



ACTIVATE • INVEST • MAINTAIN





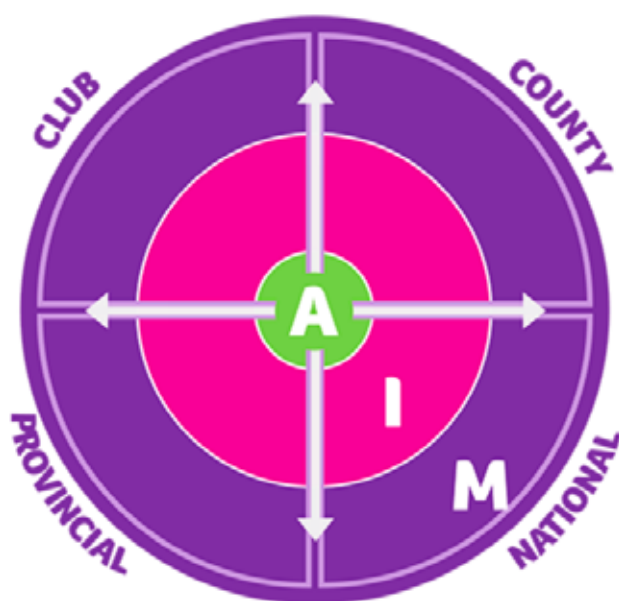
INTRODUCTION

Success doesn't just happen on the pitch. It is the result of strong teamwork off the pitch too and effective administrators are central to all activities of the Ladies Gaelic Football Association across club, county, provincial and national levels.

The LGFA Administrator Pathway is a self-led development initiative aimed at supporting volunteer administrators at their level enabling them to receive support at a time when they need it, and specific to their role. This education at club, county, provincial and national level aims to increase an administrator's capacity to undertake their role and build confidence in their ability to fulfill the role.

Administrators have and always will play a vital part in the development and delivery of ladies football. Without them, our sport would not be where it is today and most community activities and events would struggle to operate smoothly. In short, volunteers are critical to our sport.

To support our administrators, this programme of learning is designed to offer a pathway, setting them on their volunteering journey and discovering new opportunities to become change makers in their communities. The suite of resources is available for officers in positions already or potential future administrators to support succession planning. The pathway is designed to assist administrators with education specific to their role and to complete in their own time.



Activate your initiation into LGFA Administration

- *Introduction to LGFA Module*

Invest in the knowledge of your specific officer role

- *Modules for Each Specific Officer/Committee Role*

Maintain your skillset and develop

- *Webinars, courses and modules to develop your skillset as an officer*

A.I.M. (ACTIVATE, INVEST, MAINTAIN)

There are three phases to this discovery:

ACTIVATE - *Activate your initiation into LGFA Administration*

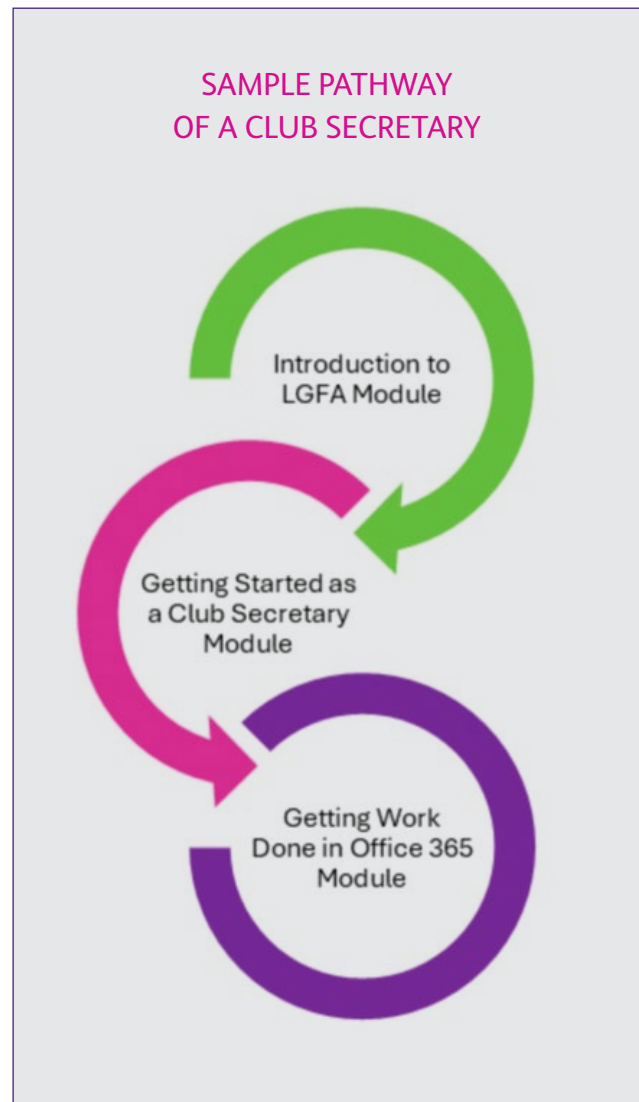
- The Introduction to the LGFA module will provide a background to the structures of the Ladies Gaelic Football Association
- This module must be completed on TOBAR (Gaelic Games eLearning Platform) to open access to the next introductory modules

