



# Club-School Link Information

A **Combined** APPROACH in ensuring  
sporting opportunities for young people



## Contents

Background, Benefits, Minimum standards.....	3
Developing Club-School Link: Making it happen.....	4
Minimum Standards for Club-school Link.....	5
Additional Resources .....	6
Step by step guide for club.....	7-8
Step by step guide for school.....	9
Sample letter/email for contacting school.....	10
Club-School link agreement form.....	11-12
Monitor/ record form .....	13
Sample coaching programme and resources.....	14



# Toolkit for Making Strong Club-School Links

## Background

LGFA has developed a recognition programme for club-school links, enabling clubs and schools to formalise the excellent work they are already doing and supporting them to develop further opportunities.

## Benefits

Each club-school link will be different; as a result each individual link will provide the schools, clubs and young people with numerous benefits. Listed below are some benefits:

For Schools	For Clubs	For Young People
<ul style="list-style-type: none"> <li>• More active, healthier students</li> <li>• Raised school profile in the community</li> <li>• Increased funding opportunities</li> <li>• Support for school &amp; teachers- Training, Lesson plans, sports days, school teams, facilities and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Raise club profile in community</li> <li>• Increase participation in the club</li> <li>• Increase the potential to recruit &amp; develop young leaders and volunteers</li> <li>• Potential access to school facilities and equipment</li> <li>• Funding opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Increase opportunity to play in local community</li> <li>• More active &amp; Healthier</li> <li>• Personal development whether as a player or non-player</li> <li>• Increase number of positive experiences e.g. Friends, Family, Fun, sense of identity</li> <li>• Lifelong learning skills</li> </ul>

## Minimum Standards:

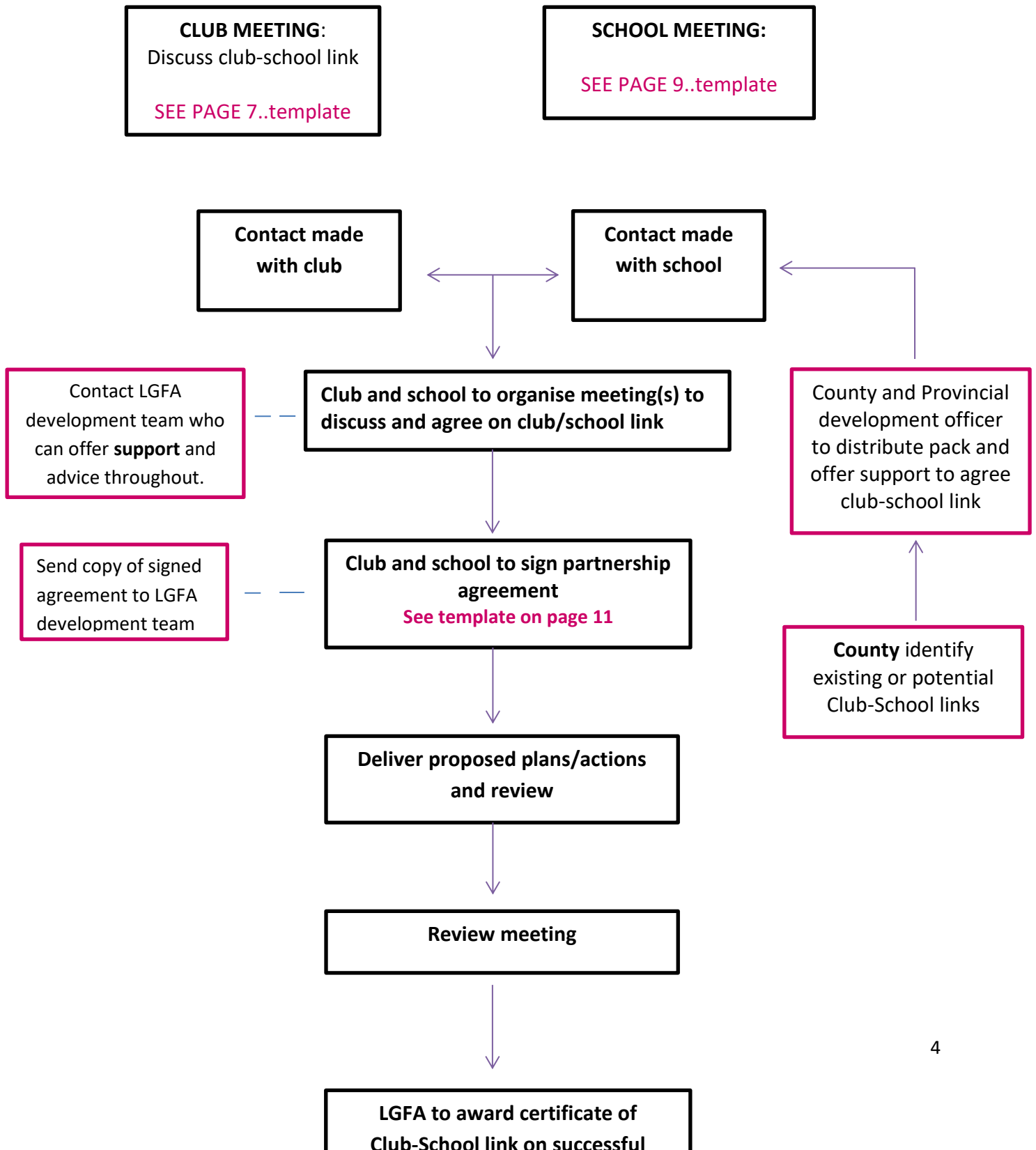
At each level (Bronze/ Silver/ Gold) the school and club will be required to adhere to the minimum standards (basic requirements) to be awarded the LGFA development Club-school link certification.

