

## Club Roles and Responsibilities

### 1.1. The President and Vice-President

The President, like the Vice-Presidents, is primarily an honorary position within the Club. The President acts as the Club's representative at internal and external functions. The person elected to this position would have long service and would be a link with the past and be part of the tradition of the Club. For these reasons it is a useful role and recognises outstanding achievement by a member of the Club.

He/she will:

- Provide advice and assistance to any of the officers of the committee as required.
- Provide liaison and communication between the various sections of the Club.
- Act as a member of any Subcommittee if required, and if such a request is deemed suitable.
- Contribute to the general standard of the Club and provide an understanding of the ethos and codes of conduct required.
- Be recognised at Club AGMs and Club functions and be expected to make short speeches e.g. acknowledging the work going on in the Club, leading the prayers for deceased members at AGMs.
- Meet and greet the heads of other local sports bodies as the occasion demands. He /she could, on request, represent the Chairman and Executive at functions.

### 1.2. The Chairman (Cathaoirleach)

A Club Chairperson has been entrusted with responsibility for "leading" the Club. A Chairperson's leadership should encourage participation by all the Club volunteers in Club decision-making and acknowledge the roles of others. Ideally the Chairperson should be someone who has time to put genuine effort into the job, has a clear understanding of the importance of the GAA in their local community and has the necessary knowledge of the administration and workings of the GAA at Club, County, Provincial and Central level. It is vitally important that the Chairperson acts with integrity at all times and ensures that he/she has the respect of their fellow officers and Club members. The Chairperson needs to develop an overview of the committee and the Club's objectives during his/her term of office so that he/she can facilitate good decision-making and identify and address conflict if and when it arises with the Club.

**Skills required to be a Chairperson:**

- Enthusiasm
- Organisation
- Timekeeping
- Decision Making
- Confidence in public speaking and keeping order during meetings and when making presentations within the Club
- Leadership
- Integrity

**The Chairperson has prime responsibility for the following areas in the Club:**

- **Planning:** Overseeing the strategic direction of the Club and ensuring the Club has a vision
- **Delegation:** Ensuring the Management Committee Members, Subcommittee Members and Club Members are aware of their roles and responsibilities within the Club, in addition to delegating special projects within the Club to Subcommittees or workgroups
- **Prime representative of the Club to the outside world.** Ideally the Club Chair should act as delegate to the County Board and should liaise with external organisations and other local community groups if necessary
- **Overall Management of the Club:** Working with both the Secretary and the Treasurer to ensure that the day-to-day tasks are carried out within the Club

**The duties of the Chairperson are:**

1. Chairing all Club Management Committee meetings, General Club Meetings and Extraordinary General Meetings and Annual General Meetings. In the event of tied vote at any of the above meetings the Chair shall have the casting vote
2. Represent the Club at County Committee meetings as and when required
3. Take responsibility for managing the Club Management Committee and the affairs of the Club
4. Oversee and guide all decisions taken by the Management committee and sub committees
5. In liaison with the Secretary, oversee the work of all officers
6. In conjunction with the Secretary, prepare and present the annual report
7. Liaise with the Secretary on the agenda for each meeting and review the minutes before they are circulated
8. Be completely familiar with the Official Guide, Club Constitution and GAA Committee procedures
9. Liaise with the Treasurer to ensure that the Management Committee approves all funds and ensure that they are spent properly and in the best interests of the Club
10. Help the Club Development Officer, Treasurer or other committee members prepare and submit any statutory documents that are required (e.g. grant aid reports, CASC etc.)
11. Be aware of current Child Protection legislation within the Club and act as the Club Designated Officer, assisting the Child Protection Officer in their duties
12. The Chairperson may, subject to approval by the Club Management Committee, appoint Chairs and members of Club Subcommittees.
13. Sign the minutes of previous meetings

14. If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice-Chairman briefed on the Agenda. It is good practice for a Chairperson to serve no more than five years in office, (three years would be preferable) to encourage other committee members to serve in the position.

### 1.3. Vice-Chair (Leas- Chathaoirleach)

The post of Vice-Chairperson should be regarded as a training post of a future Cathaoirleach. The Vice-Chairperson should be given specific duties apart from the obvious one of taking the place of an absent Cathaoirleach, such as being nominated Cathaoirleach of a Subcommittee or taking responsibility for assisting the Chairperson in developing links with other local community groups.

- Stands in for the Chair when necessary
- Plays a prominent role in the Club
- Usually chairs an important Subcommittee
- Is usually seen as the Chair-in-waiting
- Contributes at County level as appropriate
- Planning & Support Subcommittee Chair
- Is Accountable for the implementation of the 5 year development plan

### 1.4. The Secretary (An Runai)

The main purpose of the Club Secretary is that of principal administrator for the Club. The Secretary carries out or delegates all of the administrative duties that enable the Club and its members to function effectively. The Secretary has a pivotal role within the Club, with a close involvement in the running of the Club.

The Secretary will work closely with the Club Chairperson and Treasurer and if required will make important decisions between Executive Committee Meetings.

The role of the Secretary includes good communication skills and a good knowledge of the Official Guide, County and Club byelaws. The Secretary is usually the first person an outsider contacts, and a good Secretary is vital to the successful management of the Club. As the principal administration officer the Secretary provides a link between the members, the Executive Committee, the Players, team Management, County Board and other Clubs.

The role of Secretary is diverse and varied and they will often be at the forefront of a mix of duties all of which are as important as each other.

