



THE
CAMOGIE
ASSOCIATION
An Cumann Camógaíochta

Officer Roles

Club and County Committees

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/Provincial Board

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

Role and Responsibilities of Chairperson



Chair meetings

approx 1 per month



Ensure clubs/county managed efficiently



Know and uphold Rules of the Association

Must ensure all members act within rules of association



Represent the club/county

Attend (or delegate) at meetings



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

Help to develop strategic plan for the club/county



Child Welfare

Responsibility ultimately lies with Chairperson



Manage volunteers, managers, trainers, mentors

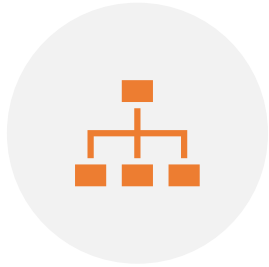
safeguarding, coaching qualifications, ensuring player welfare, motivate, monitor all volunteers, manage any conflict that arises

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

Key Points for Chairperson:

- Work with secretary to prepare Agenda
- Start meetings on time
- Ensure all speakers address through the chair and prevent cross talking
- Be fair
- Close discussions after adequate time
- Ensure minutes from previous minutes are adopted (proposer and seconder)
- Deal with matters arising from the minutes
- Sign in Irish and date the minutes
- Ask the Treasurer for his/her up to date financial statement
- Ask for proposer and seconder to adopt the statement
- Get all bills payable proposed and seconded
- Ask Secretary to read correspondence (correspondence included fixtures, letters/emails from county/provincial board)
- Fix date, time and venue (where required) for next meeting
- Close meeting formally

Role of Secretary



ADMINISTRATION

- Correspondences and keeping record of all matches especially teams that reach finals for AGM (secretary report) and Club/county History
- Membership and registration
- Manage Club and team affiliation with county board
- Ensure Club(s) have insurance
- Transfers and sanctions (THDC)
- Working with county board (provincial and national when necessary)



ATTEND MEETINGS

- Preparation and follow-up on assigned tasks
- Record of meeting minutes (template provided) records (always keep hard copy of minutes, especially AGM for club history records)



COMMUNICATION

- With club members/county delegates and officers
- With GAA/LGFA clubs under one club model
- With county/provincial secretary and committee
- Grounds staff, booking pitches, referees



CLUB PLANNING

- Assisting in developing club/county planning
- One club model gives equal opportunity and contributions from GAA/LGFA and Camogie for the club.

Skills required: Enthusiasm, dedication, leadership, committed, passionate, confidentiality, honesty, minute-taking, computer skills.

Key points for secretary

- Prepare agenda with Chairperson
- Arrange venue for meeting (if in a Club – make sure room is booked, if in neutral venue again make sure meeting room booked for correct time)
- Circulate all concerned to advise of meeting date and time
- If relevant in your club circulate agenda/ send previous minutes (this is optional for clubs but could be a good idea)
- Check the attendance and voting strength – record the attendance and apologies for absence
- Take note of discussions and decisions and if a motion has been proposed and seconded, and if there are any objections
- Record the date, time and venue of the next meeting
- Implement the decisions of the meeting and deal with other matters arising from the minutes
- Deal with fixtures, correspondence, enquiries, and requests for advice and routine matters
- Get reports from the County Board/Provincial Delegates
- It is extremely important the club secretary is aware of all matters pertaining to the club as all queries to a club will be addressed to a secretary.
- Motions, proposals and amendments **MUST NOT** be contrary to the rules in An Treorai Oifigiuil (Official Guide) and must be proposed and seconded at the meeting



Roles and Responsibilities of PRO



Promote Camogie



Club/County website



Social Media presence



Relationship with media



Match programmes and advertising

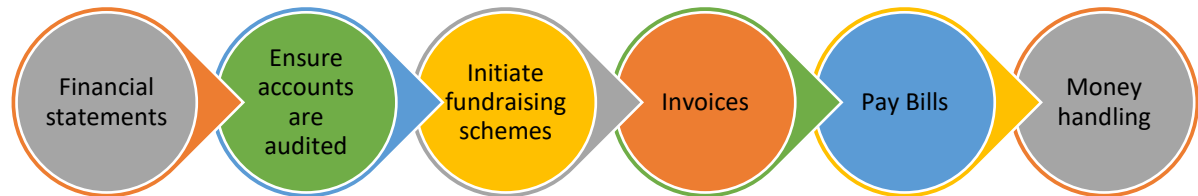


Communications

Skills: excellent oral and written communication skills, good organisational skills, ability to work in a team, knowledge of social media and association policies

See PRO Handbook for details on social media policy and use of social media accounts

