



***THE
CAMOGIE
ASSOCIATION***
An Cumann Camógaíochta

Club
Chairperson
Handbook

Contents

1.	Roles and Responsibilities	3
2.	Main Administration Tasks	6
3.	Chair Meeting	7
4.	Make the club a little better	11
5.	Recruitment of Volunteers	12
6.	Child Welfare	14
7.	One Club Guidelines	16
8.	Ask for Help	18

Roles and Responsibilities

Camogie Executive Committee

Executive Committee is made up of the following Officers:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Registrar
- PRO
- Children's officer
- Development Officer



Delegates to County Board

Executives must only serve same officer capacity for no more than 5 consecutive years

Role and Responsibilities of Chairperson



Chair meetings

Club meetings
approx 1 per
month



Ensure clubs managed efficiently



Know and uphold Rules of the Association

Must ensure all members
act within rules of
association



Represent the club

Attend (or delegate)
county meetings



Developing a shared vision and plan for the future of the club

Help to develop strategic
plan for the club



Child Welfare

Responsibility
ultimately lies with
Chairperson



Manage volunteers, managers, trainers, mentors

safeguarding, coaching qualifications, ensuring
player welfare, motivate, monitor all volunteers,
manage any conflict that arises

Skills required: leadership, organisation, communication skills, negotiation, fair, respect confidentiality and ability to delegate.

Rules



Both the Chairperson and secretary should have in-depth knowledge of the rules of the Association and the by-laws of their county.

There are several parts of the rule book which must all be adhered to:

- Official Rules of the Camogie Association, Official Guide Part 1
- Official Playing Rules, Official Guide Part 2
- Code of Practice for all Officers of the Camogie Association, Official Guide Part 3
- Mandatory Procedures for THDC & Disciplinary Code, Official Guide Part 4
- Mandatory Code on Sponsorship, Official Guide Part 5
- Code for Camogie Supporters' Club, Official Guide Part 6

There are also other important documents that secretaries should be aware of including:

- Role of a Treasurer and Mandatory Financial Procedures
- Mandatory Code on Sponsorship
- Child Welfare: Code of Behaviour (Underage)
- Garda/PSNI Vetting Information

Main Tasks for a Chairperson

Main Tasks of a Chairperson include:

- Representing the club
- Chair meeting
- Make the club a little better
- Get people involved
- Delegate and setup subcommittees
- Child welfare



Represent the club

Represent the club at events and county board meetings.

Be seen around the club and attend matches of all codes and support teams at the club.



Chair meetings

When chairing meetings, it is important to always be prepared.

Before Meetings:

- ✓ Set the agenda
- ✓ Prepare agenda in consultation with Secretary
- ✓ Consult with Secretary of any items of correspondence which may require a decision at the meeting

During Meetings:

- ✓ Chair the meeting
- ✓ Chairperson must sign and date, recording who has proposed and seconded minutes
- ✓ Clarify the exact wording of decisions taken

Between Meetings:

- ✓ Ensure decision made during the meeting are acted on
- ✓ Work with Secretary to implement the decisions of the meeting and deal with other matters arising from the minutes
- ✓ If in doubt, consult with Secretary and/or other officers – can call a special meeting of the club if necessary

Top Tips for Meetings

Meetings should not:

- × Last too long or have nothing decided
- × Allow someone or some people to speak for too long
- × Discuss issues that are not on the agenda
- × Have arguments/disagreements between people

An effective meeting should:

- ✓ Start finish on time
- ✓ Chairperson exercises their authority
- ✓ Everyone treated fairly and with respect
- ✓ Keep on track (follow agenda)
- ✓ Don't allow talkative members to dominate
- ✓ Encourage quiet members to contribute
- ✓ Don't allow discussions to drag on and on – a decision should be made
- ✓ Don't lead too much, instead manage the discussion
- ✓ Remain neutral and impartial

Dealing with difficult behaviour during a meeting:

Silent Person

Selfish Person

**Intimidating
Person**

**Overly
agreeable
Person**

Negative Person

There are often individuals who can derail meetings by their attitude or behaviour. These are often very good people who might not realise the impact on others.