#### Meetings

- Club Executive/Management Meetings should be held once a month, on a specific day i.e. First Monday of each month etc.
- The Secretary calls the meeting, an agenda and minutes of the previous meeting should be sent to the committee members at least three days in advance, the Secretary and all committee members should be proficient in the use of ICT and all correspondence should where possible be done by email.
- The qualities to be good a Secretary are;

- Be methodical and reliable
- Good Communication skills
- Be Impartial
- Good Planning
- Good Organisation Skills
- Good Decision Maker
- Be able to maintain confidentiality
- A reasonable knowledge of the Irish Language

#### The duties of the Secretary are:

- Receiving and dealing with all correspondence
- Attending meetings to represent the Club, i.e. County Fixture meetings, local sports council meetings
- Organising and Attending Executive Meetings
- Organising and Attending all Annual General Meetings/Emergency General Meeting
- Taking and distributing minutes and maintaining accurate records
- Ensuring meeting action points are carried out

#### Things to Remember

- You need to be motivated to do a good job.
- You need to be well organised and conscientious
- All correspondence must be dealt with quickly
- Follow meeting guidelines to ensure they are productive
- Remind yourself that the important thing about keeping records is keeping the right records and being able to find them quickly and easily. Have hard paper copies, store on a computer and have back up facilities available
- It is good practice for a Secretary to serve no more than five years in office, (three years would be preferable) to encourage other committee members to serve in the position

#### In Brief, the Secretary

- Is the administrative hub of the Club
- Acts as the point of Club contact
- Sends and receives correspondence on behalf of the Club.
- Takes and keeps minutes of Executive Committee meetings and AGMs
- Keeps Club files and records.
- Works closely with the Chair.
- Knows how to say "No" to extra work (too often Club Secretaries are expected to do everything!).
- Contributes at County level as appropriate.

### 1.5. Assistant Secretary / Registrar

The role will assist the Secretary in carrying out the above tasks. Ideally the assistant secretary would be somebody who might be interested in taking on the secretary's job in 1-2 years and this is a learning opportunity for them to understand the role while not assuming complete responsibility for it.

The Assistant Secretary will

- Help the Secretary in carrying out his/her role in the Club

The Club Registrar is responsible for ensuring that the Club is up to date in the registration of players and members. Each year, a Club must complete two registrations i.e. the registration of Full and Youth members and the registration of players. Registration is now facilitated on the on-line GAA

Player and Member registration system, which is the only acceptable method of registering players and members with the GAA. Club Registrar needs access to broadband internet and have good PC skills.

The Registrar will:

- Help the Secretary in carrying out his/her role in the Club
- Chair the Membership & Registration Group
- Oversees Club membership
- Ensure all members are registered using the on-line GAA Player and Member registration system, which is the only acceptable method of registering players and members with the GAA. All GAA codes are now using this system
- Ensures all membership fees are paid
- Keeps an up-to-date register of Club members
- Contributes at County level as appropriate
- Update the Club Secretary and provide reports to Club Executive on membership status (actual v planned)

### 1.6. The Treasurer (An Cisteoir)

The Treasurer has responsibility for all Club finance which includes Cash, Assets, Games Equipment and Fittings/Fixtures etc. In corporate language, the Treasurer is the Chief Financial Controller of the Club.

**An Cisteoir is responsible for:**

- The safe-keeping of the funds of the Club in conjunction with the Chairman and Secretary
- Ensuring that the personal property of the Club is protected
- Organisation and management of the Club finances

**Main Duties**

- Receive all money on behalf of the Club
- Act as a signatory on all Club bank accounts
- Keep an accurate set of accounts
- Present the annual audited accounts to the AGM
- Ensure that all receipts are kept
- Ensure all fees are paid
- Ensure that the Club does not fall into debt
- With the Chairperson and Secretary make important Club decisions between Club Executive Meetings
- Present a budget to the Executive Committee at the first Executive Committee meeting of the Year
- The treasurer must not commit the Club to any expenditure for which prior approval has not been given by the Club Management Committee

**Qualities of Treasurer:**

- A Planner who is ideally chairperson of Finance Committee.
- An Organiser to assist in organising fund-raising
- A Controller responsible for the day-to-day cash receipts and disbursements
- A Recorder who accurately records all financial transactions
- A Reporter who provides the Club Management committee with all financial information
- The Treasurer of the Club does not have to be an accountant, but must have the ability to keep accurate records

### Club Accounts - Cheque Book and Bank Statements

- The Club must open a bank account (Rule 11.1)
- All cheques drawn must be signed by the treasurer and co-signed by the Secretary or Chairperson (Rule 11.1) Cheques should not be pre-signed
- To ensure accountability, all financial transactions in the Club should only take place by cheque

**The Executive Committee shall cause proper Books of Account to be kept in respect of:**

- All sums of money received and expended by the Club, and the matters in respect of which such receipts and expenditures take place
- All Sales and Purchases of goods by the Club
- The Assets and Liabilities of the Club

**An Cisteoir should keep the following record books:**

- Income Record book
- Payments Book
- Invoice Book
- Receipt Book
- Notebook in which to enter monies received at matches, meetings and functions etc.
- Make payments by cheque and retain cheque stubs.
- Pay for nothing using cash!
- Retain all bank statements and ensure that cheque numbers correspond to those on the bank statement.
- All Bank statements to be forwarded to an officer other than cheque signatories.
- Use a lodgement book for all lodgements into the account.
- Enter transactions in Income and Expenditure Books.
- Give receipts for cash received and get receipts for cash paid out.
- Keep receipts on file.

### Club Executive Meetings

The financial report to all Executive meetings should include the following details:

- Income
- Expenditure
- Bank Balance(s) – with statements reconciled
- List of accruals (e.g. when we account for something when it is earned or spent, rather than when we actually get or hand over the cash or asset) and prepayments (where appropriate)
- Details of investments and bank loans (where appropriate)
- Financial Commitments.

