



Club Manual

Club Activity Checklist

www.gaa.ie

GAA

Club Activity Checklist

The following is a useful list of questions that your Club can use in order to check that various initiatives, items and policies that should be in place in the Club are present. It is a useful checklist that will help the Club to identify areas that need attention. Advice on all of the areas in this checklist is provided in the Club manual or on the GAA website.

Clubs in Ulster should refer to the 'Club Maith' programme, which is being rolled out at present.



1. Club Activity Checklist

“Advice on all of the areas in this checklist is provided in the Club manual or on the GAA website”.

Club Constitution

1: Has the Club adopted the official GAA Club Constitution in accordance with Rule 3.5 of the Official Guide?

Games Development:

1: Is Go Games adopted as best practice in the Club?

2: Does the Club hold or participate in a Cúl-Camp each summer?

3: Is there a Club-school link in place with the local primary and post-primary schools?

4: Does the Club have a Club Coaching and Games Officer?

5: Does the Club provide a regular program of games for child and youth players by participating in ‘Blitzes’ with other clubs and organising internal ‘Blitzes’?

6: Are Club coaches participating in GAA Coach Education Programs?

6: Are Club coaches using GAA Coach Education resources, e.g. GAA ‘Fun-Do’ pack?



Club Structure

1: Is the Club Executive Committee elected in accordance with rule 7.2 of the GAA Club Constitution?

2: Does the Club have the following sub-committees in place?

• Finance sub-committee

• Coaching and Games Development sub-committee

3: Is the Juvenile section run as a sub-committee of the Adult Club Executive Committee
i.e a Club na nÓg Committee?

Club AGM

1: Is the Club AGM held before the end of November?

2: Are members given 28 days notice of the AGM in writing?

3: Are members sent nomination forms for positions vacant on the Club Executive Committee and motion forms?

4: Does the Club ensure that only Full Members (members over 18 years of age who have paid their Club fees)
vote at the AGM in accordance with rule 9.1 of the Club Constitution?



Club Executive

- 1: Does the clubs Executive Committee meet at least 10 times a year?
-
- 2: Are the recorded minutes of each Club Executive meeting signed by the Chairman and Secretary once they have been adopted?
-
- 3: Does the Club keep a minute book containing signed minutes of Club Executive Committee meetings?
-

Code of Best Practice

- 1: Has the Club adopted the GAA Code of Best Practice for Youth Sport and the GAA Code of Behavior?
-
- 2: Has the Club appointed a Children's Officer?
-
- 3: Has the Club appointed a Designated Person?
-

Club Policies

- 1: Has the Club developed a Health and Safety Statement/Risk Assessment?
-
- 2: Has the Club developed an Alcohol and Substance Abuse policy?
-



Club Property

- 1: Is the Real Property owned by the Club vested in the GAA with the trustees having signed the GAA Declaration of Trust?
-
- 2: Has the Club a record of the Trustees of the clubs property and a copy of all vesting documents?
-

Membership

- 1: Does the Club complete its player and member registration on the online GAA registration system in accordance with Rule 2.2 and 2.3 of the Official Guide?
-
- 2: Has the Club set a closing date for the receipt of membership fees prior to March 31st in accordance with Rule 6.2 of the Club Constitution?
-

Insurance

- 1: Are all teams fielded by the Club registered under the GAA Injury Scheme?
-
- 2: Are all non-GAA activities taking place on Club property covered in accordance with the 'GAA Block Hirers policy'?
-
- 3: Does the Club ensure that only registered players participate in training sessions and/or games?
-



Club Planning

1: Has the Club developed a Club Development in the last five years?

Communication, Club Image and PR

1: Is the Club using the new 'GAA email Solution'

2: Are weekly Club notes weekly appearing in the local news paper(s)?

3: Is 'Bulk Text Messaging' used to communicate with players and members?

4: Is a Club Newsletter sent to members on a regular basis (4 times a year)?

5: Does the Club publish a yearbook?

6: Has a history of the Club been published?

7: Has the Club an informative and well presented website that is updated regularly?

8: Does the Club have branded identity material i.e. tracksuits, polo-shirts etc?

9: Does the Club ensure that all players playing in Club games wear standard Club colour socks and shorts?

10: Does the Club ensure that the Club grounds and Club house are well presented, i.e. pitch lined, flags in position, nets hanging, Tri-Colour flying for games etc?



Finance

- 1: Are all Club payments made by cheque/electronic payment?
- 2: Is all expenditure approved at Club Executive Meetings?
- 3: Are all cheques signed by the Treasurer and co-signed by the Secretary or Chairman?
- 4: Are receipts issued for all cash received where possible?
- 5: Are all bank statements sent to another committee member, other than the signatories on the Club cheque book account?
- 6: Is the following included in the AGM financial report?:
- Income
 - Expenditure
 - Bank balances with statements reconciled
 - Balance sheet
- 7: Does the Treasurer present an up to date and accurate account of finances to each Club Executive Committee meeting?
- 8: Does the Club prepare a finance budget each year setting out the financial goals for the year and the steps required to reach those goals?
- 9: Are the Club accounts audited in accordance with Rule 11.5 of the Club Constitution



Player Welfare

- 1: Does the Club have a first aid kit that complies with Health and Safety Authority standards?

- 3: Does the Club have a Defibrillator (AED)?

- 4: Is there at least one mentor with each team with a basic first aid qualification?

- 5: Does the Club have a stretcher with appropriate supports to assist in the treating of spinal injuries?