Difficult behaviour can take many forms and below are some techniques to help deal with the differing behaviours:

Intimidating/Angry

- Acknowledge their position, emphasise that no everyone feels as they do and for the meeting to be successful, everyone must be heard.
- Describe the impact of their behaviour on the meeting
- Often having a one-one private discussion with this person can be more effective

Overly agreeable

- Be direct, they can acknowledge everyone opinion but each person must describe their own position.

The selfish person

- Acknowledge their position and then call on someone else.

Negative person

- Give them a role, such as note-taker, time keeper and refer to ground rules
- Talk to them privately & ask if anything can be done to make them feel more positive

Silent/quiet one

- Invite participation eg you haven't had a chance to share your thoughts

Make the club a little better

The chairperson should aim to make improvements to the club, no matter how small.

Some ideas for improvements include:

- ✓ Get more volunteers involved with sub-committees
- ✓ Increase fund raising
- ✓ Get a new referee trained up
- ✓ Run one successful raffle this year
- ✓ Attend all co board meetings
- ✓ Have meetings once a month
- ✓ Run an U10 blitz on a bank holiday weekend
- ✓ Start and finish meetings within one hour
- ✓ Promote our game within the local schools
- ✓ Improve communication with parents/coaches
- ✓ Actively seek new volunteers in our community.

Remember: Improvements don't always mean starting something new it can mean stopping something that is having a negative impact on the club.

Recruitment

Get people involved

The chairperson cannot do everything on their own and neither can their fellow officers. The help and support of good people in the community is necessary.

The main people who are likely to help out are:

1. Parents of girls playing camogie
2. Former players

The main reason why these people get involved is because they WERE ASKED so you should always be on the lookout for volunteers, all year round.

The main reason why people give up volunteering is they don't feel acknowledged, so remember to say thanks often, and mean it.

There is a Volunteer and Recruitment workshop available as part of the CLDP training.

Delegate and setup new Subcommittees

You must delegate tasks and give others the authority to carry out specific tasks or make decisions.

Main reasons to delegate and setup subcommittees:

1. Develop the team of people you have around you and work can be distributed evenly.
2. Help with succession and trying to find suitable people to take on your role when your time is up.
3. Use people's skill sets and utilise their talents to best promote Camogie.

Remember don't overburden people or they will not stay onboard.

Succession Planning

The Executive, particularly the Chairperson and Secretary should spend time and energy seeking new Officers for positions.

Why?

- Re-invigorate and energise the Club
- Increase community involvement
- Avoid burnout in Officers
- Draw on the abilities and skills of a larger number of people

How?

- Don't be shy about asking people to help
- Many people are happy to help with particular projects
- Be clear about what the role entails
- Think about how the person can contribute - what skills do they have?
How can we include them in the running of our club?
- Offer encouragement and support, and say thanks



GDPR

To find out what information should be retained, by whom and how long?

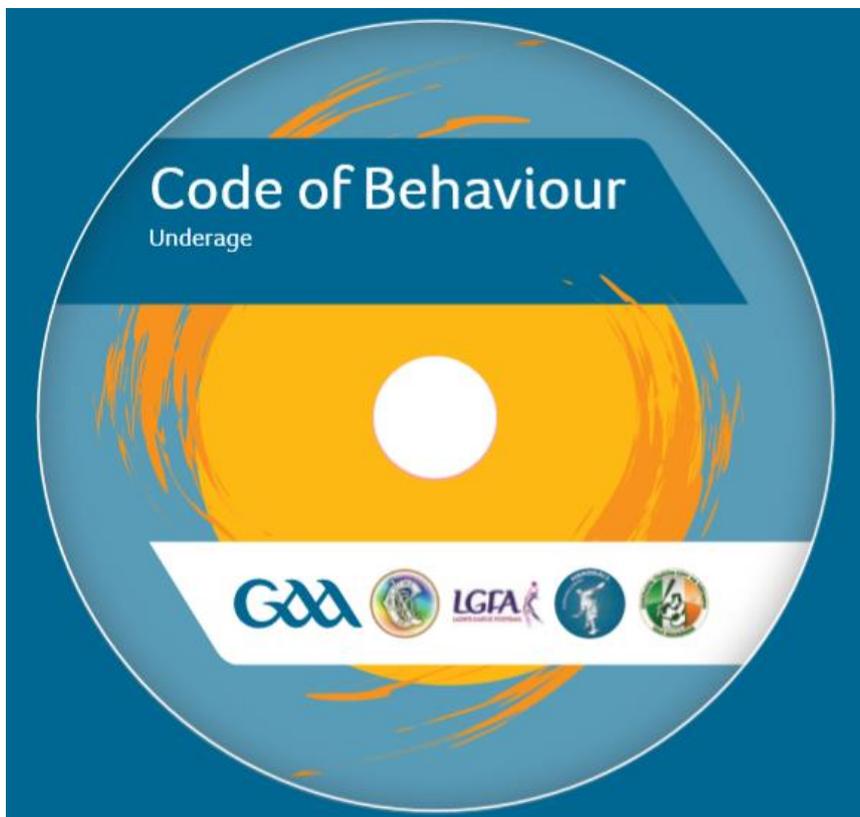
See learning.gaa.ie/courses/dataprotection and any further queries can be sent to dataprotection@gaa.ie

