
GAELIC GAMES RETURN TO PLAY

April 2021

Introduction

The following document is intended to support Club and County Officers or Volunteers in the completion of the CoVID Health Questionnaires required to participate in Gaelic Games activities.

Each person participating in Gaelic Games must complete a Health Questionnaire, answering some basic health related questions, prior to the first occasion that they return to activity with their club or county.

They must also re-confirm that their Health Status hasn't changed on each subsequent occasion that they participate.

Parents / Guardians can submit forms on behalf of their dependents and forms can also be submitted on behalf of person's who may struggle with completing the electronic form themselves.

Covid Supervisors in clubs can verify that individual members of their teams / panels have submitted forms and are permitted to participate. They do not have access to view information provided on forms, simply that it has been submitted.

Personal Information contained on the Health Questionnaires is stored for a maximum period of three weeks.

Forms can be accessed by visiting the URL <https://www.foireann.ie> or <https://returntoplay.gaa.ie> or by browsing to the gaa.ie website and clicking the Return to Play link on the homepage.

The system that is being provided to help Clubs to manage the Health Questionnaires submitted by their players and volunteers is accessible through Foireann, the Games Management System.

There are many different ways that Health Questionnaires can be managed and this document will describe the recommended process for Clubs to adopt using Foireann.

Changes on the system since last year

Feedback received from clubs has been taken into account to help streamline the Health Questionnaire process for 2021 and some improvements have been made to the overall process.

- Firstly, the Return to Play functionality is now part of the Foireann, the Games Management System and is accessible through <https://www.foireann.ie>. The old website, <https://returntoplay.gaa.ie> also works.
- There is no longer a requirement to submit the email addresses of Covid Supervisors, Club Officials with Administrator Access to Foireann can now assign Covid Supervisors for their teams.
- It is possible to create Teams so that Covid Supervisors can easily see a full list of the players that are relevant to them, and only those players, in one consolidated list.
- It is possible for Team 'coaches' to schedule events (training or matches) for their team and to see a list of those that intend coming to that event, to verify that they have submitted their Health Questionnaire in advance and to record attendance at the event on one consolidated screen.
- It is possible to review previous events to verify attendances, should the need for contact tracing arise.

High Level Process

The following steps describe, at a high level, how the Health Questionnaires can be collated and managed, detailed instructions are outlined in the remainder of this document.

Step 1 – Set up relevant Teams

1. It is assumed that each Club has one or more Administrators for Foireann
2. The Administrator accesses Foireann and creates a Team record for each of the groups that will be participating in Gaelic Games Activities
3. The Administrator adds a Coach and / or Covid Supervisor to each Team

Step 2 – Add players to Teams

The Administrator can delegate the following actions to those responsible for each team, if they wish

4. The Administrator or Coach or Covid Supervisor adds players to their team

Or

5. The Club Administrator configures a Team to allow Players or Parents to add themselves / their children to the team

Step 3 – Schedule Events and record Health Questionnaires and Attendance

6. The Coach schedules an event (training session or game)
7. The Player / Parent can indicate whether or not they intend to attend
8. The Player / Parent submits their Health Questionnaire on the day of the event
9. The Coach / Covid Supervisor can review the full list of players and ensure Health Questionnaire has been submitted
10. The Coach / Supervisor can record actual attendance at the event.

Step 1 – Set up Relevant Teams

The following section describes how to set up Teams in Foireann. Using the Teams functionality greatly improves the efficiency of managing Health Questionnaires.

Administrator Access

It is assumed that Clubs have already got one or more Administrators on Foireann, if this is not the case please contact gmssupport@gaa.ie with the Foireann username or email address of the relevant person and Administrator access will be authorised.

