in Seachtain na Gaeilge every year?

**Pillar:**

#### Communication

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA

**Why You Could Do This**

To further promote Irish language and culture, all Clubs should actively support Seachtain na Gaeilge through organising events in the club during the festival and through increasing visibility in particular on the club's communicative platforms.

**How to show you are doing this:**

 Images showing Club activity throughout Seachtain na Gaeilge

 Screenshots of social media posts promoting activity throughout Seachtain na Gaeilge

**What you should do if you aren't already doing this**

* Review the Culture and Gaeilge pages on GAA.ie
* Review the information available on Conradh na Gaelige
* Confirm the dates for the next Seachtain na Gaeilge festival
* Organise activity aimed at promoting Irish language and culture throughout the Seachtain na Gaeilge festival

### Does your Club ensure that all teams requiring cover under the GAA Injury Benefit Fund have been registered on Foireann and paid by the deadline date set by Central Council?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA

**Why You Must Do This**

A club should ensure all teams are registered on Foireann and paid by the deadline for the GAA Injury Benefit Fund to guarantee players are covered for injuries during training and matches. This protects the welfare of players, prevents financial strain on the club from uncovered claims, and ensures compliance with GAA rules and deadlines to avoid the risk of teams being ineligible for cover.

**How to show you are doing this:**

 Screenshot of Teams registered on Foireann

 Screenshot of Injury Fund payment confirmation from Foireann

**What you should do if you aren't already doing this**

 Review GAA Injury Benefit Fund information

 Ensure that all players and teams that require cover under the GAA Injury Benefit Fund have been registered on Foireann, in accordance with the timelines stipulated, before training or games commence.

Also, ensure that your Club are in compliance with the terms and conditions of the Injury Fund.

Teams are not permitted to participate in any competition or game whatsoever under the jurisdiction of the Association if they do not comply.

### Does your Club pay affiliation fees to the County Committees for each Team before they take part in competitions?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA

**Why You Must Do This**

A club should pay affiliation fees to the County Committees for each team before they take part in competitions to ensure the teams are officially recognised and eligible to compete, ensuring the club is compliant with GAA rule and avoiding fines or sanctions.

**How to show you are doing this:**

 Screenshot of email and/or remittance from County documenting complete payment of fees

**What you should do if you aren't already doing this**

 Contact the County Secretary and/or Treasurer for details on fees due and agreed payment process

### Does your Club affiliate with the County Committee on the standard affiliation form before the deadline annually?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Clubs are required to annually affiliate with the relevant governing body. Rule 4.3 of the Official Guide, Codes outlines the deadlines and what information they should be aware of.

**How to show you are doing this:**

 Copy of completed affiliation form

 Screenshot email, with attached affiliation form, being sent to the County Secretary  Screenshot of e-mail of from County Secretary confirming Clubs affiliation

**What you should do if you aren't already doing this ** Review relevant rules from each Association

 Contact your County Secretary for more information on the exact process in your County.

### Does your Club confirm the names of the Executive Committee annually via Foireann?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

This ensures that the correct personnel have admin privileges to the Club's Foireann account and where necessary, correct contact details are up-to-date.

**How to show you are doing this:**

 Screenshot of the Club's Executive Committee on Foireann

**What you should do if you aren't already doing this**

 Review the Executive Committee Guide on the Foireann Help Centre

 Update the details of the Executive Committee on Foireann

 Schedule an annual review and update task to take place immediately after each AGM

### Does your Club ensure that Official Lists of Players are submitted in line with the rules and regulations of the Association, as appropriate?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA Camogie

**Why You Must Do This**

Clubs are required to submit Official Lists of Players that are signed by the Secretary or Assistant Secretary to the Committee-in-Charge of the Competition.

**How to show you are doing this:**

 Screenshot of a Foireann Team Sheet for each team in your Club

**What you should do if you aren't already doing this ** Review the relevant rules of the Association

 Review guidance on the Foireann Help Centre for creating and downloading Team Sheets

### Does your Club pay affiliation fees before the deadline that applies to Clubs in your County?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

LGFA

**Why You Must Do This**

A club should pay affiliation fees to the County Committees for each team before they take part in competitions to ensure the teams are officially recognised and eligible to compete, ensuring the club is compliant with LGFA rule and avoiding fines or sanctions.

