



**SPORT  
IRELAND**  
OUTDOORS

# **Trail Registration and Inspection Process**

## Introduction

Sport Ireland is the State Agency responsible for the sustainable development of sport in Ireland. This includes all forms of physical activity and active recreation that contribute to physical fitness, mental well-being and social interaction.

Sport Ireland have published a policy called– [Sport and Physical Activity in the Outdoors](#) which outlines Sport Ireland’s vision in this area.



Policy cover page

The policy outlines four target areas of work along with associated policy goals. One of the target areas is to **support infrastructure development**<sup>1</sup>. The availability of suitable infrastructure is central to facilitating active recreation in the outdoors.

Under this target area there is a policy goal which states that Sport Ireland will ***Continue to support the development of recreational trails in Ireland by promoting quality criteria and best practice and maintaining a National Trails Register.***

This goal will be implemented primarily through **Sport Ireland Outdoors**<sup>1</sup> which is a unit within Sport Ireland established to oversee the implementation of the policy.

This document describes the **Trail Registration Process** run by Sport Ireland Outdoors. This process supports the maintenance of a **National Trails Register**.

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<sup>1</sup> Formerly called Sport Ireland Trails and before that the National Trails Office

## Key elements of the process

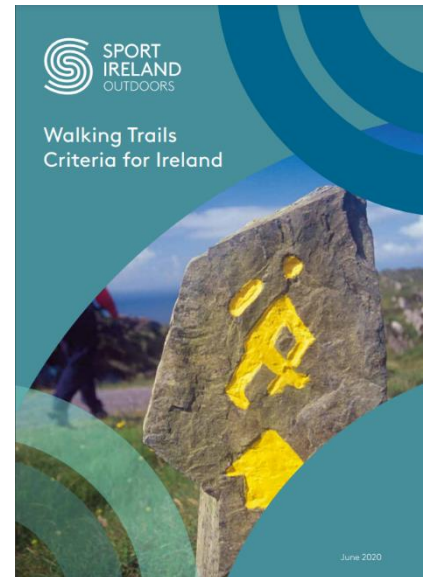
A summary of the key elements of the **Trail Registration Process** is provided below. Further details on each of these elements is included in the body of the document.

### Walking Trails Criteria for Ireland

Sport Ireland Outdoors, in consultation with stakeholders in the trail community, developed the '[Walking Trails - Criteria for Ireland](#)'. This document outlines criteria for trails including criteria for trail infrastructure and the management of trails.

### National Trails Register

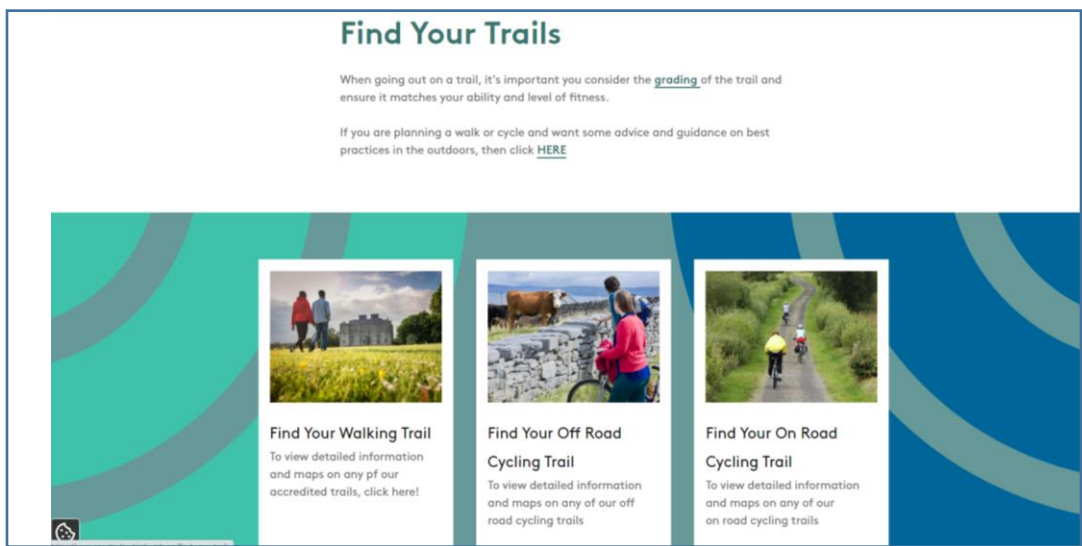
The National Trails Register is a listing of trails in Ireland that meet the Walking Trails Criteria for Ireland.



Criteria cover page

### Sport Ireland website

Details about the trails listed on the Register are made available on the Outdoors section of the Sport Ireland Outdoors website at: [www.sportireland.ie/outdoors/find-your-trails](http://www.sportireland.ie/outdoors/find-your-trails)



Sport Ireland Outdoors – Find your trails page - screenshot

### Trail Registration Inspection

To become a registered trail and listed on the National Trails Register, a trail must meet the Walking Trails Criteria for Ireland. To confirm that the trail meets the criteria, Sport Ireland Outdoors carry out a Trail Registration Inspection. This is requested by the trail development/management organisation if they want the trail included on the register.

The inspection assesses both trail infrastructure and the management of the trail against the criteria outlined in the criteria document.

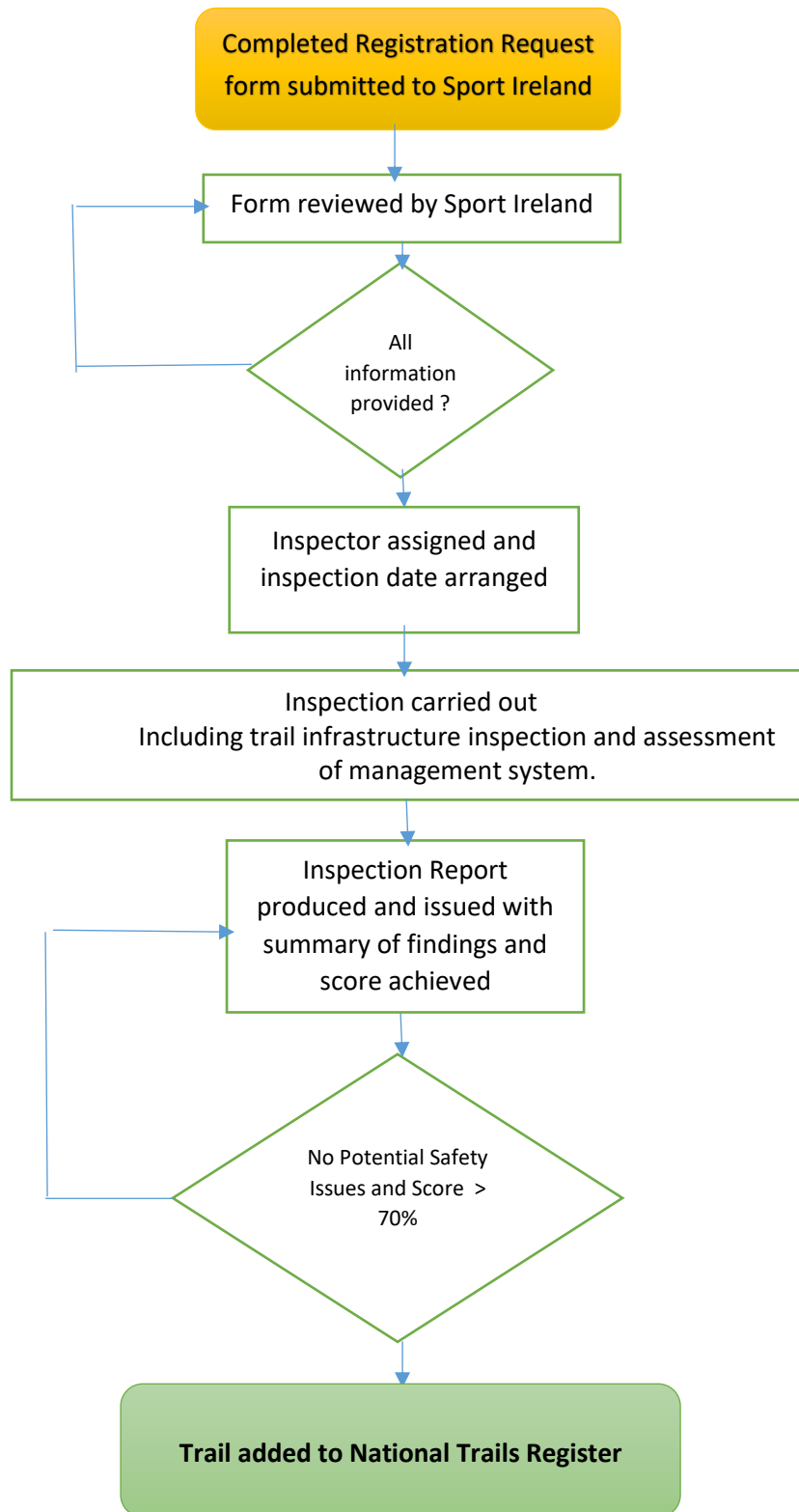
**Trails insurance scheme**

Sport Ireland manage a public liability insurance scheme. Registered trails are eligible for inclusion on the scheme free of charge. The policy indemnifies private landowners who have given permission for a trail to cross their land. The policy also indemnifies trail management organisations that are not otherwise insured specifically for related to their management of trails by any other policy. In both situations the trail management organisation must request addition to the policy.

**Follow-up inspections**

After a trail is inspected and listed on the Register, a follow up inspection will be carried out sometime in the next 4 years. A minimum of 25% of the trails on the Register will be inspected annually. The inspection re-assesses the trails against the criteria to confirm that they continue to meet the criteria.