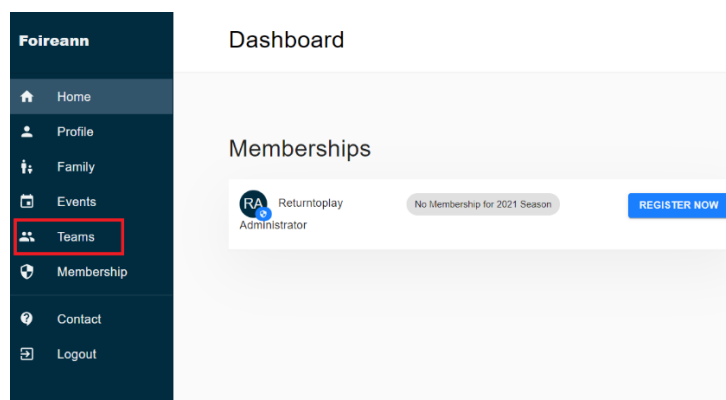
Please note that this person must have registered on Foireann before Administrator privileges can be added. Guidance on how to setup an account on Foireann is included later in this document.

The Administrator should then login to Foireann at the URL <https://www.foireann.ie> or <https://returntoplay.gaa.ie>.

Create Team records

Creating Teams on Foireann is an important step in the process to manage Health Questionnaires. It allows Covid Supervisors to be nominated and also groups the players that are relevant to that Supervisor together in one simple view.

Teams can be accessed on the menu option on the left hand side of the screen as shown below:

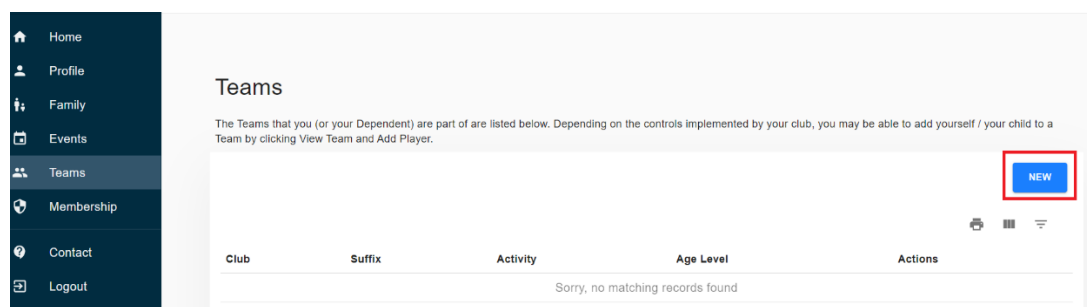


You will be shown the Teams that are currently setup for your Club / Team.

Please Note:

- This list can be edited and Teams can be added or Removed.
- It should reflect the actual position in your club / county.
- There may be more than one Team at an Age Group in Large clubs, whereas they may only be a handful of Teams in smaller clubs.

If you wish to add a new team, click NEW



Complete the information relevant to the team in question – using a suffix to add text if relevant

Create Team

Create a new team within your club. Note you cannot create duplicate teams within the same club with the same Discipline, Age Level, and Team Suffix. You will be able to add members after creating your team.

Club
Easkey • GAA

Age Level: U15 Activity: Football Suffix: 2006 Boys

Can members see other member's names? No Yes

Can members add themselves to this team? No Yes

Can members remove themselves from this team? No Yes

SAVE

Please Note

- It is possible to manage the Team permissions for players / parents by allowing them to see other members names, allowing them to join or leave the Team themselves.
- Particularly for Underage Club Teams, it can be a good idea to allow Parents to add their own child to their Team – this helps ensure that the correct Membership entry is associated with the Team.
- If Club Coaches choose to turn this feature off (by selecting no) they will need to ensure that they add all of the relevant players to the Team themselves.
- If this feature is left on (by selecting yes), it is simply a request for parents to add their child to the relevant Team when submitting the first Health Questionnaire (instructions for parents on how to do this are included later).
- Coaches can always add players to the team i.e. if some parents don't (or can't) join themselves to the team, the coach can do this for them.
- For Independent Teams, players will need to add the Independent Team to their profile

Assign Team Coaches and Covid Supervisor

Having created the relevant Team or Teams, the Administrator can then add Coaches and CoVID Supervisors to the Team. This process allows the Administrator to delegate the management of each Team to the relevant people in their club.