**How to show you are doing this:**

 Screenshot of email from County Secretary confirming

**What you should do if you aren't already doing this**

* Review LGFA Official Guide
* Ensure that all appropriate fees are paid before the relevant deadlines.
* Payment of an affiliation fee by Clubs, Schools, Colleges or County Boards shall be as decided by the Club, School, College, County Board, Provincial and Central Councils.
* Teams shall not compete in official competitions until such affiliation fees have been paid.

### Does your Club ensure that all players, officials, coaches, FLO's and managers are insured at the beginning of the year?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

Camogie

**Why You Must Do This**

All persons who train with teams and all persons who coach teams are required to be registered members of the Camogie Association. Each Unit must ensure and be satisfied that its playing members, members who officiate at games and members involved in training/managing/coaching teams are covered by insurance. Any member not insured may not play, officiate at games or manage/coach teams.

**How to show you are doing this:**

**What you should do if you aren't already doing this**

 Review Camogie Association Official Guide

### Does your Club ensure that nominations to serve on the Executive Committee are made by any two registered Full Members?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA

**Why You Must Do This**

Rule 7.3 outlines that any nomination to serve on the Executive Committee shall be made by any two Full Members or Youth Voting Members whose membership fees are paid up to date in accordance with article 6.2.

**How to show you are doing this:**

 Copy of Minutes from the AGM showing that nominations were made as per rule (Blank out sensitive information)

**What you should do if you aren't already doing this**

* Review Official Club Constitution – Article 7.3
* Review the Sample Nominations Form
* Ensure all Nominations received are cross-referenced against the current list of Members
* Notify any persons affected by a non-compliant Nomination form submitted including the reasons for it being non-compliant and advice on how to address

### Are the recorded minutes of each Club Executive meeting signed by the Chairperson and Secretary once they have been adopted?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA

**Why You Must Do This**

Rule 7.13 of the Club Constitution outlines that once agreed as being accurate or having been appropriately amended, the Minutes shall be signed by the Chairperson and Secretary after being proposed, seconded and adopted.

**How to show you are doing this:**

 Sample of Minutes of Club Executive meetings

 Screenshot of the digital folder or image of the Minutes book

**What you should do if you aren't already doing this**

* Review the Club Secretary Resources on Tobar
* Discuss the best approach for minute taking for the Club, i.e. format, technology, sharing, searching etc.
* Review the Office 365 resources online to discover how it can help with taking and managing Meeting Minutes

### Has your Club adopted the official Club Constitution of the GAA/LGFA/Camogie Association, as appropriate?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Each national governing body has a different Club Constitution. Clubs are requested to adopt the appropriate form of their respective Club Constitution.

**How to show you are doing this:**

 Minutes from the General meeting proving that the Club has adopted the Club Constitution.

 Copy of Club Constitution, which must be signed and dated by at least the Club Chairperson and Secretary.  Copy of Executive Committee minutes adopting the latest version.

**What you should do if you aren't already doing this**

 Review the rules for each Association as relevant to your Club

### Does your Club keep a minute book / digital folder containing signed minutes of Club Executive Committee Meetings?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Club Secretaries are required to record the Minutes of each Executive meeting. If absent, the Committee shall appoint a member present to record the Minutes. Rule 7.11 of the Club Constitution outlines how a Secretary is responsible for the record keeping.

**How to show you are doing this:**

 Sample of Minutes of Club Executive meetings

 Screenshot of the digital folder or image of the Minutes book

**What you should do if you aren't already doing this**

* Review the Club Secretary Resources on Tobar 
* Discuss the best approach for minute taking for the Club, i.e. format, technology, sharing, searching etc.
* Review the Office 365 resources online to discover how it can help with taking and managing Meeting Minutes
* Camogie Clubs should also review the Camogie Secretary Handbook

### Does your Club Executive define the duties of all Sub-committees?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Club sub-committees are in place to spread the workload more evenly across a group rather than relying on a particular individual. Any sub-committees that a Club have in place should be clearly defined and outlined in the Terms of Reference they draft as required in the Club Constitution.