INVEST - *Invest in the knowledge of your specific officer role*

- This section contains introductory modules on TOBAR for each administration role at club, county, provincial and national level
- Participants may complete modules specific to their current or potential role
- Upon completion of a module for that unit, e.g. Club officer role, then the maintain modules for that unit (club) will then appear available in the next section

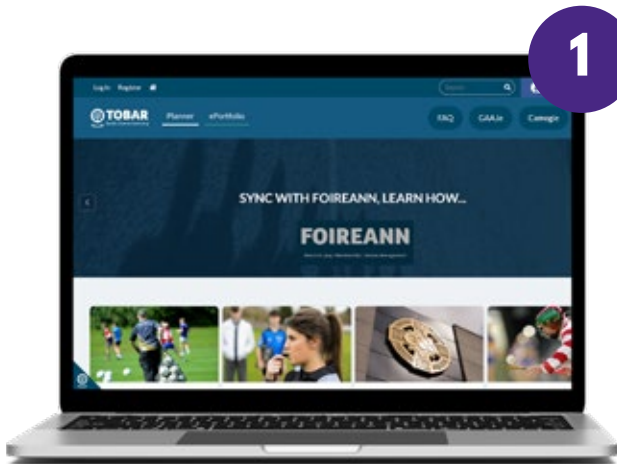
MAINTAIN - *Maintain your skillset and develop*

- This section will contain webinars, courses, self-led modules and in-person events to develop your skillset as an administrator
- It is encouraged to engage with at least one aspect on this section annually for your role





HOW CAN AN ADMINISTRATOR ENGAGE WITH THE LGFA ADMINISTRATOR PATHWAY?



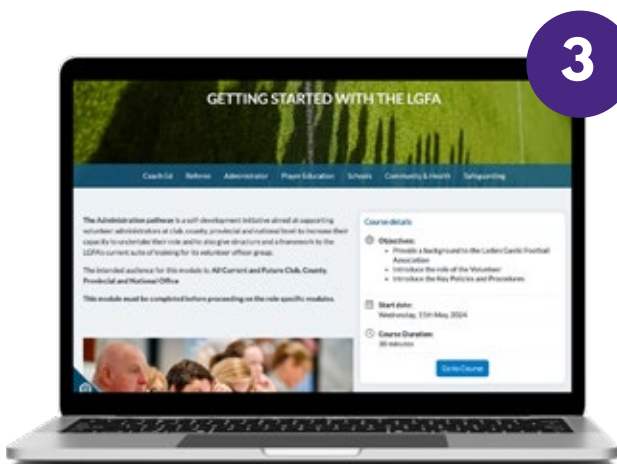
REGISTER ON TOBAR

If you do not have an account you can register at <https://learning.gaa.ie/>



LGFA ADMINISTRATOR PATHWAY LANDING PAGE

If you do not have an account you can register at <https://learning.gaa.ie/LGFAAdministratorPathway/>



ACTIVATE STAGE

Commence your learning journey with the Activities stage by completing the introduction to the LGFA module.



MODULE TILES

All modules have a tile and when you click on this you will access the course.

HOW CAN AN ADMINISTRATOR ENGAGE WITH THE LGFA ADMINISTRATOR PATHWAY?



GO TO COURSE

Click on 'Go to Course' to complete.



MODULE TILES

A badge will be added to your profile for every module completed across the pathway.



INVEST

Once the Activate Stage is completed you can then move to Invest modules relevant to your role at club, county or provincial and national level.



MAINTAIN

Resources in this section can be engaged with annually to maintain an enhance your skillset.



WHAT IS THE TARGET AUDIENCE FOR THIS PATHWAY?

There are resources for all current and future administrators at Club, County, Provincial and National level.