At all levels, clubs and schools may wish to add additional elements from the examples listed below (this is not exhaustive list):



Club noticeboard in school with club information and promotional material, school use of club facilities, club use of school facilities, offer support to teachers, school teams and transport, develop interschool coaching and/or competition, club open/fun day.

## Developing Club-School Link- *Making it happen*





## Minimum Standards for Club-school Link

<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
<p><b>OUTCOME of Club-School link</b></p> <ul style="list-style-type: none"> <li>• <b>Communication</b> 2/3 times per year</li> <li>• A signed <b>partnership agreement</b> between club and school</li> <li>• <b>Review</b> at the end of agreed period of the activity including monitoring and evaluation</li> </ul>	<p><b>OUTCOME of Club-School link</b></p> <ul style="list-style-type: none"> <li>• <b>Communication</b> 3/4 times per year</li> <li>• Irregular Coaching/taster sessions at school or club provided by club coaches</li> <li>• A signed <b>partnership agreement</b> between club and school</li> <li>• <b>Review</b> at the end of agreed period of the activity including monitoring and evaluation</li> </ul>	<p><b>OUTCOME of Club-School link</b></p> <ul style="list-style-type: none"> <li>• <b>Communication</b> 4/5 times per year</li> <li>• A signed <b>partnership agreement</b> between club and school</li> <li>• Regular coaching opportunity on school site provided by club coaches</li> <li>• <b>Review</b> at the end of agreed period of the activity including monitoring and evaluation</li> </ul>
<p><b>CLUB REQUIREMENTS</b> <b>The club should have:</b></p> <ul style="list-style-type: none"> <li>• LGFA affiliation</li> <li>• A duty of care and child protection</li> <li>• Record kept of new young people joining club as a result of club-school link</li> </ul> <p><b>All coaches and volunteers working with young people should be:</b></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Vetted</li> <li>• LGFA qualified</li> </ul>	<p><b>CLUB REQUIREMENTS</b> <b>The club should have:</b></p> <ul style="list-style-type: none"> <li>• LGFA affiliation</li> <li>• A duty of care and child protection</li> <li>• Record kept of new young people joining club as a result of club-school link</li> </ul> <p><b>All coaches and volunteers working with young people should be:</b></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Vetted</li> <li>• LGFA qualified</li> </ul>	<p><b>CLUB REQUIREMENTS</b> <b>The club should have:</b></p> <ul style="list-style-type: none"> <li>• LGFA affiliation</li> <li>• A duty of care and child protection</li> <li>• Coaching plan</li> <li>• Record kept of new young people joining club as a result of club-school link</li> </ul> <p><b>All coaches and volunteers working with young people should be:</b></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Vetted</li> <li>• LGFA qualified</li> </ul>
<p><b>SCHOOL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Provide a named point of contact within the school</li> <li>• Display posters and promote the club as agreed</li> <li>• Inform club of any policies and procedures specific to their school</li> </ul>	<p><b>SCHOOL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Provide a named point of contact within the school</li> <li>• Display posters and promote the club as agreed</li> <li>• If a coach is coming into school during school time a teacher <b>MUST</b> be present at all times</li> <li>• If practical coaching sessions are taking place, keep attendance record</li> </ul>	<p><b>SCHOOL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• At least one teacher should attend min level of coaching</li> <li>• Provide a named point of contact within the school</li> <li>• Display posters and promote the club as agreed</li> <li>• If a coach is coming into school during school time a teacher <b>MUST</b> be present at all times</li> </ul>



