

# Uploading Club Data – Guide for NGBs

## Clubs

A Club is a group of people who take part in a sport or activity. Examples include a soccer team, a hillwalking club or an active retirement group. For this project, a Club is not a physical place, like a GAA Ground; this would be considered an Activity Location.

## Data Template

- You can [download the Club bulk template spreadsheet on this webpage](#).
- Click the “Download” button in the top right of the page.
- It will download a Zip file. A Zip file is a compressed version of a file – in this case the Excel template. [More info on how to open Zip files](#).
- Open the Zip file and it will contain an Excel file named ‘Club bulk upload form v2.0.xlsm’
- When you open the Excel file make sure you click the “Enable macros” option. Macros are little rules inside the Excel file we use to ensure data quality.
- Email the completed Excel spreadsheet back to us, and we will upload it to the website.

Email the completed spreadsheet back to us, and we will check it, then upload it to the website.

## Data Fields to Enter

It is strongly encouraged to include information for all the fields if possible. This will allow the public to find clubs more easily and will help NGBs with their analysis and development work. However, some fields are considered *required*, other *recommended*, while others are *optional*. If a field is marked as required and the information is not filled in, the submission will not be accepted for upload.

We hope you can have the completed templates back to us by **April 30<sup>th</sup>**.

## Club Bulk Upload Data Fields

The following table gives details and instructions for all fields in the Club bulk upload template.

Field	Include	Info	Example
Club name	Required	Make sure to include the sport or activity in the name. Change abbreviations, such as CC for Cycling Club, to full words.	<i>Gorey Hillwalking and Caving Club</i>
EirCode (or Postcode)	Required	Eircode/Postcode OR lat-long is required	<i>W23 E4Y0</i>
Latitude	Required	Eircode/Postcode OR lat-long is required.	<i>53.34622</i>
Longitude	Required	Eircode/Postcode OR lat-long is required. Also, everywhere in Ireland will be a negative (-) longitude, ensure that's there.	<i>-6.320641</i>
Sports/Activities	Required	Select all that apply.	<i>Hillwalking, Caving</i>
Club affiliation	Required	Select all that apply. At present, all clubs in the database must be affiliated to an official body from this list.	<i>Mountaineering Ireland, Speleological Union of Ireland</i>
Description	Recommended	Include info that prospective members might need. Can have up to 8000 characters.	<i>Our club meets in Gorey every Sunday morning, with outings for various levels of ability and experience. Please contact us for further details.</i>
Club image URL	Recommended	This should be a URL (also known as a 'link') to an image online of a club logo or photo. You can get the URL of any image online by right-clicking the image and then hitting "Copy image address". Then	<a href="https://www.sportireland.ie/sites/default/files/styles/square/public/2019-09/family-cycling-i-ss.jpg?h=059bc581&amp;itok=L0asKNn8">https://www.sportireland.ie/sites/default/files/styles/square/public/2019-09/family-cycling-i-ss.jpg?h=059bc581&amp;itok=L0asKNn8</a>

		just paste the URL in to the field in the spreadsheet.	
Address	Recommended	Try to include as much of the address as possible.	<i>Gorey, Co. Wexford</i>
County	Recommended	Will be a drop-down menu. Pick which county the club is in.	<i>Wexford</i>
Phone number	Recommended	If possible, please use a club phone number as opposed to a personal phone number	<i>082 1231234</i>
Email address	Recommended	If possible, please use a club email address as opposed to a personal email address.	<a href="mailto:secretary@club.ie">secretary@club.ie</a>
Website	Recommended	Add the full URL of the club's website.	<a href="http://www.club1.ie">www.club1.ie</a>
Does club accept Under 18s?	Recommended	Yes/No choice	<i>No</i>
Does club cater for Masters or older participants?	Recommended	Yes/No choice	<i>Yes</i>
Twitter URL	Optional	Social media account. Must be full URL.	<a href="http://www.twitter.com/club1">www.twitter.com/club1</a>
Facebook URL	Optional	Social media account. Must be full URL.	<a href="https://www.facebook.com/club1">https://www.facebook.com/club1</a>
Instagram URL	Optional	Social media account. Must be full URL.	<a href="http://www.instagram.com/club1">www.instagram.com/club1</a>
Is the club signed up to Cara's Sport Inclusion Disability Charter?	Optional	Yes/No choice. The Cara charter outlines five key areas people with disabilities are asking all organisations to consider in making active and healthy lifestyles possible. <a href="#">Find out more</a> , including how to sign up.	<i>Yes</i>

