

# AI SPOTLIGHT



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## “ WEEK 1: ADMIN OVERLOAD

Too much admin. Not enough volunteers. No time. Most clubs haven't tried AI but the ones who have say: This saved me hours.

Coming  
Soon



Look Good  
Online (Fast)



Plan the  
Season without  
Headaches



Sponsor Value  
Without More  
Work



### About AI Spotlight

Your weekly 5-minute guide to using AI in Irish sports clubs. Practical tips, safe tools, and real solutions for busy volunteers. No tech background needed - just better ways to handle admin, communications, and club management.

## Stop Drowning in Admin - Let AI Handle the Heavy Lifting

You know the drill. Grant applications due next Friday. Parents asking about training schedules. County board wants your affiliation forms. Sponsors need thank-you letters. Here's what clubs are discovering: ChatGPT can draft 80% of your admin work in 5 minutes. You just need to know what to ask for.

## Try This Today: Turn Your Messy Notes Into Professional Documents

**The Problem:** Your committee notes look like this: "John said pitch needs work, Mary mentioned U14s need new jerseys, treasurer said we're €500 short for equipment..."

### **Prompt for ChatGPT:**

"Turn these rough committee notes into a professional update for parents and members: [paste your messy notes here]. Make it encouraging and include clear next steps for how people can help."

**What you'll get:** A polished newsletter ready to post in your WhatsApp group or send via email.

## 4 Admin Tasks ChatGPT Can Handle Right Now

**1. Grant Applications That Actually Get Read** "Here's our draft grant application [paste text]. Can you improve this to highlight community impact more strongly and sound more professional?"

**2. Training Plans That Make Sense** "Create a 4-week pre-season training plan for [your sport] U16 players. Include 2 sessions per week, equipment list, and weather backup options."

**3. Parent Emails That Stop the Questions** "Write a welcome email for new U12 parents covering training times, match schedule, club policies, and how parents can get involved."

**4. Committee Updates People Actually Read** "Turn these committee meeting notes into an engaging monthly update. Include key decisions, upcoming events, and ways people can help."

## ⚡ Quick Win Challenge: 10 Minutes to Done

Too much admin piling up? Don't overthink it — just try this simple approach:

### How It Works

1. Pick ONE admin task you've been putting off — like a grant form, parent update, or training notes
2. Ask ChatGPT to write a rough draft
3. Spend 5 minutes tidying it up — and you're done

**"This saved me hours!!"** – Real feedback from a Kildare GAA club committee member

You don't need to be a techie. Just give it 10 minutes and see what happens.

## ✅ Keep It Safe with AI: What's OK (And What's Not)

**AI can help with club tasks — but not with private or sensitive info.**

### ✅ Great Uses for ChatGPT

- Grant and funding requests
- Training session outlines
- Volunteer or parent comms
- Committee summaries
- Sponsor thank-yous

### ❌ Avoid Sharing

- Medical info
- Contact details
- Bank/payment data
- Safeguarding issues

**Golden Rule: If you'd post it in the club's WhatsApp or Facebook group, it's probably safe for ChatGPT.**

## Tomorrow's Tech — Already in Irish Sport

This isn't science fiction — Irish sport is already using AI in powerful, safety-first ways.

### **IRFU + Trinity + Lero: Safer Rugby Through AI**

The IRFU, Trinity College Dublin, and Lero are working together to use AI to analyse tackling in rugby. By reviewing match footage, their system can spot dangerous techniques, reduce concussion risks, and help coaches improve player safety.

"This AI project can protect player welfare by giving coaches practical, data-backed insights to reduce head injury risks in contact situations." — Dr Kathryn Dane, IRFU medical innovation lead & former Ireland international

This kind of innovation could soon support injury prevention, performance improvement, and smart decision-making across GAA, soccer, and more. It's already happening in Irish sport — and it's only the beginning



## This Week's Action

### **For Your Club:**

1. Nominate your "AI Admin Champion" - someone who'll spend 30 minutes this week testing ChatGPT on one real task
2. Pick ONE piece of admin that's overdue and try the ChatGPT approach
3. Share your result (good or bad) with one other committee member

**For Next Week:** We'll show you how to create sponsor graphics and social media content that looks professional - without hiring a designer or learning complicated software.

## Share Your Wins (Or Disasters!)

Tried ChatGPT for club admin? We want to hear from you!

Email us with:

- What you tried
- How long it took
- Whether it actually helped
- Any surprises (good or bad)

[rob@sportforbusiness.com](mailto:rob@sportforbusiness.com)

We'll feature the best stories in next week's issue. Success stories welcome, honest failures even more welcome.

## **Coming Up in AI Spotlight**

### **Week 2: Look Good Online (Fast)**

Create sponsor graphics and social media content that wows with ChatGPT + Canva Free.

### **Week 3: Season Planning Without the Headache**

Club handbooks, volunteer briefs, and training calendars made simple.

### **Week 4: Sponsor Value Without More Work**

Automate branded updates, thank-yous, and social posts that keep sponsors happy.

## About AI Spotlight

AI Spotlight is created by Sport for Business in partnership with Acuity AI. Sport for Business connects the Irish sports industry through insights, events, and networking. Acuity AI provides independent strategic AI advisory services to organisations navigating digital transformation - helping leaders make smart decisions about AI without vendor bias or technical jargon. Together, we're helping Irish sports clubs use AI safely, simply, and usefully.