### Club-School Link Resource

	<ul style="list-style-type: none"><li>• Inform club of any policies and procedures specific to their school</li></ul>	<ul style="list-style-type: none"><li>• If practical coaching sessions are taking place, keep attendance record</li><li>• Inform club of any policies and procedures specific to their school</li></ul>
--	---	---

## Additional Resources:

1. Step by step guide for club
2. Step by step guide for school
3. Sample letter/email for contacting school
4. Club-School Link agreement form
5. Monitor/ record form
6. Sample coaching programme



## Step by Step Guide for Clubs

### 1. Propose the idea to the club committee

For the link to be effective and sustainable, the club must be committed.

### 2. Committee meeting

*Address key questions-*

- Is the club committee interested in setting up a club-school link?
- If the committee is interested, why do you want to develop a link?
- Are there any specific schools you wish to target? This could be for practical reasons e.g. distance between school and club or other reasons e.g. good existing relationships.
- Who from the club will be leading on developing the link? (club-school liaison officer). The effectiveness of the link will be down to the commitment of the people involved. It is suggested that at least 2 people are actively involved in establishing a link.
- What are you able to offer the school? You need to agree what resources, time and personnel if applicable is available to develop and sustain the link. This could be sharing of information so that the school, pupils and parents can easily see what the club has to offer (Noticeboard, posters, flyers, Assembly to talk to the pupils). Another level could be to offer a series of taster sessions or coaching programme at the school.

### 3. Contact your LGFA development team to inform your intention to set up a club-school link. They may be able to support

### 4. Contact your targeted schools

- Club can see if they have anyone who works in a school environment within their club (GPO), this can provide a way into the school.
- Contact the school and ask for the Principal and/or head of PE. It is unlikely that you will get through first time due to the nature of the school day. Leave a message and ask for their email address.
- The club can email or send a letter to school principal and PE/Sports coordinator (*Please see template*)

Follow up on contact/email/letter

### 5. If school interested in setting up a link, arrange a time to meet up and discuss (*Please see school club link agreement template*)



At least 2 people from school and club should be involved with establishing a link.

- Outline the club work in the community
- Highlight the club youth and coaching programme

There is an opportunity for local ladies football clubs to work with schools to provide quality sporting opportunities for girls in the community.

Discuss ways school and club could work together to meet the needs and provide new and varied opportunities for young people.

Agree contacts from both the school and club

#### **6. Sign a Club-School link agreement**

**(Please see template)**

Signing a formal agreement formalises the link and ensures both the club and school are clear on the expectations set.

#### **7. Put your plan into action**

#### **8. Monitor the number of young people joining your club from different schools over the year (Please see template)**

This will help to demonstrate the effectiveness of your club-school link

#### **9. Review**

##### **Providing the right people:**

It is essential to have experienced teachers, coaches, assistants and volunteers who are qualified to work with young people and are keen to improve their expertise. People involved in club-school link needs to be committed, enthusiastic and act as positive role models. They should nurture and value young people by listening to their views and celebrating their successes.





## Step by Step Guide for School

### **1. Propose the idea to the PE coordinator/Principal**

For the link to be effective and sustainable, the school must be committed

### **2. Address key questions at the team meeting:**

- Is the team interested in setting up a school-club link?
- If the team is interested, why do we want to develop a link?
- Are there specific clubs you wish to target? This could be for practical reasons e.g. distance between school and club or other reasons e.g. good existing relationships.
- Who from the school will be lead on developing the link? The effectiveness of the link will be down to the commitment of the people involved. It is suggested that at least 2 people are actively involved in establishing a link.

### **3. Contact your Local LGFA development team**

They may be able to offer support and give listing of clubs in your locality and contact details for the club(s).

### **4. Contact your local Ladies Gaelic Football Club**

It is unlikely that you will get through first time as clubs are usually run by volunteers who work in the day. Leave a message and ask them to contact you.  
Follow up on contact made.

### **5. If club is interested in setting up a link, arrange a time to meet up and discuss the plans for link**

At least 2 people from school and club should be involved with establishing a link.

Discuss ways school and club could work together to meet the needs and provide new and varied opportunities for young people.

Agree contacts from both the school and club

### **6. Sign a Club-School link agreement**

(Please see template on page 11)

Signing a formal agreement formalises the link and ensures both the club and school are clear on the expectations set.



