

LGFA Camp Planning Document



This document has been pre-populated and must be updated specific to your own venue and Camp. In order to host a Camp please ensure the below document is **fully completed, submitted and furnished** by the club secretary and approved by Vinny Whelan, National Development Manager, Vincent.whelan@lgfa.ie

Detail Daily schedule / timetable of activities & location;

Day	Time Allocated	Activity Type	Location
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			

Instruction	Action Required	By	Due	Comments
PRE-CAMP SAFETY REQUIREMENTS				
1. Life Systems in place and operational (tested) E.G. - Fire Alarm, PA, Emergency Lighting, CCTV, Defibrillator				
2. Fire safety Arrangements in place				
3. Communication Plan for Emergency Arrangements (Fire, Medical etc.)				
4. First Aid in place and location communicated to all coaches				
5. Disability Access / Arrangements in place				
6. Signage requirements (way finding, emergency, Covid-19 signage)				
7. At the end of each Camp day; The Camp coordinator should ensure all door handles, playing equipment (e.g. balls, hurleys, sliotars etc.), the medical room and the Toilet(s) are sanitised before use by the next team or training group.				
8. Health Questionnaire to be fully completed by parent/guardian and staff member prior to Camp Commencement. A copy to be provided to Camp Co-ordinator. On a daily basis thereafter, there will be a requirement				

for parents/guardian and staff to complete a tick the box exercise to ensure there is no change in the health circumstance of any participant or staff member.				
9. Pre-event Maintenance requirements?				
10. Full surveillance of grounds to be conducted (Identify who is completing)				
11. Registration process in place. Take note of who is arriving and what group they are allocated to.				

COACH EDUCATION CHECKLIST

1. 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.				
2. All coaches have completed minimum Introduction to Coaching Gaelic Games coaching course				
3. All coordinators and coaches have attended Gaelic Games Associations Covid-19 training prior to commencing their role				
4. All Coaches and Supervisors have completed Gaelic Games Associations Child Safeguarding training prior to commencing their role				

<p>5. Coordinators have watched online LGFA Camp Coordinator webinar and have been vetted</p>				
<p>6. Coaches have watched online LGFA Camp Coach webinar and have been vetted</p>				
<p>7. Adequate ratio of coaches to attendees in place</p> <ul style="list-style-type: none"> - Camp Supervisors may be included in the ratio calculation, but Camp Assistants cannot. <p>Please record ratio in place here</p>				
<p>8. Adequate male: female ratio in place with respect to coaches</p> <ul style="list-style-type: none"> • At least one of the two adults must be female 				
<p>9. Where physical distancing is not possible, cloth face coverings should be worn by coaches, officials, parents, and volunteers.</p> <p><i>Example: When administering First Aid & tying shoelaces face coverings should be used</i></p>				
<p>10. Children should be supervised when handwashing or using hand sanitizer</p>				

RISK ASSESSMENT

1. Playing surface safe and free from hazards				
2. Are ground markings safe and sufficient distance from fencing and other structures				
3. Drinking water available for refilling of bottles. Water checked for safety.				
4. Are goals secured and anchored and free from hazards				
5. Where portable goals are used only those that meet IS356/357 regulations to be used				
6. Coaches instructed in best practice for placing and securing portable goals				
7. Other sports equipment to be used is safe and in good repair				
8. Rubbish bins provided for player and public use and emptied regularly				
9. Visitors / spectators separated from the playing area with appropriate barrier				
10. Daily changing room check - free from hazards				

VENUE FACILITIES

1. Running water facilities available				
2. Toilets				
3. Regular cleaning programme with daily deep disinfection in place				
4. Toilets maintained and adequately stocked with hand soap, toilet roll, and cleaning products				

ROLE OF PARENT/GUARDIAN

<p>1. Parents information prior to Camp taking place;</p> <ul style="list-style-type: none"> - Complete health questionnaire (safe return for Gaelic Games doc) prior to starting Camp - Submit health questionnaire to Camp coordinator - Daily “Tick box” health questionnaire - Parents of participants who are known to have underlying health conditions should be strongly encouraged to seek medical advice before attending a camp - Provide own Water bottle 				
<p>2. Parents should be advised to promote behaviours in younger age groups that will reduce the spread of the virus such as:</p> <ul style="list-style-type: none"> - Staying at home when appropriate - Hand hygiene and respiratory etiquette - Adequate hygiene supplies - Signs and messages clear 				

<p>3. Parents should be advised to supply hand sanitiser for use by their children while attending the Camp. Hand sanitiser should contain at least 60% alcohol.</p> <ul style="list-style-type: none"> - Instruct children to use hand sanitiser when; <ul style="list-style-type: none"> Prior & post going the toilet Prior & post eating Entering & leaving field of play 				
<p>Parents advised on what children need to bring to camp E.G.- as follows:</p> <ul style="list-style-type: none"> - Packed Lunch + Drink - Mouthguard (Compulsory) - Suitable playing gear, tracksuit, shorts, runners, boots - Rain jacket and changes of gear on wet days - Sun cream and baseball hat - Towel - Water 				
TRAFFIC MANAGEMENT AT VENUE				
<p>1. Parking arrangements reviewed drop off and collection point identified:</p> <p>Parents should be advised to remain on the premises until their child has gained entry to the club grounds</p>				
<p>2. Waiting area for parents that adhere to social distancing guidelines</p>				
<p>3. Traffic Management plan in place</p>				

FIRST AID/INCIDENT REPORTING

<p>1. Any First Aid treatment given must be recorded on the First Aid treatment sheet in the supporting documents</p>				
<p>2. Any incident which may give rise to a claim under the central insurance placement must be notified to GAA Insurance Department Croke Park. Child Safeguarding issues should be reported to the National Children's Officer without delay. Incident Report form to be completed as soon as possible after the incident.</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 submitting the form, you agree that to the best of your knowledge the information provided is true and you have not withheld any material facts.

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