



# Operational Guideline Booklet



## Table of Contents

Mission Statement .....	3
Kellogg's GAA Cúl Camp Contacts: .....	3
Kellogg's GAA Cúl Camps – Operational Guidelines 2015.....	5
Kellogg's Cúl Camp Coordinators' Handbook.....	5
Policy Guidelines .....	5
Camp Coordination .....	5
Dates & Schedule.....	5
Camp Packs .....	6
Safety/Insurance .....	7
Coordinators Role .....	8
Risk Management Programme Requirements.....	8
Child protection legislation .....	10
<i>First Aid</i> .....	11
Club Youth Officer .....	12
List of Recommended Guidelines.....	13
<i>Dealing with an Injured Player</i> .....	14
<i>Kellogg's CÚL CAMPS - POTENTIAL QUERIES:</i> .....	16
<i>Guidelines for the Staging of Kellogg's GAA Cúl Camps</i> .....	17
Coaching.....	17
Discipline .....	17
Good Practice in Coaching.....	17
Role of the Coach.....	18
<i>Kellogg's GAA Cúl Camp Forms</i> .....	20
FORM A .....	21
FORM B .....	23
FORM C .....	25
FORM D .....	27
FORM E .....	28
FORM F .....	29
FORM G .....	30
FORM H .....	32
FORM I.....	33
FORM J.....	34
Form K .....	36
Action Steps .....	37
FORM L.....	37



## Mission Statement

The GAA is committed to implementing Camp programmes of skill development activities in a positive playing environment, to provide children with the opportunity to derive maximum enjoyment from their involvement in Gaelic Games with a view to

- ◆ Maximising participation,
- ◆ Optimising playing standards and
- ◆ Ensuring that players' needs are catered for in a Balanced and Holistic way

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# Kellogg's GAA Cúl Camps – Operational Guidelines 2015

## Guidelines for the Staging Official Kellogg's GAA Cúl Camps

### Kellogg's Cúl Camp Coordinators' Handbook

#### **Procedures**

Any G.A.A. unit that wishes to organise and run a Kellogg's Cúl Camp must seek approval from their own County Coaching & Games Development Committee. A standard approval form is available from your County Coaching & Games Development Committee.

#### **Policy Guidelines**

To ensure that National policy is adopted, a committee must be appointed within each club/camp and given overall responsibility for the organisation and running of the Kellogg's Cúl Camp.

#### **Camp Coordination**

To ensure that the highest possible standards of administration and coaching are maintained the following guidelines must be observed by all clubs/camps staging Kellogg's Cúl Camps:

- ◆ County Coaching & Games Committees will provide an induction / training programme for all camp supervisors which will include the following:
  - ◆ Child Abuse Guidelines.
  - ◆ Practical Coaching.
  - ◆ Overall Organisational Techniques.
  - ◆ Dealing with Conflict / Discipline.
  - ◆ First Aid.
- ◆ County Coaching & Games Committees will provide an induction / training programme for all coaches who are working on the Camps.

**All Camp coaches must possess the basic Foundation Level qualification.**

#### **Dates & Schedule**

Clubs that wish to run a summer camp must set aside a minimum of one week for a GAA Kellogg's Cúl Camp. If, for example, a Club wishes to run three weeks of summer camps, their first camp must be a GAA Cúl Camp.

Kellogg's Cúl Camps are 5-day camps, which should be preferably mixed camps but can be football, hurling/camogie, rounder's and Handball only, camps. Kellogg's Cúl Camp Activity Guidelines will be available to participating Clubs and they will be available from June. No non-GAA activities can be included in Kellogg's Cúl Camps.

#### **Numbers & Age-groups**

Clubs/Camps are to put a limit cap on the number of children, in line with Best Practice, that can attend a particular camp. Gear is limited so any overrun on numbers may mean that there will not be enough kit to cover such an overrun.

The camps are open to boys and girls from the ages of 6 to 13.



## Camp Packs

Sample gear will be available at the end of January.

Camps/Clubs must order their Kellogg's Cúl Camp packs through the County Board before December 15<sup>th</sup>.

There is to be only one distribution/collection point in the County and that will be at the County Coordinators discretion.

## Exchanging of Gear

Only Croke Park is to make contact with the suppliers with regards to the exchanging of gear.

The exchanging of gear within a County can only be done by the County Coordinator. Coordinators must keep account of the type and amount of gear that is exchanged.

Clubs/Camps can provide their own camp pack/promotional material at Kellogg's Cúl Camps (in addition to the Kellogg's pack) but this is to be at the end of the week of the Kellogg's Cúl Camp. Clubs cannot provide their own camp pack instead of the Kellogg's pack.

## Staffing & Costs

If the County Board is not running the Kellogg's Cúl Camps then Clubs/Camps are responsible for their own staffing.

There is a set cost of €22 per Kit, to attend a Kellogg's Cúl Camp the prices are as follows.

### 26 Counties:

- €55 for first child (€35 to do a second camp, no gear)
- €45 for second child
- €40 each for subsequent children

### 6 Counties:

- £40/€50 for the first child (£25/€30 to do a second camp, no gear)
- £35/€45 for the second child
- £30/€40 each for subsequent children

It is essential that the Chairman of the Club summer camp committee be in regular contact with the County Coaching Officer and/or the Coaching & Games Promotion Officer in relation to the organisation and running of the Kellogg's Cúl Camp.

## Remuneration to Croke Park

It is the responsibility of the County Coaching and Games Committee to ensure that monies are lodged into the relevant Croke Park account (as set aside by An Roinn Airgeadais) and ensure that €22 is received for every kit supplied. Payment is to be electronically transferred to the Croke Park account (details to follow).