### Treasurer's Duties at the AGM

- The main duty of the Treasurer at the AGM is to prepare an Annual Financial Statement and Balance Sheet (Rule 11.8)
- Report placed before the AGM for consideration.
- Copy of financial statement should be forwarded to Clubs members prior to AGM (Rule 8.5.3)
- It is recommended that Annual Accounts should be audited independently
- Financial statement to be approved by the Executive Committee prior to AGM, and signed by two of three officers – Chairman, Secretary and Treasurer (Rule 11.7)

**The financial report presented to the AGM must include the following:**

- Income
- Expenditure
- Bank Balances with statements reconciled.
- List of accruals and payments.
- Debts
- Details of investments and bank loans.

**In brief the Treasurer**

- Oversees the Club's accounts
- Maintains the Club's financial books, i.e. records all items of income and expenditure, to include keeping all invoices, bills, and receipts and noting what all payments, cheque or cash, are for
- Gets cash paid into the Club's account as soon as possible
- Keeps the Executive Committee up to date on all financial matters
- Prepares and presents a financial report for the Club AGM
- Contributes at County level as appropriate.

**1.7. Assistant Treasurer**

The role will assist the Treasurer in carrying out the above tasks. Ideally the assistant Treasurer would be somebody who might be interested in taking on the treasurer's job in 1-2 years and this is a learning opportunity for them to understand the role while not assuming complete responsibility for it.

The Assistant Treasurer will:

- Help the Treasurer in carrying out their role in the Club.
- Chair the Fundraising Unit
- Be responsible for co-ordinating and planning a fundraising calendar taking into account all fundraising events in the Club
- Evaluate fundraising events which people may propose in terms of:
  - Target money to be generated
  - Time and people resources involved to organise
  - Best timing of events to generate the greatest impact
- Any fundraising events and their details have to be communicated to this person and this person has to approve them based on their merits and plan them into the calendar
- Generate fundraising ideas and set up groups to organise and implement those events
- Meet with the executive at least once every two months (or more often if they require) to update them on events and fundraising happenings
- Strive to build a group of fundraising assistants who will organise, manage and implement events
- Regularly meet with people who are managing events to ensure that:
  - They have the resources (people, money etc.) needed
  - The event is planned correctly
  - The event is progressing correctly

- The event is being communicated correctly and timely

- Link in with the PRO to ensure effective and timely communication of all fundraising events

**1.8. Players' Representative**

- Brings player issues to the Executive Committee.
- Feeds back on overall Club issues to players.
- Encourages players to become involved in other non-playing aspects of the Club.

**1.9. Public Relations Officer (PRO)**

The PRO will find the Advice Note on PR and Communications useful in supporting them in their role. The job of PRO is one of the most important positions in the Club. The main function of the PRO is to present a good image of the Club and Cumann Lúthchleas Gael in the local community and beyond. The need for good PR in GAA Clubs has never been greater given the increased competition for players, which Clubs face. The PRO is the official spokesperson for the Club, all dealings with the media should be coordinated through him/her.

**Responsibilities of the PRO:**

- The updating and administration of the Club Web-site.
- Ensure that the weekly notes are published in the Newspaper.
- Ensure that the weekly notes/Club newsletter is published in the parish bulletin.
- Submit the match results on a weekly basis.
- Publish the activities of the Club on a weekly basis.
- Prepare an annual report and present it to the AGM.
- Ensure that the teams are updated using the text messaging system.
- Ensure that Club has a high status in the community.
- Keep records of Club games, team photos etc. This is invaluable historical information!
- Provide match results to County PRO and other relevant people.
- Work as part of a team along with the other Club Officers, team mentor and the various Subcommittees in the Club.

The PRO must be well informed on all Club activities and keep a constant link with officers and team mentors. It is vital that the PRO builds up links with local newspaper and radio personnel and if a controversial issue arises it should only be dealt with in consultation with other officers (particularly An Cathaoirleach). The PRO must consult widely with relevant people in the Club regarding the public perception of the Club. Also it is vitally important that the PRO brings a camera to games and events but is fully aware of the Child Protection requirements in terms of taking photographs.

**A PRO should not:**

- Push his/her own agenda - Club policy and decision-making supersedes personal opinion
- Criticise the Club in public or private

**A well informed PRO needs:**

- Good communication with fellow officers and team mentors

- Good links with Division and County Board PRO

#### In brief the PRO

- Looks after all public relations and publicity issues
- Ensures weekly Club notes appear in the local press
- Oversees the Club website
- Draws together Club news-sheets
- Issues press releases
- Deals with the media regarding Club affairs, e.g. major games, Club events, openings, successes etc
- Takes the lead re publications such as programmes and yearbooks
- Contributes at County level as appropriate

#### 1.10. IT Officer

The IT Officer will be responsible for the provision of information and impartial advice to our members and the public, and overseeing the Club IT related system and equipment, to include

- The ongoing development of long-term IT strategies for the Club in conjunction with the GAA's central IT department
- Management of Club Website
- Technical and operational advice to other members developing IT dependent projects and systems
- Identification and prioritisation of IT needs in each financial year
- Specification, ordering and installation of equipment and software
- Software support (within reason)
- Maintenance and repairs to systems at all levels
- Maintenance of Broadband network
- Maintenance of AV and TV equipment
- Maintenance of network software systems
- Control over software licensing

#### 1.11. Volunteer Co-ordinator

Responsible for the retention, training, organisation, recruitment and welfare of a sufficient number of volunteers, to enable the Club operate effectively on a weekly and ongoing basis. The volunteer coordinator is a member of the Membership and Registration team. He/she will:

- Provide a focal point for volunteers and volunteering within the Club
- Facilitate the recruitment, retention, recognition, and reward of volunteers within the Club
- Determine each year the various tasks that are need for the Club to operate efficiently and effectively and match volunteer skills and interests to those positions
- Ensure that new volunteers are welcomed appropriately and are clear on their role/ responsibilities including whom to approach if any difficulties are encountered. Each year arrange orientation and appropriate briefings for each volunteer
- Issue documentation that clearly sets out each volunteer's role and commitments, making any adjustments as necessary
- Ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm
- Identify means of recognising and rewarding volunteers.

