



Programme Brochure 2023

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ABOUT

The Club Leadership Development Programme (CLDP) provides learning opportunities to newly-elected and longer serving Club Officers in GAA, LGFA and Camogie Association Clubs to help them gain the knowledge and skills necessary to fulfil their roles.

The programme focusses on the practical aspects of the primary roles on a Club Executive, i.e., Chairperson, Secretary, Treasurer, PRO, Coaching Officer, Registrar, Irish Language and Culture Officer, and Coaching Officers.

The Officer Development Committee (ODC) partners with the various departments and committees centrally, the Provincial Councils, and County Planning and Training Officers to deliver the programme.

Over 10,000 Club Officers have participated in the programme since 2016 and the range of modules available continues to grow in response to the changing needs of Clubs.











FEATURES AND BENEFITS

PROGRAMME FEATURES

Role-specific information

Experienced facilitators

Short events

Interactive discussions

Practical takeaways

In-person and online

BENEFITS FOR CLUB OFFICERS

Gain	Gain a better understanding of your role and the roles of your fellow Club Officers
Find Out	Find out the latest 'Must Know' information relating to your role
Develop	Develop your leadership and management skills
Experience	Experience increased role satisfaction
Access	Access the latest resources and advice

HOW IT WORKS

- 1. Each County's Planning and Training Officer is responsible for organising training events locally.
- 2. They typically consult with Clubs to determine the topics of most interest before organising modules.
- 3. Once the National Programme Coordinator appoints a trained Associate, events will be confirmed and the details made available in the Events Calendar.
- 4. Club Officers can find local events and register via the GAA Learning Portal
- 5. Confirmation details will then be circulated in advance of each event.









FIND AND REGISTER FOR EVENTS

Find events by using this Events Calendar - https://learning.gaa.ie/officertrainingcalendar

Register for events by following the instructions in the Events Calendar.

MORE INFORMATION

Contact your County Planning and Training Officer for more information. These Officers generally use the e-mail <u>planningandtraining.{County}@gaa.ie</u>. However, double-check on your County Board's website.









MODULE CATALOGUE

To see what each module involves and who they are for, please review the following Module Overviews below.

- Section A lists the live events that will be delivered either online or in person at the start of 2023.
- Section B list online learning modules. These modules will only be delivered live if there is sufficient demand.

SECTION A: LIVE EVENTS

Title	GETTING STARTED AS CLUB CHAIRPERSON
Description	This module aims to help new Club Chairpersons understand their roles and responsibilities.
Content	This module covers: 1. What a well-run Club looks like 2. Your role as Chairperson 3. How to make your Club better 4. How to get good people involved 5. Managing meetings 6. The Club Constitution 7. How to get support and information
Audience	Chairperson, Vice-Chairperson
Organisation	GAA, LGFA, Camogie Association
Level	New Officers (1st year)
Туре	Live Webinar
Length	90 minutes

Title	GETTING STARTED AS CLUB SECRETARY
Description	This module aims to help new Club Secretaries understand their role and responsibilities.
Content	This module covers: 1. Your role as Club Secretary 2. The qualities and skills needed by an effective Secretary 3. The key areas of Club administration 4. What is expected from Secretaries regarding meetings, communication and planning 5. Where to go for information
Audience	Secretary









Organisation	GAA, LGFA, Camogie Association
Level	New Officers (1st year)
Туре	Live Webinar
Length	90 minutes

Title	GETTING STARTED AS CLUB TREASURER
Description	This module aims to help new Club Treasurers understand their role and responsibilities regarding finance and governance.
Content	This module covers: 1. Your responsibilities as a Club Treasurer 2. The basic principles of financial management and governance 3. Keeping proper records and providing appropriate financial reports 4. Helping your Club to plan financially 5. Complying with revenue obligations 6. Assisting with income source generation 7. Club governance
Audience	Treasurer, Chairperson, Secretary
Organisation	GAA, LGFA, Camogie Association
Level	New Officers (1st Year)
Туре	Live Webinar
Length	90 minutes

Title	GETTING STARTED AS CLUB PRO
Description	This module aims to help new Club PROs understand their role and responsibilities.
Content	This module covers: 1. Your role as a Club PRO 2. Promoting your Club and Association 3. Recognising the importance of good communication 4. Setting-up and maintaining digital and social media platforms in the Club 5. Establishing working relationships with local media 6. Accessing resources and supports
Audience	PRO
Organisation	GAA, LGFA, Camogie Association
Level	New Officers (1st year)