# Overview of Trail Registration Process



# Trail Registration – Step-by-Step Process

## 1.0 Trail Registration Inspection request

When development work on a new trail is completed, the organisation responsible for the trail can request a Trail Registration Inspection by completing and submitting to Sport Ireland the following documents:

- **Trail Registration Inspection Request Form** (Appendix 1)
- **Trail Management Scoring Sheet** (Appendix 2)

### a. Trail Registration Inspection Request Form

This is used to provide information about the trail and confirmation that the trail and the management organization are ready before a registration inspection is arranged. The form includes four sections:

**SECTION 1 - Trail Details** – details about the trail and confirmation that all work is complete and the trail is ready for inspection

**SECTION 2 – Trail Management** – information and details on how the trail is managed. The applicant is required to provide an example of proposed plans for maintaining and monitoring the trail and show how records of this work will be kept.

Templates that can be used for maintenance and monitoring planning and record keeping, can be seen on the Sport Ireland Outdoors [Publication and Resources](#) page. These templates are not mandatory but can be used for guidance, can be modified as appropriate. If a suitable system and appropriate documents are already in place there is no requirement to use these templates .

**SECTION 3 – Insurance** – confirmation as to whether the applicant wants the trail and/or trail management organisation to be added to the trails insurance policy. (See section 4.4 for further details).

**SECTION 4 - Trail Information** – all of the details required to provide information about the trail for inclusion on the trail information page on the Sport Ireland website.

### b. Trail Management Scoring Sheet

This requires the trail management organisation to self-assess the trail's management arrangements<sup>2</sup>. This will be reviewed and discussed with the trail management representative by the Sport Ireland inspector, during the Registration Inspection. The trail management representative should be able to demonstrate and substantiate the score that has been submitted.

## 2.0 Confirmation of Inspection arrangements

Sport Ireland receive the Trail Registration Request form and required documents from the organisation responsible for the trail. The form is reviewed and if all information is complete, Sport Ireland will inform the trail contact and a trail inspector will be

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<sup>2</sup> Appendix 3 provides guidance on completing the Trail Management Scoring Sheet.

assigned. The inspector will contact the trail management organisation and a mutually suitable date for the inspection is agreed.

**N.B: In advance of the inspection, if all of the required information has not been provided, all work on the trail has not been completed or appropriate arrangements for the management of the trail have not been put in place, the Registration Inspection cannot proceed.**

## **3.0 Trail Registration Inspection**

### **3.1 Trail Visit**

The Trail Inspector visits the trail on the agreed inspection date. A representative or representatives from the trail management organisation who is/are familiar with the trail management arrangements and the trail itself must be available to meet the inspector and accompany him/her during the inspection.

### **3.2 Inspection format**

During the inspection the inspector will assess the trail against the [Walking Trails Criteria for Ireland](#). The inspection involves both

- an assessment of the trail management arrangements
- an inspection of the trail infrastructure

#### **3.2.1 Scoring and assessment of trail management arrangements**

During the inspection the **Management Scoring Sheet** (Appendix 2) completed by the trail management organisation prior to the inspection will be reviewed by the inspector.

The Management Scoring Sheet has four sections:

1. **Management Organisation**
2. **Trail Maintenance**
3. **Trail Monitoring**
4. **Trail Repairs and Upgrades**

See ***Trail Management Scoring Guidelines – Appendix 3.***

During the inspection the inspector will discuss the trail management arrangements with the trail representative and assess any evidence that substantiates the scores that have been entered. This will include the arrangements in place for maintenance, monitoring and record keeping related to the trail.

If it is clear that the self-assessed scores that have been submitted are appropriate, they will remain unchanged. However, if the evidence indicates that the score should be increased or decreased for any element, this will be discussed and agreed with the trail representative.

Following an assessment the score must be at least 70% overall.

### 3.2.2 Inspection of the trail

During the inspection the inspector will walk the trail with the trail management representative and assess the trail infrastructure against the *Walking Trails Criteria for Ireland*. If there are any issues identified they will be classified as one of the following:

- Safety
- Significant
- Advisory

#### **Safety Issues**

Safety issues are of most significance as they have the potential to cause serious injury to a walker. If a trail has any potential safety issues it cannot be registered. These issues need to be addressed immediately or as soon as possible. These issues are documented in **red bold text** in the inspection report

#### **Significant issues**

Significant issues are those that can result in a significant negative impact on the experience of the trail user or on the environment if not addressed. These issues will impact the trail score. Scoring of significant issues will relate to a category of trail infrastructure as outlined in section 4.2.3 below. These issues are documented in **blue bold text** in the inspection report.

#### **Advisory issues**

Advisory issues are generally observations where the inspector identifies something that could be improved to enhance the user experience or environment on the trail. These issues will not impact the trail score.

The trail scoring system is described in 4.2.3 below and further details are also included in **Appendix 4**.

Any issues identified by the inspector should always be discussed with the trail management representative/s at the time they are identified. The inspector will seek to get agreement on all issues identified and may discuss possible actions to address the issues.

### 3.2.3 Trail Inspection Scoring System

A scoring system is used to assess how well the requirements of the standards are being met. To be registered a trail must reach a score of 70% overall and for each category scored.



Only significant issues are scored. There are 10 scoring categories:

<b>Scoring Categories</b>	<b>Score Allowed</b>
Trail information	10
Signage	10
Waymarking	10
Route	10
Surface	10
Roads	10
Vegetation	10
Trail structures	10
Fencing	10
Litter/Dumping	10
<b>Total</b>	<b>100</b>

A trail starts with a maximum score of 10 points for each category. There are 10 categories so each category accounts for 10% of the overall score. For each significant issue identified a score of 1 point is deducted. e.g. if a significant 'waymarking' issue is identified the score for waymarking is deducted 1 point and now becomes 9.

If there are more than 30 significant issues overall the score will drop to below 70 (or 70%) and the trail is not considered to meet the criteria.

If there are more than three significant issues for any individual category, the score for that category will drop below 7 (or 70%) and that category is considered to not meet the criteria.

Following an assessment the score must be at least 70% overall and at least 70% for each category.

This scoring system applies to trails of up to 20km in length. For longer trails, there is a small modification of the system.

Further details on the scoring system, issue categories, typical issues identified and the scoring system for longer trails is provided in **Appendix 4**.

## **4.0 After Registration inspection**

### **4.1 Inspection Report**

After the inspection a Trail Registration Inspection Report is issued. This includes written details of the findings and the two score sheets showing the results for the trail infrastructure assessment and the trail management assessment. The report will confirm if the trail meets the requirement to be registered. If it does not meet all requirements the issues that need to be addressed will be clearly identified. (See sample report - **Appendix 5**)

#### **4.1.1 Safety Issues**

If any Safety Issues have been identified the trail cannot be registered until all issues have been addressed. When Safety Issues have been addressed the trail can be registered.

#### 4.1.2 Significant Issues

If significant issues have been identified and they result in the overall score or the score for any category being below 70%, the trail cannot be registered. When issues identified have been addressed the scores will be updated accordingly. If the adjusted scores result in a score for each category and overall of 70% or greater, the trail can be registered.

#### 4.2 Addressing issues – Trail Management Dashboard

When **Safety Issues** or **Significant Issues** are identified they must be addressed. Details of the work carried out and photographic evidence of the work must be provided to Sport Ireland. This is done through an **online trail management 'dashboard'** that allows the trail management organisation to provide the required details without the need for correspondence by email, etc.

Instructions for using the dashboard are provided in the inspection report and also in this document – **Appendix 6 Trail Management Dashboard**.

#### 4.3 National Trails Register and Sport Ireland website

Once a trail is registered it will be added to the **National Trails Register** and will then also appear on the Trails section of the Sport Ireland Outdoors website. <https://www.sportireland.ie/outdoors/find-your-trails>

#### 4.4 Insurance

A national trails insurance scheme is managed by Sport Ireland and supported by Local Authorities. As outlined above, the scheme provides indemnification for private landowners and trail management organisations upon request. Indemnity insurance protecting private landowners is normally required for all trails which cross private land. All registered trails are eligible for inclusion on this policy, currently at no cost to the trail management organisation.

**Please note the following terms and conditions apply to the trails on the insurance policy.**

The trail must be:

- developed and maintained in accordance with the [Walking Trails Criteria for Ireland](#) ' published by Sport Ireland
- listed on the National Trails Register maintained by Sport Ireland
- have in place a system for ongoing maintenance and monitoring of the trail managed locally by the trail management organisation. Any safety issues found or reported must be prioritised and addressed accordingly. Documented records of all monitoring or work carried out on the trail must be retained by the management organisation.
- used for recreational or leisure activities only, excluding hunting (as defined by the Wild Life Act 1976 or amending or superseding legislation).

## 4.5 Cost for Registration Inspections

There is a cost associated with carrying out Registration Inspections. To ensure the registration process remains sustainable it is necessary that the cost of the inspection is covered by the organisation managing the trail. This cost should be factored in when budgeting for the development of a trail.

Costs for an inspection will typically be in the region of €300 to €700 depending on travel time to the trail and the length of the trail (how long the inspection will take). An exact cost can be established if you contact the office and provide the trail location and length. The cost will always be established and agreed in advance of the inspection and an invoice issued to the trail management organisation once the inspection report is finalised.

Sport Ireland does not wish this cost to be a burden on voluntary groups developing trails. If payment of the cost of the Registration Inspection is a significant issue please contact the office to discuss.

Once a trail is listed on the National Trails Register future follow up inspections are carried out free of charge.