CLUB

ACTIVATE

INVEST

MAINTAIN

County Leadership Modules,
Webinars and Courses
(Examples)

	ACTIVATE	INVEST	MAINTAIN
CLUB CHAIRPERSON		Getting Started as a Club Chairperson (Self Paced Online Module)	<ul style="list-style-type: none"> • Club Leadership • Webinars and Courses • Leading, Managing and Governing Your Club • Leading Effective Meetings • Getting Work Done in Office 365 • Volunteer Recruitment and Retention • Operating Effectively as One Club • Preparing for and Running the AGM • Rules Procedures for Your Club • Fundraising and Event Management • Lifestyle Balance for Volunteers
CLUB SECRETARY		Getting Started as a Club Secretary (Self Paced Online Module)	
CLUB TREASURER		Getting Started as a Club Treasurer (Self Paced Online Module)	
CLUB PRO		Getting Started as a Club PRO (Self Paced Online Module)	
CLUB REGISTRAR	Introduction to LGFA as an Officer / Committee member. (Self Paced Online Module)	Getting Started as a Club Registrar (Self Paced Online Module)	
CLUB CHILDRENS OFFICER		Getting Started as a Club Childrens Officer (Self Paced Online Module)	
CLUB COACHING OFFICER		Getting Started as a Club Coaching Officer (Self Paced Online Module)	
CLUB COUNTY BOARD DELEGATE		Getting Started as a Club County Board Delegate (Self Paced Online Module)	
CLUB DISCIPLINARY OFFICER		Getting Started as a Club Disciplinary Officer (Self Paced Online Module)	
CLUB SUB-COMMITTEE MEMBER		Getting Started as a Club Committee Officer (Self Paced Online Module)	



COUNTY	ACTIVATE	INVEST	MAINTAIN County Leadership Modules, Webinars and Courses (Examples)
COUNTY CHAIRPERSON		Getting Started as a County Chairperson (Self Paced Online Module)	
COUNTY SECRETARY		Getting Started as a County Secretary (Self Paced Online Module)	<ul style="list-style-type: none"> • Leadership as a Chairperson
COUNTY TREASURER		Getting Started as a County Treasurer (Self Paced Online Module)	<ul style="list-style-type: none"> • Leading, Managing and Governing your County • Effective Administration as a County Secretary
COUNTY PRO		Getting Started as a County PRO (Self Paced Online Module)	<ul style="list-style-type: none"> • Leading Effective Meetings • Managing your finances as a County Treasurer
COUNTY REGISTRAR		Getting Started as a County Registrar (Self Paced Online Module)	<ul style="list-style-type: none"> • Showcasing Your County as a PRO • Getting Work Done in Office 365
COUNTY CHILDRENS OFFICER	Introduction to LGFA as an Officer / Committee member. (Self Paced Online Module)	Getting Started as a County Childrens Officer (Self Paced Online Module)	<ul style="list-style-type: none"> • Volunteer Recruitment and Retention • The Do's and Don'ts of County Teams • Conflict Resolution
COUNTY CULTURE AND LANGUAGE OFFICER		Getting Started as a County Culture & Language Officer (Self Paced Online Module)	<ul style="list-style-type: none"> • Preparing for and Running the AGM • Rules Procedures for Your County
PROVINCIAL CENTRAL COUNCIL DELEGATE		Getting Started as a Provincial Central Council Delegate (Self Paced Online Module)	<ul style="list-style-type: none"> • Approaches to Sponsorship and Fundraising • Fixtures Planning and Review
COUNTY CODA OFFICER		Getting Started as a County CODA Officer (Self Paced Online Module)	<ul style="list-style-type: none"> • Getting to Know Your CODA Rules • Teamwork and Building Networks
COUNTY SUB-COMMITTEE MEMBER		Getting Started as a County Committee Officer (Self Paced Online Module)	<ul style="list-style-type: none"> • Working Together as a County Development Committee • Lifestyle Balance for Volunteers
MEMBER OF COUNTY HEARINGS OR APPEALS COMMITTEE		Getting Started as a Member of the County Hearings or appeals Committee (Self Paced Online Module)	