Any Accessibility Details	Optional	If there's any more info to add on accessibility within the club, include it here.	<i>We regularly host 'accessible' walks on 'Multi-Access' trails that are suitable for all. Contact us for schedule and details.</i>
Notes (anything not included in other fields)	Optional	This can be any other particular details not included in the Description field. For example the club's active months or extra social media accounts.	<i>Outings are weather-dependent. Please make sure to contact us for confirmation before travelling.</i>
Number of members	Optional	This will not be displayed to the public but will help the governing body with their work and development.	29

### Club single upload data fields

This method allows you to send the form to clubs to complete themselves. This may allow them to provide more detail, but you will need to consider the likely response rate and how you follow up to ensure compliance. Feel free to send the instructions below to your clubs.

The [single club upload to the NDD website](#) is an online form.

- The first page contains an introduction to the project
- The second page contains information on privacy and consent for data collection.
- On the third page, you'll see a form with these data fields:

Field	Include	Info	Example
Club Name	Required	Make sure to include the sport or activity in the name. Change abbreviations, such as CC for Cycling Club, to full words.	<i>Gorey Hillwalking and Caving Club</i>
Club Contact Email	Recommended	If possible, please use a club	<a href="mailto:secretary@club.ie">secretary@club.ie</a>

		email address as opposed to a personal email address.	
Club Phone Number	Recommended	If possible, please use a club phone number as opposed to a personal phone number	<i>082 1231234</i>
Club image	Recommended	Please provide an image or logo for your club. Landscape images preferred. You can drag & drop and image or select one from your computer	
Club location on map	Required	Use the map tool to search for an address or click on the map to locate your club. Do not use a private location.	
Club Address	Recommended	Will be shared publicly - please do not use a personal address. An address autocomplete popup should help for accuracy	<i>Gorey, Co. Wexford</i>
Eircode/Postcode	Recommended	Will be shared publicly - please do not use a personal address	<i>W23 E4Y0</i>

County	Recommended	Will be a drop-down menu. Pick which county the club is in	<i>Donegal</i>
Club Website	Recommended	Enter a valid website address	<a href="http://www.club1.ie">www.club1.ie</a>
Twitter	Optional	Social media account. Must be full URL.	<a href="http://www.twitter.com/club1">www.twitter.com/club1</a>
Facebook	Optional	Social media account. Must be full URL.	<a href="https://www.facebook.com/club1">https://www.facebook.com/club1</a>
Instagram	Optional	Social media account. Must be full URL.	<a href="http://www.instagram.com/club1">www.instagram.com/club1</a>
Sports/Activities	Required	Drop down menu. Select all that apply.	<i>Hillwalking, Caving</i>
Description	Recommended	Include info that prospective members might need. Can have up to 30000 characters.	<i>Our club meets in Gorey every Sunday morning, with outings for various levels of ability and experience. Please contact us for further details.</i>
Club affiliation	Required	Select all that apply. At present, all clubs in the database must be affiliated to an official body from this list.	<i>Mountaineering Ireland, Speleological Union of Ireland</i>
Does club accept Under 18s?	Recommended	Yes/No choice	<i>No</i>
Does club cater for Masters or older participants?	Recommended	Yes/No choice	<i>Yes</i>
Number of members	Optional	Enter digits only. This will not be displayed to the	<i>29</i>

		public but will help the governing body with their work and development.	
Is the club signed up to Cara's Sport Inclusion Disability Charter?	Optional	Yes/No choice. The Cara charter outlines five key areas people with disabilities are asking all organisations to consider in making active and healthy lifestyles possible. <a href="#">Find out more, including how to sign up.</a>	Yes
Any Accessibility Details	Optional	If there's any more info to add on accessibility within the club, include it here. 30000 characters max.	<i>We regularly host 'accessible' walks on 'Multi-Access' trails that are suitable for all. Contact us for schedule and details.</i>
Notes	Optional	Any notes you wish to include with information not supplied already. For example, club registration details or additional social media accounts.	<i>Outings are weather-dependent. Please make sure to contact us for confirmation before travelling.</i>

# Appendix

## Club field lists

### Sports / Activities

1. Aero Sports
2. American Football
3. Angling/Fishing
4. Archery
5. Athletics
6. Badminton
7. Basketball
8. Baton Twirling
9. Bocce/Boccia
10. Boxing
11. Camogie
12. Canoeing/Kayaking/Paddling
13. Caving
14. Children's Play
15. Clay Target Shooting
16. Climbing
17. Cricket
18. Croquet
19. Cycling
20. Deaf Sports
21. Diving
22. Fencing
23. Football/Soccer
24. GAA Handball
25. Gaelic Football
26. Golf
27. Group Fitness
28. Gym/Workout
29. Gymnastics
30. Hillwalking/Mountaineering
31. Hockey