## 4.6 Follow up Trail Inspections

Once a trail is added to the National Trails Register, it will be added to a Follow up Inspection Schedule. Inspections are carried out annually on at least 25% of registered trails to provide assurance that they continue to meet the Walking Trails Criteria for Ireland.

### 4.6.1 Follow up Inspection Arrangements

As with a Registration Inspection - there are two aspects to a Follow up Inspection - one is to review and assess the trail management arrangements and related records and the other is to inspect the trail infrastructure.

Documentation is requested from trail management organisations and is required before a follow-up inspection is carried out. This includes the following:

- **Completed Pre-Inspection Trail Information form** - This is to provide Sport Ireland with an up-to-date information on the trail and how it is being managed. ***(See Appendix 7- Pre-Follow Up Inspection Trail Information)***
- **Completed self-assessed Trail Management Score Sheet** - Same form as for Registration Inspection which requires a self- assessment of your trail management system and will be discussed with the trail representative during the inspection. ***(See Appendix 2 - Trail Management Scoring Sheet)***
- **Copy of the maintenance and monitoring plan and related records for the past 12 months showing dates of work done.**

When the inspector contacts you about an inspection he/she will request that you return these documents for review before the inspection. Once these

documents have been received and are in order, the inspector will schedule a mutually suitable date to visit the trail.

#### **4.6.2 Conducting a follow-up inspection**

The process for conducting a follow up inspection is the same as for a Registration Inspection as described in Section 3.0 above.

#### **4.6.3 After a follow up inspection**

If there are Safety Issues or a trail does not achieve adequate scores for the management system or the trail infrastructure as outlined in Section 4.0 above, it is critical that these issues are identified promptly so that the trail may continue to be listed on the National Trails Register/ Sport Ireland Outdoors and if applicable on the trail insurance.

To remain registered and insured, **Safety Issues** must be addressed within 30 days of the inspection. **Significant Issues** must be addressed within 90 days to ensure that the score for the trail exceeds 70% overall and for each issue category.

As with registration inspections all work carried out on the trail to address issues must be communicated to Sport Ireland via the Trail Management Dashboard as described in section 4.2 above.

If issues on trails are not addressed by the deadlines required the trail will need to be removed from the register and trails insurance.

## Trail Registration Request Form

	<b>SECTION 1 – Trail Details for Inspection</b>	
1	Name of Trail(s) (please name each trail if more than one)	
2	Name of Organisation/Committee Responsible	
3	Name of Main Contact Person	
4	Contact Address	
5	Telephone Number	
6	E-mail Address	
7	Name of person to accompany the Sport Ireland Trails inspector during inspection. <sup>3</sup>	
<b>Please confirm the following</b>		
8	Are the trail(s) open to the public?	
9	Are there any safety issues on the trail(s)? <sup>4</sup>	
10	Have all relevant landowners and occupiers been consulted and given permission? <sup>5</sup>	
11	Have you got written agreement from each landowner? <sup>6</sup>	
12	Number of private landowners	
13	Length of Trail(s) (km) (please give length for each trail if more than one)	
14	How much of the trail(s) is on road (km)?	
15	How much of the trail(s) is on National or Regional Road?	

<sup>3</sup> It is essential that a person nominated by the Management Committee accompanies the Sport Ireland Trails inspector to discuss any changes/recommendations that are required. **This person must be familiar with the trail.**

<sup>4</sup> Potential Safety Issues list included in Appendix 2

<sup>5</sup> If land is rented to an occupier, permission should be obtained from both the landowner and the occupier.

<sup>6</sup> It is good practice to have a written agreement with landowners

16	Are the trail(s) crossing any environmentally designated area e.g. SAC, SPA? If yes, have NPWS been consulted?	
17	Are there any National Monuments along the trail(s)? If yes have the National Monuments Service been consulted?	
18	Is the trail surface durable, robust and fit for purpose throughout?	
<b>That the following are in place on the trail(s)</b>		
19	Information / Map board(s)	
20	All trail furniture e.g. stiles, footbridges, gates, etc.	
21	All waymarking e.g. posts, finger signs, arrow discs	
22	Car parking at the trailhead	
23	Warning signs in place for unavoidable hazards	
24	Protective tubing and warning signs on electric fences	
<b>Trail Information</b>		
25	Does the trail have online information? (Give website)	
26	Should this site be linked from <a href="http://www.irishtrails.ie">www.irishtrails.ie</a> ? (Yes/No)	
27	Name of any map guide/brochure/flyer available	
28	Have you attached or posted a scanned copy (Yes/No)	
<b>Please provide a copy of map with the route clearly shown when returning this form.</b>		
<b>I have personally inspected all the trail(s) and confirm they are ready for a trail registration inspection and listing on the National Trails Register.</b>		

	<b>SECTION 2 – Trail Management</b>	
29	Is there a trail management organisation/committee for the trail?	
30	How many people are involved in the trail management organization/committee?	
31	What roles are assigned to the members of the committee?	
32	Does the organisation/committee have a bank account? (Yes/No)	
33	<ul style="list-style-type: none"> <li>• Please supply your proposed routine maintenance plan showing maintenance tasks to be done.</li> <li>• Please indicate when/how often the work will be done and who will do it. (Names are not required – just a description of their role e.g. members of the committee or RSS workers etc.)</li> <li>• Also provide the proposed format for keeping records of maintenance carried out.</li> </ul>	
34	<ul style="list-style-type: none"> <li>• Please supply your proposed trail monitoring plan showing what will be checked, how often it will be done and who will do it. (Names are not required – just a description of their role e.g. members of the committee or RSS workers etc.)</li> <li>• Also provide the proposed format for keeping records of monitoring carried out.</li> </ul>	

	<b>SECTION 3 – Insurance</b>	
35	Do you require inclusion on the Trails Insurance Scheme which provides indemnity to private landowners? <sup>7</sup> .	
36	Please list names of each trail to be listed on the scheme if more than one.	
37	Do you require your management organization to be added to the policy? <sup>8</sup> If yes see item 38.	
38	Please confirm whether this organisation/committee has any public liability insurance cover through another policy.	
39	<p>Please confirm you accept the conditions of cover as follows:</p> <p><b>Each Trail:</b></p> <ul style="list-style-type: none"> <li>• <b>is developed and maintained in accordance with the 'Management Standards for Recreational Trails' published by Sport Ireland</b></li> <li>• <b>Is used for recreational or leisure activities, excluding hunting</b></li> <li>• <b>is listed on the National Trails Register managed by Sport Ireland</b></li> <li>• <b>has a system for ongoing maintenance and monitoring and records of this work.</b></li> <li>• <b>has any safety issues found or reported prioritised and addressed</b><sup>9</sup></li> </ul>	Yes / No

<sup>7</sup> Indemnity insurance is required for all trails which cross private land. It is possible for all developed and registered waymarked trails to be included under a policy administered by Sport Ireland. Note that insurance for sections of the trail on land owned by state bodies is not covered by this insurance policy. It is essential that if the trail is on any such land, this has been agreed with the bodies concerned.

<sup>8</sup> To provide Public Liability insurance for your Management Committee in relation to their work on the registered trail/s. Addition to this policy only applies if the organisation is not covered for the management of trails on any other public liability insurance policy.

<sup>9</sup> See Appendix 2 for examples of some potential safety issues



	<b>Sport Ireland Training Courses (for information only). See <a href="https://www.sportireland.ie/outdoors/training-courses">https://www.sportireland.ie/outdoors/training-courses</a> for listing</b>	
	Has any member of your organization attended a training course run by Sport Ireland?	
	If so, please give name of course/s.	

<b>We agree to keep Sport Ireland</b>	
Updated on maintenance and monitoring work on the trail (on request)	
Informed of any temporary re-routes or trail closures	
Informed of any changes to the information about the trail including any route/mapping changes so that Sport Ireland Outdoors website can be updated	

	<b>Signed:</b>	<b>Dated:</b>
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## SECTION 4 – TRAIL INFORMATION

If you would like your trail(s) to be listed on the National Trails Register and promoted on <https://www.sportireland.ie/outdoors> which has the most comprehensive listing of trails in Ireland, please supply the following information

	County	
	Format – Linear or Looped	
	Ascent - total ascent in metres	
	Grade - see p. 24 in <a href="https://www.sportireland.ie/sites/default/files/2019-10/classification_grading_of_recreational_trails.pdf">https://www.sportireland.ie/sites/default/files/2019-10/classification_grading_of_recreational_trails.pdf</a>	
	Time to walk the trail	
	Are dogs allowed?	
	Description of waymarking (arrows and background)	
	Nearest town or village to start and distance from trailhead	
	Services such as car parking, shops, restaurants/cafés, accommodation etc. available in above	
	Any services such as car parking, toilets, shops, restaurants/cafés, accommodation etc. <b>at trailhead</b>	
	Start point (e.g. Church car park)	
	Grid reference of start point (e.g. R 393 098)	
	Finish point (if different from start)	
	Grid reference of finish point (if different from start)	
	Name of any map guide available	
	OSI Discovery Series map sheet number/s	
	Trail management details for public to contact, regarding any queries or issues	
	Public transport (bus or train)	
	Brief description of trail (this should highlight the attractions, views, terrain and general impression of the trail rather than giving directions)	
	Map supplied in pdf format which is suitable for those using the trail	
	<b>Signed:</b>	<b>Dated:</b>

## Appendix 2

### Trail Management Scoring Sheet

<b>Trail Name:</b>	<b>Responsible Body:</b>	
<b>Scored By:</b>	<b>Checked By:</b>	<b>Date:</b>

