CAIRN community games

Setting Up a New Cairn Community Games Area

Overview & Guidelines



RCN: 20017057

Introduction



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Forming a Committee



Key Roles Required:

- **Chairperson:** Leads meetings and represents the Area at county-level.
- **Treasurer:** Manages finances and ensures compliance.
- **Secretary:** Oversees communications and record-keeping.
- **Children's Officer (mandatory):** Safeguarding lead, may combine with another role.
- **Company Member:** Required additional role.

Communications Setup:

Each role gets an official Gmail address (e.g., newarea@communitygames.eu)

Training Provided:

Free during Year 1: safeguarding, coaching courses, and other supports.



Affiliation Process

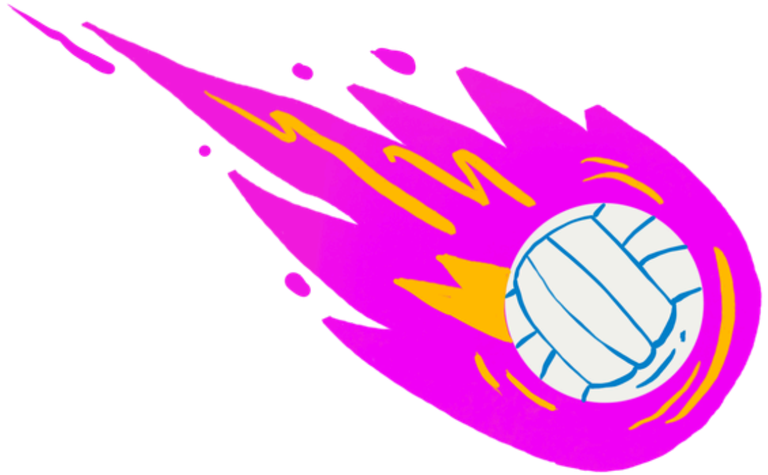


Steps to Become Officially Affiliated:

- **Boundary Setting:** Meet with your County Secretary to define Area boundaries. Contact your secretary here.
- **Registration:** Use the Online Registration System (ORS) to affiliate — first year is free. ORS system.
- **Annual General Meeting (AGM):** Essential yearly meeting to review, elect, plan.



Safeguarding Requirements



Core Obligations:

- Risk Assessment & Child Safeguarding Statement (every 3 years, with templates). Click here to find out more.
- Display statement at events or online.
- Garda vetting for all volunteers before involvement with children.
- Safeguarding 1 training to be completed.



Policies



Governance Standards:

Follows Sport Ireland Governance Code and Charities Regulator Code — integrity, transparency, accountability.

Key Policy Areas:

- Child Protection (Children First).
- Code of Conduct (signed by participants, volunteers, parents etc.)
- Equality & Inclusion (open to all backgrounds and abilities).
- GDPR Compliance (consent forms and secure data handling).

All policies are available to view online here

calling all volunteers!

Volunteer Recruitment



Strategies to Attract Volunteers:

- Engage parents, teachers, coaches, community members
- Organise induction sessions with county support
- Ensure all volunteers are Garda vetted



Organising Events



Key Tasks:

- Co-ordinate event dates with County Secretary (align with deadlines of national calendar).
- Confirm insurance coverage via ORS.
- Review rules and use event guidebooks here.
- Carry out event-specific risk assessment using provided forms.



Fundraising



Fundraising Ideas:

- Raffles, sponsorships, coffee mornings, quiz nights.
- Bag-packing at supermarkets, church gate collections.
- Use local councillor discretionary funds.
- Nominal participation fees (€2 per child).
- Partner with local businesses & Local Sports Partnerships (LSPs).

Bank Account Setup:

- Dedicated account with multiple signatories (e.g., Treasurer, Chair).
- Submit ID/address and organisational documents to bank.
- Regularly deposit funds raised through events, sponsorships, or fees into the account.



Promoting Your Area



Promotion Channels:

- Schools (posters, presentations, PE class collaborations).
- WhatsApp groups and broadcast lists for announcements.
- Social media (Facebook, Instagram, Canva Pro templates).
- Local media (press releases, radio interviews).
- Word-of-mouth: encourage community sharing.
- Use PR training tools via Volunteer Training page.



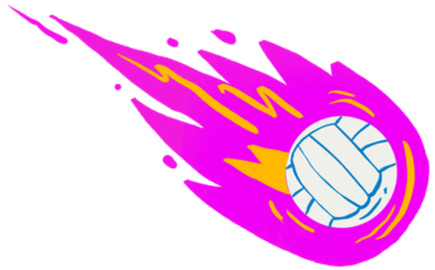
Inclusivity & Diversity



Cairn Community Games holds Investors in Diversity Silver Accreditation.

Commitment Strategies:

- Make all children feel welcome.
- Incorporate culture corner, accessible formats, diverse representation.
- Partner with schools to reach underrepresented groups.
- Use inclusive communication and visuals.
- Review EDI policy and access training resources.
- Attend training opportunities provided by Cairn Community Games.



Training Opportunities



Free Training in Year 1:

- Safeguarding Levels 1, 2 & 3
- Coaching Children courses & Coaching Teenage Girls in Sport
- Physical Literacy
- Autism Awareness
- DEI courses including LGBTQ+ courses
- Accessible through the Volunteer Training page



Next Steps



What's Next?

- Form committee and define roles.
- Contact County Secretary and register via ORS.
- Plan first AGM, safeguarding setup, and initial promotional push.
- Access training and outreach resources to hit the ground running.

ANY REQUESTS OR QUESTIONS?



We're All In



THANK YOU

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