A Coach or a Covid Supervisor can be added by clicking on the relevant option as shown below

Edit Team DELETE TEAM

Easkey • GAA

Age Level: U15 Activity: Football Suffix: 2006 Boys

Can members see other member's names? No Yes

Can members add themselves to this team? No Yes

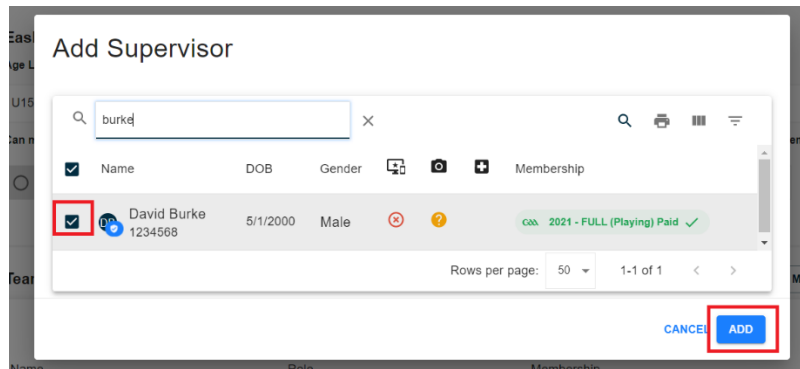
Can members remove themselves from this team? No Yes

SAVE

Team Members **ADD PLAYER** **ADD COACH** **ADD MEDIC** **ADD SUPERVISOR**

Name	Role	Membership
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It's possible to search for the member in question and to assign them as Supervisor (or Coach) by selecting the tick box option on the left and clicking Add.



Please note

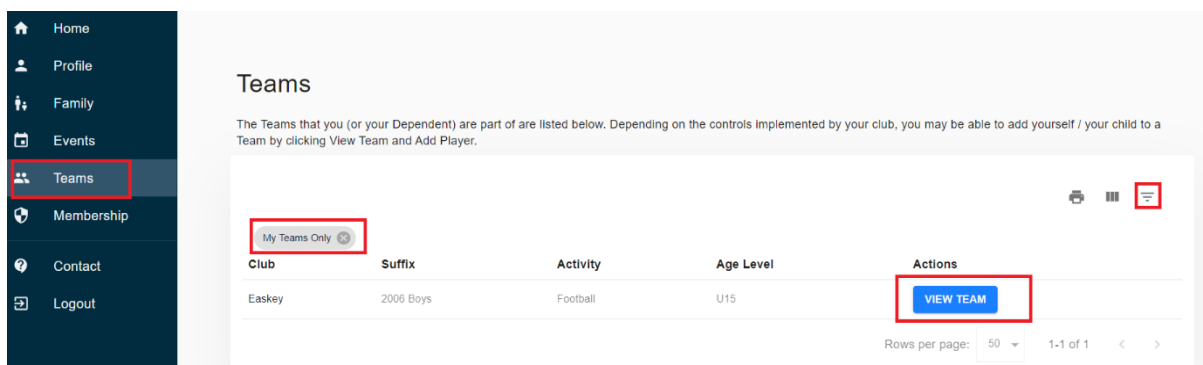
- you can have multiple Coaches and Supervisors for a team.
- Coaches and/or Supervisors can be assigned to multiple Teams, if they are involved in more than one.
- You can also hold more than one role (Coach/Player/Supervisor) on the same Team, if that's required.

Step 2 – Adding Players to Teams

As noted earlier, Clubs can choose to allow Players / Guardians to add themselves to Teams, if they so wish. Alternatively the Coach, once assigned to a Team, can add players. The process to do this is outlined below

Coach / CoVID Supervisor

When the coach or CoVID Supervisor logs in they can view the teams that they have been assigned to by clicking on the Teams option on the left hand side menu. They will be automatically be shown 'their teams only' and can remove this filter or reapply it as needed using the filters options. To manage players, click on View Team



This will then display the current members of the team including players, coaches, supervisors etc.

Additional Players / coaches / supervisors can be added by selecting the relevant button.