<p>Prerequisites for a trail to be listed on the National Trails Register are:</p> <ul style="list-style-type: none"> <li>- An organisation or body with responsibility for the management of all sections of the trail.</li> <li>- An up-to-date Trail Management Plan, including Maintenance, Monitoring, Funding and Promotion.</li> <li>- Regular Trail Maintenance with records kept.</li> <li>- Regular Trail Monitoring with records kept.</li> <li>- Trail Repair &amp; Upgrades as required, with priority given to Potential Safety Issues and records kept.</li> </ul> <p>A minimum of 70% of the total score available must be achieved for a trail to be considered as meeting the standard.</p> <p>Please score each question based on the Scoring System below and add up the score in each category and overall.</p> <p>See notes provided for help in scoring each question.</p>
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Scoring System: Please use the following ratings			
<b>0</b>	None	<b>1</b>	Something in place, but basic and lacks important elements
<b>2</b>	In place, but needs some improvement	<b>3</b>	Meets requirements

1. Trail Management (The body responsible for the trail)		Score 0-3	Comments/Details
i)	The management team is appropriate for the length, complexity and popularity of the trail.		
ii)	The team has clear roles, regular meetings and keeps minutes and records.		
iii)	There is a suitable funding plan in place for the trail.		
iv)	There is a suitable promotion plan in place for the trail.		
v)	The management team has access to appropriate resources & personnel to carry out trail maintenance, monitoring and repairs.		
<b>Total</b>			<b>/15</b>
2. Trail Maintenance (Regular tasks to keep the trail in good condition)		Score 0-3	Comments/Details
i)	There is an appropriate system in place to plan and record trail maintenance, with suitable forms/templates.		
ii)	All regular maintenance tasks have been identified along the entire trail.		
iii)	Each maintenance task has been given an appropriate frequency.		

iv)	It is clear when each maintenance task will be carried out.		
v)	It is clear who will carry out each maintenance task.		
vi)	Clear records are being kept of all trail maintenance activity.		
<b>Total</b>			<b>/18</b>
<b>3. Trail Monitoring (Checking the trail for issues)</b>		<b>Score 0-3</b>	<b>Comments/Details</b>
i)	There is an appropriate system in place to plan and record trail monitoring, with suitable forms/templates.		
ii)	An appropriate monitoring calendar is in place, which may vary throughout the year, depending on seasons, events etc.		
iii)	It is clear when each trail monitoring will be carried out.		
iv)	It is clear who will carry out the trail monitoring.		
v)	Clear records are being kept of all trail monitoring activity.		
<b>Total</b>			<b>/15</b>
<b>4. Trail Repairs &amp; Upgrades (Larger issues that cannot be quickly &amp; easily solved)</b>		<b>Score 0-3</b>	<b>Comments/Details</b>
i)	There is an appropriate system in place to plan and record trail repairs/upgrades, with suitable forms/templates.		
ii)	The system includes prioritising Potential Safety Issues.		
iii)	It is clear who will coordinate each trail repair/upgrade.		
iv)	Clear records are being kept of all trail repair/upgrade work.		
<b>Total</b>			<b>/12</b>
<b>Overall Total</b>			<b>/60</b>
<b>Percentage</b>			<b>%</b>

## Appendix 3

### Trail Management Scoring Guidelines

These notes should help in scoring each question in relation to the management structure of a walking trail. The score is kept simple, from 0-3, to keep subjectivity to a minimum.

Scoring System: Please use the following ratings			
0	None	1	Something in place, but basic and lacks important elements
2	In place, but needs some improvement	3	Meets requirements

A *Summary of Trails Maintenance and Monitoring System* is provided for your information at the end of this document. This provides guidelines and suggested formats for maintenance and monitoring plans and records. If required templates are also available to download from [here](#). These templates may be amended to suit.

If you already have a system in place that works for your trail and meets the requirements for maintenance and monitoring and keeping records there is no need to change to another format.

Sport Ireland Trails offers training courses to help responsible bodies in sustainably managing trails. The *Trail Maintenance & Monitoring Planning* course will be of particular interest in this area. Please see the training calendar at: <https://www.sportireland.ie/outdoors/training-courses>. For further information, contact Anna Grant at [agrant@sportireland.ie](mailto:agrant@sportireland.ie) or 01 8608826.

5. Trail Management (The body responsible for the trail)	
vi)	The management team is appropriate for the length, complexity and popularity of the trail.  A short, simple trail can be effectively managed by a small team. However, a long-distance trail with a variety of landowners, terrain types, stakeholders and other factors will need a wider management group in order to be workable and sustainable.
vii)	The team has clear roles, regular meetings and keeps minutes and records.  Tasks should be identified and shared among the management team. The more complex the trail, the fewer jobs one person can do. There should be regular meetings with appropriate notes taken.
viii)	There is a suitable funding plan in place for the trail.  Enough money will be needed to cover all trail requirements including promotion, materials, personnel, maintenance, monitoring and repairs. Funding streams may include sponsorship/grants, events, collections/donations and advertisements.
ix)	There is a suitable promotion plan in place for the trail.  Promotion can include websites, brochures, events and advertisements, as appropriate.
x)	The management team has access to appropriate resources & personnel to carry out trail maintenance, monitoring and repairs.  A voluntary group may be able to do some of this work for a simple trail but usually assistance from local authorities, community employment schemes or similar will be required.
Trail Maintenance (Regular tasks to keep the trail in good condition)	
i)	There is an appropriate system in place to plan and record trail maintenance, with suitable forms/templates.

<p>Suitable personnel and documents are required to plan, carry out and keep records of all trail maintenance activities. These should be appropriate for the length and complexity of the trail.</p>
<p>ii) All regular maintenance tasks have been identified along the entire trail.</p> <p>Every section and element of a trail will have some regular maintenance requirements, such as cutting vegetation, cleaning map boards, and scraping mud. These should be listed.</p>
<p>iii) Each maintenance task has been given an appropriate frequency.</p> <p>Some jobs will need to be done more often than others and may range from weekly to even decades. Examples include clearing drains and picking litter throughout the year, to replacing wooden fences maybe every 15 years. All should be listed and planned.</p>
<p>iv) It is clear when each maintenance task will be carried out.</p> <p>There should be a complete maintenance calendar, with clear dates assigned to each task.</p>
<p>v) It is clear who will carry out each maintenance task.</p> <p>This can be a general grouping (e.g. Rural Social Scheme or Trail Management) or can be specific persons.</p>
<p>vi) Clear records are being kept of all trail maintenance activity.</p> <p>It should be possible to see what maintenance activity has been happening on the trail, and when. If done to plan, each task can simply be ticked off on the calendar. Any amendments to the schedule should be noted.</p>

<p><b>Trail Monitoring (Checking the trail for issues)</b></p>
<p>i) There is an appropriate system in place to plan and record trail monitoring, with suitable forms/templates.</p> <p>Suitable personnel and documents are required to plan, carry out and keep records of all trail monitoring activities. These should be appropriate for the length and complexity of the trail.</p>
<p>ii) An appropriate monitoring calendar is in place, which may vary throughout the year, depending on seasons, events etc.</p> <p>Every trail is different and will require to be checked more or less often depending on many factors. These include usage level, the trail's grade and amount of infrastructure. There may also be variations throughout the year, needing more checks around large events or in bad weather for example.</p>
<p>iii) It is clear when each trail monitoring will be carried out.</p> <p>Specific dates should be planned for each monitoring assignment.</p>
<p>iv) It is clear who will carry out the trail monitoring.</p> <p>This can be a general grouping (e.g. TÚS scheme or local walking club) or can be specific persons.</p>
<p>v) Clear records are being kept of all trail monitoring activity.</p> <p>It should be possible to see what monitoring activity has been happening on the trail, and when. If done to plan, each one can simply be ticked off on the calendar. Any amendments to the schedule should be noted.</p>

<b>Trail Repairs &amp; Upgrades</b> (Larger issues that cannot be quickly & easily solved)	
i)	There is an appropriate system in place to plan and record trail repairs/upgrades, with suitable forms/templates.  Suitable personnel and documents are required to plan, carry out and keep records of all trail repair/upgrade activities.
ii)	The system includes prioritising Potential Safety Issues.  Any issue that may injure a walker should be dealt with as quickly as possible and the system should allow for this.
iii)	It is clear who will coordinate each trail repair/upgrade.  Someone should be assigned as responsible overall for each of these tasks.
iv)	Clear records are being kept of all trail repair/upgrade work.  It should be possible to see what repair/upgrade activity has been happening on the trail, and when. This should include work carried out internally or contracted externally.

**Please Note:** For Registration Inspections, it is understood that it is not possible to have records of previous maintenance, monitoring & repair activities as the trail is new. If there is a suitable system and templates in place to keep these records a score of 3 may be given in relation to records.

## APPENDIX 4

# Trail Infrastructure Scoring System

### Overview:

1. Trails begin with a certain number of points, referred to as the Allowance. **Longer trails are given a higher Allowance.**
2. **Points are deducted for all Significant Issues.** Safety Issues and Advisory Issues do not affect the scoring.
3. A trail must achieve a **minimum score of 70%** in each category and overall to meet the criteria.

### Allowance:

1. There are **10 Scoring Categories**: These include Trail Information and nine other categories covering the complete range of route and infrastructure requirements.
2. For the majority of trails (up to 20km long), the Allowance will be **10 points per category, giving a total of 100 points.**
3. In most categories, the Allowance is **increased for longer routes, with an extra 4 points for every extra 20km** (or part of). This gives some breathing space for long-distance trails, where the quality may be high, but a few issues spread out along the route could prevent the trail from being listed as registered.
4. However, there is **no extra Allowance for Trail Information**, which should be of the same standard, no matter how long the trail.