**How to show you are doing this:**

 Copy of Executive Committee minutes approving Sub-Committee Terms of Reference  Copies of all Terms of Reference for Sub-committees established by the Club

**What you should do if you aren't already doing this**

 Review the[Official GAA Club Constitution for rules governing Sub- Committees

 Discuss and agree with the Executive Committee the role any and all Sub-Committee should take  Identify suitable people to lead and sit on agreed Sub-Committees

 Ask Sub-Committees to draft their Terms of Reference, based on the brief given to them by the Executive

 Ensure things like reporting, decision making etc. are agreed and documented and the Club Executive retains overall control.

### Does your Club Executive meet on a regular basis?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

As per Rule 7.8 of the Club Constitution, GAA Club Executives should meet at least once per quarter, but it is only advised by the LGFA and Camogie Association that Clubs meet monthly.

**How to show you are doing this:**

 Extract of Executive Meeting Minutes that showcase members attending meetings with the dates evident.

**What you should do if you aren't already doing this**

 Review the rules for each Association as relevant to your Club

### Is your Club Executive elected by Full Members present, and entitled to vote?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Rule 7.4 of the Club Constitution states that to serve on the Executive Committee, nominations shall be elected by the Full Members and Youth Voting members.

**How to show you are doing this:**

 Minutes from the Club AGM proving that the current Executive members were elected in the correct procedure.  Minutes from the AGM showing that nominations must made as per rule (Blank out sensitive information)

**What you should do if you aren't already doing this ** Review the Rules relevant to your Club

 Review the Club AGM guidance on Tobar

 Put procedures in place to ensure that only those entitled to vote do so at the Club AGM, i.e. Sign-in sheets, voting ballots etc.

### Does your Club have a Club Disciplinary Officer and Hearings Committee?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

LGFA

**Why You Must Do This**

An LGFA club should have a Club Disciplinary Officer and Hearings Committee to manage disciplinary issues fairly and effectively at club level. This helps resolve most matters informally or locally, avoiding issues escalating unnecessarily to county level. It also shows the club is following Rule 1.2 of the Official Guide, meeting its governance responsibilities and maintaining a safe, respectful environment for all members.

**How to show you are doing this:**

 List of officers and committee members, including date of appointment/ minutes from appointment meeting

**What you should do if you aren't already doing this**

 Review LGFA Official Guide specifically Rule 1.2 of Part 3.

### Does your Club ensure that playing gear is of Irish manufacture, if possible, and in line with the specifications in the Camogie Associationʼs Official Guide?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

Camogie

**Why You Must Do This**

Rule 6b of Part 2 of the Camogie Association Official Guide requires this and in complying with it Clubs support Irish manufacturing and ensure all playing gear meets the Camogie Associationʼs standards for quality, branding, and compliance. Using official licensed suppliers also helps protect the Associationʼs trademarks and generates revenue that is reinvested into developing the game.

**How to show you are doing this:**

**What you should do if you aren't already doing this**

 Review the list of officially licensed Camogie Association suppliers and identify suppliers suitable for your Club

### Does your Club have a "Declaration of Interest on Agenda" included as a standing order?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

It is important that the Declaration of Interest is included as a standalone item on your agenda to ensure that there are no conflicts of interest when decisions are being made. While it often won't be needed, having it as a standing items ensures no conflict of interest goes unnoticed as the Executive carries out the business of the Club

**How to show you are doing this:**

**What you should do if you aren't already doing this**

 Review the Associations Conflict of Interest Policy

 Add a standing item on the Executive Committee agenda for any potential conflicts of interest to be flagged

 Ensure that anyone with a conflict of interest leaves the meeting for the duration of any discussion where their conflict is relevant

### 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?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA

**Why You Must Do This**

**How to show you are doing this:**

 Screenshots of correspondence issued to members outlining the date of the AGM and other relevant information such as mechanisms to submit Motions and Nominations.

 Minutes of a Club Executive meeting recording that AGM notice had been issued to Members and by what means.

**What you should do if you aren't already doing this**

 Review GAA Rules governing Club AGMs

 Review AGM templates and resources

### Does your Club register all players and members on the Foireann registration system before the due dates and in accordance with the rules of the Association?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

A club should register all players and members on the Foireann system before the due dates to ensure they are covered in the event of injury, eligible to play in competitions, and compliant with the Associationʼs rules. Timely registration also protects the club from potential disputes or sanctions and keeps membership records accurate for communication and planning.