## Remuneration to County

- Provincial Councils will decide the 'dividend' per player, per camp, per County.
- Payment from online will be release in three separate tranches into the relevant county accounts

**Please note: remuneration to the County from Croke Park will depend on receipt of payment from the County. Non-conformity or delay with payment to Croke Park may affect Coaching & Games funding from Croke Park to the County.**



## Safety/Insurance

All Clubs/Camps staging Kellogg's Cúl Camps should note the following:

- ◆ Only Clubs/Camps which have received approval from their County Coaching & Games Committee to stage Kellogg's Cúl Camps are covered under the G.A.A. Insurance Scheme.
- ◆ Only activities which are approved for inclusion on the Kellogg's Cúl Camp programme by the National Coaching & Games Committee can be undertaken on the Camps.
- ◆ As part of the approval process, the County Coaching & Games Committee must be satisfied as to the venue staging the Kellogg's Cúl Camp to ensure the safety of all participants.

Club/Camps should ensure that:

1. Adequate rest periods are scheduled into the session plans.
2. All sliotars / footballs are gathered in during lunch break and the children must be supervised / entertained for the duration.
3. Ratio of children to coaches - 12 Children to one Coach is the recommended ratio.

## Duration

5 Days (10.00 a.m. – 2.30 p.m.)

## Camp Dates

Dates of Kellogg's Cúl Camps must be submitted to the County Coaching & Games Development Committee for approval by the 20<sup>th</sup> of January.

## Promotion, Sponsorship & Application

The exact naming standard of the camps are the Kellogg's GAA Cúl Camps. Clubs may put on "in association with Na Fianna". Promotional material i.e., Brochures (which incorporates the Application Form) and Posters will be sent to each Club/Camp via the County Coordinator by March end.

Kellogg's Cúl Camps will be promoted nationally and as Kellogg's is the principal sponsor; no other sponsorship will be entertained.

The Application Procedure for parents is twofold:

1. Online at [www.kelloggsculcamps.gaa.ie](http://www.kelloggsculcamps.gaa.ie)
2. Parents can complete the Application Form on the back of the promotional brochure or,
3. They can download and complete the Application Form coaching and games staff and return it to the Club/County Cúl Camp coordinator.

They can:

- a) Produce their receipt from online booking at the first day of camp
- b) Deliver the Application Form to the Club in person. The Coordinator will sign off on it and return their Acknowledgement/Receipt slip **or**
- c) Have the Acknowledgement/Receipt slip forwarded to the return email address specified on the Application Form **or**
- d) Have the Acknowledgement/Receipt slip returned by post, but only if the parent has enclosed a stamped self-addressed envelope.

The Acknowledgement/Receipt slip must be produced on arrival of child's first day of camp



## **Coordinators Role**

A Coordinator for the Cúl Camp should be appointed by the Games Manager or the Club Committee and approved by the County Coaching & Games Committee. This person will be responsible for supervising the camp on a day-to-day basis and must be over 21 years of age. He/she must have a minimum Foundation Level Coaching qualification. His / her role will include the following:

- ◆ Monitoring of Coaches
- ◆ Discipline
- ◆ Lunch Breaks (Supervision)
- ◆ Equipment Distribution and Collection
- ◆ Tending to Guests
- ◆ Basic First Aid
- ◆ Collection of Application Forms
- ◆ Money collection on first day of camp
- ◆ Twice daily role call (morning and after lunch)
- ◆ Assignment of coaches
- ◆ Online Registered List
- ◆ Basic First Aid (Stocked Kit Available)
- ◆ Application Forms available
- ◆ Ensure Health & Safety of participants

## **Risk Management Programme Requirements**

The objective of a sports risk management programme is to protect assets and financial resources of the organisation and its members by reducing risk and the potential for loss. Reduced legal risk is a by-product of the implementation of an effective risk management programme.

## **Risk Management Policy**

A GAA club's executive or committee should define and document its policy for risk management. The risk management policy should be relevant to the club's strategic context and its goals, objectives and the nature of the business.

The policy may include the following information:

- The rationale for managing risk.
- The objectives of, and commitment to, risk management.
- The links between the policy and the club's strategic plan.
- The extent, or range of issues to which the policy applies.
- Guidance on what may be regarded as acceptable risk.
- Who is responsible for managing risk.
- The support available for those managing risk.
- The level of documentation required.
- The plan for reviewing organisational performance in regard to the policy.

Management should ensure that this policy is understood, implemented and maintained at all levels of the club.

There is constant need for administrators to identify risks, deal with them and then evaluate whether the strategies that are subsequently implemented are effectively dealing with the risk.

## **Risk Management Process**

Integral to the management process at a club should be the management of risk. Although managing risk in any club or organisation follows a generic process, the approach taken will depend on the context in which it is used – the type of organisation, programmes offered and type of activity.





The risk management process involves five logistical steps, including:

1. Establish the context – this stage is essential in order to gain an understanding of the factors (within and outside the club) that affect risk management.
2. Identify risk to which your club and its people are exposed.
3. Analyse the risks by considering the sources of risk, existing controls, likelihood and consequences of the level of risk that exist.
4. Evaluate the risk to determine whether the risk is acceptable or unacceptable.
5. Treat the risks to reduce, avoid, transfer or finance them.

The five steps involved in the risk management process are supported by the ongoing activities of communication and consultation, and monitoring and review.

**A criterion for evaluating risk for your club is shown below:**

**Measures of likelihood**

Level	Rating	Description
A	Rare	The event may occur only in exceptional circumstances
B	Unlikely	The event could occur at some time
C	Possible	The event might occur at some time
D	Likely	The event will probably occur in most circumstances
E	Almost Certain	The event is expected to occur in most circumstances

**Measures of consequence or impact**

Level	Rating	Example Detail Description
1	Insignificant	No injuries, low financial loss, no real effect on operations
2	Minor	First-aid treatment, medium financial loss, minimal effect on operations
3	Moderate	Medical treatment required, high financial loss, significant effect on operations
4	Major	Extensive injuries, loss of production capability, major financial loss, major effect on operations.
5	Catastrophic	Death, huge financial loss, catastrophic effect on operations

**Qualitative risk analysis matrix – level of risk**

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
	1	2	3	4	5
A (Rare)	L	L	M	H	H
B (Unlikely)	L	L	M	H	E
C (Moderate)	L	M	H	E	E
D (Likely)	M	H	H	E	E
E (Almost Certain)	H	H	E	E	E

**Legend:**

- E = Extreme risk; immediate action required
- H = High risk; senior management attention needed.
- M = Moderate risk; management responsibility must be specified.
- L = Low risk; manage by routine procedures.