- Attend Club events, matches, and social evenings to promote and encourage new volunteers

#### 1.12. Social Officer

This position is responsible for creating and implementing a cost effective social programme for the Club, its players, members and supporters in order to enhance relationships. He/she will:

- Plan and co-ordinate the implementation of a programme of social events for the Club and its supporters
- Where necessary create subcommittees to run each event
- Work closely with each organising committee to monitor progress
- Co-opt appropriately skilled volunteers to assist in the organisation/running of an event
- Ensure a final reconciliation of income and expenditure is produced for each event
- Motivate members to attend Club events

#### 1.13. Facilities Officer

He/she will ensure that

- Machinery such as grass mowers are used only by authorised and experienced personnel
- All equipment and machinery is securely locked away when not in use
- The premises are properly secured when not in use and not available for any ad hoc activities
- Third party contractors do not commence work of any kind unless evidence of insurance and safety legislation compliance is forthcoming. In his absence the Facilities Officer Chairman will request a member of the Facilities Committee to deputise
- Any incursion or unauthorised entry is prevented and, if unable to prevent such, will report such incursion to An Garda Síochána
- A fully-equipped First Aid Kit is available on site at all times
- Waste and refuse are managed and collected by the appropriate agency

#### 1.14. Development and Planning Officer

It is recommended that all Clubs appoint a Development Officer to allow for improved communication and better coordination of development matters between the County Development Officer/Committee and the Club.

Development is more than about developing Club facilities. It is about developing the Club as a unit in terms of administration and activity. While the Club Chairperson plays a key role in initiating the development of a Club plan, a development officer will assist greatly in its implementation.

The Club Development Officer should seek ways to improve the general organisation, structure and efficiency of the Club unit and ways to improve the facilities in the Club. He/she should ensure that the Club is availing of all administration resources and education programmes provided by the GAA for the Club. He/she should provide the lead in planning and carrying out Club development and regularly update the Club Development Plan in conjunction with the Club Committee and other relevant Subcommittees.

The Development Officer should:

- Be familiar with existing Club development plans
- Assess the relevance of existing Club plans and plan to modify these if required
- Work with a Subcommittee who will be selected in conjunction with the Club Officers to initiate planning and development
- To act in an advisory role with other Club Subcommittees in the Club to ensure co-ordination of planning on a whole-Club basis
- To report on a regular basis to the Club Committee on development issues
- To provide for an annual review of the various development plans within the Club and seek agreement or modification if necessary
- To develop contacts with external planning agencies and bodies like Dublin GAA Development Officer, Leinster Council Development Officers, the Fingal County Council and other relevant bodies
- To seek funding opportunities from outside bodies to aid in aspects of Club development
- To help develop financial planning at Club level to take account of current and projected development
- To annually review the Club Development Plan

The Club Development Officer should also act as the link with the County Development Officer or County Development Committee, to allow for improved communication and better coordination of development matters between County Development Committee and the Club.

The Club Development Officer:

- Oversees Club development issues
- Leads on producing and monitoring the Club's development plan
- Leads on major projects, e.g. new pitch, stand, etc.
- Keeps up-to-date on others' plans (e.g. local authorities & Sports Councils)
- Keeps up to date regarding funding programmes, GAA and other
- Contributes at County level as appropriate

It is proposed that the Club Development Officer be appointed from within the Club Executive after the Annual General Meeting i.e. the first Executive meeting. Because it is rarely possible for an Officer responsible for immediate day-to-day activities to devote time to planning and development, the person appointed should not already hold office, particularly the office of Chairperson, Secretary or Treasurer. There are unlimited opportunities for development in every Club. The Club Development Officer will not be able to tackle every development necessary in his/her Club but should select certain immediate Club needs and concentrate on them.

#### **Duties of the Development Officer.**

##### Priority areas:

- Club Development & Administration to improve the general organisation and efficiency of the Club unit
- Physical Facilities - Look after grounds and property and ensure all Club Property is vested
- Community - The Development Officer should avail of opportunities for assistance by units of the GAA in appropriate community activities especially those aimed at improving the quality of life for persons who are disadvantaged by virtue of age, health or social and economic circumstances
- Resource Centre: The Development Officer should be known within the Club to be the person who can provide Development information, reference material, guidelines (which can be sourced at Central Office)

##### General Areas:

- Work with other officers for the general good of the Club
- Encourage and support Officers and Committees who are working effectively already.
- Ensure that the Club assists with the development of the games in local schools
- Assess the needs and plan for the future development of the Club
- Work closely with the County Development Officer and Committee

#### **1.15. Club Coaching Officer**

The Club Coaching Officer will be chairman of the Coaching and Games Development Subcommittee. He / She will have responsibility for managing the affairs of the committee and for overseeing all coaching and games development-related activities and policies.

- Provide direction for coaching for all codes within the Club
- Establish and chair coaching committee (inputs from each code and each age group)
- Schedule regular coaching committee meetings
- Provides regular reports to executive committee
- Involvement in appointment of underage coaches
- Oversee effective Club school link in conjunction with Club school liaison officer
- Lead role in devising and developing Club coaching plan
- Responsible for implementation and monitoring of Club coaching plan
- Oversee all coach education programmes within the Club
- Manage and distribute coaching resources (coaching manuals etc.)

