

A Governance



	Criteria	Supporting Evidence	Support Available	Assessment Method/s
B1	Be a registered Community Amateur Sports Club (CASC) or provide information on why they are exempt.	CASC – HMRC letter/email Minutes from Executive meeting highlighting CASC has been discussed.	Ulster GAA Finance Department HMRC NICVA	Confirmation letter Minutes
B2	Hold adequate public liability insurance for all activities undertaken.	Copy of certificate or explanation of cover if through governing body affiliation.	Seek information from governing body or a reputable insurance provider	Public Liability Certificate
B3	Be affiliated to the appropriate governing body of sport and adhere to their disciplinary and complaints procedures.	Correspondence confirming affiliation from County Board.	County Secretary	Correspondence from County Secretary
B4	Have an open and non-discriminatory constitution as per the GAA Official Guide	Copy of constitution, which must be signed and dated by at least the club Chairperson and Secretary. Copy of committee minutes adopting latest version of constitution.	GAA Official Guide	Club Constitution
B5	Demonstrate a commitment to ongoing development within a suitable Club Development Plan.	Copy of development plan, including detailed information on planned actions and review.	County Development Officer National Club Planning Programme Ulster GAA Club and Community Development Officer	Club Development Plan

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B6	Have adopted and be compliant with an Equality Policy.	Copy of signed and dated equality policy. Details of how this policy has been implemented.	Club Maith Website - Equality Policy Template	Equality Policy
B7	Have an updated membership database through the Servasport system with a reduced fee for juvenile members.	Club should include a generated report of the clubs online membership including evidence of a reduced membership for juvenile members	GAA Servasport System	Membership Report
B8	Have grounds properly vested and Trustees in order	Applicants should include a copy of the club Deed of Trust. Deed of Trust should be up to date and relevant at the time of submission	County Development Officer Club Solicitor Ulster GAA Finance Department	Copy of Deed of Trust
B9	Representation at Ulster GAA Volunteer Development Pathway Entry Level and Level One Courses within the last 3 years.	Clubs should include a list of names of club members who have attended the courses. The date of the training should also be included	Ulster GAA Volunteer Development Officer County Development Officer	Email from Ulster GAA Volunteer Development Officer
B10	Use of GAA Email Addresses	Provide suitable evidence that all club communication is being conducted via e-mail. Clubs should be using at least the official GAA secretary email address.	GAA Email System	Copy of Secretary Email Account in use

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B11	Have an AGM before the end of November with a pre-AGM preceding this. A pre-AGM should take-place at least 28 days prior to this to make appropriate preparations for the AGM.	Minutes of the last relevant Pre AGM and of the AGM should be included in the submission.	GAA Official Guide Club AGM Workshop	Minutes of AGM Minutes of Pre AGM
B12	Consistent reporting back procedure from County Board meetings	Clubs should demonstrate how the club is updated from delegates attending County Board Meetings	Club Maith Website - Report from County Board Meeting Template	Copy of Club Executive Minutes
B13	Remit of Club Sub-committees	Club should provide the remit and membership of its sub-committees, with remit being signed and dated by Club Chairperson and sub-committee Chairperson	Club Maith Template – Sub-committees Remit Template	Remit for each sub-committee
B14	Data Protection Policy in place	Evidence of a signed and dated Data Protection Policy with Officer(s) to oversee it	Club Maith Website– Data Protection Policy Template	Data Protection Policy

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	Criteria	Supporting Evidence	Support Available	Assessment Method/s
B15	Operating bank account requiring two signatures of three signatories Online banking require dual authorisation	Letter/Email from Bank confirming the names of signatories and/or those with authorisation for online banking.	Club Maith Website - Financial Procedures Manual Ulster GAA Finance Department	Letter/Email from Bank
B16	Monthly finance report made to club executive committee	Evidence of monthly finance report provided to the committee		Minutes
B17	Certified accounts presented to the club AGM and sent to the County Board prior to County Convention. Social clubs to present audited accounts	Copy of the previous year's audited/certified accounts signed off by an Accountant Evidence in the AGM minutes that the Accounts were adopted	Club Maith Website Online Accounts Template Ulster GAA Finance Department County Board	Online Accounts Template Template Correspondence from County Board
B18	Clear segregation of duties with regard to both club income and expenditure	Bank Statements sent to a committee member other than the Treasurer. All cash to be counted by two members of the committee.	Club Maith Website Financial Procedures Manual Gate Control Sheet	Bank Statement Correspondence from Bank Gate Control Sheet
B19	All teams registered under the GAA Injury Benefit Fund.	Clubs are required to register teams annually as soon as possible after 1st January. Payment of team subscriptions is due to Croke Park on or before March 31 annually.	Servasport County Board	Invoice from Servasport