**Risk Management Practices**

Documented policies and procedures are critical components for a camp, with checklists usually being an integral part of the procedures. Often, numerous individual risks can be addressed via one policy statement or checklist. For example, a documented volunteer's policy may outline clearly the expectations of all volunteers and outline what exactly what is considered to be safe voluntary practice.



A first aid policy would do likewise with regard to first aid and facility checklist to be completed before each game would address many physical risk exposures.

Preparing a policies and procedures manual may appear a daunting prospect, but it is invaluable to a camp, particularly in these litigious times. Clubs that have embarked on implementing a risk management programme will agree that the biggest hurdle is taking the first step.

While every camp or Club needs to consider what policies and procedures are necessary, for its particular needs, the following will address various matters that will often be included:

Considerations for inclusion in a policies and procedures manual

1. Child Protection Legislation
2. Sports injury prevention and treatment
3. Providing a safe environment

### **Child protection legislation**

Child protection legislation refers to keeping children safe from abuse and protecting them from people who are unsuitable to work with children. Although child protection legislation, at present, is not fully covered in the Republic, it is in effect in the six Counties. The major focus of legislation involves rigorous background checks on any individuals that wish to work with children.

Children have a fundamental right to be safe from any form of abuse while involved in sport. Child protection requires a commitment at all levels to ensure that sporting environments are safe for children. This means that clubs need to be aware of their legal and moral obligations to the children in their care and to appropriately establish policies and procedures to counter and deal with child misdemeanours.

By far the majority of staff and volunteers working with children are safe. However, it is important that clubs establish careful screening procedures to minimise the risk of child abuse occurring within their club.

### **Providing a safe environment**

Every club has a responsibility to provide a safe environment for players, coaches, referees, officials, volunteers, spectators and the public. Creating a safe environment is not hard, it is common sense, but again it is necessary to develop a plan. Safety is not a one-off event, but a cycle of continuous review and improvement. Sample "Pre-Camp" and "In-Camp" checklists can be found in the Appendices that can help clubs devise a safe environment before and during the camp. When looking to provide a safe environment, your club should consider the following elements:

### **Environmental conditions**

Have a plan for how your club will deal with environmental conditions.

- What will happen in situations of extreme heat, or cold, or rain, or electrical storm?
- Under what weather conditions will the camp be called off?

### **Facilities and equipment**

A common method of identifying risks emanating from facilities and equipment is via physical inspection, aided by checklists. (For a sample Facilities and Maintenance Checklist, see Appendices). These checklists are not intended to identify risks for all situations – they are a guide only. Coordinators should undertake an extensive risk identification programme on their own facilities and design appropriate



checklists. There must be a planned approach and facility and equipment inspections must be carried out regularly. It goes without saying that the value of these inspections depends on identified risks being addressed.

### **First Aid**

The common thread throughout this module is safety. As Gaelic football, hurling and camogie have the potential for injury, the necessity for policies and procedures in regard to injury treatment is obvious. Consider the following questions:

- Does your Club have a first aid plan or policy that is communicated to the appropriate personnel within the club?
- Does this plan include procedures for management of concussion/head injuries and open wounds and bleeding?
- Does your club have a clean and hygienic designated first aid room, with a treatment table and appropriate lighting?
- Is there a first aid kit or cabinet in a secure place? Is it regularly checked and restocked?
- Is ice readily accessible in the first aid room (and playing area)?
- Is there a list of emergency telephone numbers accessible to all authorised staff?
- Are emergency procedures posted?

For sample First Aid Checklist, please see Appendices.

### **Injury referral**

Associated closely with first aid, injury referral should be addressed in the Club guidelines:

- Under what circumstances will ambulance services be used?
- Under what circumstances will participants be referred to a doctor, hospital or dentist?
- Do you know where the closest service is and will it be available to injured participants?

For sample Incident/Accident & Medical Arrangement Forms, please see Appendices

### **Injury surveillance**

Important information can be gained from the data collected with regards to injuries, however generally, the collection of injury data has been neglected. By studying information such as the type of injury, location of injury, how it was caused and what was the activity at the time, intervention strategies can be created and put in place to reduce the incidence and severity of injuries. Clubs are encouraged to maintain injury data for this purpose, but the information can also play an extremely important role if litigation results from a particular injury.

Consider the following with regard to your club's policies and procedures:

- Does your club maintain injury records?
- Are these records adequately stored in an accessible form?
- Are these records used to produce reports that are used in designing injury prevention strategies to improve safety practices?
- Are injury records reviewed?
- Does your club contribute its data to other data collections to provide a larger sample?

### **Emergency plans, incident management and response**

The policies and procedures your club will have already documented under the headings above, particularly first aid will provide the foundation for these procedures. Accredited first aid people will know what actions to take in the event of serious injury for example. However, it is not appropriate for a club to rely on the intellectual knowledge of an individual. What happens if that person is not present? Documented procedures that are readily available and effectively communicate all aspects of emergency plans are vital.

### **Coaches and officials**



Coaches and officials have always had a huge impact on a player's health and well-being and as such, when it comes to employing them in your Club, some considerations that need to be taken into account are:

- Does your club use only accredited coaches and officials?
- Do they attend regular education updates and undergo re-accreditation (Applied Lifelong Learning)?
- Are all programmes and activities planned and conducted according to recognised safety guidelines?
- Are all activities age appropriate game related and properly supervised by qualified personnel who inform participants of safety issues?
- Are coaches and officials regularly updated regarding new activity hazards and safety measures?
- Do coaches or officials have adequate first aid training?
- Do coaches and officials act as positive role models, e.g., non-smoking and smell of drink etc?
- Does your Club incorporate codes of behaviour and sports safety principles into coaches' and officials' role descriptions?