**Example:** An **80km trail** is 60km longer than the basic 20km, so it gets 3 extra allowances: 1 for each extra 20km. Each extra allowance gives 4 points, so this trail gets an extra allowance of  $3 \times 4 = 12$ . When this is added to the basic allowance of 10 points, it gives 22 points allowed in each increased category.

Length	Extra Length	Extra Allowances	Extra Points	Allowance
<b>80km</b>	<b><math>80 - 20 = 60</math></b>	<b><math>60 / 20 = 3</math></b>	<b><math>3 \times 4 = 12</math></b>	<b><math>12 + 10 = 22</math></b>
Trail length for this example	This trail is 60km longer than the basic 20km	1 allowance for each extra 20km	Each extra allowance gets 4 points	Extra points are added to the basic 10 points

### Allowance Examples:

Category	Allowance		
	Short Trail (up to 20km)	Sample Long Trail (80km)	This Trail (44km)
Trail Information	10	10	10
Fencing	10	22	18
Litter/Dumping	10	22	18
Roads	10	22	18
Route	10	22	18
Signage	10	22	18
Structures	10	22	18
Surface	10	22	18
Vegetation	10	22	18
Waymarking	10	22	18
<b>Total</b>	<b>100</b>	<b>208</b>	<b>172</b>



## Scoring:

1. **1 point is deducted** for any **Significant Issue** identified in any category.
2. To meet the criteria, a trail must reach a **score of 70%** overall and in each category.
3. This is simple **for most trails: a score of 7 out of 10 is needed in each category** and 70 out of 100 overall. This means that the trail can have up to 3 Significant Issues in each category before it drops below 70%.
4. For longer trails, the number of issues allowed before dropping below 70% will be higher. The table below shows how it would be for a short trail and the example 80km trail.

Table below shows, for trails of different lengths:

- i. The Allowance (higher for longer trails)
- ii. The number of points needed to reach 70%
- iii. The number if Significant Issues allowed before dropping below 70%

Category	Short Trail (up to 20km)			Longer Trail (e.g. 80km)		
	Allowance	Needed for 70%	Issues Allowed	Allowance	Needed for 70%	Issues Allowed
Trail Information	10	7	3	10	7	3
Fencing	10	7	3	22	16	6
Litter/Dumping	10	7	3	22	16	6
Roads	10	7	3	22	16	6
Route	10	7	3	22	16	6
Signage	10	7	3	22	16	6
Structures	10	7	3	22	16	6
Surface	10	7	3	22	16	6
Vegetation	10	7	3	22	16	6
Waymarking	10	7	3	22	16	6
<b>Total</b>	<b>100</b>	<b>70</b>	<b>30</b>	<b>208</b>	<b>146</b>	<b>62</b>

## Actual Scoring for Dublin Mountains Way:

Category	Allowance (44km)	Points Deducted	Points Awarded	% Score
Trail Information	10	3	7	70%
Fencing	18	0	18	100%
Litter/Dumping	18	0	18	100%
Roads	18	0	18	100%
Route	18	0	18	100%
Signage	18	0	18	100%
Structures	18	1	17	94%
Surface	18	0	18	100%
Vegetation	18	0	18	100%
Waymarking	18	1	17	94%
<b>Total</b>	<b>172</b>	<b>5</b>	<b>167</b>	<b>97.1%</b>

Note: For trails with multiple trailheads, any information boards with information missing will lose points.

## 1. Trail Information

Note: For this category below, only bold items are 'Significant' and scored. For sections with multiple items, such as (a) and (b), if any item is missing, the point is deducted.

### Trail Information (5 points available)

- a. **i) An up-to-date map.**
  - ii) Map showing a clearly defined trail route.**
  - iii) Map showing start and finish point.**
- b. **Length of the trail (in km) from the start to finish.**
- c. **i) Information on the trail grading (difficulty rating).**
  - ii) A definition of the grade.**
- d. **Estimated time to complete the trail for the average user.**
- e. Total ascent on the trail (in metres).
- f. Description/Images of the waymarking used on each trail.
- g. A brief description of the trail and what the walker will experience, including the surrounding environment (e.g. farms land, forest, etc.). Also, where appropriate, information on any potential hazards or variable conditions on the trail e.g. cliff edge, busy road section, section impassable at high tide, section prone to flooding and impassable following heavy rain etc.
- h. Information on whether dogs are permitted on the trail or not. (If allowed, clarify if dogs must be kept on a lead or under control at all times).**
- i. Contact details (email and/or phone number) for users to provide feedback/report issues or incidents on the trail.
- j. Contact number for the emergency services (999 or 112).
- k. The "Leave No Trace" principles or other guidance on appropriate behaviour in the countryside.
- l. Notification of any significant temporary diversions.
- m. Details of services available if any.
- n. A link showing the trails start point (trailhead) on an interactive internet map which can provide directions (e.g. Google Maps) to allow potential users to find the trail.

### **Information Board (5 points available)**

- a. **i) An up-to-date map.**
  - ii) Map showing a clearly defined trail route.**
  - iii) Map showing start and finish point.**
  - iv) Map showing 'you are here' pointer.**
- b. **i) Information on the trail grading (difficulty rating).**
  - ii) A definition of the grade.**
- c. **Length of the trail (in km) from the start to finish.**
- d. **Estimated time to complete the trail for the average user.**
- e. Total ascent on the trail (in metres) (not essential on obviously flat terrain).
- f. Description/Images of the waymarking used on each trail.
- g. A brief description of the trail and what the walker will experience including, the surrounding environment (e.g. farms land, forest, etc.). Also where appropriate information on any potential hazards or variable conditions on the trail e.g. cliff edge, busy road section, section impassable at high tide, section prone to flooding and impassable following heavy rain etc.
- h. Information on whether dogs are permitted on the trail or not. (If allowed, clarify if dogs must be kept on a lead or under control at all times).**
- i. Contact details (email and/or phone number) for users to provide feedback/report issues or incidents on the trail.
- j. Contact number for the emergency services (999 or 112).
- k. The "Leave No Trace" principles or other guidance on appropriate behaviour in the countryside.
- l. Notification of any significant temporary diversions.
- m. Details of services available if any.

Note: For trails with multiple trailheads, any information boards with information missing will lose points.

Below are lists of the most common issues in all other categories.

'Other' issues always allowed for, with equal scoring.

## **2. Fencing (10 points available)**

### **Fencing Issue**

Barbed Wire that may injure a walker  
Electric Fence without Tubing  
Electric Fence without Warning  
Loose Wire or similar Trip Hazard  
Other

## **3. Litter/Dumping (10 points available)**

### **Litter/Dumping Issue**

Litter or Waste  
Dumping/Fly Tipping  
Vandalism  
Other

## **4. Roads (10 points available)**

### **Road Issue**

Busy/Unsuitable Road  
Busy Road without Warning for Motorists  
Busy Road without Warning for Walkers  
Dangerous Road  
Long Section of Road  
Other

## **5. Route (10 points available)**

### **Route Issue**

Blocked Route  
Dangerous Animals  
Dangerous River Crossing/Flood  
Insufficient/Unsuitable Parking  
Livestock without Signage  
Other

## **6. Signage (10 points available)**

### **Signage Issue**

Broken/Damaged/Collapsed/Loose  
Hazard without Warning Signs e.g. Dangerous  
cliffs, mines or tidal areas  
Hidden/Faded/Unreadable  
Incorrect Signage  
Missing/Needed  
Operations without Warning Signs e.g. Timber  
felling  
Trailhead not Signposted  
Other

## **7. Structures (10 points available)**

### **Trail Structure Issue**

Damaged, Rotting, Loose  
Missing/Needed  
No Slip-Resistant Surface  
Sharp Objects/Edges  
Slippery Surface  
Unfit for Purpose  
Other

### **Structures**

Boardwalk/Bogbridge  
Fence  
Footbridge  
Gate  
Handrail  
Steps  
Stile  
Other

## **8. Surface (10 points available)**

### **Surface Issue**

Deep/Hidden Holes  
Erosion/Trail Spread  
Slippery e.g. Wet rocks  
Too Steep or Uneven  
Trip Hazard  
Wet, Muddy or Boggy  
Other

## **9. Vegetation (10 points available)**

### **Vegetation Issue**

Invasive Plant Species  
High/Thick Vegetation  
Protruding Branches/Vegetation  
Route Unclear due to Vegetation  
Tree Fallen/Partially Fallen  
Vegetation Hiding Waymarking  
Other

## **10. Waymarking (10 points available)**

### **Waymarking Issue**

Broken/Damaged/Collapsed  
Hidden/Faded  
Inconsistent  
Loose  
Misaligned  
Missing/Needed  
Not Clearly Visible on Approach  
Not Differentiated  
Reassurance Waymarking Needed  
Temporary Diversion Not Waymarked  
Yellow Walking Man/Arrow Used Wrongly  
Other

## Appendix 5: Sample Report



Sport Ireland Outdoors  
The Courtyard  
Sport Ireland National Sports Campus  
Snugborough Road  
Blanchardstown, Dublin 15  
+353 (0)1 860 8800  
[trails@sportireland.ie](mailto:trails@sportireland.ie)  
[www.sportireland.ie/outdoors](http://www.sportireland.ie/outdoors)

### Dublin Mountains Way Walking Trail Inspection Report

<b>Trail ID:</b>	378
<b>Trail Network:</b>	None
<b>Trail Management Group:</b>	Dublin Mountains Way Committee
<b>Trail Management ID:</b>	1006
<b>Inspector:</b>	Darragh O'Sullivan
<b>Accompanied By:</b>	Harry Hines
<b>Date:</b>	14 December, 2020



#### Purpose of this Report

1. To provide details of the inspector's findings during the inspection, when the trail infrastructure and management arrangements were assessed against the [Walking Trails Criteria for Ireland](#). Trails that meet the criteria will be listed as registered on the National Trails Register.
2. Highlight issues that may negatively impact a walker's safety and enjoyment in using the trail.
3. Provide further details and general feedback to support those responsible for the trail in their on-going management and maintenance of the route.