#### **1.16. Games Promotion Officer (GPO)**

The primary role of the GPO is to focus on core football, hurling & camogie activities within the Club. He/she will be an active member of the Coaching & Development committee, providing updates on progress and making the Committee members aware of new developments that may impact the Club strategy

Club day to day tasks that the GPO should be asked to undertake include

##### **Key tasks:**

- Organise, coordinate and implement (where necessary) a Games Development project(s) from the following as outlined by the Club Coaching Committee
- Games Opportunities
  - A regular programme of games appropriate to the age and ability of the various playing groups at Child/Primary and Youth/Secondary and Adult/Third level
  - Implementation of a programme of Go Games at Club, Community and Primary Schools
  - Provide Coaching Support to Primary and Post Primary Schools
  - Support Planning, Coordination and Organisation of Activity Camps
  - Support Development Squads Grow participation in Balbriggan and Environs
  - Deliver f specific programmes with regard to the promotion and development of Gaelic Games in urban areas
- Skill Development:
  - Coaching and skill development Initiatives appropriate to the age and ability of the various playing groups at Child/Primary and Youth/Secondary
  - Guest coach for specific teams from under 14 to minor
  - Assisting mentors to prepare for PJ Troy and Feile na nGael tournaments
- Education:
  - A programme of courses and workshops appropriate to the requirements of Coaches, administrators and Referees to fulfil their various functions in a Games Development context.
  - Coaching the coaches and mentoring the mentors;
  - Performance appraisals for coaches
  - Coordinating coach education events
- Support:
  - Initiatives to support the development of a sustainable sports system by managing the identification, recruitment and training of key personnel within the Clubs, Schools and Counties to effectively develop Gaelic Games in the community.
  - Promote the Easter Festival
  - Promote and Coordinate Summer Camps
  - Liaise with and coaching in local schools
  - Promote and Coordinating Club run tournaments
  - Advise the Club members of emerging developments in the area of games promotion, coaching techniques etc.
- Report on implementation of the project(s) on a regular basis, and particularly ensure data relating to the implementation of the project(s) is available on a quarterly basis through use of the GAA Game Development Information Management System (MIS)
- Maintain key lines of communication with project stakeholders to ensure the successful completion of the project(s)
- Complete any other duties as may reasonably be assigned by the Club Coaching Committee

### 1.17. Coaching Administrator

- Coordinates coaching committee meetings and administers these
- Produce regular coaching report for executive committee
- In conjunction with Club secretary attends relevant county board meetings specific to underage activity
- Assists Club secretary with fixtures for underage activity
- Coordinates of Pitch / Facility usage in conjunction with Club coaching officer
- In conjunction with Club registrar provides list of registered players to the Head coaches of the various age groups
- Assists Head coaches in arranging challenge games
- Assists Club PRO with promotional material and match reports
- Assists Club Children's Officer

### 1.18. Children's Officer

The Club Children's Officer should have as his/her primary aim the establishment of a child and youth centred ethos within the Club and will be viewed by many as the link between the children/young people in the Club and the adults. It is the responsibility of the Children's Officer to regularly report to his/her Club Executive or Management Committee on how Club policy and procedures impact on the welfare and safeguarding of underage players and their coaches.

#### The Club Children's Officer should:

- Promote greater awareness within the Club of the GAA Code of Best Practice in Youth Sport
- Assist with and identify the need for Code of Ethics training within the Club and other appropriate training in consultation with the Club's Designated Person
- Ensure, in as far as possible, that all Players, Coaches/Team mentors, Parents/Guardians, Officials and Spectators adhere to the Code of Best Practice for Youth Sport
- Distribute copies of the GAA Joint Code of Behaviour at Club level
- Influence policy and practice within the Club in order to prioritise children's and young people's needs.
- Promote greater consultation with under age players and participation by them in Club activities and planning
- Encourage the involvement of parents/guardians in organising Club activities and co-operate with parents in ensuring that every young person enjoys his/her involvement with the Club.
- Establish good links with local schools involved in the promotion of Gaelic Games
- Liaise with Coiste na nÓg to ensure that the "child centred ethos" is being adhered to through coaching and games development
- Develop good practice procedures in the recruitment and selection of persons working with young people in the Club
- Assist, or oversee if appropriate, the distribution of Garda Vetting and Access NI forms as applicable in the Club
- Monitor, in association with team coaches, any significant drop out rates, lack of attendance or Club transfers of

underage players and report accordingly to the Club Executive or Management Committee.

- Maintain on-going contact with the County Board Children's Officer and with other Club Children's Officers.

Club Children's Officers do not have the responsibility to investigate or validate child protection allegations or concerns within the Club. The liaison person appointed by the Club to deal with such concerns is the Club's Designated Person as per the GAA Guidelines for Dealing with Allegations of Abuse (Fourth Edition 2009).