Туре	Live Webinar
Length	90 minutes

Title	GETTING STARTED AS CLUB COACHING OFFICER
Description	This module aims to help new Club Coaching Officers understand their role and responsibilities.
Content	This module covers:
	1. The current coaching landscape
	2. Your role and responsibilities as Coaching Officer
	3. The Gaelic Games Player Pathway
	4. How to engage and energise volunteers
	5. Developing a games development plan
	6. Where to get more support and resources
Audience	Coaching Officer
Organisation	GAA, LGFA, Camogie Association
Level	New Officers (1st year)
Туре	Live Webinar
Length	90 minutes

Title	HEALTHY CLUB OFFICER TRAINING
Description	This module aims to cover the role of the Healthy Club Officer.
Content	This module covers:
	1. Understanding the role of the Healthy Club Officer
	2. The criteria associated with implementing the healthy club framework with a focus to achieving the foundation level award.
	 Identifying and implementing club priorities for the healthy club project.
	3. Knowing what supports are available for the healthy club project
	4. Understanding your next steps
Audience	Healthy Club Officer
Organisation	GAA, LGFA, Camogie Association
Level	New Officers (1st Year)
Туре	Live Webinar









Length 90 minutes

Title	GETTING WORK DONE WITH MICROSOFT 365
Description	This module aims to help Club Officers use Office 365 more efficiently and effectively, which in turn will enhance the way they carry out their role within the club. This module will incorporate prerecorded tutorial videos on how to get set-up with Office 365 along with live webinars which will cover certain topics in greater detail.
Content	This module covers: 1. Signing into your Office 365 account 2. Starting to you the Outle of Web App and Colondar.
	2. Starting to use the Outlook Web App and Calendar3. Starting to use OneDrive
	4. Accessing and knowing where to get more information on using Office 365 Web Apps - Word, Excel, PowerPoint and OneNote
	5. Using Office 365 on your phone and other tablet devices
	6. Different features within Outlook, Excel and other applications
	7. Accessing resources and supports, e.g. Helpdesk and the GAA Learning Portal
Audience	Chairperson, Secretary, Treasurer, PRO
Organisation	GAA, LGFA and Camogie Association
Level	All Officers (New & Existing)
Туре	Tutorial Videos & Live Webinar
Length	90-minute Webinar
Related Resources	 Using IT to Simplify Club Administration Webinar, February 2022 - https://youtu.be/xrFXpICDuXY Further resources related to this module can be accessed here - https://learning.gaa.ie/ithelpdesks

Title	USING FOIREANN
Description	This module aims to help Club Officers use Foireann more efficiently and effectively.
Content	This module aims to help Club Officers use Foireann more efficiently and effectively:
	It covers:
	1. Setting up a Foireann Account
	2. Forgotten Username and/or Password









	3. Completing or Editing profile
	4. Adding Teams
	5. Adding a Family
	6. Events
	7. My Teams
	8. Membership
Audience	Chairperson, Secretary, Treasurer, PRO, Coaching Officer, Irish Language and Culture Officer, Registrar
Organisation	GAA, LGFA, Camogie Association
Level	All Officers (New & Existing)
Туре	Tutorial Videos & Live Webinar Q&A Sessions
Length	90-minute Live Webinar Q&A Sessions
Related Resources	Further resources related to this module can be found here - https://learning.gaa.ie/GAAManagementSystem

Title	DIVERSITY AND INCLUSION IN GAELIC GAMES
Description	This module aims to cover best practice for Clubs regarding diversity and inclusion in GAA Clubs.
Content	This module covers:
	 Procedures to guide Clubs on matters of best practice in preventative, proactive and responding to racism and discrimination.
	2. Give Respect, Get Respect campaign.
Audience	Chairperson, Secretary, Treasurer, PRO, Coaching Officer, Irish Language and Culture Officer, Registrar
Organisation	GAA, LGFA, Camogie Association
Level	All Officers (New & Existing)
Туре	Live Webinar
Length	90 minutes

Title	CRITICAL INCIDENT RESPONSE TRAINING
Description	This module aims to supports units in how to prepare for and respond should a critical incident occur. (A critical incident is
	something that overwhelms one's natural response mechanisms.)