#### Inspection Result

**The Dublin Mountains Way does not currently meet the criteria.**  
**To remain listed on the National Trails Register, the safety and/or significant issues identified in this report need to be addressed.**

## Report Summary

### Trail Infrastructure Issues

Issues identified with trail infrastructure are reported as one of the following types:

Trail Infrastructure Issue Types	
.	<b>Safety Issues</b> are considered serious and may injure a walker. They are shown in <b>red</b> text. If any Safety Issues are identified, a trail cannot be listed as registered until they are resolved.
.	<b>Significant Issues</b> may considerably detract from a walker's experience. They are shown in <b>blue</b> text. Significant Issues reduce the trail's score in relevant categories and overall.
.	<b>Advisory Issues</b> are less serious than Safety or Significant Issues. These are shown in black text. They should be resolved to improve the quality of the trail and the users' experience.

### Requirements & Findings

To Meet the Criteria		Findings
1	There must be <b>No Safety Issues</b> on the trail.	<b>Safety Issues</b> were identified on the trail.
2	A <b>Trail Infrastructure score of minimum 70%</b> Overall and in each Category is required.	<b>Trail Infrastructure</b> currently meets the criteria.
3	A <b>Trail Management score of minimum 70%</b> is required.	<b>Trail Management</b> currently meets the criteria.

Summary of Findings	
<b>Number of Safety Issues</b>	<b>1</b>
<b>Number of Significant Issues</b>	<b>5</b>
<b>Trail Infrastructure Score</b>	<b>97.1%</b>
<b>Trail Management Score</b>	<b>82%</b>

### Resolving Issues

Issues detailed in this report should be addressed by the trail management and feedback provided to Sport Ireland within the timeframes below. On receiving adequate details and photographic evidence of work done on an issue, the status of the issue and the trail's score will be updated.

- **Safety Issues should be treated as a priority** and addressed immediately or as soon as possible. If safety issues are not addressed by the timeframe below, the trail will temporarily be removed from the National Trails Register until the safety issues are addressed.
- If the trail does not currently meet the criteria and issues are not addressed within the timeframes below to meet the minimum score for each section, the trail will temporarily be removed from the National Trails Register until sufficient issues are resolved.
- Even if listed as registered, it is encouraged to resolve all issues, including Advisory Issues.

Issue Type	Deadline	Send Details & Photos Via
<b>Safety Issues</b>	30 Days	Dashboard*
<b>Significant Issues</b>	90 Days	Dashboard*
<b>Trail Management Issues</b>	90 Days	Email to <a href="mailto:outdoors@sportireland.ie">outdoors@sportireland.ie</a> .

\* Details on dashboards can be found in Appendix 3. Online dashboards show all trail issues with an option to report them as addressed and easily provide details and photos of their resolution.



## Score Details

A trail's compliance with the [Walking Trails Criteria for Ireland](#) is evaluated using a scoring system for both the trail infrastructure and trail management. The safety of a walker is considered separately from the scoring system, and any safety issues will result in not meeting the criteria.

### 1. Trail Infrastructure Score

To be listed as registered a trail must:

1. Reach a Score of Minimum 70% in each Category.
2. Reach a Score of Minimum 70% Overall.
3. Have no Safety Issues.

Category	Significant Issues	% Score	Safety Issues	Complies
Trail Information	3	70%	n/a	Yes
Fencing	0	100%	0	Yes
Litter/Dumping	0	100%	0	Yes
Roads	0	100%	1	No
Route	0	100%	0	Yes
Signage	0	100%	0	Yes
Structures	1	94%	0	Yes
Surface	0	100%	0	Yes
Vegetation	0	100%	0	Yes
Waymarking	1	94%	0	Yes
<b>Overall</b>	<b>5</b>	<b>97.1%</b>	<b>1</b>	<b>No</b>

Please Note:

1. Further details on scoring can be found in Appendix 1 of this report.
2. Significant Issues reduce the score in individual categories and overall. Safety Issues and Advisory Issues do not affect the scoring.
3. If the score is below 70% in any category, the trail's overall score will not be relevant.
4. Safety Issues are not applicable in the Trail Information category.
5. Further details on the requirements can be found in the [Walking Trails Criteria for Ireland](#).

### 2. Trail Management Score

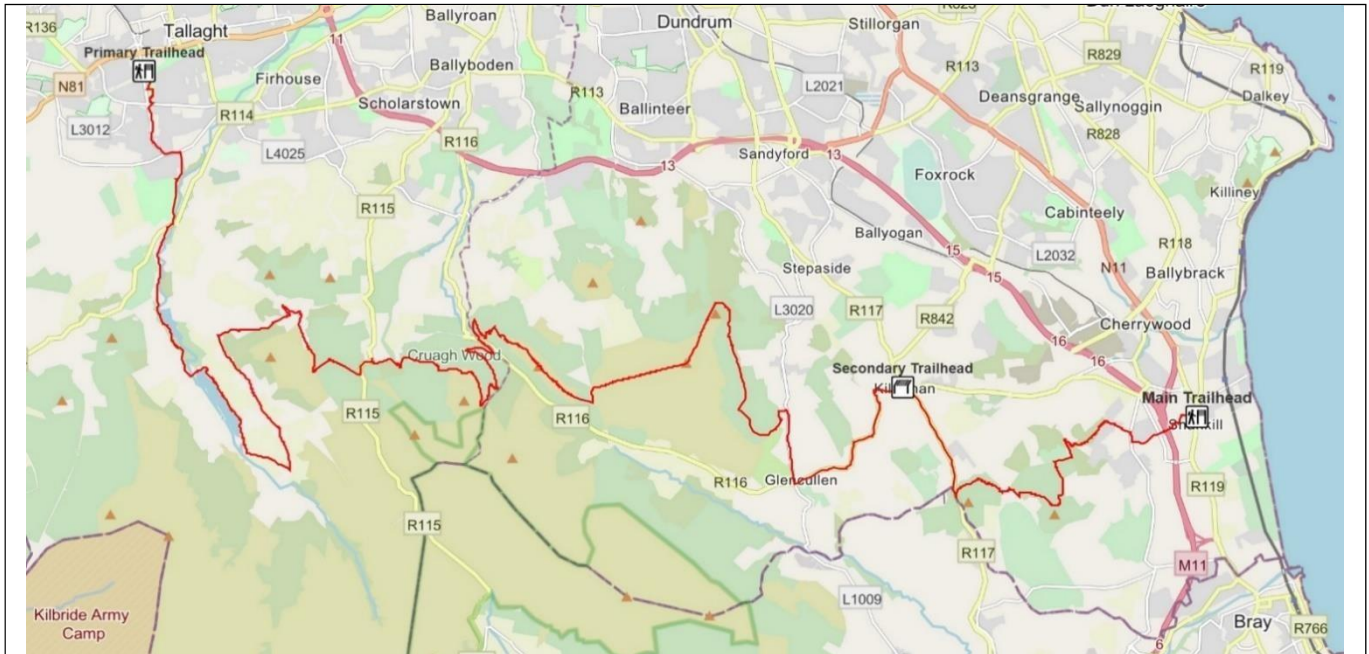
To be listed as registered, a trail must reach a Score of Minimum 70% Overall.

Category	Score Available	Score Awarded	% Score	Complies
Trail Management	15	14		
Trail Maintenance	18	12		
Trail Monitoring	15	12		
Trail Repairs & Upgrades	12	11		
<b>Overall</b>	<b>60</b>	<b>49</b>	<b>82%</b>	<b>Yes</b>

Note: For Trail Management, only the overall Percentage Score is considered

For further details on the Trail Management Assessment, see the Trail Management section below and the [Management Scoring Notes](#).

## Trail Overview



Trail Length (km)	Trail Format	Trail Grade (Difficulty)
44	Linear	Moderate

Moderate Grade Definition:	Moderate Trails are Suitable For:
Will include predominantly Class 3 trails but can include sections of Class 1, Class 2 or Class 4 Trails (typically for no more than 30% of the route distance). Overall the route will have rough underfoot conditions and may include uphill sections taking up to 10 minutes to walk.	People with a moderate level of fitness. Specific outdoor walking footwear and clothing required.
Further details can be found in the document: <a href="#">Classification and Grading for Recreational Trails</a>	

Comment on Trail's Grade following Inspection
Moderate grade appropriate but steeper sections should be monitored for erosion which may make it more difficult over time.

Additional Feedback following Inspection
<ul style="list-style-type: none"> <li>Trail much improved with most issues from previous report resolved.</li> <li>Recommended to develop a proper trailhead at Kilmashogue where many people are joining the route.</li> </ul>

## Trail Information

### Summary:

Information Source	Points Deducted	Points Available	% Score
1. Website Information	0		
2. Information Board at Main Trailhead	1		
3. Information Boards at Other Trailheads	2		
<b>Total:</b> (Minimum 70% required)	<b>3</b>	<b>10</b>	<b>70%</b>

Note: Percentage Scores for individual Information Sources are not provided.