The Club Children's Officer should avail of any training provided for them at County, Provincial or National level

### **1.19. Games Development Officer (Football/Hurling/Ladies Football/ Camogie)**

- To ensure that an active committee is put in place representative of team mentors and players at the beginning of each year
- To organise and chair regular meetings of the committee (preferably monthly)
- To report to the Executive Committee on progress of the various teams and any issues raised at the meeting of the Subcommittee
- Reporting to Coaching Officer
- Helps the Coaching Officer where needed
- Liaise regularly with other Development Officers
- Coaching Education implementation
- Reporting to Club Executive
- Registration of Players
- Recruitment of New Players
- Recruitment of Coaches & Parents
- Facility Booking for cohort of teams
- Retention of Players
- Ensuring Transition of players to next level

### **1.20. Coaching Equipment and Facility Coordinator**

- Audit of all coaching equipment in Club
- Appropriate storage of all sports equipment
- Attend Coaching committee meetings and communicate with Head coaches to monitor equipment
- Responsibility for ordering equipment as approved by coaching committee and Club treasurer
- Identify what facilities are required (Club pitches, indoor halls, council pitches, gyms, schools)
- Allocate training slot and games slot for each team
- Club noticeboard to show clearly who is using Club facilities throughout the week
- Update noticeboard on weekly/fortnightly basis

### **1.21. School/Educational Co-ordinator**

Increasingly, the role of Club/School Co-ordinator and the Club/school link is becoming one of the key roles in helping to develop Gaelic Games in the Club. All Clubs should ensure that there is a Club/school link in operation to promote the games in the local schools.

The main responsibilities of the Club/school co-ordinator are to liaise with the local school teachers to promote Go-Games and the U-Can Awards in the school and to work closely with the Club Coaching and Games Officer in all aspects of coaching and games development in the Club.

#### **The Club-School Liaison should:**

- Link with the school principals, teachers and governors to ensure that Gaelic Games are being promoted in the local schools and assist where appropriate in Cumann na mBunscoil competitions.
- Ensure that the Club has a dedicated, regularly updated, notice board in each school promoting Club activities and encouraging children to get involved in Gaelic Games.
- Identify local feeder school(s)
- Establish an effective link with key representatives from local school(s)
- Set up meeting between Club personnel and school representatives
- Formalise arrangements with school relating to coaching programme, GPO hours before/after school, sharing of facilities and a Club noticeboard
- In conjunction with Club coaching officer appoint additional retired Club coaches to deliver agreed coaching programme in the school
- Monitor the agreed arrangements throughout the academic year
- Coordinate the distribution of Club literature if applicable
- Regular communication with appropriate school representatives (principal, PE coordinator)
- Monitor the number of children receiving GAA coaching and the subsequent numbers attending the Club
- Update the Club noticeboard on a regular basis (photographs, articles, notices, events)

### **1.22. Referee Co-ordinator**

He/she will be responsible for the following tasks

- To appoint referees for Home Go Games juvenile fixtures
- To identify suitable candidates for referee courses from juvenile to senior.
- To appraise and mentor referees in the Club by recruiting experienced referees to form a mentoring panel.
- To run an annual workshop for referees, children, mentors and parents.

### **1.23. Head Coach**

He/she will be responsible for the following tasks:

- Draft up-to-date list of players at the respective age group
- Implement effective communication system to inform parents/players of practice and games
- Have knowledge of Long Term Player Pathway and what is appropriate for the age group of their team



- Select and preparing the team for matches.
- Plan and prepare for training sessions and activities.
- Ensure all players get equal opportunity to take part in all Club/team activities.
- Set the right example for players on and off the field.
- Educate players in the ethos of GAA and the values of being a true sportsman.
- Be fair in the treatment of all players at all times.
- Conform to all Club and/or GAA policies on young children in sport.
- Attend coach education opportunities as outlined by Club coaching officer
- Coordinate transport for players to get to games as required
- Ensure all activities are safe and supervised at all times.
- Plan and implement yearly programme of age appropriate coaching sessions and games for his/her team. Involve assistant coaches and get approved by Club coaching officer.
- Represent age group at Club coaching meetings and keep constant eye on fixtures and fixture changes
- Communicate effectively with Club coaching officer, Club coaching administrator, other head coaches, children's officer, equipment coordinator, assistant coaches, parents and players
- Delegate responsibility of coaching and other duties to assistant coaches and parent helpers
- Monitor coaching sessions to ensure they are Fun and challenging and that players have an environment to develop and progress
- Ensure medical kits are immediately available for both training and matches
- Ensure those who are not paid up members are not allowed to use the Club facilities.

#### 1.24. Assistant Coach

- Provide assistance to head coach at coaching sessions and games
- Play active role in planning coaching sessions and content with Head Coach
- Play active role in delivering coaching at each session as agreed with Head Coach
- Attend coach education opportunities as outlined by Club Coaching officer
- Assist Head coach in coordinating transport and communicating with parents/players
- Compile statistics and produce match reports for Head coach and Club PRO

#### 1.25. Parent Helper

- Provide supervisory assistance at coaching sessions
- Assist Head Coach with administrative duties
- Assist with skills testing and recording of results
- Supply or organise transport
- Umpire or side-line duties at youth games
- Possibly play a future role in coaching at the Club and attainment of Foundation coaching award

#### 1.26. Irish Language and Cultural Officer

Each Club is required to have an Irish language and Culture officer on the Club Executive, in accordance with rule 7.2 of the Club constitution. The main role of the Irish Language and Culture Officer is to promote the use of the Irish language and to promote cultural activities such as Irish music and dancing in the Club. The Culture & Language Officer position should be filled by someone who has a good working knowledge of the Irish language.

The officer should provide a back-up service in the use of Gaeilge for all Officers and Members and encourage and promote the use of Irish phrases in the Club's business. Cultural activities should be organised through the very popular GAA Scór competition. This is also a great way of including more people in the Club. He/she should also liaise closely with the County Irish Officer and any relevant Committee and with other Irish/cultural organisations in the area

#### 1.27. Club Health and Wellbeing Officer

The Club Health & Wellbeing Officer will work with the County Health & Wellbeing Committee to ensure that his/her Club is availing of the supports, programmes, partnerships, training, and resources available to them. With the support of the Club Chairperson and Executive, he/she should ensure that related GAA policies are implemented, and that the Club continues to foster a culture that promotes health and wellbeing amongst all Club members and, where possible, the local community.