Foireann ReturntoPlay Supervisor **RS**

Team Members

Name	Role	Membership
Alan Kelly 5000409	Player	2021 - YOUTH (Playing) Paid ✓
Cian Murphy 5000408	Player	2021 - YOUTH (Playing) Paid ✓
David Burke 1234568	Supervisor	2021 - FULL (Playing) Paid ✓
Gerry Reilly 1234570	Coach	2021 - FULL (Playing) Paid ✓
James Kelly 1234567	Coach	2021 - FULL (Playing) Paid ✓
Mary O'Connell 1234569	Coach	2021 - FULL (Playing) Paid ✓

When adding players, the view is automatically filtered to show relevant players (in this case U-15 Boys), these filters can be removed or additional filters added using the options available. Once the correct player(s) have been selected by ticking on the box next to their name, click Add.

Add Player

Age: 13 Age: 14 Age: 15

<input checked="" type="checkbox"/>	Name	DOB	Gender			Membership
<input checked="" type="checkbox"/>	Alan Kelly 5000409	4/1/2006	Male	⊗	?	2021 - YOUTH (Playing) Paid ✓
<input checked="" type="checkbox"/>	Cian Murphy 5000408	3/1/2006	Male	⊗	?	2021 - YOUTH (Playing) Paid ✓
<input checked="" type="checkbox"/>	Paul O'Connell 5000411	6/1/2006	Male	⊗	?	2021 - YOUTH (Playing) Paid ✓
<input checked="" type="checkbox"/>	peter Burke 5000410	5/1/2006	Male	⊗	?	2021 - YOUTH (Playing) Paid ✓
<input checked="" type="checkbox"/>	Tom Reilly 5000412	7/1/2006	Male	⊗	?	2021 - YOUTH (Playing) Paid ✓

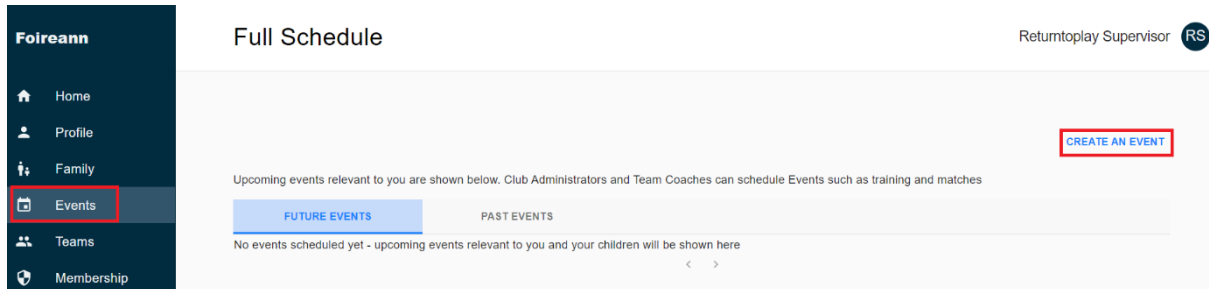
CANCEL ADD

Step 3 – Schedule Events and record Health Questionnaires

Using events within Foireann allows for easier management of Health Questionnaires within the club, the steps required are as follows

Coach Schedules an Event

The relevant Team Coach schedules an event by accessing the Events section of Foireann, available on the left hand side menu and choosing the Create Event link



This opens a window where the Time, date and other information can be entered

Please Note

- Coaches will have the teams that they have been assigned to available in the Teams dropdown menu.
- If a team isn't displayed, it means that the coach hasn't been assigned to that team yet and should ask the Administrator, or another coach on that team, to add them as a coach

Once the event has been created it appears in the Events list, along with any other relevant Events. Specific details relating to the event can be accessed by clicking the View link

Foireann Full Schedule Returntoplay Supervisor **RS**

Home Profile Family **Events** Teams Membership Contact Logout

CREATE AN EVENT

Upcoming events relevant to you are shown below. Club Administrators and Team Coaches can schedule Events such as training and matches