### 1. Website Information

**Website:** www.dublinmountainsway.ie



**Comment:** Excellent website, very user friendly and attractive. All information included.

Required Information (Should be available and correct on Website)		Website	Points Deducted
<b>Significant:</b>			
<b>1</b>	<b>Map: (1 point deducted if any information missing/incorrect in this group)</b>		
<b>1a</b>	<b>Up-to-Date Map of the Route</b>	<b>Yes</b>	
<b>1b</b>	<b>Clearly Defined Trail Route</b>	<b>Yes</b>	
<b>1c</b>	<b>Start/Finish Point</b>	<b>Yes</b>	
<b>2</b>	<b>Grade: (1 point deducted if any information missing/incorrect in this group)</b>		
<b>2a</b>	<b>Grade (Difficulty Rating) of the Trail</b>	<b>Yes</b>	
<b>2b</b>	<b>Definition of the Grade</b>	<b>Yes</b>	
<b>3</b>	<b>Length of Trail (in km) from Start to Finish</b>	<b>Yes</b>	
<b>4</b>	<b>Estimated Time to Complete the Trail for the Average User</b>	<b>Yes</b>	
<b>5</b>	<b>Information on Whether Dogs are Permitted on the Trail or not</b>	<b>Yes</b>	
<b>Total Points Deducted:</b>			<b>0</b>

Advisory:			
6	Ascent in Metres	Yes	
7	Description/Images of Waymarking Used on the Trail	Yes	
8	Brief Description of the Route	Yes	
9	Contact Number or E-mail Address for the Management Organization	Yes	
10	Emergency Contact Details	Yes	
11	The Leave No Trace Principles or Country Code	Yes	
12	Notification of any Significant Temporary Diversions	Yes	
13	Details of Services Available if any	Yes	
14	Link to Online Directions e.g. Google Maps	Yes	

**Note:** Items in Blue are deemed Significant and subject to scoring. Advisory items are also important to provide for walkers, to give them an informed and enjoyable experience.

## 2. Main Trailhead & Information Board



Main Trailhead: Shankill		
<b>Sufficient Parking?</b>		
Yes		
<b>No. of Car Parking Spaces?</b>	23	
<b>Trailhead Signposted?</b>	Yes	
<b>Information Board?</b>	Yes	
Yes		
<b>Comment on Trailhead:</b> Some weather damage to the posts of the map board		

Required Information (Should be available and correct on Information Board)		Information Board	Points Deducted
<b>Significant:</b>			
<b>1</b>	<b>Map: (1 point deducted if any information missing/incorrect in this group)</b>		
<b>1a</b>	<b>Up-to-Date Map of the Route</b>	Yes	
<b>1b</b>	<b>Clearly Defined Trail Route</b>	Yes	
<b>1c</b>	<b>Start/Finish Point</b>	Yes	
<b>1d</b>	<b>'You are Here' Pointer</b>	Yes	
<b>2</b>	<b>Grade: (1 point deducted if any information missing/incorrect in this group)</b>		
<b>2a</b>	<b>Grade (Difficulty) of the Trail</b>	Yes	1
<b>2b</b>	<b>Definition of the Grade (Difficulty Rating)</b>	No	
<b>3</b>	<b>Length of Trail (in km) from Start to Finish</b>	Yes	
<b>4</b>	<b>Estimated Time to Complete the Trail for the Average User</b>	Yes	
<b>5</b>	<b>Information on Whether Dogs are Permitted on the Trail or not</b>	Yes	
<b>Total Points Deducted:</b>			<b>1</b>

Advisory:			
6	Ascent in Metres	Yes	
7	Description/Images of Waymarking Used on the Trail	Yes	
8	Brief Description of the Route	Yes	
9	Contact Number or E-mail Address for the Management Organization	No	
10	Emergency Contact Details	No	
11	The Leave No Trace Principles or Country Code	Yes	
12	Notification of any Significant Temporary Diversions	Yes	
13	Details of Services Available if any	Yes	

**Note:** Items in Blue are deemed Significant and subject to scoring. All other items are also important to provide for walkers, to give them an enjoyable and safe experience.



### 3. Other Trailheads & Information Boards

Primary Trailhead: Tallaght		
<b>Sufficient Parking?</b>		
Yes		
<b>No. of Parking Spaces?</b>		
10		
<b>Trailhead Signposted?</b>		
Yes		
<b>Information Board?</b>		
Yes		
<b>Comment on Trailhead:</b> Very user friendly		

Required Information (Should be available and correct on Information Board)		Information Board	Points Deducted
<b>Significant:</b>			
<b>1</b>	<b>Map: (1 point deducted if any information missing/incorrect in this group)</b>		
<b>1a</b>	<b>Up-to-Date Map of the Route</b>	<b>Yes</b>	
<b>1b</b>	<b>Clearly Defined Trail Route</b>	<b>Yes</b>	
<b>1c</b>	<b>Start/Finish Point</b>	<b>Yes</b>	
<b>1d</b>	<b>'You are Here' Pointer</b>	<b>Yes</b>	
<b>2</b>	<b>Grade: (1 point deducted if any information missing/incorrect in this group)</b>		
<b>2a</b>	<b>Grade (Difficulty) of the Trail</b>	<b>Yes</b>	<b>1</b>
<b>2b</b>	<b>Definition of the Grade (Difficulty Rating)</b>	<b>No</b>	
<b>3</b>	<b>Length of Trail (in km) from Start to Finish</b>	<b>Yes</b>	
<b>4</b>	<b>Estimated Time to Complete the Trail for the Average User</b>	<b>Yes</b>	
<b>5</b>	<b>Information on Whether Dogs are Permitted on the Trail or not</b>	<b>Yes</b>	
<b>Total Points Deducted:</b>			<b>1</b>

Advisory:			
6	Ascent in Metres	Yes	
7	Description/Images of Waymarking Used on the Trail	Yes	
8	Brief Description of the Route	Yes	
9	Contact Number or E-mail Address for the Management Organization	No	
10	Emergency Contact Details	No	
11	The Leave No Trace Principles or Country Code	Yes	
12	Notification of any Significant Temporary Diversions	Yes	
13	Details of Services Available if any	Yes	

**Note:** Items in Blue are deemed Significant and subject to scoring. All other items are also important to provide for walkers, to give them an enjoyable and safe experience.

Secondary Trailhead: Kiltarnan		
<b>Sufficient Parking?</b>		
Yes		
<b>No. of Parking Spaces?</b>		
5		
<b>Trailhead Signposted?</b>		
Yes		
<b>Information Board?</b>		
Yes		
<b>Comment on Trailhead:</b> Popular secondary trailhead		

Required Information (Should be available and correct on Information Board)		Information Board	Points Deducted
<b>Significant:</b>			
<b>1</b>	<b>Map: (1 point deducted if any information missing/incorrect in this group)</b>		
<b>1a</b>	<b>Up-to-Date Map of the Route</b>	Yes	
<b>1b</b>	<b>Clearly Defined Trail Route</b>	Yes	
<b>1c</b>	<b>Start/Finish Point</b>	Yes	
<b>1d</b>	<b>'You are Here' Pointer</b>	Yes	
<b>2</b>	<b>Grade: (1 point deducted if any information missing/incorrect in this group)</b>		
<b>2a</b>	<b>Grade (Difficulty) of the Trail</b>	Yes	1
<b>2b</b>	<b>Definition of the Grade (Difficulty Rating)</b>	No	
<b>3</b>	<b>Length of Trail (in km) from Start to Finish</b>	Yes	
<b>4</b>	<b>Estimated Time to Complete the Trail for the Average User</b>	Yes	
<b>5</b>	<b>Information on Whether Dogs are Permitted on the Trail or not</b>	Yes	
<b>Total Points Deducted:</b>			<b>1</b>



Advisory:			
6	Ascent in Metres	Yes	
7	Description/Images of Waymarking Used on the Trail	Yes	
8	Brief Description of the Route	Yes	
9	Contact Number or E-mail Address for the Management Organization	Yes	
10	Emergency Contact Details	Yes	
11	The Leave No Trace Principles or Country Code	Yes	
12	Notification of any Significant Temporary Diversions	Yes	
13	Details of Services Available if any	No	

**Note:** Items in Blue are deemed Significant and subject to scoring. All other items are also important to provide for walkers, to give them an enjoyable and safe experience.

**Trail Infrastructure Issues**

Safety Issues	Significant Issues	Advisory Issues
<b>1</b>	<b>2</b>	<b>0</b>

<b>Issue ID</b>		
20-378-001		
<b>Severity</b>		
<b>Significant</b>		
<b>Category</b>		
Waymarking Issue		
<b>Issue</b>		
Misaligned		
<b>Coordinates</b>	<p><b>Location:</b> Carrickgollogan Wood</p> <p><b>Comment:</b> Third junction in forest</p>	

<b>Issue ID</b>		
20-378-002		
<b>Severity</b>		
<b>Significant</b>		
<b>Category</b>		
Structures Issue		
<b>Issue</b>		
Gate: Unfit for Purpose		
<b>Coordinates</b>	<p><b>Location:</b> Leaving Tibbradden</p> <p><b>Comment:</b> Gate very hard to open and close</p>	

<b>Issue ID</b>		
20-378-003		
<b>Severity</b>		
<b>Safety</b>		
<b>Category</b>		
Road Issue		
<b>Issue</b>		
Dangerous Road		
<b>Coordinates</b>	<p><b>Location:</b> Joining Castlekelly Road</p> <p><b>Comment:</b> Blind bend makes this section very dangerous</p>	

## Trail Management Scoring Sheet

<b>Trail Name: Dublin Mountains Way</b>	<b>Responsible Body: Dublin Mountains Way Committee</b>	
<b>Scored By: Harry Hines</b>	<b>Checked By: Darragh O'Sullivan</b>	<b>Date: 1/12/20 14/12/2020</b>

Prerequisites for a trail to be listed on the National Trails Register are:

- An organisation or body with responsibility for the management of all sections of the trail.
- An up-to-date Trail Management Plan, including Maintenance, Monitoring, Funding and Promotion.
- Regular Trail Maintenance with records kept.
- Regular Trail Monitoring with records kept.
- Trail Repair & Upgrades as required, with priority given to Potential Safety Issues and records kept.