##### Works with

- Club Chairperson and / or Executive
- County Health & Wellbeing Committee
- Other officers/members within the Club

##### Responsibilities

- The role is primarily about communication and will involve promoting the excellent work a Club already does while also developing and promoting new health promoting opportunities.
- Regular reporting of activities to the Club executive
- The officer will familiarise him/herself with the policies, resources, and programmes developed by the GAA's Community & Health Department and wider Health & Wellbeing Section.
- The officer will support his/her Club through achievable actions based, where possible, on the current County Health & Wellbeing Committee Action Plan.
- The officer WILL NOT BE required to provide direct services or support to members but may help signpost to appropriate services provided by suitable agencies and/or voluntary groups.

##### Requirements

- Good communication and interpersonal and organisational skills (computer literacy is essential).
- Ability to deal discreetly with potentially sensitive issues.
- Ability to work with other Club officers (Children's/Coaching Officer) and the Executive as required.

- Have a genuine interest and knowledge in the Association and interest in health and wellbeing.
- Good standing in the community.
- Have time to do the job.
- Willingness to attend training as provided by the GAA or its partners.

**Recommendations**

- It is recommended that the Club Health & Wellbeing Officer be appointed for a minimum of two years to allow adequate time for policies to be implemented and appropriate training and work to be undertaken.
- It is highly recommended that additional Club members with an interest in the area are engaged to support the Health & Wellbeing officer's work.

**Additional Information and Support**

- The Community & Health Department in Croke Park, alongside the GAA's National Health & Wellbeing Committee, will provide direction and support to those working at provincial, county, and Club level.
- Training for Club Health & Wellbeing Officers and project team members will be provided at county level each year.
- All supporting resources are available on the Community & Health website: [www.gaa.ie/community](http://www.gaa.ie/community)

## 2. Appendix B: Committees & Groups

### 2.1. Executive Committee

The Executive of the Club should meet at a minimum on a monthly basis with each Subcommittee presenting a report to the Executive on its particular area. All /certain decisions of the Subcommittees will have to get approval of the Club Executive prior to being ratified. However between Executive Committee meetings the officers of the Club have the responsibility for the running of the Club and should report on matters arising at the next full Executive Committee meeting. The Executive subgroups (i.e. Subcommittees) will meet on monthly basis (ideally two weeks before Executive) or on a needs-be basis

#### Role:

- To manage and control all the affairs of the Club

#### Executive Committee Duties:

- To approve annual and multi-annual budgets
- To develop expenditure controls for capital and current expenditure
- To adopt and roll forward annually Club strategic development and financial plans
- To ensure the development and implementation of coaching programmes
- To direct, supervise and remunerate staff
- To manage and administer the affairs of the Club including implementation of Strategic Plan
- To establish appropriate Executive subgroup charged with developing and implementing Club policies on games development, coaching, finance, communications, cultural and community involvement, facilities development and maintenance and any other areas deemed necessary
- To ratify the appointment of chairpersons of such Subcommittees/task forces
- To meet at least once per month
- To make regulations for conduct and management of Club
- To open Bank Accounts
- To ensure proper Books of Account are kept
- To approve expenditure/payments
- To approve Financial Statements
- To ensure an account of Income & Expenditure is prepared for the AGM
- To interpret the Club Constitution and rules as set out in Club Constitution (Rule 16)
- To administer Disciplinary Code
- To ensure compliance with Health & Safety requirements.
- To ensure that external agencies e.g. Club solicitors, Club bankers, Club Auditors etc. are appointed and performing satisfactorily at all times

### 2.2. The Management Team

This team fulfils a variety of functions on a day-to-day basis including:

- Support the executive committee to define the annual goals and strategic targets of the Club across all Planning & Sub committees
- Upon agreement of the targets/goals the Club management team will be responsible to support each of the officers to define a plan for implementation
- Report on the status of the delivery of this plan and provide regular updates to the Club's Executive Committee on status and, where required, support in putting in mitigation planning to ensure goals and achieved.
- Take responsibility for planning of the key annual Club activities, i.e. St Patricks Day, Key fundraisers.
- Be the central point for all planning activities and will in turn support committees/ sub committees with proposals for approval to the executive committee
- Be responsible for maintaining and driving the key principles of the Club and GAA
- Ensure that each of sub committees is sufficiently in place with the right people and good governance structure

### 2.3. Planning and Support Subcommittee

This Subcommittee fulfil a variety of functions on a day-to-day basis including

- Gathering data about project progress and producing reports
- Developing standards and processes
- Encouraging (or enforcing where necessary) the use of those standards and processes
- Managing resources for projects
- Delivering training and mentoring project team members
- Managing dependencies across multiple projects
- Tracking benefits
- Reporting on financial information such as return on investment

#### Development Plan

- Meet on a quarterly basis and formerly assess the progress of the plan against its stated objectives and will report directly to the Club Executive Committee.
- Conduct a comprehensive annual review of the Plan. This will involve the assessment of the current initiatives, their appropriateness for the needs of the Club and the identification of additional initiatives to assist in the completion of achieving the goals and objectives.
- If required, the Plan will be modified and adapted as required. The Committee will also be responsible for communicating the modified Plan to all Club members.
- Conduct further long-term planning of activities so that the aims and objectives of the Club are met
- Monitor and evaluate the progress of agreed actions – both short term and strategic.
- Ensure that succession and forward planning are integral and ongoing in the Club

#### Officer and Subgroup Support

- Reusability: stopping Club officers and subgroups from reinventing the wheel, by being a central point for lessons learned, templates and best practice.

- Delivery support: making it easy for Club officers and subgroups to do their jobs by reducing bureaucracy, providing training, mentoring and quality assurance.

