

Admin. Task Deadlines - Camogie Club Secretary

Done	Task Name	Section	Due Date	Rules
<input type="checkbox"/>	SCOPE			
<input type="checkbox"/>	Prepared by the National Officer Development Committee as a learning resource for Club Officers and published December 2019. Club Officers, by virtue of their membership, are deemed to have full knowledge of the rules and regulations in the Official Guide and are bound by them. Should any conflict arise between the text of this learning resource and the Official Guide, the text of the Official Guide shall prevail.			Rule number from Official Guide, Part One (Unless otherwise stated)
-	CHAPTER 1: AIMS AND ETHOS			
<input type="checkbox"/>	Ensure that the Club Executive adopts the Child Safeguarding Statement	Safeguarding of Children/Young people		Section 25
<input type="checkbox"/>	Ensure that the Club Executive completes the Child Safeguarding Risk Assessment	Safeguarding of Children/Young people		Section 25
<input type="checkbox"/>	Ensure that the Club Executive appoints a Children's Officer, to be in place throughout the season	Safeguarding of Children/Young people		3.4
<input type="checkbox"/>	Ensure that the name and contact details of the Club Children's Officer are notified to the County Children's Officer	Safeguarding of Children/Young people		3.4
<input type="checkbox"/>	Ensure that the Club Executive appoints a Designated Liaison Person and DLP name is on display	Safeguarding of Children/Young people		Section 25
-	CHAPTER 2: MEMBERSHIP AND REGISTRATION			
<input type="checkbox"/>	Ensure all members pay their annual Club Subscription by the due date set by Executive Committee of the Club	Membership and Registration	Before 30 April	4.2.1 and 4.2.2
<input type="checkbox"/>	Ensure that all playing members, members who officiate at games, members involved in training/managing/coaching teams are covered by insurance.	Insurance	Ongoing	23.1
<input type="checkbox"/>	Register players at least three days before a game	Membership and Registration	At least 3 days before a game	28.1
<input type="checkbox"/>	Affiliate to Co Board, including list of registered members, affiliation fee, club colours, proof of insurance.	Membership and Registration	Before 30 April	5.4
<input type="checkbox"/>	Provide names of registered members in Irish and English using the electronic registration system	Membership and Registration	Before 30 April	5.5
-	CHAPTER 3: ORGANISATIONAL STRUCTURES			
<input type="checkbox"/>	Ensure the Executive Committee comprises the following core Officers: Chairperson, Vice-Chairperson, Secretary, Treasurer, Registrar, PRO, Children's Officer, Development Officer, Delegate(s) to County Board.	Organisational structures	At AGM	3.4
<input type="checkbox"/>	Complete and return nominations for the Officers of the County Committee to the County Secretary at least three weeks prior to date of Annual Convention	Organisational structures	3 weeks before Co Convention	18.4
<input type="checkbox"/>	Submit motions for consideration by the County Committee to the County Secretary at least three weeks prior to date of Convention	Organisational structures	3 weeks before Co Conventions	18.4
-	CHAPTER 4: ADMINISTRATION			
<input type="checkbox"/>	Ensure all correspondence issues to and from the Club through the Secretary	Organisational structures	Ongoing	15.2
<input type="checkbox"/>	Ensure official correspondence uses the designated camogie.ie email address	Organisational structures	Ongoing	15.2
<input type="checkbox"/>	Ensure Club purchases tickets for All-Ireland Camogie Finals in Croke Park, to the value of two full priced adult tickets.	Fees and charges	Annually	21.1
-	CHAPTER 5: ONE CLUB MODEL			
<input type="checkbox"/>	Be aware of the 'One Club' Model which equally promote the games, ideals and aspirations of the Camogie Association, GAA and Ladies Football. All activities, including fundraising and games development will be carried out to support the development of the club under this model.	One Club Model	Ongoing	5.12
-	CHAPTER 6: GAMES AND COMPETITIONS			
<input type="checkbox"/>	Ensure all players are registered Full Members or Child or Youth Members	Player Eligibility	At least 3 days before game	28.1
<input type="checkbox"/>	Ensure a player meets the correct age criteria: - U12: Be U12 and over 8 - U14: Be U14 and over 10 - U16: Be U16 and over 12 - U18: Be U18 and over 14 - Adult: Be over 15 except for Inter County where player must be over 17	Player Eligibility	Ongoing	28.4
<input type="checkbox"/>	Ensure team sheets (Form CC2) are completed correctly in Irish and English	Game administration	Ongoing	Part 2: Playing Rules 2.1

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<input type="checkbox"/>	Ensure team sheets (Form CC2) are signed by team official for each game	Game administration	Ongoing	Part 2: Playing Rules 2.1
<input type="checkbox"/>	Ensure 2 fully completed and signed copies of team sheets (Form CC2) are given to referee before start of second half of match.	Game administration	Ongoing	Part 2: Playing Rules 2.1
<input type="checkbox"/>	Ensure that transfers are completed in line with Section 31 of Official Guide (Part One)	Transfers	Ongoing	Section 31
- CHAPTER 7: CLUB AGM				
<input type="checkbox"/>	Ensure Club AGM is held at a date decided by the Executive Committee on or before 15 November, except in the case of camogie Units whose AGM is part of a GAA club AGM	Governance procedures	Before 15 November	Section 18
<input type="checkbox"/>	Ensure that only members, over 18, who have paid their membership at least 3 months in advance of the AGM for the year under consideration by the AGM, will have voting rights at the AGM	Governance procedures	3 months before AGM	Section 18
<input type="checkbox"/>	Ensure nomination forms for proposals for Officers, motions and by-laws are forwarded to all eligible persons, at least 5 weeks prior to the AGM	Governance procedures	5 weeks before AGM	Rule 18.4
<input type="checkbox"/>	Ensure agenda, minutes of previous AGM, Secretary's Report, Club Accounts, nominations for Executive Committee, motions and by-laws are forwarded to all eligible persons, at least 10 days prior to date of AGM	Governance procedures	10 days prior to AGM	Rule 18.5
<input type="checkbox"/>	Complete all AGM Governance procedures in accordance with Section 18 of the Official Guide	Governance procedures	Follow time limits for AGM procedures	Section 18