B Community Engagement



	Criteria	Supporting Evidence	Support Available	Assessment Method/s
B20	Have explored how people with disabilities could be included in your club.	Evidence of how the Club provide inclusive activities which encourage participation of people with disabilities.	DSNI 'Disability Inclusion Training' Course GAA for ALL Workshop Disability and Inclusion Policy Template	Certificate Disability and Inclusion Policy
B21	Provide evidence that they have considered their responsibility under the Disability Discrimination Act to provide 'reasonable' physical access for people with disabilities	Club facility access audit and action plan.	Seek information from governing body or a reputable insurance provider	Audit & Action plan Club Visit
B22	The club actively engages with members and has an agreed approach regarding engagement to retain existing members and attract new members.	Evidence of ongoing communication with members via appropriate methods	Website Social Media Newsletters Newspapers	Screenshot Examples
B23	Commit to having contact with local schools that encourages pupils to participate in club activities and communicate effectively with this school about the club's activities.	Annual meeting between club and school reps; Sharing of facilities; Club noticeboard in schools; Club Coaches linked with the primary school; Club-organised school competitions.	Ulster GAA Club School Links Document	Letter from School
B24	Have regular contact with the relevant Local Authority sports development personnel (e.g. membership of the local sports advisory council).	Letter /email from local body confirming membership. Letter from local government confirming ongoing links with Sports Development Officer/Staff	Local Authority Sports Development Department	Correspondence from Local Authority

B Community Engagement



	Criteria	Supporting Evidence	Support Available	Assessment Method/s
B25	Have adopted and implemented a volunteering policy which includes how the club recruits, supports, trains and recognises volunteers.	Evidence of a signed and dated Valuing Volunteers Policy with Officer(s) to oversee it Details of how the club have implemented this policy.	Club Maith Website– Valuing Volunteers Policy Template	Volunteering Policy
B26	Ensure that all new volunteers undergo an induction process that includes the clubs structure and procedures.	Documentation which demonstrates the clubs induction process for new coaches and volunteers.	Club Maith Website– Recruitment Policy and Procedures Template Ulster GAA Volunteer Development Officer	Recruitment Policy and Procedures
B27	Have role descriptions for Club Officers, Coaches and Volunteers outlining roles and responsibilities.	Copy of role descriptions for various club roles, signed and dated by each officer, coach or volunteer.	Club Maith Website	Role descriptions
B28	Cultural Officer in place with cultural activities being organised on an annual basis.	Provide a role description signed and dated by the person in the role	Club Maith Website - Cultural Officer Role Description Ulster GAA Irish Language Officer	Role Description
B29	Link established between Club Cultural Officer and County Cultural Officer	Email Correspondence between relevant officers	County Cultural Officer Ulster GAA Irish Language Officer	Correspondence

C Coaching & Games



	Criteria	Supporting Evidence	Support Available	Assessment Method/s
B30	Deploy suitably qualified coaches in accordance with governing body guidelines and support coaches to engage in continuous learning.	Evidence that all coaches have been trained to at least Foundation Level	Club Maith Template – Coaches Qualifications Record Ulster GAA Coach Education Administrator	Coaches Qualifications Record Correspondence from Ulster GAA Coach Education Administrator
B31	Annual Coaching Plan in place	Coaching Plan in place detailing key actions over a 12 month period.	Ulster GAA Coaching Department County Games Manager	Coaching Plan
B32	Provide a structured coaching programme for children and young people, as determined by the governing body, with progressive and inclusive sessions	Evidence that all codes have a coaching plan in place with the inclusion on an annual coaching calendar	Club Maith Template Coaching Calendar	Coaching Calendar
B33	Coaching Officer in place	Provide a role description signed and dated by the person in the role	Club Maith Template – Club Coaching Officer Role Description	Role Description
B34	Coaching Officer attended training	Evidence that the Coaching Officer has attended role specific training.	Ulster GAA Coaching Department County Games Manager	Correspondence from Ulster GAA Club Coaching and Games Development Officer