Content	This module covers:
	1. How to develop a club/county critical incident response plan
	2. Advice/guidance for those leading the response to an incident
	3. Identify the supports that are available to units during and after a critical incident
Audience	Critical incidents are usually managed by club/county executives with support from County Health & Wellbeing Committees and Healthy Club Officers
Organisation	GAA, LGFA and Camogie Association
Level	All Officers (New & Existing)
Туре	Live Webinar
Length	90 minutes

Title	SUBSTANCE ABUSE AWARENESS
Description	This module aims to supports units in how to respond to concerns regarding substance use in their community or membership.
Content	This module covers:
	1. The content and purpose of a club/county substance use policy
	Evidence-based guidance for GAA clubs/counties in responding to local substance use concerns/issues
	The additional training, resources, and partners that are available to support clubs & counties in this work
Audience	Any Club Officers or volunteers interested in this area. Healthy Club Officers
Organisation	GAA, LGFA and Camogie Association
Level	All Officers (New & Existing)
Туре	Live Webinar
Length	90 minutes









SECTION B: ON-DEMAND CONTENT

ELEARNING MODULE

Title	CLUB OFFICER FOUNDATIONS
Description	This module aims to provide new Club Officers with the basic information they need to get started in their roles.
Content	This module covers: 1. An introduction to the Gaelic Games Associations 2. An introduction to your volunteer role 3. An introduction to key policies and procedures 4. Getting started in your role
Audience	Chairperson, Secretary, Treasurer, PRO, Coaching Officer, Irish Language and Culture Officer, Registrar, Vice-Chairperson
Organisation	GAA, LGFA, Camogie Association
Level	New Officers (1st year)
Length	60 minutes
Link	https://learning.gaa.ie/lms/mod/scorm/view.php?id=86117

WEBINAR RECORDINGS

Title	RECRUITING, RETAINING AND ENGAGING VOLUNTEERS
Description	The module aims to give Club Officers tip and tricks to recruit and retain volunteers in their Clubs.
Content	This module covers: 1. Reasons why people volunteer 2. Building a culture that promotes volunteerism 3. Methods of recruitment 4. Volunteer development opportunities 5. How best to retain volunteers
Audience	Chairperson, Secretary, Treasurer, PRO
Organisation	GAA, LGFA, Camogie Association
Level	All Officers (New & Existing)
Туре	Live Webinar
Length	90 minutes
Link	Recruiting, Retaining & Engaging Volunteers Webinar, January 2021 - https://www.youtube.com/watch?v=V246xODjCxM
Related Resources	Further resources related to this module are available at - https://learning.gaa.ie/clubresources









Title	AN GHAEILGE SA CHLUB
Description	An Ghaeilge sa Chlub - Ról an Oifigh Ghaeilge agus Chultúrtha Cuireann an modúl seo síos ar ról an Oifigigh Ghaeilge agus Chultúrtha sa Chlub agus ar na dualgaisí atá ar an oifigeach an Ghaeilge agus an cultúr Gaelach a chur chun cinn. Tá Fondúireacht Sheosaimh Mhic Dhonncha agus Scór lárnach sa ról seo. This module outlines the role of the Oifigeach Gaeilge agus Cultúr in the Club and lists the duties the officer has to carry out in promoting Gaeilge and Irish culture. Fondúireacht Sheosaimh Mhic Dhonncha and Scór are central to this role.
Content	This module covers: 1. Áit na Gaeilge sa Chlub a dhaingniú agus a fhorbairt / Consolidating and developing the role of the Irish language in the Club 2. Fondúireacht Sheosaimh Mhic Dhonncha 3. Scór 4. Imeachtaí sóisialta agus oideachasúla a eagrú sa Chlub / Organising social and educational events in the Club
Audience	5. Ag Obair Le Daoine Eile / Building Partnerships Irish Language and Culture Officer
Organisation	GAA, LGFA, Camogie Association
Level	All Officers (New and Existing)
Туре	Live Webinar
Length	60 minutes
Link	Irish Language & Cultural Officer Webinar (as Béarla), February 2021 - https://youtu.be/RmKSJVfCipk









Title	ESSENTIAL TRAINING FOR DATA PROTECTION
Description	This module aims to help all Club Officers understand their responsibilities and rights regarding the General Data Protection Regulations.
Content	This module covers: 1. What data protection is and what information it applies to 2. Who data protection applies to 3. Data Controller vs. Data Processor 4. Reasons why data protection is so important for your Club right now 5. The 7 principles of GDPR 6. How to comply with GDPR in your Club 7. Actions for Clubs 8. How to access resources and supports
Audience	Chairperson, Secretary, Treasurer, PRO, Coaching Officer, Irish Language and Culture Officer, Registrar
Organisation	GAA
Level	All Officers (New & Existing)
Туре	Online Webinar
Length	60 minutes
Link	Essential Training for Data Protection Webinar, January 2021 - https://youtu.be/4rqAde9dEfM
Related Resources	Further resources related to this module can be found here - https://www.gaa.ie/my-gaa/administrators/data-protection