**How to show you are doing this:**

 Copies of each Teams Foireann Team Sheet showing registration status for each Team member

**What you should do if you aren't already doing this**

 Review that Rules for each of the relevant Association

 Note the registration deadline dates for each Association and plan your Membership and Registration promotion around those dates  Ensure the Club Registrar has all required details loaded into Foireann in advance of the relevant deadlines

 Add all Players to their respective teams so any unregistered player can be easily identified and their status updated

### Does your Club have a data protection policy in place?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

A club should have a data protection policy to ensure it handles membersʼ personal information safely, legally, and in line with GDPR requirements. This protects membersʼ privacy, builds trust, reduces the risk of data breaches, and helps the club avoid fines or reputational damage for non-compliance.

**How to show you are doing this:**

 Copy of Signed and dated Data Protection Policy

**What you should do if you aren't already doing this**

 Review relevant data protection information available online

### Does your Club pay annual fees for every Club member who has paid his/her Club Membership for the year?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

A club should pay the annual fees for every member who has paid their club membership to ensure they are officially recognised by the Association. This keeps the club compliant with Association rules, avoids fines or sanctions, and protects membersʼ eligibility to play, train, or participate in club activities.

**How to show you are doing this:**

 Screenshot of email and/or remittance from County documenting complete payment of fees

**What you should do if you aren't already doing this ** Review rules of the relevant Association:

 Ensure all Members are registered on the Foireann Membership system

### Does your Club ensure that players are registered at least three days before a game?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA Camogie

**Why You Must Do This**

Code 4.2 (c) must be complied with to ensure your Club adheres to the GAA's registration process.

**How to show you are doing this:**

 Club declaration stating no breaches have occurred

 E-mail of support from County Secretary that the Club has not been disciplined for non-compliance with this rule within the last 12 months

**What you should do if you aren't already doing this**

 Review the Player Registration Guide available online

 Review the relevant rules of the Association

### Does your Club ensure that an independent suitably qualified Person or Persons is appointed to to report on the Accounts / Financial Statements of the Club for presentation at the AGM in line with the Club Financial year end of 30th September?

Must Do

GAA

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

**Why You Must Do This**

Rule 11 of the Club Constitution outlines how a Club are required to appoint a suitable and qualified person to audit their accounts with sufficient time for it to be reported at the Club AGM and in line with the Club financial year end of 30th September.

**How to show you are doing this:**

 A copy of the Auditors / Accountants report showing the dates they were carried out on

**What you should do if you aren't already doing this**

 Appoint a suitably qualified person to audit and report on the Clubs accounts by year end of 30th September.  Present a report on the Accounts/Financial statements to the AGM for adoption and approval

 Use the Accounts Template available if necessary

### When applicable, does your Club submit motions for consideration by the County Committee to the County Secretary before the deadline set out by the GAA/LGFA/Camogie Association, as appropriate?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Rule 3.12 of the GAA Official Guide requests Clubs to submit their Motions for consideration should be completed via the motion form and returned at least 4 weeks prior to the County Convention.

**How to show you are doing this:**

 If applicable, Minutes of the Club Executive meeting where Motions to County Convention were agreed  Screenshot of email submitting Motion to County Secretary

 If not applicable, a declaration from the Club that it does not apply

**What you should do if you aren't already doing this**

 Ensure that Motions from your Club are submitted in the manner prescribed in the rules of the relevant Association

### When applicable, does your Club complete and return nominations for the Officers of the County Committee before Convention, within the timeline set out by the GAA/LGFA/Camogie Association?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Rule 3.11 of the GAA Official Guide requests that Clubs return Nomination forms to the County Secretary at least 4 weeks prior to the Convention.

**How to show you are doing this:**

 If applicable, Minutes of the Club Executive meeting where Nominations to County Convention were agreed  Screenshot of email submitting Nominations to County Secretary

 If not applicable, a declaration from the Club that it does not apply

**What you should do if you aren't already doing this**

 Ensure that Nominations from your Club are submitted in the manner prescribed in the rules of the relevant Association

### Does your Club give sufficient notice in writing to the members of the date of the AGM and seek nominations and motions at the same time?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Rule 8.5.2 of the GAA Club Constitution states that Members should be given at least twenty-one days notice, ahead of the Club AGM, of the date, time and location of the AGM and the mechanisms by which motions and nominations are to be submitted for consideration.

