



# GAA HANDBALL COUNTY CHECKLIST

Below is a list of good practice guidelines for a County GAA Handball Board to use as a template to run effectively.

- County Executives should ensure they are familiar with GAA Handball's Constitution Rulings.
- Contact **development.handball@gaa.ie** for further queries and development guidance.

CRITERIA	Available Support / Comments	Complete
<b>1. County Management</b>		
A. Is the County AGM hosted by November 20th each year?	See Appendix for AGM Support Literature	
B. Are all required positions on the County Executive elected with correct procedure?	See Appendix for AGM Support Literature	
C. Is there sufficient female officer representation on the County Executive?	Aim for 50 / 50 split	
D. Does the Committee host quarterly (at minimum) County Board Meetings?	See Appendix for Meeting Agenda & Minutes Templates	
E. Does the County Executive approve all expenditure?	See Appendix for Financial Records Template	
F. Does the County Executive utilise Fundraising & Grant options to generate income streams?	See Appendix 3 for Fundraising Idea's	
G. Does the County Executive send delegates County GAA meetings?	Important to build positive relationships with the County GAA Board	
H. Does the County Executive send representation to Provincial Handball Council meetings?	Important to build positive relationships with the Provincial GAA Board	
I. Does the County Executive produce an End of Year Report, and submit to GAA Handball?	See Appendix for Template	
J. If your County takes membership fees, is this received in full each year in a safe and efficient manner?		
K. If your County takes membership fees, is there a reduced rate applied for juveniles?		
L. Does the County have effective communication channels with members/Clubs?	Email, Website, Social Media, Messaging	

CRITERIA	Available Support / Comment	Complete
<b>2. Communication, Image &amp; PR</b>		
A. Is the County Secretary using the official GAA Handball County Email Address for official County business?	secretary.county.handball@gaa.ie	
B. Does the County have a committed, active PRO?	See Appendix for PRO Guidance	
C. Are County Handball notes/tournament reviews appearing in local media outlets?		
D. Does the County utilise Social Media Platforms? Has the County adopted the GAA Social Media Guidelines?	See Appendix 7 for Social Media Guidelines	
E. Does the County Handball Board have an official Website, or at minimum a Handball section on the County GAA website?		
F. Do players representing the County in All-Ireland Championships have access to full County Playing Gear?		
G. Does the County maintain a County Roll of Honour?	See Appendix for Template	
H. Has a History of Handball in the County been completed?	See Appendix for Template	
I. Does your County actively promote the Irish Language?	See Appendix for Ideas & Guidance	
<b>3. Coaching &amp; Development</b>		
A. Is there a Development Contact for potential new Clubs/Schools to liaise with?	Important when attracting new members & growth.	
B. Is there a County Coaching Officer to oversee coaching sessions for County Juvenile Representatives?		
C. Has a Foundation Level Coaching Award been hosted at a minimum of every two years?	Contact <a href="mailto:development.handball@gaa.ie">development.handball@gaa.ie</a> for Coaching Course requests.	
D. Has a Level 1 Coaching Award been hosted at a minimum of every two years?	Contact <a href="mailto:development.handball@gaa.ie">development.handball@gaa.ie</a> for Coaching Course requests.	
E. Are all codes of Handball catered for?		
F. Are annual County Championships for Adults & Juveniles run?		
G. Are annual County Leagues/Tournaments/Blitz Days for Adults & Juveniles run?	See Appendix for Ideas & Guidance	
H. Does your County run any Initiatives to promote females in Handball? (E.g. County She's Ace Day)	See Appendix for Ideas & Guidance	
I. Has your County produced a County Development Plan? (Ideally a 3-5 year plan is recommended).	See Appendix for Template	
J. Has the County Executive an updated audit of all Handball Courts in the County? ( <i>Existing &amp; Unused</i> )	See Appendix for Template	
<b>4. Governance</b>		
A. Are all officials & volunteers operating on behalf of the County subjected to Garda Vetting / Access NI checks?	See <a href="http://www.gaahandball.ie">www.gaahandball.ie</a> for guidance	
B. Does the County ensure that only registered players participate in training/competition games?	Only registered players are insured and eligible to play.	
C. Does your County comply fully with General Data Protection Regulation? (GDPR)	See Appendix for Guidance	

*Contact [development.handball@gaa](mailto:development.handball@gaa) for further assistance on any of the above.*

<b>APPENDIX INDEX</b>	
<b>1</b>	County AGM Guidance Notes
<b>2</b>	Meeting Minutes Template
<b>3</b>	Accounts Template (Excel)
<b>4</b>	Fundraising Ideas
<b>5</b>	End of Year Report Template
<b>6</b>	Role of the PRO
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<b>10</b>	Promoting the Irish Language
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