FUTURE EVENTS PAST EVENTS

Saturday, 17th April 2021

Easkey - U15 Football 2006 Boys	7:00 PM - Training on Main Pitch	Please complete HQ in advance and bring your own Water Bottle	VIEW
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Sunday, 18th April 2021

Easkey - U15 Football 2006 Boys	12:30 PM - Match Versus St Pauls	Challenge match at home. Please arrive at 12:00	VIEW
---------------------------------	----------------------------------	---	-------------

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The summary details of the event are displayed on the top of the screen

Foireann Training on Main Pitch Returntoplay Supervisor **RS**

Home Profile Family Events **Teams** Membership Contact Logout

DELETE

Event Date
Saturday, 17th April 2021 - 7:00 PM

From
Easkey - U15 Football 2006 Boys

Message
Please complete HQ in advance and bring your own Water Bottle

RSVP

Returntoplay Supervisor

Are you going? **GOING** NOT GOING

Your COVID Declarations **ADD NEW**

You need to submit or reconfirm a COVID declaration on the day of the event.

Please note

- The event can be deleted if necessary by clicking the delete option
- The coach (and all people on the Team including players, Supervisor etc) can indicate if they intend going or not.
- The Option to submit a Covid Declaration is also available – this ONLY appears on the day of the event, it cannot be submitted days in advance.

Scrolling further down the page will show the full list of Team members and whether they intend going or not and if they have submitted the required Health Questionnaire.

Name	Member Type	Declaration	RSVP	Attendance
Alan Kelly	Player			<input type="checkbox"/>
Cian Murphy	Player			<input type="checkbox"/>
David Burke	Organiser			<input type="checkbox"/>
James Kelly	Coach			<input type="checkbox"/>
Mary O'Connell	Coach			<input type="checkbox"/>
Returntoplay Supervisor	Organiser, Coach	Submitted	Going	<input type="checkbox"/>
Tom Reilly	Player			<input type="checkbox"/>

Please Note

- Attendance can be recorded by using the button on the right hand side.
- If players don't confirm their intention to attend, they can still submit a Health Questionnaire or be recorded as having attended.
- Details of previous events can be viewed by clicking on the Past Events tab on the Teams Schedule

Appendix 1 - Accessing the system

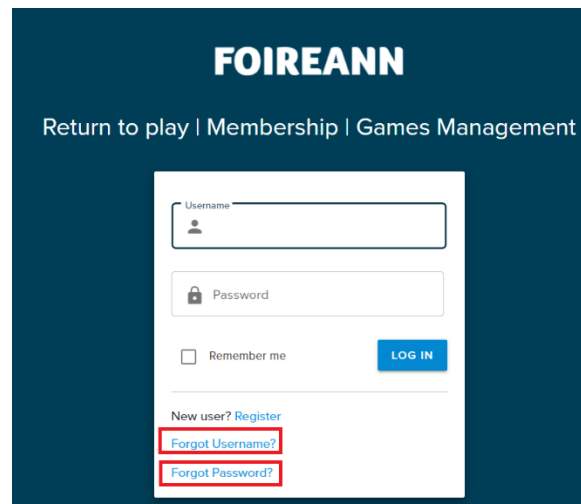
The Health Questionnaire is available on a mobile responsive webpage at the URL <https://www.foireann.ie> or <https://returntoplay.gaa.ie>. It may be worth bookmarking this on your browser or adding a shortcut to it on your desktop or Phone.

If you have previously submitted Health Questionnaires

If you have previously submitted Health Questionnaires in 2020 or if you have registered to pay membership online with your club over the last number of months, you will already have access to the Foireann system and you can login to the system using the details previously registered.

Forgotten details?