**How to show you are doing this:**

 Screenshots of correspondence issued to members outlining the date of the AGM and other relevant information such as mechanisms to submit Motions and Nominations.

 Minutes of a Club Executive meeting recording that AGM notice had been issued to Members and by what means.

**What you should do if you aren't already doing this**

 Review the rules for each Association as relevant to your Club:

 Review AGM templates and resources

### Does your Club send members the meeting documentation before the AGM, in line with the timeline specified by the GAA/LGFA/Camogie Association?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Rule 8.5.3 of the GAA Club Constitution states that Members should be given at least seven clear days notice, ahead of the Club AGM, to review key AGM documentation and familiarise themselves with the matters before going to the meeting.

**How to show you are doing this:**

 A screenshot of an email confirming that the Club Secretary has issued he relevant documentation to Club members.  Minutes of a recent Club Executive meeting recording what documentation was issued and by what means.

**What you should do if you aren't already doing this ** Review relevant rules from each Association:

 Review AGM templates and resources

 Have the Club Secretary - in accordance with relevant timelines - issue the relevant documentation

### Does your Club Executive Committee hold the AGM each year before the due date specified by the GAA/LGFA/Camogie Association, as appropriate?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

To ensure Members get an opportunity to discuss and consider any matters going before the County Conventions, it's important that AGM's are held at the time set out inline with the Rules of each Association.

GAA Rule states that, insofar as is practical, AGMs should be held before the end of November each year. LGFA rules require the AGM to be held each year on or before 1st December.

Camogie rule mandates the Club AGM to be held on or before 22 November except in the case of Camogie units whose AGM is part of the (One) Club AGM.

**How to show you are doing this:**

 Screenshots of correspondence issued to members outlining the date of the AGM.  Minutes of a Club Executive meeting recording date the AGM was set.

**What you should do if you aren't already doing this**

 Review the rules for each Association as relevant to your Club:

 Review AGM templates and resources

 Create an AGM action plan, that can be used annually, documenting each action required to coordinate a compliant AGM

 Implement a mechanism by which AGM procedures are automatically raised on an Executive Meeting agenda at a time that affords

### Does your Club have a strategic plan covering a 3-to-5 year period at a minimum?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

Having a strategic plan can help Clubs to operate more effectively and prepare for the future. The benefits of having a plan include:  Identifying key priorities for the management and growth of the Club

 A clearer insight into the challenges and opportunities faced by the Club  Clarity on the key initiatives to pursue

 Increased motivation for volunteers  New volunteers coming onboard

 More efficient use of resources including finance and people's time

**How to show you are doing this: ** Current Club Strategic Plan

**What you should do if you aren't already doing this**

 Review the resources and supports available to Clubs via the official Club Planning Programme.  Speak to your County Planning & Training Officer about the Club Planning Programme.

 Using the resources available within the Club Planning Programme, follow the steps to create a Club Strategic Plan  Gaelic Games Club Planning Programme

### Does your Club Executive review the implementation of the Clubʼs strategic plan regularly?

**Pillar:**

##### Governance

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

To ensure that the Strategic Plan is implemented, the Club Executive should monitor progress on an ongoing basis - even if the implementation of the plan has been delegated to a specific Sub-Committee or group of people.

This allows the plan to be resourced, promoted and amended accordingly as it progress the realities of the Club change with it.

**How to show you are doing this:**

 Club Executive Meeting Minutes showing that the Club Plan is part of the agenda and being discussed by the group.  Updated project plan / progress report of the Club's Plan on what the latest status of it is.

**What you should do if you aren't already doing this**

 Consider having the Strategic Plan implementation update as a Standing item on every Executive Meeting agenda  Consider more in-frequent and detailed reviews of the plans progress.

 Club Planning Programme Resources

### Does your Club's Treasurer present an up to date and accurate account of finances to each Club Executive meeting?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

A clubʼs Treasurer should present an up-to-date and accurate account of finances at each Club Executive meeting to ensure transparency, good governance, and informed decision-making. This helps the club monitor its financial health, identify issues early, and comply with Association guidelines on financial management and accountability.