C Coaching & Games



	Criteria	Supporting Evidence	Support Available	Assessment Method/s
B35	Provide suitable intra and/or inter club competition, in accordance with governing body guidelines.	Evidence that the club participates fully in Go Games blitzes and host a blitz as required.	County Games Development Manager	Correspondence for County Games Manager
B36	Provide adequate participation opportunities and fulfil all fixtures for all age groups	Evidence that the club encourages wide-ranging participation, and fulfils all fixtures. This can be verified by a letter from the County Secretary	County Secretary	Correspondence
B37	All codes and age groups have equal access to club facilities for coaching and games	Evidence of how the club have an equitable schedule for the use of club facilities, based on all the codes and age groups represented by the club	Club Maith Template – Schedule of Club Pitch Usage	Schedule of Club Pitch Usage
B38	Coaching session template that all coaches use	Evidence that all coaches adhere to the basic principles of training incorporated in a generic coaching session template	Club Maith Template – Blank Session Plan	Completed Session Plan
B39	Club representation at Ulster GAA and County CDP annually	Evidence that coaches have accessed basic additional courses provided by Ulster GAA and County Boards	Ulster GAA Coach Education Administrator County Games Manager	Correspondence from Ulster GAA Coach Education Administrator or County Games Manager

D Creating a Safe Environment



	Criteria	Supporting Evidence	Support Available	Assessment Method/s
B40	Adopt and implement GAA Safety Statement.	GAA Safety Statement signed and dated by Club Executive. To be reviewed on an annual basis	Club Maith Website - GAA Safety Statement Template Health and Safety Checklist	GAA Safety Statement Template
B41	Provide access to qualified First Aid at all coaching and competition sessions.	Evidence of at least four appointed first aiders, with valid First Aid Qualification.	Ulster GAA Health and Wellbeing Manager	First Aid Certificates
B42	Have adopted clear procedures and have an acceptable pro-forma for managing and recording accidents and incidents.	Copy of clubs procedures and pro-forma for managing and recording accidents and incidents.	Club Maith Website Accident/Incident Reporting Form Template	Accident/Incident Reporting Form
B43	Hold an attendance register at all coaching and competition sessions.	Copy of the register taking at all coach and competition sessions (this may be a blank version).	Club Maith Template – Attendance Sheet	Attendance Sheet Club Visit
B44	Hold contact details of parents/guardians and emergency contacts as part of club registration.	Registration form which records parents/guardians and emergency contacts.	Club Maith Website – Registration Form	Registration Form Club Visit

D Creating a Safe Environment



	Criteria	Supporting Evidence	Support Available	Assessment Method/s
B45	Hold information on any medical conditions of children and young people as part of club registration, and communicate the details on a need to know basis.	Copy of medical information form or membership form which records medical information.	Club Maith Website – Registration Form	Registration Form Club Visit
B46	Have parental/guardian's written consent for their young person to participate in the activity.	Copy of consent form or membership form which requests written consent.	Club Maith Website – Registration Form	Registration Form Club Visit
B47	Clubs promote awareness of the GAA Cardiac Screening Questionnaire to all players over the age of 14 years	Evidence that all players over the age of 14 complete the GAA Cardiac Screening Questionnaire	Club Maith Website - Cardiac Screening Questionnaire	Cardiac Screening Questionnaire
B48	Club has adopted a Tobacco, Alcohol and Drugs Policy	Evidence of a signed and dated Tobacco, Alcohol and Drugs Policy with and overseeing Officer(s)	Club Maith Website - Tobacco, Alcohol and Drugs Policy Template	Tobacco, Alcohol and Drugs Policy
B49	Club has appointed a Healthy Club Officer	Evidence of a role description of the Healthy Club Officer	Club Maith Website - Healthy Club Officer Role Description	Role Description