### **Code of Conduct for Officials Dealing with Young Players**

The GAA has a long tradition of service to the Youth of Ireland. There is a great number of people who give freely of their time organising GAA activities for the younger members of our Association throughout the country. The organisation of our National games – Gaelic Football, Hurling, Camogie, Handball and Rounders - is the main activity. This is done throughout the extensive network of clubs throughout the 32 counties and in the Primary, Secondary and Vocational Schools of our land.

The conduct of Officials/Officers who as their primary function are involved with Youth is of paramount importance given that these Officials/Officers are exercising a very important leadership role for Cumann Lúthchleas Gael. This is necessary to gain the confidence and trust of the young people, their parents and the wider community. Misconduct should be dealt with firmly as this may inhibit the healthy development of Cumann Lúthchleas Gael.

Many Clubs have a Juvenile Committee and these are undertaking tremendous work towards the development of all GAA activities within the club. The post of Youth Officer, if not already established, should be established within each club with overall responsibility for ensuring that a balanced programme of activities is arranged for all the Club's juvenile members irrespective of their talents.

Each Club should establish and monitor a Code of Conduct for all those dealing with younger members of Cumann Lúthchleas Gael.

#### **Club Youth Officer**

- Develop a proper attitude towards our games by (a) players; and (b) mentors, particularly in relation to punctuality, discipline, dress and language.
- Ensure regular games for the greatest possible number of players.
- Ensure special attention is given to less talented players.
- Ensure promotion of all four G.A.A. games (Hurling, Football, Handball and Rounder's).
- Ensure adequate opportunities exist in the club for preparation for games through practice sessions and fitness drills.
- Encourage ways of improving the skills of club players by the use of (a) Mini Games; (b) Coaching Clinics using club coaches, adult club members, and inter-county players (where practical) and (c) Summer Camps
- Encourage the wearing of Hurling Helmets
- Encourage sportsmanship on the field of play among Youth players
- Delegate tasks to youth
- Distribute Promotional Material
- Involve parents in Club activities and events
- Liaise with schools



### **Cooperation/Liaison**

- Liaise and co-operate with other local units of the G.A.A. (in particular the County Board na nÓg and Cumann na mBunscoileanna) and the County Board Youth Officer to improve the organisation of local competitions and Youth activities.
- Encourage and ensure involvement and co-operation with local schools and colleges.
- Encourage and ensure involvement and co-operation with other local G.A.A. Clubs.

### **Administration**

- Ensure matters dealing with youth games and other activities are regularly reviewed and discussed at full club meetings.
- Ensure the involvement of young people in the running of the club by means of special projects.

### **Non-Playing Activities**

- Ensure an adequate level of cultural and social activities is available to GAA Youth members.
- Assist in the promotion of Scór na nÓg within the club.
- Encourage the active participation of GAA Youth members in the carrying out of projects relevant to GAA games and personalities.

### **General**

- Encourage the involvement of suitable adult workers in the club for the promotion of youth affairs.
- Arrange training programmes for such workers where necessary using material and personnel as directed by the County Youth Officer.
- Encourage the active participation and involvement of parents in all aspects of Youth affairs in the club.
- Ensure all those in charge of youth teams have adequate Basic First Aid kits. Encourage the attendance of such officials on First Aid courses.
- Encourage visits by local schools to Páirc an Chrócaigh as part of their annual school tour.

### **Behaviour of Juvenile Team Officials**

With a proper Youth Officer structure in place and on-going training and education programme established, personnel entrusted with responsibility for our youth will be better equipped to take on such a responsible role. Too many clubs within Cumann Lúthchleas Gael depend on local personnel who have little or no training in the handling of young people. Some clubs are fortunate to have the assistance of local teachers, but this is unfortunately becoming all too rare. The club Youth Officer shall play a key role in ensuring that such personnel avail of the training seminars etc., organised by the Coiste Contae Youth Officer.

### **List of Recommended Guidelines**

- All Officials/Officers responsible for Youth affairs shall be full members of Cumann Lúthchleas Gael and be subject to the same controls. (Ref . R18 T.O.)
- All Youth players shall be enrolled as Youth members of the club with their parents' consent. (Ref. R18 T.O.)
- Team Officials shall be selected by clubs rather than elected. In view of the increasing role of women in the Primary school sector, their appointment as Team officials is to be encouraged.
- Clubs shall submit annually, the names of officials in charge of each youth team to An Rúnaí of the relevant Board with responsibility for fixtures.
- One of the nominated team officials shall sign the team sheet for each game in which his/her team participates.
- Youth members and their parents shall be given as definite a timetable as possible outlining the practice sessions and games for each club team. Arrangements for collection of players and a return time to an agreed venue should also be included in the schedule. Parents should also be informed of the names of the Officials in charge of each team.
- Youth team officials shall ensure that less talented players are given a fair chance to improve their skills and are let participate in club games. This can be achieved in the main by fielding a second team in the relevant age group.
- Clubs shall ensure that Officials in charge of youth teams foster and encourage a high level of sportsmanship among all their players.
- Team Officials must encourage respect for Match Officials and this can best be done by their own behaviour towards such Officials.



- During competitive games, Team Officials must operate along the side-line area. Coaching from the end-line is strictly prohibited, as is encroachment onto the playing area.
- Bad, foul or abusive language shall not be tolerated from Team Officials and such Officials shall ensure that Youth in their charge also observe a strict code of practice in this regard.
- Team Officials shall ascertain (in so far as possible) any incidents of medical history of Youth under their care. This would be beneficial in the event of accidents.
- Clubs shall be advised not to use players of 3 years younger than the age grade of any competition, except in exceptional circumstances.

### **Consequences of Improper Behaviour**

Team officials should realise the responsible role they assume with the Youth of the club. Senior Officials of the club must ensure that such officials are aware of their responsibilities and what the consequences must be for improper behaviour.

There is a clear need to establish a set of procedures for dealing with incidents of misbehaviour by Team Officials. These could occur as a result of a report from a Match Official, Parent/Guardian, Young Person or another member of the Club. All such incidents need to be fully investigated by the club and assistance should be sought, if necessary, from the Coiste Contae.