**How to show you are doing this:**

 Extract of Club Executive Committee Meeting Minutes documenting the presentation of the Club Financial Report  Copy of a Club Financial Report

**What you should do if you aren't already doing this**

 Ensure that 'Finance' is an standing agenda item at each executive Committee meeting

 Supply the Club Treasurer with a Sample Agenda Template

### Has your Club registered on the Central Register for Beneficial Ownership of Trusts? (26 Counties)

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

New European anti-money laundering legislation now requires Sports Clubs to be registered with a central register managed by the Revenue Commissioners. This is called the Central Register of Beneficial Ownership of Trusts (CRBOT).

**How to show you are doing this:**

 Copy of Confirmation letter/e-mail from Revenue

**What you should do if you aren't already doing this**

* Review [the GAA Club Trust Registration Process (CRBOT) information online
* Review the implications of this for your Club and take the steps needed to ensure compliance.

### Are your Club's accounts certified by a competent person, presented to the Club AGM and sent to the County Management Committee?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Rule 11.5 states that an independent suitably qualified Person or Persons shall be appointed as Accountant(s) or Auditor(s) to report on the Accounts/Financial Statements of the Club for presentation at the Annual General Meeting. It also states that a copy of the Accounts, as adopted and approved, shall be submitted to the County Committee within four weeks of the date of the Annual General Meeting.

**How to show you are doing this:**

 Copy of audited/certified accounts, signed by an Accountant  Extract of the AGM Minutes that the Accounts were adopted

 Screenshot of email, with accounts attached, to County Secretary / Treasurer

**What you should do if you aren't already doing this**

 Identify an independent, suitably qualified Person or Persons to be appointed as Accountant(s) or as Auditor(s)

 Explain to this person the task includes reporting on the Accounts/Financial Statements of the Club for presentation at the Annual General Meeting.

 Submit the accounts to the County Committee within four weeks of the date of the Annual General Meeting.

### Does your Club have a Treasury Policy?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

A Treasurer Policy supports good governance by providing clear guidelines for managing club finances. It protects both the treasurer and the clubʼs executive by ensuring spending is transparent, accountable, and in line with agreed procedures.

**How to show you are doing this:**

 Copy of the Club's Treasury Policy, signed and dated

**What you should do if you aren't already doing this**

* Review the Club Treasury Policy Guidance
* Discuss at Executive Committee what the Clubs Treasury policy sets out.

### Does your Club use the National Club Draw to fundraise for the Club?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA

**Why You Could Do This**

A club should use the National Club Draw to fundraise because it provides a risk-free way to raise money, as all prizes are supplied by the GAA and the club keeps 100% of the ticket sales. It helps generate vital funds for club activities, facilities, and development while engaging members and the wider community in supporting the club.

**How to show you are doing this: ** Screenshot from Foireann

**What you should do if you aren't already doing this**

* Review Club Draw Information available online
* Discuss at Executive Committee the National Club Draw and how the Club can maximise it's benefits
* Register to take part in the next years Draw

### Does your Club prepare a financial budget each year?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

A club should prepare a financial budget each year to plan and manage its income and spending effectively. This helps ensure the club stays financially stable, can meet its commitments, make informed decisions about fundraising and development, and comply with good governance and Association guidelines.

**How to show you are doing this:**

 Copy of annual financial budget

**What you should do if you aren't already doing this**

 Review the Club Budget Template

 Including a budget planning task at the first Executive Committee meeting of the year / after the AGM

 Review the financial budget regularly and report on how the Club is tracking against it at each Executive Committee meeting

### Is there a signed contract in place with all Club sponsors to include terms of partnership?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA LGFA Camogie

**Why You Should Do This**

A club should have signed contracts with all sponsors to clearly set out the terms of the partnership, including rights, responsibilities, and expectations on both sides. This protects the club legally, prevents misunderstandings or disputes, and ensures the sponsorship benefits are delivered as agreed, helping to maintain strong and professional relationships with sponsors.