D Creating a Safe Environment



	Criteria	Supporting Evidence	Support Available	Assessment Method/s
B50	Healthy Club Officer attended training	Evidence that the Healthy Club Officer has attended role specific training.	County Healthy and Wellbeing Committee	Certificate or Correspondence from County Health and Wellbeing Committee
B51	Club has a Health and Wellbeing Policy in place	Evidence that the Club have adopted a Health & Wellbeing Policy which has been signed, dated and is being implemented by the Club Health & Wellbeing Officer	Club Maith Website - Health and Wellbeing Policy Template	Health and Wellbeing Policy
B52	Have a Critical Incident Response Plan in place	Evidence that the Club have adopted a Critical Response Plan which has been signed and dated and is overseen by the Club Executive Committee	Club Maith Website - Critical Response Plan Template	Critical Response Plan

E Safeguarding Members



	Criteria	Supporting Evidence	Support Available	Assessment Method/s
B53	Ensure the role of Designated Officer to deal specifically with allegations of abuse has been appointed if the Chairperson is not fulfilling those duties.	Evidence that training has taken place since undertaking the role, and within the last three years. This must be through the GAA-specific training provided	Ulster GAA Safeguarding Microsite Ulster GAA Childrens Officer County Designated Officer	Copy of Certificates Correspondence from Ulster GAA Children's Officer
B54	Appointed a Club Children's Officer & deputy and ensure that at least two club members have attended Children's Officer Training, including the Children's Officer.	Evidence of a role description of the Children's Officer Evidence of attendance at Children's Officer Training	Club Maith Website – Children's Officer Role Description Ulster GAA Children's Officer	Role Description Correspondence
B55	Have adopted GAA Code of Behaviour.	Child Safeguarding Statement signed by Executive Committee and displayed on Club notice board	Club Maith Website – Code of Behaviour Child Safeguarding Statement Template	Child Safeguarding Statement
B56	Ensure that club members and parents/guardians are aware of who the Club Children's Officer/Designated person for safeguarding is and their role.	Details of how this is communicated to members and parents/guardians. Copies of correspondence or other communication materials which demonstrate this.	Ulster GAA Safeguarding Microsite Ulster GAA Childrens Officer	Correspondence Club Visit
B57	Child Safeguarding Risk Assessment completed.	Child Safeguarding Risk Assessment document has been discussed by Executive Committee, signed and copied to County Childrens Officer	Club Maith Website Child Safeguarding Risk Assessment Template	Child Safeguarding Risk Assessment

E Safeguarding Members



	Criteria	Supporting Evidence	Support Available	Assessment Method/s
B58	Ensure that all coaches and volunteers working with children and young people in the club are subject to safe recruiting procedures and have been appropriately vetted through Access NI/Garda Vetting .	Documentation from Ulster GAA which demonstrate that the club are compliant with this criteria.	Governing body Access NI website CPSU website	Correspondence from Ulster GAA Children's Officer Club Visit
B59	Ensure that all club coaches and volunteers working with children and young people have attended or will attend Safeguarding 1.	Copy of recruitment, induction of training procedures. Copy of certificate of attendance for Safeguarding in Sport workshop.	GAA Safeguarding Children & Young People Sport in Sport Awareness Training workshop	Correspondence from Ulster GAA Children's Officer Coaches Qualifications Record
B60	Have implemented the <i>Maintaining appropriate levels of behaviour in our work with children and young people</i> document	Maintaining appropriate levels of behaviour in our work with children and young people	Ulster GAA Safeguarding Microsite Ulster GAA Childrens Officer County Childrens Officer	Club Visit
B61	Adopted a zero tolerance approach towards Bullying and implemented the Anti-Bullying Policy.	Evidence of a signed and dated Anti Bullying Policy with Officer(s) to oversee it.	Ulster GAA Safeguarding Microsite Anti-Bullying Policy Template	Anti-Bullying Policy.
B62	Have appointed a Code of Best Practice Hearings Committee to deal with alleged breaches of the code	Club should provide the remit and membership of its sub-committee, with remit being signed and dated by Club Chairperson and sub-committee Chairperson	Ulster GAA Club Maith Website Remit for Code of Best Practice Hearings Committee Template	Remit for Code of Best Practice Hearings Committee