### **Quality of Match Officials**

There is a growing tendency to use inexperienced referees to take charge of underage games. This is considered a suitable training ground for those beginning a refereeing career. In an ideal situation, experienced officials should be asked to take charge of juvenile games.

### ***Dealing with an Injured Player***

Regretfully, injuries sometimes occur to young players and it is important that each club have a clear set of guidelines in relation to this important matter. The following is recommended:

- Youth Team Officials should have attended a First Aid course. Such courses are usually arranged by the Coiste Contae. Cumann Lúthchleas Gael has various manuals available dealing with First Aid and clubs should ensure that such material is made available to those in charge of youth teams.
- Each Team Official should ensure that a First Aid kit is available at each game and training session.
- Team Officials should ascertain (in so far as possible) any incidents of medical history of the youth under their care.
- When a player is injured in a game, he should be brought for immediate medical attention to a Doctor or Hospital by a Team Official. The player's parents should be notified as soon as possible, if they were not at the game.
- All clubs should have a stretcher available at their grounds.
- No risks should be taken with a young player's injury. If necessary, an injured player should be left on the field and immediate medical help summoned. Every effort should be made to comfort the injured player until the medical attention arrives.
- Where injured players are required to stay in hospital for a period of time, Team Officials should ensure contact with the player and his family as to his wellbeing.
- Team Officials should ensure that injured players are made aware of existing Insurance Schemes within Cumann Lúthchleas Gael and they should assist such players in the submission of their claims.

### **Public Relations**

- Ensure regular publication of Youth activities through club newsletters, local newspapers and local radio.
- Distribute/sell GAA promotional material and literature and ensure such material is available in local schools.
- Maintain a local library of videos covering local club games and inter-county games.

### **Code of Best Practice for Youth Sport**

Cumann Lúthchleas Gael is committed to implementing a Code of Best Practice for Youth Sport, which outlines guidelines for Team Mentors, Officials, Parents/ Guardians, and Players as the respective parties involved.

The Code underpins a Basic Philosophy that:



'The greater the sense of achievement, fun and fair play that young people experience when participating in Gaelic Games, the more they will enjoy their involvement and strive to develop their True Potential.'

The Code, produced by the GAA Coaching and Games Development Committee and approved for use by the Irish Sports Council and the Sports Council of Northern Ireland. Indeed the Sports Council of Northern Ireland has determined that it's a legal requirement for all Club Officials to take this Course.

A National Programme to educate on and implement the Code is underway and information on the Programme is available through your County Board Youth Officer or County Development Officer. The Guidelines for team mentors and officials in the Code of Best Practice for Youth Sport are outlined below:-

- Dignity and Rights of Youth
- Putting 'Fair Play' into Perspective- 'a way of thinking not just behaving'
- Code of Conduct for Coach/Team Mentors
- Role of Parents/Guardians- The Do's and Don'ts
- Role of Young People
- Best and Bad Practice
- Role of Youth Liaison Officer
- Drugs Misuse/Substance Abuse Education Programme

**The Code of Best Practice for Youth Sport can be downloaded from [www.gaa.ie](http://www.gaa.ie)**

## Media Relations

**Name (Brand):** Kellogg's GAA Cúl Camps

**Sub-branding:** The Official GAA Summer Camps

**How to register:**

Log onto [www.kelloggsculcamps.gaa.ie](http://www.kelloggsculcamps.gaa.ie)

- Register on the website
- County Co-ordinator details and information on where the camps are taking place are listed on the website
- Application forms can be collected from your local coaching officer, school or club

OR

Contact the local County Co-ordinator for more information (list attached)

**Key messages:**

- Spaces are limited, so pre-register now
- The camps are fun, safe and will help children learn and develop sporting and life skills
- Taking place in all 32 Counties
- Operate Monday to Friday, 10am to 2.30pm

**Media:**

The GAA has developed a specific advertising campaign to promote the camps and develop the Cúl Camps brand.

TV advertising:

Radio advertising:

Print advertising:

**Operations/Administration:**

To be referred to Charles Harrison, GAA ph +353 (0) 1 865 8623 or email [Charles.harrison@gaa.ie](mailto:Charles.harrison@gaa.ie)

**Marketing & Communications:**





To be referred to Rebecca Hocking, GAA ph +353 (0) 1 865 8690 or email [Rebecca.hocking@gaa.ie](mailto:Rebecca.hocking@gaa.ie)

**Potential issues:**

Please refer below.

Major incidents or issues are to be referred immediately to the GAA National Cúl Camp Coordinator and fill out the appropriate form below.

**Other:**

- Kellogg's (except when using the Camps brand, Kellogg's Cúl Camps)

***Kellogg's CÚL CAMPS - POTENTIAL QUERIES:***

***1. Why is my camp full? Why are there only limited spaces available?***

The camp is full as the Kellogg's Cúl camps have proved extremely popular. People were asked to register early to avoid disappointment and registration is done on a first come first serve basis.

There are limited spaces available due to safety reasons. We would love to cater for every child but this is just not feasible if we are to provide a safe environment and to properly cater for all those attending.

Answer below depends on various factors:

*\* There are spaces left in a Kellogg's Cúl camp being run in.... We may be able to refer them to a camp nearby that is not full, or one in a neighbouring County.*

***2. Are the Staff Qualified?***

All the staff and coaches employed at the Kellogg's Cúl camps are qualified coaches who have undertaken courses conducted by the GAA. The Kellogg's Cúl camps are the official GAA summer camps.

***3. Why does my camp cost more than the camp in my neighbouring County?***

Prices may vary between counties as each county decides what to charge for entry into Kellogg's Cúl camps run in that particular county.

The price charged in different counties depends on various factors, including local costs and the relative financial status of the County Board.

***4. Can my child attend a camp outside his/her county?***

Yes he/she can attend a camp outside his/her county. Please see [www.gaa.ie](http://www.gaa.ie) to check availability in each county. You can download registration forms from the website and contact the county co-ordinator in that particular county (contact details are also provided on the website). The website will be updated regularly to show what camps have spaces and what camps do not all over the country.