Title	UPHOLDING DISCIPLINARY RULES AND PROCEDURES
Description	This module aims to help Club Officers understand the rules and procedures relevant to the GAA's disciplinary processes.
Content	This module covers: 1. The disciplinary structure in the GAA 2. The GAA's disciplinary processes and procedures 3. Roles within the GAA's disciplinary structure 4. Best practice guidelines throughout the process
Audience	Chairperson, Secretary, Treasurer, PRO, Coaching Officer, Irish Language and Culture Officer, Registrar
Organisation	GAA









Level	All Officers (New & Existing)
Туре	Live Webinar
Length	60 minutes
Link	Upholding Disciplinary Rules & Procedures Webinar, May 2020 - https://youtu.be/pv9UFNodLUc
Related Resources	Further resources related to this module are available here - https://www.gaa.ie/the-gaa/rules-regulations/gaa-discipline

Title	CREATING A SAFE CLUB
Description	This module aims to create awareness of risk management and provide practical knowledge in how to create a safer club with the key objective of reducing accidents and potential insurance claims.
Content	This module covers:
	1. Identifying and managing risk in your club grounds and facilities
	2. Understanding the value of documentation
	3. Managing third-party contractors and events
	4. Introduction to the Safe Club Programme
	Navigating the insurance and claims process
	5. Using scenario-based information to bring topics alive
	6. Creating a safety culture
Audience	Chairperson, Secretary, Treasurer, PRO, Coaching Officer, Irish Language and Culture Officer, Registrar
Organisation	GAA
Level	All Officers (New & Existing)
Туре	Live Webinar
Length	90 minutes
Link	Gaelic Games Officer Health and Safety Webinar, February 2021 - https://www.youtube.com/watch?v=lq_v45RX5WM

Title	DIGITAL COMMUNICATIONS
Description	This module aims to cover the digital aspects of communicating and marketing Club activities, including best practices for Instagram, Twitter & Facebook.









Content	This module will cover:
	1. An introduction to the digital elements of your role
	2. Where to access support and information
	3. Social media in the Gaelic Games Association
Audience	PRO, Secretary
Organisation	GAA, LGFA, Camogie Association
Level	All Officers (New and Existing)
Туре	Live Webinar
Length	90 minutes
Link	Digital Communications Webinar, February 2022 - https://youtu.be/Cut4aBf_rnl
Related Resources	Further resources related to this module are available here - https://learning.gaa.ie/lms/course/view.php?id=10767

Title	OPERATING EFFECTIVELY AS ONE CLUB
Description	This module aims to cover best practices for operating as One Club.
Content	This module covers:
	1. Structure and Governance
	2. Coaching and Games Development
	3. Finance and Fundraising
	4. Code of Behaviour
	5. Top Queries
	6. Your Experiences
	7. Getting more Information
Audience	Chairperson, Secretary, Treasurer, PRO, Coaching Officer, Irish Language and Culture Officer, Registrar
Organisation	GAA, LGFA, Camogie Association
Level	All Officers (New & Existing)
Туре	Live Webinar
Length	90 minutes
Link	Operating Effectively as a One Club Webinar, February 2022 - https://youtu.be/S2TkgmRFrHQ
Related Resources	Further resources related to this module can be found here - https://www.gaa.ie/news/one-club-guidelines/









Title	RUNNING THE CLUB AGM
Description	This module aims to cover the practicalities of running an effective Club AGM.
Content	This module covers:
	1. Know how to prepare for the AGM
	2. Understand the rules/articles concerning the AGM
	3. Be able to run the AGM smoothly
	4. Know where to seek additional support
Audience	Chairperson, Secretary, Treasurer
Organisation	GAA
Level	All Officers (New & Existing)
Туре	Live Webinar
Length	90 minutes
Link	Running the Club AGM Webinar, October 2022 - https://youtu.be/E76tj]vb4IE
Related Resources	Further resources related to this module can be found here - https://learning.gaa.ie/clubagm

Title	COMMUNICATION SKILLS
Description	This module aims to cover essential communication skills for Club Officers.
Content	This module covers:
	1. Communicating in a Club
	2. Communicators – Good and Bad
	3. The Two Sides to Communication
	4. Your Role
	5. Your Style
	6. Communicating during Conflict
Audience	Chairperson, Secretary, Treasurer, PRO
Organisation	GAA, LGFA, Camogie Association
Level	All Officers (New & Existing)
Туре	Live Webinar
Length	90 minutes