Child Welfare

The Code of Behaviour (underage) has been agreed between the GAA, the Ladies Gaelic Football Association, the Camogie Association, GAA Handball Ireland and GAA Rounders.

The Code replaces all previous Codes and is a mandatory Code of Behaviour for all Gaelic Games Associations in our work with underage players. It is a comprehensive good practice guidance publication and we are anxious that as many players, coaches, parents and other Club personnel have immediate access to its contents.

Our Child Safeguarding Codes, Policies and Procedures are all in place to ensure that as far as is practicable that children are safe from harm while using our services.



<https://res.cloudinary.com/dvrbaruzq/image/upload/ukepuvlg3ghyie10jfqy.pdf>

Every person who coaches children in the club must have minimum safeguarding training including:

- ✓ Safeguarding training
- ✓ Garda/PSNI Vetting
- ✓ Coaching qualification

Important Note:

Ratio for adult to children Under 12 1:8 Over 12 1:10

The Club must have nominated Children's officer – if this role is not filled then the responsibility lies with the Chairperson.

For child safeguarding the club should:

- Risk Assess
- Develop Child safeguarding statement and display
- Appoint Children's officer and Designated Liaison Person.
- Adopt and adhere to Code of Behaviour (Underage)
- E-Vetting, safeguarding training and Coaching qualifications

The Camogie National Children's Officer is Roberta Farrell at 086 7502988 or nationalchildrensofficer@camogie.ie

One Club Guidelines



Governance and Committees

The GAA Club Constitution forms the cornerstone of overall governance of the club.

This means that Camogie deadlines may differ:

- Registration must be completed and submitted by 31st March
- AGM held before 30th November:
 - 28 days notice required – notice, officer proposal form, motion proposal form
 - 10 day before send out – agenda, nomination forms, motions

It is imperative that each of the playing codes are adequately represented on the Club Executive.

The day to day running of each playing code is managed by its own committee.

Membership and Registration

Each club participants, including Camogie players, must be registered as a member of the GAA.

Camogie teams are affiliated as clubs with the Camogie associations and elect Officers as required by Official Guide (I).

Club Membership fee is not varied by reference to code played.

Coaching and Facilities

A shared approach to Games Promotion and Coaching is adopted.

Fair allocation of playing facilities is made across all codes.

Treasurer

Bank accounts should be controlled at Club Executive level and not by code. Consequently, the GAA Club treasurer should be the elected treasurer of Camogie Clubs.

Both the Ladies Football and Camogie associations rules specify that their association crest be on jerseys. In a dual playing club, in order to minimise cost of having separate jerseys, the jerseys could incorporate both crests.

More information can be found:

[http://www.camogie.ie/files/2017-06OneClubGuidelinesJointDocument\(1\).pdf](http://www.camogie.ie/files/2017-06OneClubGuidelinesJointDocument(1).pdf)

Ask for Help

Fellow and Previous Role holders

County Secretary

Provincial Secretary

info@camogie.ie

GAA Learning Portal

National Learning and Development Co-ordinator

Pamela Frizelle 086 024 0479 pamela.frizelle@camogie.ie