***5. What is the difference between a Kellogg's Camp and my local GAA Club summer camp?***

Kellogg's Cúl Camps are the official GAA Summer Camps. It is a national program, that has been developed and the program for the camps will be the same in each camp. The staff working on the Kellogg's Cúl Camps are experienced coaches (male and female), who have GAA qualifications. Children attending the Kellogg's Cúl Camps will also receive a specially designed kit and knapsack free.





# **Guidelines for the Staging of Kellogg's GAA Cúl Camps**

**Kellogg's GAA Cúl Camp Coordinators' Handbook**

## **Coaching**

To ensure that the highest possible standards of coaching are maintained the following guidelines must be observed by all clubs staging Kellogg's Cúl Camps:

- ◆ County Coaching & Games Committees will provide an induction / training programme for all camp supervisors which will include the following:
  - ◆ Child Abuse Guidelines.
  - ◆ Practical Coaching.
  - ◆ Overall Organisational Techniques.
  - ◆ Dealing with Conflict / Discipline.
  - ◆ First Aid.
- ◆ County Coaching & Games Committees will provide an induction / training programme for all coaches who are working on the Camps.
- ◆ All Camp coaches must possess the basic Foundation Level qualification.

## **Discipline**

- ◆ Camp rules should be explained in detail to all concerned and should be rigidly imposed.
- ◆ A Code of Conduct (refer page 15) should be enforced making use of disciplinary points.
- ◆ Roll Calls should be taken twice each day – on arrival and after lunch.
- ◆ Camp activities should begin and end at the appointed time (10.00 a.m. to 2.30 p.m. is recommended).
- ◆ Children are not allowed to leave a camp unless they have a note from their parents or the supervisor's permission.
- ◆ In the interest of safety and enjoyment helmets must be worn during the hurling sessions at all times.
- ◆ Establish a litter patrol / watch during lunch breaks.

## **Good Practice in Coaching**

Young people are entitled to:

- ◆ Be safe
- ◆ Be happy, have fun and experience a sense of enjoyment and fulfilment (There is little or no joy in being a substitute or being continually taken off the team).
- ◆ Be treated with respect
- ◆ Comment and make suggestions in a constructive manner
- ◆ Be afforded appropriate confidentiality
- ◆ Be listened to
- ◆ Be believed

Young People & Sport

- ◆ To learn new skills
- ◆ Make new friends
- ◆ Be part of a group
- ◆ Experience excitement / face challenges / action
- ◆ To have FUN



## Role of competition

### Competition Types

- ◆ Direct competition – versus others to win and gain supremacy
- ◆ Indirect competition – with self-evaluation of past and personal experiences/performances  
competition does not necessarily produce excellence

### Guidelines for Children

Young people should be encouraged to realise that they also have responsibilities to treat others with fairness and respect.

#### Young Players should undertake to:

- ◆ Play fairly, do their best and enjoy themselves.
- ◆ Represent their family and Club with pride and dignity.
- ◆ Shake hands before and after games irrespective of the result.
- ◆ Respect officials and their decisions gracefully.
- ◆ Respect fellow team members giving them support when they do well or not so well.
- ◆ Respect their opponents.
- ◆ Accept apologies from opponents when they are offered.
- ◆ Be modest in victory and gracious in defeat.
- ◆ Set high standards of fair play for others to follow.
- ◆ Adhere to proper standards of behaviour and the Code of Conduct
- ◆ Let the Coach know when they are unavailable
- ◆ Approach the Club's Youth Officer with any questions or concerns they may have

#### ***Young People should NOT:***

- ◆ Cheat – always play by the rules
- ◆ Bully – or take unfair advantage
- ◆ Shout at or argue with an official
- ◆ Tell lies about adults or other children
- ◆ Spread rumours

### Role of the Coach

Team Coaches and Mentors can ensure that sport has a beneficial impact when they adhere to the following guidelines:

#### **Dress Code:**

Coaches/coordinators are expected to dress appropriately, maintaining the standards of presentation which are expected of GAA representatives. This includes wearing Cúl Camp gear where provided or official GAA gear

### Code of Conduct

- ◆ Respect the rights, dignity and worth of every person and treat each one equally regardless of age, gender or ability.
- ◆ Ensure that nobody involved with the team acts towards or speaks to another person in a manner or engages in any other conduct which threatens, disparages, vilifies or insults another person on the basis of that person's race, religion, colour, descent, national, ethnic or socio-economic background.
- ◆ Be positive during coaching sessions so that participants always leave with a sense of achievement and an increased level of self-esteem.
- ◆ Recognise the development needs of young players (avoid excessive training or competition) and ensure that they are matched on an individual or team basis.
  
- ◆ Rotate the team captain and the method used for selecting teams so that the same players are not always last to be selected.
- ◆ Be punctual, properly attired, lead by example, avoid smoking or the consumption of alcohol in presence of young people.
- ◆ Plan and prepare appropriately for each session and ensure proper levels of supervision.



- ◆ Ensure the Executive has granted permission before taking photographs, making videos or fitness testing e.g. measuring body fat, etc.
- ◆ Ensure games, activities and playing equipment are customised to suit the needs of those involved in terms of age, ability, experience and maturity.
- ◆ Avoid over coaching i.e. insisting upon set (stereotyped) playing patterns where individual decision-making and creativity are stifled or where people are confined to playing in set positions on a continuous basis.
- ◆ Don't shout at/ lecture players or reprimand/ridicule them when they make a mistake.
- ◆ Set realistic – stretching but achievable – performance goals
- ◆ Praise and reinforce effort/commitment and provide positive feedback
- ◆ Don't equate losing with failure and do not develop a preoccupation with medals and trophies. The level of improvement made by players is the best indicator of Coaching effectiveness.
- ◆ Encourage parents/supporters to play an active role in organising activities and to draft a Code of Discipline for everyone involved.
- ◆ Never use any form of corporal punishment or physical force.
- ◆ Never use foul language or provocative language/gestures to a player, opponent or match official.
- ◆ Do not take coaching sessions on your own.
- ◆ Make adequate provision for First Aid and do not encourage or allow players to play while injured. (Keep an adequate record of each injury and ensure that another official - umpire/member of Coaching staff – is present when a player is being attended to and can corroborate the relevant details).
- ◆ Ensure players are safely attired and that proper insurance arrangements are in place.
- ◆ Ensure that each player observes a high standard of personal hygiene.
- ◆ Ensure that all dressing rooms and areas occupied by the Team, prior to, during or immediately following the completion of any Match are kept clean and are not damaged in any way