If you can't remember the Username or Password that you previously created you can go to the URL <https://www.foireann.ie> or <https://returntoplay.gaa.ie> and click on the relevant link



FOIREANN

Return to play | Membership | Games Management

Username

Password

Remember me **LOG IN**

New user? [Register](#)

[Forgot Username?](#)

[Forgot Password?](#)

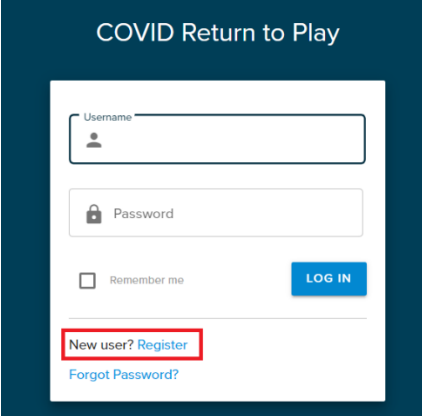
An email will be sent to the email address that you previously registered with the relevant details.

Creating a Profile

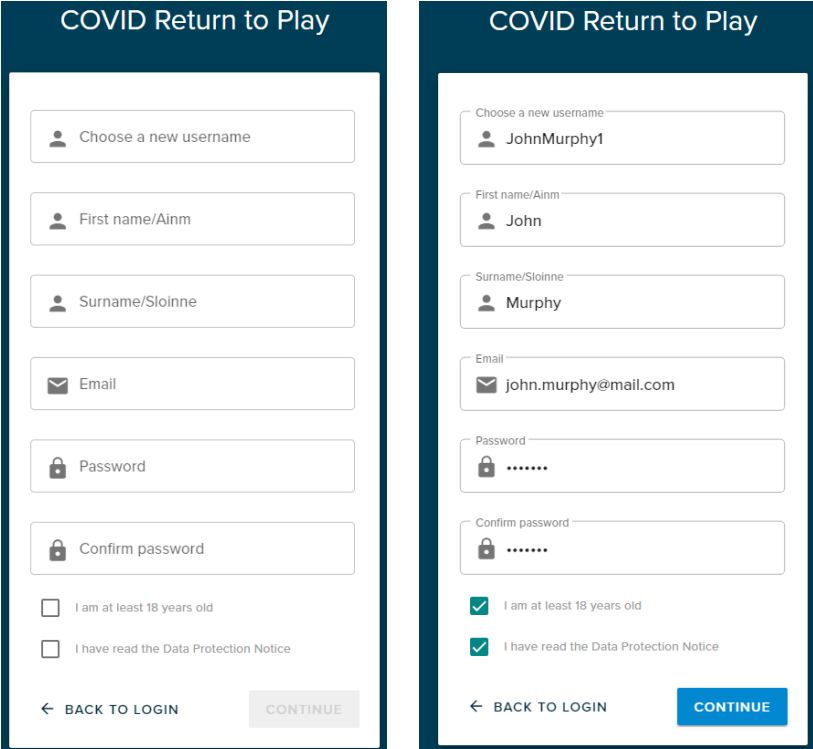
The first step in completing your return to play is to create your profile. This will allow submission of your initial Health Questionnaire and subsequent resubmission in a streamlined manner.

Register

Go to the URL <https://www.foireann.ie> or <https://returntoplay.gaa.ie> and click on the register link

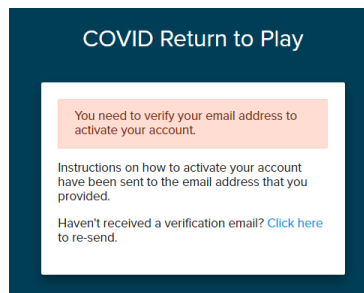


Enter the relevant information and click Continue

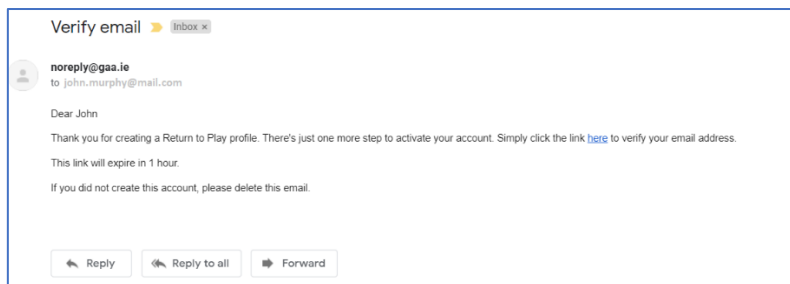


Verify your email address

You will be asked to verify your email address prior to completing your profile



Click on the link with the email received.