PROVINCE	ACTIVATE	INVEST	MAINTAIN Provincial Leadership, Webinars and Courses (Examples)
PROVINCIAL PRESIDENT		Getting Started as a Provincial President (Self Paced Online Module)	
PROVINCIAL SECRETARY		Getting Started as a Provincial Secretary (Self Paced Online Module)	<ul style="list-style-type: none"> • Leading from the front as President
PROVINCIAL TREASURER		Getting Started as a Provincial Treasurer (Self Paced Online Module)	<ul style="list-style-type: none"> • Leading, Managing and Governing your Province
PROVINCIAL PRO		Getting Started as a Provincial PRO (Self Paced Online Module)	<ul style="list-style-type: none"> • Effective Administration as a Provincial Secretary
PROVINCIAL REGISTRAR		Getting Started as a Provincial Registrar (Self Paced Online Module)	<ul style="list-style-type: none"> • Leading Effective Meetings
PROVINCIAL DEVELOPMENT OFFICER	Introduction to LGFA as an Officer / Committee member. (Self Paced Online Module)	Getting Started as a Provincial Development Officer (Self Paced Online Module)	<ul style="list-style-type: none"> • Managing your finances as a Provincial Treasurer
PROVINCIAL CULTURE AND LANGUAGE OFFICER		Getting Started as a Provincial Culture & Language Officer (Self Paced Online Module)	<ul style="list-style-type: none"> • Showcasing Your Province as a PRO
PROVINCIAL CODA OFFICER		Getting Started as a Provincial CODA Officer (Self Paced Online Module)	<ul style="list-style-type: none"> • Getting Work Done in Office 365
PROVINCIAL SUB-COMMITTEE MEMBER		Getting Started as a Provincial Sub-Committee Officer (Self Paced Online Module)	<ul style="list-style-type: none"> • Volunteer Recruitment and Retention
MEMBER OF PROVINCIAL HEARINGS OR APPEALS COMMITTEE		Getting Started as a Member of the Provincial Hearings or appeals Committee (Self Paced Online Module)	<ul style="list-style-type: none"> • Conflict Resolution
			<ul style="list-style-type: none"> • Create a Culture of Continuous Improvement
			<ul style="list-style-type: none"> • Preparing for and Running the AGM
			<ul style="list-style-type: none"> • Rules Procedures for Your Province
			<ul style="list-style-type: none"> • Approaches to Sponsorship and Fundraising
			<ul style="list-style-type: none"> • Getting to Know Your CODA Rules
			<ul style="list-style-type: none"> • Fixtures Planning and Review
			<ul style="list-style-type: none"> • Teamwork and Building Networks



All modules at Invest and Maintain are accessible with an enrollment key for the officers in the positions.

NATIONAL	ACTIVATE	INVEST	MAINTAIN Provincial Leadership, Webinars and Courses (Examples)
NATIONAL PRESIDENT		Getting Started as a National President (Self Paced Online Module)	
			<ul style="list-style-type: none"> • Creating and Managing a Vision for the LGFA
ASSISTANT SECRETARY		Getting Started as a National Assistant Secretary (Self Paced Online Module)	<ul style="list-style-type: none"> • Leading, Managing and Governing the LGFA
			<ul style="list-style-type: none"> • Transparency and Accountability
NATIONAL TREASURER		Getting Started as a National Treasurer (Self Paced Online Module)	<ul style="list-style-type: none"> • Leading Effective Meetings
			<ul style="list-style-type: none"> • Reviewing your finances as a National Treasurer
NATIONAL CULTURE AND LANGUAGE OFFICER	Introduction to LGFA as an Officer / Committee member. (Self Paced Online Module)	Getting Started as a National Culture & Language Officer (Self Paced Online Module)	<ul style="list-style-type: none"> • Getting Work Done in Office 365
CHAIRPERSON OF NATIONAL DEVELOPMENT COMMITTEE		Getting Started as Chairperson of the National Development Committee (Self Paced Online Module)	<ul style="list-style-type: none"> • Lifestyle balance for Volunteers • Diversity & Inclusion in the LGFA
			<ul style="list-style-type: none"> • Operating Effectively as One Committee
MEMBER OF NATIONAL MANAGEMENT COMMITTEE		Getting Started as a Member of LGFA Management (Self Paced Online Module)	<ul style="list-style-type: none"> • Create a Culture of Continuous Improvement
			<ul style="list-style-type: none"> • Understanding and Adhering to Terms of Reference
MEMBER OF NATIONAL SUB COMMITTEE		Getting Started as a National Sub-Committee Member (Self Paced Online Module)	<ul style="list-style-type: none"> • Teamwork and Building Networks
			<ul style="list-style-type: none"> • Behaving with Integrity • Conflict Resolution
MEMBER OF NATIONAL HEARINGS OR APPEALS COMMITTEE		Getting Started as a Member of National Hearings or Appeals Committee (Self Paced Online Module)	<ul style="list-style-type: none"> • Rules Procedures for LGFA • Getting to Know Your CODA Rules



FULL INFORMATION AVAILABLE AT
ladiesgaelic.ie/learn/lgfa-administrator-pathway/