## **Kellogg's GAA Cúl Camp Forms**

Where appropriate, the relevant Forms should be photocopied and filed in a secure folder, then forwarded on to the County Co-ordinator at the start of the Camp (Pre-camp Checklists) and the rest at the end of the Camp. The QR code is available for the incident report form. This enable the Cúl Camp coordinator to send the relevant information to Croke Park Promptly

- A. Pre-camp Facility check
- B. Pre-camp First aid check & injury management check list
- C. In-camp Safety Checklist
- D. Doctor on call
- E. Children Leaving Camp Early
- F. Cúl Camp Supervision
- G. Incident/ accident
- H. Post Camp Parent / Guardian Questionnaire
- I. Pre Observation Camp Details
- J. Cúl Camp List
- K. Mutual Reflective Document
- L. Action Plan

**The Forms are not intended to be exhaustive checklists.**

They are to be used as a reference only. All clubs/camps must give consideration to their own specific circumstances. The GAA and Kellogg's accepts no responsibility for the accuracy of the information or your reliance on it.



# FORM A

## Pre Camp Facility Safety Maintenance Checklist

Tick after physically inspected and deemed to be acceptable

**CAMP VENUE:** \_\_\_\_\_ **Date of Camp:** \_\_\_\_\_ **week**  
**no:** \_\_\_\_\_

Are all buildings and structures secure, safe and in good condition?

Is visitor/spectator seating safe and in good condition?

Do facility structures and equipment comply with laws, regulations, rules and standards?

Is the playing arena generally safe and in good condition, with **grass cut** etc.?

Is the perimeter fencing safe and in good condition?

Are the goalposts **firmly in place** and in good condition (fixed and portable)?

Is ambulance access provided?

Are the public areas and general grounds safe and in good condition?

Are exits provided and appropriately signed?

Is general lighting provided adequate for security and safety?

Do facilities meet fire safety requirements, e.g. hoses, extinguishers, signs?

Is an evacuation plan in place and staff appropriately trained?

Is an appropriate medical facility available?



Is **disabled access** provided for?

\_\_\_\_\_

Are changing room floor surfaces safe, e.g. studded boots on concrete floors?

\_\_\_\_\_

Are changing room lights adequately protected from impact by balls?

\_\_\_\_\_

Are windows and other glass protected from breakage by balls?

\_\_\_\_\_

Is car park area free of risk of impact by balls?

\_\_\_\_\_

Can children's property be **safely secured** while they are participating?

\_\_\_\_\_

Are separate male and female toilets provided and appropriately signed?

\_\_\_\_\_

Is toilet security appropriate, with door locks working, **toilet paper available**, etc.?

\_\_\_\_\_

Is all sporting equipment in **good condition** and safe?

\_\_\_\_\_

**Checklist completed by -**

INITIAL

DATE

**Important Note:** *This is not intended to be an exhaustive checklist.*

*It is to be used as a reference only. All clubs/ camps must give consideration to their own specific circumstances.*

*The GAA and Kellogg's accept no responsibility for the accuracy of the information or your reliance on it.*



## FORM B

### **Pre Camp First Aid and Injury Management Checklist**

Tick after deemed to be acceptable

**CAMP VENUE:** \_\_\_\_\_ **Date of Camp:** \_\_\_\_\_ **week**  
**no:** \_\_\_\_\_

Does your club have a first aid plan or policy that is communicated to the appropriate personnel within the club?

Does this plan include procedures for management of concussion/head injuries, open wounds and bleeding?

Are surgical gloves and a designated disposal container provided for medical staff to manage bleeding?

Does your club have a clean and hygienic designated first aid room, with a treatment table and appropriate lighting?

Is there a first aid kit or cabinet in a secure place and is it regularly stocked and rechecked?

Is a suitable stretcher available and accessible to all staff?

Is there a list of emergency telephone numbers accessible to all staff?

Are emergency procedures posted?

#### **Injury Referral**

Does your club have a policy outlining the circumstances in which ambulance services will be used?

Does your club have a policy outlining the circumstances in which participants are referred to a doctor, physiotherapist, hospital or dentist?



Do you know where the closest service is and will it be available to injured participants?

---

### **Injury Management and Rehabilitation**

What records does your club maintain with regard to player injuries?

Does your club provide any facilities for treatment by professionals on site?

---

### **Injury Surveillance**

Does your club maintain injury records?

Are these records adequately stored in an easily accessible form?

Are these records used to produce reports that assist in designing injury prevention strategies to improve safety practices?

Are injury records reviewed?

Does your club contribute the data it has collected to other data collections to provide a larger sample?

---

**Checklist completed by -**  
INITIAL                                  DATE

---

**Important Note:** *This is not intended to be an exhaustive checklist. It is to be used as a reference only. All clubs/ camps must give consideration to their own specific circumstances. The GAA and Kellogg's accepts no responsibility for the accuracy of the information or your reliance on it.*





# FORM C

## In Camp Safety Checklist

Tick after physically inspected and deemed to be acceptable

***CAMP VENUE:*** \_\_\_\_\_ ***Date of Camp:*** \_\_\_\_\_ ***week***  
***no:*** \_\_\_\_\_

### **Playing Arena/Equipment**

Is the surface free of debris?

Have weather conditions or water made the surface unsafe?

Is the surface in good condition, i.e. grass appropriate length, free of holes, etc.?

Are sprinkler covers correctly in place?

Are lighting conditions adequate?

Are ground markings safe and a sufficient distance from fencing and other structures?

Is water available near playing area for filling of water bottles?