If the email doesn't appear in your inbox, please check spam or junk mail folders

Complete your profile

Some additional contact information is required

First Name/Ainm	Surname/Sloinne
<input type="text" value="John"/>	<input type="text" value="Murphy"/>
Gender	
<input type="text" value="Please Select"/>	
Date of Birth	Phone Number
<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="Phone Number"/>
Address Line 1	
<input type="text" value="Address Line 1"/>	Address Line 2 <small>(Optional)</small>
	<input type="text" value="Address Line 2"/>

Select your club(s)

You will be asked to select your County, relevant Association and Club from the drop down options.

The image shows two screenshots of a web form titled "Your Club(s)".

The left screenshot shows the form with the following elements:

- Section: **Your Club(s)**
- Text: Please add the club(s) that you or your dependent are associated with.
- Button: **ADD CLUB**
- Form area: (Empty)
- Text: I have completed the online COVID-19 Return to Play awareness course. [View COVID-19 Return to Play awareness course.](#)
- Text: I am a COVID-19 Supervisor. Check this if you are an assigned COVID-19 Supervisor for your club.
- Button: **CONTINUE**

The right screenshot shows the form with the following elements:

- Section: **Your Club(s)**
- Text: Please add the club(s) that you or your dependent are associated with.
- Form area: (Empty)
- Text: County: DONEGAL
- Text: Association: Please Select (dropdown menu open showing options: GAA, LGFA, Camogie, Handball)
- Text: Club search: Please Select
- Button: **CANCEL**

Please note that it is possible to add more than one club (e.g. GAA & LGFA / Camogie clubs) where dual players or children who play different codes are involved.

Independent Teams ('amalgamations'), can also be added in addition to a member's home club.

The image shows a screenshot of the "Your Club(s)" form with two clubs added.

The form displays the following elements:

- Section: **Your Club(s)**
- Text: Please add the club(s) that you or your dependent are associated with.
- Form area: (Contains two club cards)
- Club Card 1: Naomh Conaill, DONEGAL • GAA, REMOVE, ADD CLUB
- Club Card 2: Naomh Conaill, DONEGAL • LGFA, REMOVE
- Text: I have completed the online COVID-19 Return to Play awareness course. [View COVID-19 Return to Play awareness course.](#)
- Text: I am a COVID-19 Supervisor. Check this if you are an assigned COVID-19 Supervisor for your club.
- Button: **CONTINUE**

You will be asked to confirm whether or not you have completed the mandatory Return To Play awareness course.

Appendix 2 – Submitting a Health Questionnaire

The Health Questionnaire has been defined by the CoVID-19 Advisory Group and requires that certain information is provided prior to returning to play Gaelic Games.

Add a new Health Questionnaire

Once your profile has been completed, you will be presented with some Health and Safety and Data Protection information, this should be read carefully.

To complete your questionnaire, scroll down to Your Schedule section of the page and select the 'View' button on the relevant event.

Home
Profile
Family
Events
Teams
Membership
Contact
Logout

Your Schedule

Next 7 Days [SCHEDULE](#)

Saturday, 17th April 2021

Easkey - U15 Football 2006 Boys	7:00 PM - Training on Main Pitch	Please complete HQ in advance and bring your own Water Bottle	VIEW
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Sunday, 18th April 2021

Easkey - U15 Football 2006 Boys	12:30 PM - Match Versus St Pauls	Challenge match at home. Please arrive at 12:00	VIEW
---------------------------------	----------------------------------	---	----------------------

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You will be given the options to confirm attendance and to Add a new Health Questionnaire