7. Put your plan into action
8. Ask the club to monitor the number of young people joining the club from your school over the year (Please see template on page 13)  
This will help to demonstrate the effectiveness of your club-school link
9. Review

### (Sample E-mail/Letter to School)

A Chara,

I wish to follow up on the phone call I made to you earlier this week in relation to the club-school link and to organise a follow up meeting in relation to same.

Below is confirmation of the details of the meeting and I will make contact with you on the day prior just to make sure all is still ok.

**Date:**

**Time:**

**Representatives who will visit:**

**Contact Number:**

We look forward to working alongside the school to assist you in whatever way we can to continue the development of physical activity among girls in the area.

Kind Regards

---



## LGFA Club-School Link Agreement Form

A club-school link is an agreement between a Ladies Gaelic Football club and a school, designed to help both parties further their aims and work together to meet the needs of young people, whether they want to get involved:

- As a player to enjoy and develop their skills
- For social or recreational reasons OR to maintain and develop their fitness
- As a young Leader, Coach, Referee or as a Club Volunteer.

This form sets out commitments that the club and school agree to as part of a club-school link.

	Club	School
Club/School Name		
Name of Contact		
Role of Contact		
Telephone		
Email		
Level Agreed	<span style="background-color: #c4a032; padding: 2px;">Bronze</span>	<span style="background-color: #c4c4a0; padding: 2px;">Silver</span>
Signature (s)		
Date		<span style="background-color: #4a4a9a; color: white; padding: 2px;">Agreed Review Date</span>

The school and club agree to contact each other regularly with updates. This agreement will be reviewed on the set date to ensure quality, continued planning and progression.

**We recommend that a minimum of 3 ‘ticked’ boxes for both school and club to start a school-club link. Boxes or wording can be amended to meet the school and club needs.**

The school agrees to...	Tick	The club agrees to...	Tick
Safeguard all young people (compulsory)	✓	Safeguard all young people, ensure coaches are qualified and vetted (compulsory)	✓
Ensure up to date club information is made available to pupil and promote club within the school (Noticeboard/hand-outs/newsletter)		Provide the school with up to date information and promotional material (e.g. Posters, newsletters, flyers, training/activity details)	
Promote opportunities to participate at the club within the school (see ‘list of ideas’)		Provide new opportunities for students to participate (see ‘list of ideas’)	



Club-School Link Resource

Offer Ladies football as a curricular activity to appropriate age groups		Provide Coaching support	
Offer Ladies football as an extra-curricular activity to appropriate age groups		Help to run after school sessions	
Ensure a member of staff is available on school site for extra-curricular activity		Provide CPD opportunities for both students and staff	
Promote opportunities to volunteer at the club within the school (see 'list of ideas')		Provide the school with information on volunteering roles and support opportunities in the club	

**List of Ideas**

Please select from the below or any additional ideas you might have and agree actions to deliver.

**Club could:**

- Offer use of their facilities
- Establish a school noticeboard and have up to date information
- Do a talk in school/at assembly to encourage children to join
- Provide a fixture list/calendar of events for young people to participate or gain experience as young leaders/volunteers
- Provide coaches to assist with after school coaching and/or school team
- Run a club open/fun day at the club for the school
- Provide the school with equipment to support the delivery of Ladies football in school
- Provide training for teachers/assistants to deliver sessions confidently
- Help with the organisation of events, sports days if appropriate

**School could:**

- Offer use of school facilities
- Provide space on the school noticeboard and/or website for club to promote itself and activities
- Advertise the clubs training and competitions
- Invite club coaches/players to speak at assemblies or PTA meetings
- Include the club in the planning of an 'open week', have a go activity
- Provide letters of support for funding applications

	The School Will:	The Club Will:
<b>Action 1</b>		
<b>Action 2</b>		
<b>Action 3</b>		





As part of the monitoring and evaluation process for club-school link, please keep a record of all young people joining your club and return to the school at an agreed date.

## Useful Links

**Competency chart** - Guide to what we should be focusing on and when for our players.

<http://ladiesgaelic.ie/lgfa-hub/coaches/club-player-competencies-chart/>

## Sample Coaching Programmes

**Nursery Programme: Under 7**

<http://ladiesgaelic.ie/lgfa-hub/clubs/club-nursery-programme/>

**Gaelic4Girls Programme: 8-12**

<https://ladiesgaelic.ie/lgfa-hub/games-development/gaelic4girls/>

**Gaelic Games Activity Planner**

<https://learning.gaa.ie/planner/>

## Skill Videos

<http://ladiesgaelic.ie/lgfa-hub/coaches/lgfa-skills-videos/>

## Underage Skills Logbook



Club-School Link Resource

<http://ladiesgaelic.ie/learn/igfa-underage-skills-logbook/>