Link	Essential Communication Skills for Club Officers Webinar, January
	2021 - https://youtu.be/ b6E7BPnAb8

Title	THE CORPORATE TRUSTEE MODEL EXPLAINED
Description	This module explains the Corporate Trustee option and legal obligations for Clubs considering the appointment of Club Trustees.
Content	The Corporate Trustee is a separate legal entity, a Trust Company, called "Iontaobhas Corparáideach Chumann Lúthchleas Gael cuideachta faoi Theorainn Ráthaíochta" (ICCLG), set up by the GAA. The Trust Company holds the property for and on behalf of the Club (Who remain the beneficial owners).
Audience	Chairperson, Secretary, Treasurer, Club Trustee
Organisation	GAA
Level	All Officers (New & Existing)
Туре	Live Webinar
Length	90 minutes
Link	The Corporate Trustee Model Webinar, October 2022 - https://www.youtube.com/watch?v=lKPLXB05imk
Related Resources	More resources related to this module are available here - https://www.gaa.ie/my-gaa/administrators/corporate-trustee

Title	THE GAA'S GREEN CLUB PROGRAMME
Description	This module explains the GAA's Green Clubs Programme.
Content	This module will cover:
	1. An introduction to the environmentally, financially and socially sustainable management of GAA facilities and events, focusing on the themes of energy, waste, water, biodiversity and transport
	2. Practical guidance for clubs on how to take simple steps to improve the sustainable management of club facilities and events, using the tools and templates provided by the GAA Green Club Toolkit
	3. Partnerships for sustainability – including accessing local authority support, building community coalitions and identifying grant and funding opportunities
Audience	Healthy Club Officer, Chairperson, Secretary, Treasurer, PRO, Coaching Officer, Irish Language and Culture Officer, Registrar
Organisation	GAA









Level	All Officers (New & Existing)
Туре	Live Webinar
Length	90 minutes
Related Resources	More resources related to this module are available here - https://www.gaa.ie/my-gaa/community-and-health/green-clubs-sustainability/
Note	Training on this module will delivered in the New Year but the format and dates are yet to be decided.

Title	COMMERCIAL AND SPONSORSHIP
Description	This module will help Club Officers to better understand and navigate the commercial and sponsorship sphere within a GAA context.
Content	This module covers:
	1. Contracts
	2. Value of Sponsorship
	3. Club Sponsor vs Team Sponsor
	4. Club Crests and Copyright
	5. Commercial Checklist for team jersey purchasing
Audience	Chairperson, Secretary, Treasurer, PRO
Organisation	GAA
Level	All Officers (New & Existing)
Туре	Live Webinar
Length	90 minutes
Link	 Club Officers' Commercial & Sponsorship Webinar Part 1, March 2021 - https://www.youtube.com/watch?v=Qfy8VvBp2f0 Club Officers' Commercial & Sponsorship Webinar Part 2, March 2021 - https://www.youtube.com/watch?v=XaVOb0-Ar1A
Related Resources	More resources related to this module are available here - https://learning.gaa.ie/clubofficerlearningfiles









Title	GAA DEMOGRAPHICS
Description	This module will cover demographic planning considerations for Clubs.
Content	This module covers:
	1. Demographic trends and demonstrate how Clubs can utilise their resources to manage the impact of demographic change.
	2. The impact of Local Authority Planning on Communities and outline how Clubs can engage with this planning process to mitigate some of the effects.
Audience	Chairperson, Secretary, Treasurer, PRO, Coaching Officer, Irish Language and Culture Officer, Registrar
Organisation	GAA
Level	All Officers (New & Existing)
Туре	Live Webinar
Length	90 minutes
Link	GAA Demographics – Practical Advice for Club and County Webinar, March 2021 - https://www.youtube.com/watch?v=LBGr7up2s0o

Title	CLUB STRATEGIC PLANNING
Description	This module will help Club Officers to better understand the Club Planning Process.
Content	This module covers:
	1. An overview of the Club Planning Programme
	2. Insights into a Club's experience with strategic planning
	3. An insight into the Facilitators perspective of strategic planning
Audience	Chairperson, Secretary, Treasurer, PRO, Coaching Officer, Irish Language and Culture Officer, Registrar
Organisation	GAA, LGFA and Camogie Association
Level	All Officers (New & Existing)
Туре	Live Webinar
Length	90 minutes
Link	Club Strategic Planning Webinar, April 2020 - https://www.youtube.com/watch?v=XUCuqriDvA4
Related Resources	More information related to this module is available here - https://learning.gaa.ie/clubplanning