#### 2.4. Games Development and Coaching Subcommittee

Coaching and Games Development Subcommittee to oversee all aspects of games development and encourage a structured coaching environment throughout the Club.

##### Duties Include:

- Manage all fixtures
- Liaise with the PR/Communications Group to promote the games and events within the Community
- Submit Games & Coaching facilities requirements to the facilities committee
- Provide a monthly summary to the Club Executive of all underage activities
- Submit financial accounts on a quarterly basis to the Finance Committee
- Identify new coaches in the community and encourage parents to become involved in coaching
- Ratify the appointment of coaching officers (Nursery – Adult)
- Ratify the appointment of all coaches and selectors
- Develop of a football and hurling development and promotion plan for the Club, in conjunction with the respective committees/groups
- Liaise with both the Juvenile & Adult sections and ensure that all mentors progressing through the Nursery will complete the Foundation level course and at least one mentor from every team throughout the Club will have a Level 1 coaching qualification.
- Ensure that a balanced programme of games is in place and that all players get an opportunity to play and participate.
- Assist all teams and also to monitor the quality of coaching and games development including the implementation of a Player Pathway Scheme, which will continuously assess player skill development.
- Develop a player welfare programme for both adult & underage players to provide information and/or training on topics such as diet, strength & conditioning, heart screening, etc.
- Liaise with the Children's Officer to ensure implementation of the highest standards of child protection within the Club
- Investigate the possibility of linking up with a 3rd Level College re students being able to assist with welfare programme
- Organise a continuous development coaching programme for our members
- Publicise coaching information available at county, provincial and national level and develop an on-line database of drills, manuals, etc.
- Develop a 'buddy-up' system between our adult players and underage section
- Ensure the Club 'Code of Conduct' is being implemented by players and mentors

- The chairman of this committee will sit on the Club Executive Committee and will provide a report to each meeting.

##### Members Include

- Coaching Officer
- GPO
- Coaching Administrator
- Children's Officer
- Club School Liaison Officer
- Code representatives (as applicable)
- Equipment Coordinator
- Representative from each age group
  - Football Development Officer
  - Hurling Development Officer
  - Youth Development Officer

#### 2.5. Finance Subcommittee

This Subcommittee will ensure the following:

- Overall financial management and governance of the Club
- Issue audited accounts to the Club for the AGM
- Co-ordinate and agree parameters of all fundraising activities for the overall Club and for the units managed by Subcommittees of the Executive
- Publish quarterly accounts on behalf of the Executive
- Liaise with banks and third party financial organisations on behalf of the executive
- Develop annual budget for the Club including the dispersal of funds to Club units
- Source and manage Club sponsor partners
- The chairman of this committee will sit on the Club Executive Committee and will provide a report to each meeting.
- Have appropriate financial controls in place including a budgeting system and cash flow management.
- Always protect the Club's assets and never take unnecessary financial risks.
- Get value for money for the running of the Club and any new developments/ ventures.
- Have appropriate financial resources in place for new projects and the everyday running of the Club.
- Oversee accountability, transparency and clear lines of responsibility throughout the Club.
- Annual accounts will be subject to audit by independent body.
- Implement our Finance Action Plan.

#### 2.6. Social, Culture and Events (SCE) Subcommittee

The SCE committee will organise Club activities/events for the full spectrum of Club membership from under 6 to over 66. Social events will build Club connections and spirit and create a point of contact for different sections of the Club to build relationships and create a platform to encourage greater volunteerism within the Club.

- Brainstorm ideas social events & plan events for the year in advance
- Create an annual budget with an estimated cost for each actual event
- Report planned events to the Executive communication for validation
- Report validated events to PRO for notification to members and wider community
- Execute planned events
- Provide details of the event – photographs etc. to PRO for newsletter/website Committee
- Report activities to Executive
- Have a central role in the allocation of the hall.
- Oversee the management of the Club Shop and Club Bar
- Appoint the Irish language and cultural officer
- Develop designated section on the website to attract and communicate with the community members interested in Scór and the Irish language
- Evaluate the potential of setting up a Scór group in the Club
- Build partnerships with other local Scór groups
- Develop a project plan to host a Community Open Day in the Club each year
- Develop a health and lifestyle program
- Introduce recreational games for the Club
- Establish links with local community groups
- The chairman of this committee will sit on the Club Executive Committee and will provide a report to each meeting

- Organise one Saturday morning clean up each quarter. (Have work planned out prior to the day and material obtained)

#### Future Developments:

- Develop a five year facilities development plan
- Make proposals in relation to facilities upgrade
- Carry out a needs analysis with each section for the Club
- Develop partnerships with local schools and universities re: facilities
- Liaise with local authorities and develop partnerships with same
- Relocate the Club to new facilities

## 2.7. Facilities and Development Subcommittee

We will appoint a Facilities and Development Subcommittee to oversee the management, maintenance and development of our Club facilities including the pitch, flood lights and dressing rooms. This is a very important committee due to the heavy demands placed on the pitch during the year by the Clubs teams.

#### Current Facilities:

- Manage and co-ordinate the current facilities requirements of all Club units
- Conduct an audit of all existing facilities
- Develop a plan for any immediate facility upgrades that can be completed
- The chairman of this committee will sit on the Club Executive Committee and will provide a report to each meeting.
- Establish an annual Maintenance plan of work required to maintain facilities
  - Ensure pitches are cut when needed.
  - Ensure pitches are marked when needed.
  - Keep a field/Clubhouse log.
- Appoint a person(s)
  - To organise and oversee job/tasks for caretaker.
  - Charged with the effective timetabling of the pitches for matches and training.
  - Charged with the effective timetabling of the Clubhouse.
- Hire out facilities while always giving priority to members