

## Appendix II: Cúl Camp Planing Checklist

This document has been pre-populated and must be updated specific to your own venue and camp. Once completed please send to your relevant county committee and copy to GAA National Cúl Camp co-ordinator

<b>Venue:</b>		
<b>Event:</b>		
<b>Start Date:</b>		
<b>Finish Date:</b>		
<b>Daily Start and Finish Time:</b>		
<b>Camp Co-Ordinator Name and Contact Details:</b>		
<b>Camp Contact Names Details:</b>		
<b>Coach Name</b>	<b>Contact details</b>	<b>Role / Area Assigned</b>
<b>Supervisor Name</b>	<b>Contact details</b>	<b>Role / Area assigned</b>
<b>Camp Assistant Name (Age 16-18yo old only)</b>	<b>Contact Details</b>	<b>Coach assigned</b>
<b>Detail Daily schedule / timetable of activities &amp; location;</b>		
Day 1		
Day 2		
Day 3		
Day 4		
Day 5		

	Action Required	By	Due	Comments
Club Safety statement in place and reviewed within previous 12 months				
Life Systems in place and operational (tested) E.G. - Fire Alarm, PA, Emergency Lighting, CCTV, Defibrillator				
Fire safety Arrangements in place				
Communication Plan for Emergency Arrangements (Fire, Medical etc.)				
First Aid in place and location communicated to all coaches				
Disability Access / Arrangements				
Signage requirements (way finding, emergency)				
Pre-event Maintenance requirements?				
Pre-camp walkthrough of grounds to be conducted (Identify who is completing)				
Registration process and parent / guardian consent form in place? <u>Registration and consent forms must be retained for at least 2.5 years</u>				
Full Underage section registered for cover under the GAA Injury Benefit Fund?				
All Coaches / Supervisors / Camps Assistants have been vetted by one of the Gaelic Games Associations in accordance with legislation, prior to commencing in their role.				
All coaches have completed minimum Gaelic Games coach training				
All coaches have attended Gaelic Games Associations Child Safeguarding training prior to commencing their role				
Supervisors have attended Camp Assistants training prior to commencing their role				
Camp Assistants have attended camp assistant training programme before they commence their role				
Adequate ratio of coaches to attendees in place – Camp Supervisors may be included in the				

ratio calculation, but Camp Assistants cannot. Please record ratio in place				
Adequate male: female ratio in place with respect to coaches				
When reviewing ratios consider that additional supervision may be required to manage Day 1 registration process, lunch breaks & end of Camp Day collection				
Daily supervision rota in place in place for Lunch break				
All coaches to wear appropriate clothing				
All Sliotars / balls to be gathered during lunch break				
Adequate rest periods scheduled into the daily activity plans?				
Has the pitch been marked and checked before activities				
Playing surface safe and free from hazards				
Are ground markings safe and sufficient distance from fencing and other structures				
Water available near playing area for refilling of bottles. Water checked for safety.				
Are goals secured and anchored and free from hazards				
Where portable goals are used only those that meet IS356/357 to be used				
Coaches instructed in best practice for placing and securing portable goals				
Other sports equipment to be used is safe and in good repair				
Rubbish bins provided for player and public use and emptied regularly				
Visitors / spectators separated from the playing area with appropriate barrier				
Daily changing room check - free from hazards				
Documented cleaning procedure in place for monitoring bathrooms and shower / changing areas – Cleaning Rota template is in supporting documents				
Toilets maintained and adequately stocked				

<p>Parents advised on what children need to bring to camp E.G.- as follows;</p> <ul style="list-style-type: none"> <li>- Packed Lunch + Drink</li> <li>- Hurley and Helmet for Hurling and Camogie (Compulsory)</li> <li>- <b>Mouthguard</b> for Football (Compulsory)</li> <li>- Suitable playing gear, tracksuit, shorts, runners, boots</li> <li>- Rain jacket and changes of gear on wet days</li> <li>- Sun cream and baseball hat</li> <li>- Towel</li> <li>- Water</li> </ul>				
<p>Parking Arrangements reviewed</p>				
<p>Traffic Management plan in place</p>				
<p>Collection of Participants monitored no participant is allowed leave the camp on their own</p>				
<p>Any First Aid treatment given must be recorded on the First Aid treatment sheet in the supporting documents</p>				
<p>If medical expenses are incurred, receipts should be submitted to Croke Park for the attention of Ciara Clarke</p>				
<p>Any complaints received during the duration of the Camp must be fully documented and a record kept at the club. The club should pay attention to complaints received from parents \ guardians</p>				
<p>Any incident which may give rise to a claim under the central insurance placement must be notified to GAA Insurance Department Croke Park.</p>				

**Approval for the camp will be granted based on the information and key facts provided. Please read the completed form carefully to ensure it is correct, as misrepresentation or non-disclosure may result in refusal of approval and/or insurance indemnity should a formal claim arise.**

**By signing below, you agree that to the best of your knowledge the information provided is true and you have not withheld any material facts.**

\_\_\_\_\_  
**Camp Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Club Representative (approved by club executive)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**County Committee Approval**

\_\_\_\_\_  
**Date**