**How to show you are doing this:**

 Copies of sponsors contracts

 Extract of Executive Committee Meeting minutes where sponsorship agreements were ratified

**What you should do if you aren't already doing this**

 Review the Sample Club Sponsorship Agreement available online

 Discuss the terms of any potential agreement with your sponsor ensuring everyone knows and understands what is agreed

### Has your Club registered for Sports Exemption? (26 Counties)

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

LGFA

**Why You Should Do This**

This is compulsory by law and if the exemption is granted to your sports body, you may be exempt from paying: Income Tax & Corporation Tax (CT)

**How to show you are doing this: ** Tax Exemption Statement

 Copy of letter or email from Revenue

**What you should do if you aren't already doing this**

 Ensure that your Club is registered for Sports Exemption.

### Has your Club registered for sports tax exemption?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA Camogie LGFA

**Why You Could Do This**

A club should register for sports tax exemption to benefit from tax relief on income and donations, allowing more funds to be directed towards the development and running of the club. It also ensures compliance with revenue regulations and strengthens the clubʼs financial sustainability. In the 26 Counties, this is known as Sports Exemption and in the 6 Counties the Community Amateur Sports Club Scheme (CASC).

**How to show you are doing this:**

 Screenshots of correspondence confirming the Clubs exemption

**What you should do if you aren't already doing this ** 26 Counties:

 Ensure that the Club is registered for (([https://www.revenue.ie/en/companies-and-charities/charities-and-sports-bodies/sports-](https://www.revenue.ie/en/companies-and-charities/charities-and-sports-bodies/sports-bodies-tax-exemption/apply-sports-body-tax-exemption.aspx)

[bodies-tax-exemption/apply-sports-body-tax-exemption.aspx](https://www.revenue.ie/en/companies-and-charities/charities-and-sports-bodies/sports-bodies-tax-exemption/apply-sports-body-tax-exemption.aspx)) Sports Bodies Tax Exemption 6 Counties:

 Review ([www.cascinfo.co.uk](http://www.cascinfo.co.uk/)) information on CASC

### 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?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA

**Why You Must Do This**

The club must ensure all third-party users provide proof of valid insurance with a specific indemnity to the club to protect against liability if those users cause damage or injury. This safeguards the clubʼs finances and ensures compliance with insurance conditions so cover isnʼt jeopardised.

**How to show you are doing this:**

 Minutes of a recent Club Executive meeting demonstrating compliance (Blank out sensitive information)

**What you should do if you aren't already doing this**

 Review Club Combined Liability Policy Document

 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.

### Has your Club Executive reviewed the Club Property Policy Document to ensure it is familiar with the terms and conditions of cover?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA

**Why You Must Do This**

The Club Executive should review the Club Property Policy to understand the terms, conditions, and limits of cover. This ensures the club is properly protected, avoids breaching policy requirements, and helps prevent gaps in insurance that could leave the club exposed to financial loss if damage or theft occurs.

**How to show you are doing this:**

 Minutes of a recent Club Executive meeting demonstrating compliance (Blank out sensitive information)

**What you should do if you aren't already doing this**

 Review Club Property Policy Document

 Ensure that your Club Executive has reviewed the Club Property Policy Document to ensure it is familiar with the terms and conditions of cover.

### Has your Club a record of the Trustees of the Club's property and a copy of all vesting documents?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA

**Why You Must Do This**

The Club Executive should review the Club Property Policy to understand what is covered, any exclusions, and the steps needed to maintain valid insurance. This helps protect the clubʼs assets, avoid breaches of policy terms, and reduce the risk of financial loss if damage, theft, or other incidents occur.

**How to show you are doing this:**

 Copy of Deed of Trust which must be up-to-date at the time of submission

**What you should do if you aren't already doing this**

 Review Corporate Trustee Information Pack

 Ensure that your Club has a record of the Trustees of the Club's property and a copy of all vesting documents. It is advised that GAA Clubs would adopt the GAA Corporate Trustee for more information on this please see the pack in the resources section.

### Has your Club Executive read the Combined Liability Policy document to familiarise itself with the terms and conditions?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

The Club Executive should read the Combined Liability Policy to understand what is and isnʼt covered by insurance, ensuring the club operates within the terms and avoids actions that could invalidate cover. This helps protect the club from financial and legal risks if an incident or claim arises.

**How to show you are doing this:**

 Copy of insurance certificate

**What you should do if you aren't already doing this**

 Review Club Combined Liability Policy Document

 Ensure that your Club Executive has reviewed the Club Combined Liability Policy Document to ensure it is familiar with the terms and conditions of cover.