32. Horse Sport
33. Horseshoe Pitching
34. Hurling
35. Ice Hockey
36. Ice Skating
37. Jogging/Running
38. Judo
39. Karate
40. Ladies Gaelic Football
41. Lawn Bowls
42. Martial Arts
43. Motorcycling
44. Motorsport
45. Olympic Handball
46. Orienteering
47. Pitch & Putt
48. Power Boating
49. Racquetball
50. Road Bowling
51. Rounders
52. Rowing
53. Rugby League
54. Rugby Union
55. Sailing
56. Scuba Diving
57. Skateboarding/Skating
58. Skiing/Snowboarding
59. Snooker/Billiards
60. Snorkelling
61. Special Olympics
62. Squash
63. Surfing
64. Swimming
65. Table Tennis
66. Taekwondo
67. Tennis
68. Tenpin Bowling
69. Triathlon
70. Tug of War
71. Vision Sports
72. Volleyball

73. Walking
74. Water Polo
75. Waterskiing/Wakeboarding
76. Weightlifting/Powerlifting
77. Wheelchair Sport
78. Windsurfing
79. Wrestling
80. Yoga/Pilates

## Affiliation

1. American Football Ireland
2. Angling Council of Ireland
3. Archery Ireland
4. Athletics Ireland
5. Badminton Ireland
6. Basketball Ireland
7. Baton Twirling Sport Association of Ireland
8. Bol Chumann Na hEireann
9. Bowling League Of Ireland
10. Canoeing Ireland
11. Cricket Ireland
12. Croquet Association of Ireland
13. Cycling Ireland
14. Deaf Sports Ireland
15. Diving Ireland
16. Fencing Ireland
17. Football Association of Ireland
18. GAA Handball
19. GAA Rounders
20. Gaelic Athletic Association
21. Get Ireland Walking
22. Golf Ireland
23. Gymnastics Ireland
24. Hockey Ireland
25. Horse Sport Ireland
26. Horseshoe Pitchers Association Of Ireland
27. Ice Skating Association of Ireland
28. Ireland Active
29. Irish Amateur Wrestling Association

30. Irish Athletic Boxing Association
31. Irish Clay Target Shooting Association
32. Irish Ice Hockey Association
33. Irish Judo Association
34. Irish Martial Arts Commission
35. Irish Olympic Handball Association
36. Irish Rugby Football Union
37. Irish Sailing
38. Irish Squash
39. Irish Surfing
40. Irish Tenpin Bowling Association
41. Irish Waterski & Wakeboard Federation
42. Irish Wheelchair Association Sport
43. Ladies Gaelic Football Association
44. Motorcycling Ireland
45. Motorsport Ireland
46. Mountaineering Ireland
47. National Aero Club of Ireland
48. National Community Games
49. ONAKAI
50. Orienteering Ireland
51. Paralympics Ireland
52. Pentathlon Ireland
53. Pitch & Putt Union of Ireland
54. Racquetball Association Of Ireland
55. Rowing Ireland
56. Rugby League Ireland
57. Snooker & Billiards Ireland
58. Snow Sports Ireland
59. Special Olympics Ireland
60. Speleological Union Of Ireland
61. Student Sport Ireland
62. Swim Ireland
63. Table Tennis Ireland
64. Taekwondo Ireland
65. Tennis Ireland
66. The Camogie Association
67. Triathlon Ireland
68. Trout Anglers Federation of Ireland
69. Tug of War Ireland
70. Vision Sports Ireland

71. Volleyball Association Of Ireland

72. Weightlifting Ireland

## County

1. Antrim
2. Armagh
3. Carlow
4. Cavan
5. Clare
6. Cork
7. Derry
8. Donegal
9. Down
10. Dublin
11. Fermanagh
12. Galway
13. Kerry
14. Kildare
15. Kilkenny
16. Laois
17. Leitrim
18. Limerick
19. Longford
20. Louth
21. Mayo
22. Meath
23. Monaghan
24. Offaly
25. Roscommon
26. Sligo
27. Tipperary
28. Tyrone
29. Waterford
30. Westmeath
31. Wexford
32. Wicklow