Treasurer Roles and Responsibilities



Key Points for Treasurers

- Present up to date financial statement(s) to each meeting
- Prepare financial statement and balance sheet for the A.G.M.
- Make sure accounts are audited in accordance to rule
- Have a Current Account / Deposit Account in the name of the Club/County
- At least two signatures on cheque(s) – e.g. Chairperson & Treasurer / Secretary & Treasurer
- Initiate fund-raising schemes
- Issue receipts for all monies received whether cash, cheque, postal order etc i.e. membership, gear money, bus money, fund raising money
- Always make sure that Clubs/counties have enough money to cover their expenses i.e. sliotars, hurleys, first aid, club expenses
- All Invoices / Bills should be proposed and seconded at each meeting

Recommendations for treasurers

- That all BANK STATEMENTS are signed at each Club Meeting
- As Clubs pay cash to referees for league/championship matches – set up a standard Club Expenses Claim Form
- It is advised against signing blank cheques
- All expenses claimed, where possible, should have receipts to be presented to the meeting for approval/to be passed – use a Club Expenses Claim Form
- No cheques are to be written except at Club meetings – having been proposed and seconded.
- Try where possible to have large cash amounts counted by two or more people (bag-packing, ticket sales, etc)
- For Insurance Claims have one person responsible for the claim processing procedure – have a Club Injury Book
- Endeavour to be very transparent with Club Funds



Role and Responsibilities of Registrar

The responsibility of the Registrar is to have each officer, committee member, player, non-playing member, trainer, coach registered with the County Board and have paid their Club Registration (to include insurance) Fee.

The Registration is submitted using Games Management System to the County Registrar – this must now be completed by 30th April.

Within the Club each player/member/coach/officer must have insurance. This will cover them while attending any/all club event.

The Registrar will need to have a list of all members and confirmation that they have paid their fees.

Recommendation: Have a Registration Day, an opportunity to meet parents and encourage them to get more involved with the Club their daughter plays with and collect the bulk of the registration money.



Roles and Responsibilities for Club Children's Officer

- Promote awareness of the Code of Behaviour (underage) within the club, among young members and their parents/guardians.
- Ensure that all relevant personnel attend a Camogie safeguarding course
- Facilitate the Camogie Association Garda Vetting process and Access NI checks within the club.
- Influence policy and practice within the club in order to prioritise children's needs.
- Ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their sports activities / experiences.
- Encourage the appropriate involvement of parents/guardians in the club activities.
- Facilitate parents' information sessions at the start of the season.
- Establish contact with the County Children's Officer.
- Report regularly to the Club Management Committee



Roles and Responsibilities of Camogie Development Officer

Role description:

The Overall role of the County Development Officer is to ensure that Coaching and games development activities are implemented in line with Association policy.

He/she should be chairperson of the County Coaching & Games Development Committee.

Reports to and works with:

An Cathaoirleach County Board/Camogie Regional development Officer

Responsibilities:

1. To chair the County Coaching & Games Development Committee. (Please see below Guidelines for the composition of County Camogie Games Development Committee)
2. To ensure that Coaching & Games Development Activities are implemented in line with Camogie Association Policy.
3. To sit on GAA Coaching and games committee in the county
4. To report to the County Convention on the implementation of Games Development Activities in the County. The report should include Committee evaluation of activities.
5. To work with Development officer under 6 development headings:
 - Games Programme at Child, Youth and Adult Level
 - Primary School Autumn and Spring programmes Camp Programme
 - Easter, Summer (Cul) & Halloween
 - Talent Academy Programme (Schools of Excellence U.14/15 Development Squads U.17)
 - Coach Education - Child, Youth, Adult
 - Referee Education - Child, Youth, Adult
6. To liaise with Clubs and Units to support the development of effective Coaching & Games Development structures.

County Games Development Committee

The County Games Development Committee should be comprised of:

1. A Secretary
2. A member of Cumann Na mBunscoil
3. A member of the Post-Primary Schools body
4. Where applicable an active representative from a Third Level Institution.
5. Two adult club players

Where a member of the County Coaching and Games fails to attend three consecutive meetings, he/she may be replaced by the committee by co-opting another active member in consultation with the relevant body.

The members from Cumann na mBunscoil, Secondary Voluntary, Secondary Vocational and Third Level must be selected by their own County Governing Body and be fully aware of fixtures schedules of meetings.

The Games Development Committee have the right to nominate for co-option, up to a maximum of four, suitable persons, with coaching qualifications/experience for ratification by the County Committee.



Another important role for the club includes, the club Coaching Officer:

Roles and responsibilities of the Club Coaching Officer

To co-ordinate and facilitate the development of coaches within their clubs

Liaises with: County Development Officer, Club coaches, club executive

Responsibilities:

- To chair the Club Coaching & Games Committee.
- To ensure that Coaching & Games Activities are implemented in line with Camogie Association Policy.
- To work with county Development officer under development headings for their club
 - Games Programme at Child, Youth and Adult Level
 - Primary School club /school link
 - Camp Programme - Easter, Summer (Cul) & Halloween
 - Coach Education - Child, Youth, Adult