Is sports equipment safe and in good condition, e.g. footballs correctly inflated?

Are goalposts correctly secured (fixed and portable)?

### **General Facilities (including Grandstands)**

Are lighting conditions adequate?



Are the facilities free of debris and rubbish bins provided for public use?

---

Is seating clean and safe?

---

Are visitors/spectators safely separated from playing arena with an appropriate barrier?

---

Check safety of any portable seating or scaffolding which has been erected.

---

**Changing room Facilities**

Are lighting conditions adequate?

---

Are the changing rooms safe and hygienically clean, particularly showers and toilets?

---

Is hot water available for shower facilities?

---

Are benches and tables provided and in safe condition?

---

**Checklist completed by -**  
INITIAL                      DATE

---

**Important Note:** *This is not intended to be an exhaustive checklist. It is to be used as a reference only. All clubs/ camps must give consideration to their own specific circumstances. The GAA and Kellogg's accept no responsibility for the accuracy of the information or your reliance on it.*



# FORM D

## Doctor on Call Form

It is the responsibility of the Camp Supervisor to supply the relevant numbers of doctors on call to each of the Cúil Camp Staff.

***CAMP VENUE:***

***Date of Camp:***

***week no:***

	DAY	DOCTOR'S NAME	DOCTOR'S CONTACT NUMBER	REASON FOR CALLOUT		
1	<b>Monday</b>					
2	<b>Tuesday</b>					
3	<b>Wednesday</b>					
4	<b>Thursday</b>					
5	<b>Friday</b>					



## FORM E

### Children leaving Camp Early

***CAMP VENUE:***

***Date of Camp:***

***week no:***

-						
	<b>Child's Name</b>	<b>Collected by Parent / Guardian - Name</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Parent / Guardian Signature</b>
1						
2						
3						
4						
5						
6						



## FORM F

# Cúil Camp Supervision Rota

County

Camp

Number of coaches

Number of Participants

Break times

Camp Week

Head coach

Phone:

Email:

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Day	Arrival	First Break	Lunch	Break	Home Time
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					



# FORM G

## Accident / Incident Report Form (QR-Code below)

**CAMP VENUE:** \_\_\_\_\_

**Date of Camp:** \_\_\_\_\_

**Week no:** \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM \_\_\_\_\_ PM

**INJURED MEMBER/GUEST:** Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Telephone: \_\_\_\_\_

Home Address \_\_\_\_\_

Association with Camp \_\_\_\_\_

Place of incident: \_\_\_\_\_

Description of circumstances (What activity was involved? What happened? Be explicit as possible):

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**INJURY:** Describe the injury (What part of the body? Nature of injury?)

---

---



**ACTION TAKEN:** (Check all that apply)

a) None required

\_\_\_\_\_

b) Parent(s) called: Time \_\_\_\_\_ AM \_\_\_\_\_ PM

By Whom? (Name):

\_\_\_\_\_

\_\_\_\_\_

c) First Aid Given.

By Whom? (Name):

\_\_\_\_\_

d) Ambulance called - Time \_\_\_\_\_ AM \_\_\_\_\_ PM

By Whom? (Name):

\_\_\_\_\_

\_\_\_\_\_

e) Injured taken to

By Whom? (Name):

\_\_\_\_\_

\_\_\_\_\_

Person in charge when incident/accident occurred:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_





## FORM H

# Post Camp Parent / Guardian Questionnaire

**CAMP VENUE:** \_\_\_\_\_ **Date of Camp:** \_\_\_\_\_ **week no:** \_\_\_\_\_

In order to ensure that the excellent standards of the Summer Camps are maintained we ask you to complete the following questions by ticking the appropriate box.

---

### **Promotion**

Poor      Fair      Good      Very Good      Excellent

---

### **Organisation**

Poor      Fair      Good      Very Good      Excellent

---

### **Quality of coaching**

Poor      Fair      Good      Very Good      Excellent

---

### **Enjoyment**

Poor      Fair      Good      Very Good      Excellent

---

### **Value for Money**

Poor      Fair      Good      Very Good      Excellent

---

Any other comments or suggestions

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# FORM I

## Pre Cúl Camp Evaluation

<b>Camp Venue:</b>	
<b>County:</b>	
<b>Date:</b>	
<b>Camp Coordinator:</b>	
<b>County Games Manager:</b>	

<b>Number of Camp Coaches:</b>	
<b>Number of Children Pre Registered:</b>	
<b>Number of Standby Coaches:</b>	

<b>Activities Planned for Camp (Please Circle):</b>	<b>Football   Hurling   Rounders   Handball</b>
<b>Visit Date:</b>	
<b>Visit Time:</b>	



# FORM J

## Kellogg's GAA Cúl Camp List

<b>Camp Venue:</b>	
<b>Date:</b>	
<b>Camp Co-ordinator:</b>	

<b>Number of Camp Coaches</b>	
<b>Number of Children at Camp</b>	

<b>Facility Checklist</b>	<b>Unsatisfactory</b>	<b>Satisfactory</b>
Camp Branding – Are there appropriate posters and banners in place at the entrance?		
Is the surface safe and appropriate for the activities?		
Are ground markings safe and a sufficient distance from fencing and other structures?		
Is water available near playing area for filling water bottles?		
Are goals secured and safe for use?		
Is sports equipment safe and in good condition?		
Are rubbish bins provided for player and public use?		
Are visitors/spectators separated from the playing area with an appropriate barrier?		
Are changing rooms safe and hygienically clean, particularly showers and toilets?		
Are toilets well maintained, hygienic and adequately stocked?		





## Form K

Sample Template: Mutual Reflective Document	
<b>HC:</b>	
<b>Mentor:</b>	
<b>Date and Time:</b>	
<b>Camp:</b>	
<b>Day Theme:</b>	
<b>Focus of observation: Operations, Health &amp; Safety</b>	
<b>Areas that worked well:</b>	
<b>Areas to work on:</b>	
<b>Strategies for moving forward:</b>	

- Always decide what *actions are agreed and what happens next* as there may be specific support required. These should be logged in the action plan.