### Does your Club adopt and implement a Safety Statement that is reviewed annually?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

A Safety Statement promotes standards of health and safety within the Club, leading to the avoidance or reduction in risks to health and safety. It will also help improve the Club's safety performance and ensure that the best practice methods of compliance with the Safety, Health and Welfare at Work Act 2005, and associated legislation are achieved.

**How to show you are doing this:**

 Signed Safety Statement dated within the last 12 months

**What you should do if you aren't already doing this**

 Review the Club Safety Statement

 Ensure that your Club adopts and implements a Safety Statement that is reviewed annually.

### Has a risk assessment been conducted on all activities undertaken at the Club and controls adopted by the Club Executive?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Must Do

GAA LGFA Camogie

**Why You Must Do This**

Conducting risk assessments on all club activities helps identify potential hazards and put controls in place to prevent accidents or harm. Itʼs a legal and insurance requirement, shows the Club Executive is fulfilling its duty of care, and protects players, members, and visitors while reducing the risk of liability for the club.

**How to show you are doing this:**

 Copy of the Risk Assessment

 Extract of minutes of a meeting, of the current Club Executive, noting the adoption of the Risk Assessment

**What you should do if you aren't already doing this**

 Review Safe Club Webpage and conduct a Risk Assessment on all Club activities

### Has your Club completed the GAA's Safe Club checklist?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Should Do

GAA

**Why You Should Do This**

The Safe Club process helps Clubs to operate in accordance with best practice standards for health and safety. Club premises and facilities should be regularly inspected to ensure health and safety compliance.

**How to show you are doing this:**

 Completed Safe Club Safety Statement

 Screenshot of email outlining Clubs enrolment in Safe Club

**What you should do if you aren't already doing this**

 Review the Safe Club initiative

 Download and populate the premises walkaround template.

 Ensure all remedial works are completed in a safe and timely manner.

 Where a risk cannot be controlled to a satisfactory level, the use of the item or area should be restricted until resolved.

### Has your Club identified an Officer and/or established a team of people to address sustainability and engage with the Gaelic Games Green Club Programme resources?

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

Could Do

GAA LGFA Camogie

**Why You Could Do This**

The Green Club programme aims to support Gaelic Games clubs in implementing simple and effective sustainability actions such as waste reduction, biodiversity, water conservation, active travel practices. This not can help the Club with things like reductions in energy costs or access to funding while reducing the Clubs environmental impact.

**How to show you are doing this:**

 Extract of minutes of a meeting, of the current Club Executive, noting the ratification of a Green Clubs Sub-Committee.

 Sample of regular reports to the Club Executive from the Green Clubs Sub-Committee (written reports and/or meeting minutes recording a verbal report)

 Green Club Sub-Committee Annual Report to the AGM

**What you should do if you aren't already doing this**

* Review the Green Club Programme information on Tobar
* Define and agree the Terms of Reference and action plans for the Green Club Sub Committee
* Identify and approach suitable people to sit on the Sub-Committee based on what they Club needs
* Ratify the Sub-Committee at a Club Executive meeting and/or Club AGM
* Establish good reporting and support mechanisms between the Sub-Committee and the Club Executive

### Has your Club undertaken any Environmental or Sustainability measures after auditing current consumption and impact or implementing specific actions E.G. Energy efficiency, water conservation, biodiversity projects, active travel, waste management?

Could Do

GAA LGFA Camogie

**Pillar:**

##### Resources

**Priority Rating:**

**Associations:**

## Additional Information for Clubs

**Why You Could Do This**

Such measures show the Club acting responsibly and playing its part in tackling environmental challenges. As community hubs, Clubs are expected to lead by example, including in reducing our environmental impact through actions like saving energy, cutting waste, improving biodiversity, and encouraging sustainable travel. It also aligns with GAA and national policies on sustainability and can help the club save money and access funding.

**How to show you are doing this:**

 Completed ((https://learning.gaa.ie/sites/default/files/2023-09/Club-Community%20Mapping\_v3.0.pdf))[[Green Club Mapping]]  Green Club action plan

**What you should do if you aren't already doing this**

 Review the Green Club Programme information on Tobar

 Develop a Green Club action plan based on the Green Club Mapping