Foireann Returnto play Supervisor **RS**

Home
Profile
Family
Events
Teams
Membership
Contact
Logout

Event Date
Saturday, 17th April 2021 - 7:00 PM

From
Easkey - U15 Football 2006 Boys

Message
Please complete HQ in advance and bring your own Water Bottle

RSVP

Returnto play Supervisor

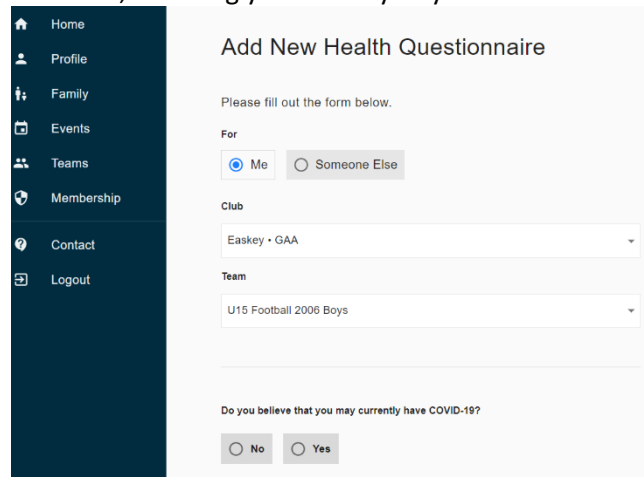
Are you going? [GOING](#) [NOT GOING](#)

Your COVID Declarations [ADD NEW](#)

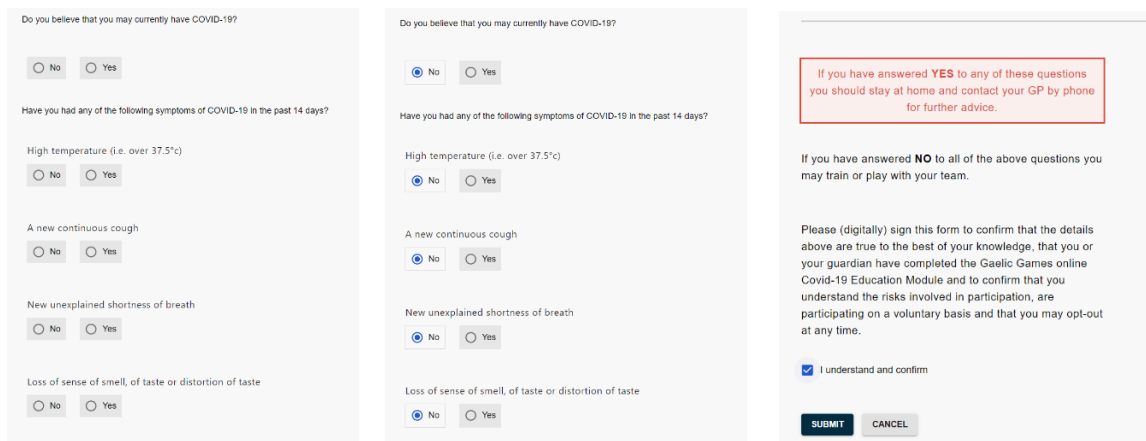
Please Note:

- You will only be able to submit the Health Questionnaire on the day of the event.

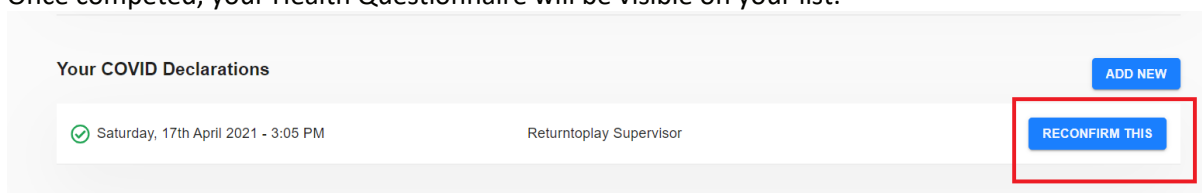
Complete the details as relevant, selecting your County as you Club and the appropriate Team



You will then be requested to answer five specific questions relating to your health, and submit.



Once completed, your Health Questionnaire will be visible on your list.



Please note:

- You will be able to 'Reconfirm' previous forms, if your health status hasn't changed since you last submitted it.
- This reconfirm option only applies if the form that you are confirming is less than two weeks old – Older forms are deleted and will not be available to reconfirm.