A minimum of 70% of the total score available must be achieved for a trail to be considered as meeting the standard.

Please score each question based on the Scoring System below and add up the score in each category and overall.

See notes provided for help in scoring each question.

**Scoring System:** Please use the following ratings

<b>0</b>	None	<b>1</b>	Something in place, but basic and lacks important elements
<b>2</b>	In place, but needs some improvement	<b>3</b>	Meets requirements

1. Trail Management (The body responsible for the trail)	Score 0-3	Comments/Details
i) The management team is appropriate for the length, complexity and popularity of the trail.	3	
ii) The team has clear roles, regular meetings and keeps minutes and records.	<del>3</del> 2	No minutes seen
iii) There is a suitable funding plan in place for the trail.	3	
iv) There is a suitable promotion plan in place for the trail.	3	
v) The management team has access to appropriate resources & personnel to carry out trail maintenance, monitoring and repairs.	3	
<b>Total</b>	<b>15 14</b>	<b>/15</b>



2. Trail Maintenance (Regular tasks to keep the trail in good condition)		Score 0-3	Comments/Details
i)	There is an appropriate system in place to plan and record trail maintenance, with suitable forms/templates.	<del>2</del> 1	No templates
ii)	All regular maintenance tasks have been identified along the entire trail.	2	
iii)	Each maintenance task has been given an appropriate frequency.	2	
iv)	It is clear when each maintenance task will be carried out.	2	
v)	It is clear who will carry out each maintenance task.	3	
vi)	Clear records are being kept of all trail maintenance activity.	2	
<b>Total</b>		<del>13</del> 12	/18
3. Trail Monitoring (Checking the trail for issues)		Score 0-3	Comments/Details
i)	There is an appropriate system in place to plan and record trail monitoring, with suitable forms/templates.	<del>3</del> 2	No templates
ii)	An appropriate monitoring calendar is in place, which may vary throughout the year, depending on seasons, events etc.	3	
iii)	It is clear when each trail monitoring will be carried out.	2	
iv)	It is clear who will carry out the trail monitoring.	3	
v)	Clear records are being kept of all trail monitoring activity.	<del>3</del> 2	No written records
<b>Total</b>		<del>14</del> 12	/15
4. Trail Repairs & Upgrades (Larger issues that cannot be quickly & easily solved)		Score 0-3	Comments/Details
i)	There is an appropriate system in place to plan and record trail repairs/upgrades, with suitable forms/templates.	2	
ii)	The system includes prioritising Potential Safety Issues.	3	
iii)	It is clear who will coordinate each trail repair/upgrade.	3	
iv)	Clear records are being kept of all trail repair/upgrade work.	3	
<b>Total</b>		11	/12
<b>Overall Total</b>		<del>53</del> 49	/60
<b>Percentage</b>		<del>88</del> 82	%

Please Note:

If Trail Management Issues have been identified, even if the score exceeds the threshold required of 70%, it is recommended that improvements should be considered to maximize the score for all items. This will help ensure best practice in the management

## Appendix 6:

# Trail Management Dashboard

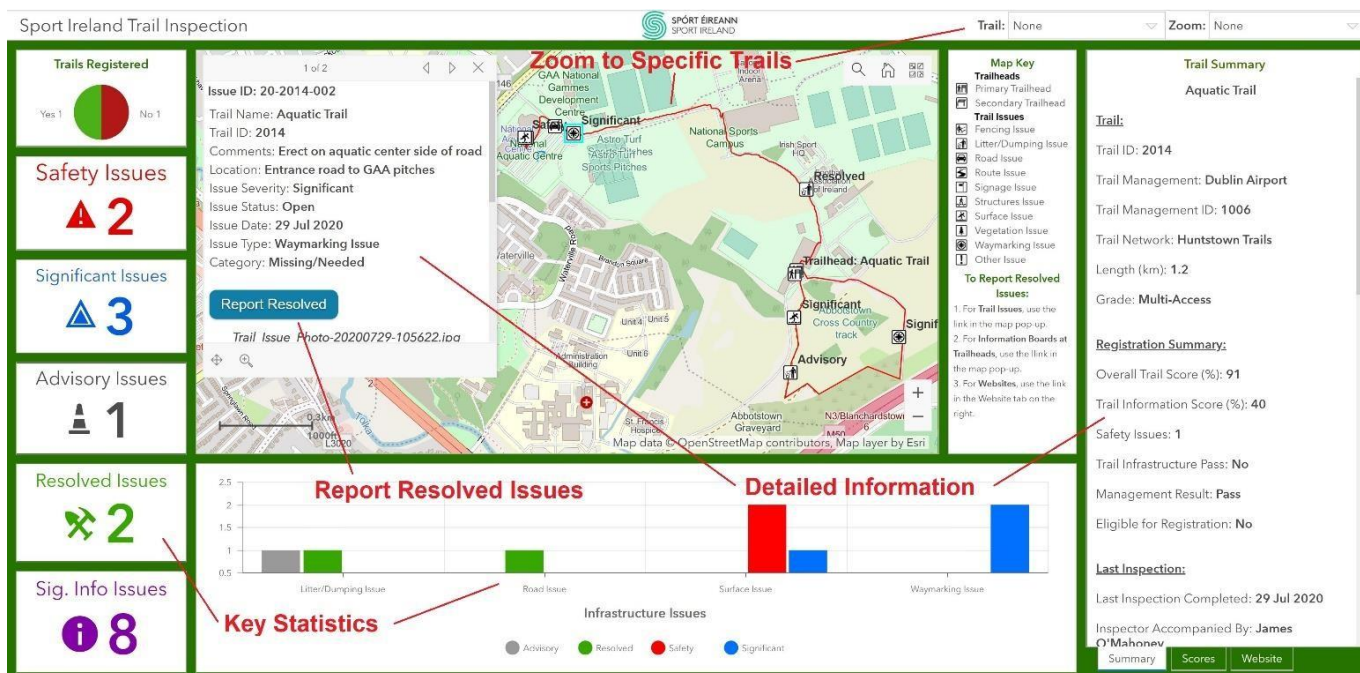
### Your Dashboard:

We have provided an interactive map-based dashboard, allowing you to:

- View any trails managed by Dublin Mountains Way Committee.
- Access detailed inspection and scoring information.
- Quickly see key statistics.
- Examine issue locations more accurately.
- Provide feedback on any issues resolved.
- Monitor improved trail scores as issues are fixed.

Your dashboard can be accessed here:

<https://www.arcgis.com/apps/opsdashboard/index.html#/299dbe95ef624cf8b18486771c722640?MPar1=1006&MPar2=1006>



### Dashboard Instructions:

1. Click on the link above or copy it into a web browser.
2. Explore accurate, up-to-date information on your trail/s with the interactive map.
3. As you scroll on the map, the data will change to reflect the range you are looking at.
4. Zoom in to see individual trails and issues more accurately.
5. Click on any trail, trailhead or issue for more detailed information.
6. To focus on a single trail, use the Trail Selector on the upper-right corner of the page or click on the trail in the panel on the right. When you choose one, the page will show the route and data for that trail only.
7. For any issues you have resolved, please report them to Sport Ireland Outdoors by using the links in the Dashboard. Your trail's score will be updated to reflect the improved condition of the route.

## Appendix 7

### Pre-Follow Up Inspection Trail Information

Please complete this form and return to the trails inspector who sent to you. The information will give Sport Ireland an up-to-date picture of your trail and how it is being managed.

**This is required prior to arranging an Inspection.**

Trail Name:	
Date:	

#### Trail Management Organisation / Committee:

Name of Trail Management Organisation / Committee:	
Primary Contact Person:	
Phone / Mobile:	
Email:	
Number of people involved in the committee / organisation:	
Are roles assigned to the people involved? If so provide details.	
How often does the committee / organisation meet about the trail?	
Are there records / minutes of the meetings?	

#### Trail Information & Promotion:

Where can the public find information about the trail? (e.g. brochure, own website, <a href="https://www.sportireland.ie/outdoors">https://www.sportireland.ie/outdoors</a> etc.)	
Is the trail promoted in any other way? If so how?	

Is the trail information currently accurate in the following sources? (If No, please arrange for correction)	Yes	No
• <a href="https://www.sportireland.ie/outdoors">https://www.sportireland.ie/outdoors</a>		
• <a href="http://www.discoverireland.ie">www.discoverireland.ie</a>		
• Local Tourist Office		

**Funding:**

Please outline how / where funding is obtained for the management and maintenance of the trail (sponsorship / grants, events, collections / donations, advertisements, etc.)

**Trail Developments:**

Please provide details of any significant developments on the trail since the last Sport Ireland inspection, e.g. re-routes, extensions, etc.:

Are there plans for development of the trail over the next few years? If so please provide an outline of what is planned.

**Please confirm the following documents have been provided:**

Your completed Trail Management Score Sheet (blank provided by Sport Ireland)	Yes	No
Your up-to-date plan and any documents that you use for carrying out maintenance, monitoring and repairs / upgrades on your trail <sup>10</sup>	Yes	No

**Accompanying inspector:**

Please arrange for a person who is familiar with the maintenance and monitoring system and all aspects of the trail and the work on it to accompany our inspector at all times when s/he comes to carry out the inspection. It may also be necessary for a driver to assist on some trails.

**Signed:**

<sup>10</sup> These do not have to be Sport Ireland forms or plans – any other forms that serve the same purpose are acceptable.